



# **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 2022

**[oregonmetro.gov](http://oregonmetro.gov)**

Metro  
Waste Prevention and Environmental Services  
600 NE Grand Ave.  
Portland, OR 97232-2736  
[SWICC@oregonmetro.gov](mailto:SWICC@oregonmetro.gov)

# Solid Waste Facility License Application

600 NE Grand Ave.  
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](http://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 Joanna Dyer, Metro's Solid Waste Authorization Coordinator at 971-401-0976 or via email at [SWICC@oregonmetro.gov](mailto: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.



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## INSTRUCTIONS

### For Metro Use Only

Date received: 02/21/2024

Date deemed complete by Metro: 04/01/2024



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 using one of the following methods:

**a. Online:**

- Email the completed application to [SWICC@oregonmetro.gov](mailto:SWICC@oregonmetro.gov). Contact Joanna Dyer for assistance with large files (contact information below).
- Call Metro’s Accounts Receivable at 503-797-1620 to pay the application fee by credit card.

**b. By Mail:** Mail the completed application and a check for the application fee to:

Metro  
Waste Prevention and Environmental Services  
Attn: Joanna Dyer  
600 NE Grand Avenue  
Portland, OR 97232-2736

*Questions? Contact Joanna Dyer, Metro’s Solid Waste Authorization Coordinator, at 971-401-0976 or [joanna.dyer@oregonmetro.gov](mailto:joanna.dyer@oregonmetro.gov).*

## PART 1 – Standard License Application Information

<b>1. Applicant (Licensee)</b>	
Facility Name:	WestRock Portland Recycle
Company Name:	WestRock CP, LLC

Facility Street Address, City, State, Zip:	6328 SE 100 <sup>th</sup> Ave. Portland, OR, 97266
Facility Mailing Address, City, State, Zip:	6328 SE 100 <sup>th</sup> Ave. Portland, OR, 97266
Contact Person & Title:	Jerry Hartley, Operations Director
Phone Number:	502-975-3110
E-mail Address:	jerry.hartley@westrock.com

**2. Type of Application (please check one)**

<input type="checkbox"/> New license <i>Date of Pre-Application Conference: _____</i>	
<input checked="" type="checkbox"/> Renewal of an existing license	<i>Current Metro Solid Waste Facility License Number:</i>  <u>No. L-156-19B</u>
<input type="checkbox"/> Change of authorization to an existing license (other than a renewal) <i>Please describe the proposed change below in Section 4.</i>	
<input type="checkbox"/> Transfer of ownership or control of an existing license	

**3. Type of facility (please check one)**

<input type="checkbox"/> Non-putrescible (dry) waste material recovery facility
<input checked="" type="checkbox"/> Source-separated recyclable material recovery facility
<input type="checkbox"/> Source-separated food waste reload facility
<input type="checkbox"/> Yard debris reload facility
<input type="checkbox"/> Yard debris composting facility
<input type="checkbox"/> 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.**

**Household Batteries collected through the local curbside recycling program. The facility was issued a DEQ Solid Waste Disposal Site Permit for this activity (SWDS Permit 1728).**

**5. Applicant's Owner or Parent Company**

**(Provide information for all owners and corporate structure if applicable)**

Company Name:	WestRock CP, LLC
Mailing Address, City, State, Zip:	1000 Abernathy Road NE Atlanta, GA, 30328
Contact Person & Title:	Jerry Hartley, Operations Director
Phone Number:	502-975-3110
E-mail Address:	jerry.hartley@westrock.com
<b>6. <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Site Operator (if different from Applicant)</b>	
Company Name:	
Mailing Address, City, State, Zip:	
Contact Person & Title:	
Phone Number:	
E-mail Address:	



Metro

<b>7. <input type="checkbox"/> Site Description</b>			
Tax Lot(s): 15 2E 16 DD – 06700 R551001640	Section: 16	Township: 1S	Range: 2E
12 SE 16 DD – 06600 R551001540	16	1S	2E

<b>8. Land Use</b>	
Present Land Use Zone:	<b>EG2</b>
Is proposed use permitted outright?	<input checked="" type="checkbox"/> Yes If yes, attach a copy of the <i>Land Use Compatibility Statement</i> (See Attachment D). <input type="checkbox"/> No
Is a conditional use permit necessary for the facility?	<input type="checkbox"/> Yes If yes, attach a copy of the <i>Conditional Use Permit</i> (See Attachment F) <input checked="" type="checkbox"/> No
Are there any land use issues presently pending with the site?	<input type="checkbox"/> Yes If yes, please explain the land use issues below. <input checked="" type="checkbox"/> No
Description of the pending land use issues identified above:	
Are any permits required from the Oregon Department of Environmental Quality (DEQ)?	<input checked="" type="checkbox"/> Yes If yes, please list all DEQ permits below and attach copies with this application (see Attachment F). <input type="checkbox"/> No
Listing of all required DEQ permits:	Solid Waste Disposal Site Permit (SWDS Permit 1728) – Expires 4/15/2033
Are any other local permits or	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

building codes required?	If yes, please list all other required permits below and attach copies with this application (see Attachment F).
Listing of other required permits:	

<b>9. Land Owner</b>	
Is the applicant the sole owner of the property on which the facility is located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please complete this section with additional pages if necessary and attach a completed <i>Property Use Consent Form</i> (see Attachment E).
Property Owner:	
Mailing Address, City, State, Zip:	
Phone Number:	
E-mail Address:	

<b>10. Public/Commercial Operations</b>		
Will the facility be open to the public (e.g., non-commercial self-haul customers)?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will the facility be open to non-affiliated commercial solid waste collectors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will the facility accept waste from outside the boundary of Metro?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

<b>11. Operating Hours and Traffic Volume</b>			
	Public (non-commercial self-haul)	Commercial Affiliated	Commercial Non-Affiliated
Operating Hours	N/A	0700 – 1400	0700 - 1400
Customer Hours (if different)	N/A	0700 – 1400	0700 - 1400
Estimated Vehicles Per Day	N/A	<20	>40

<b>12. Inbound Waste/Feedstock by Type</b>					
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).					
		<b>Expected</b>	<b>Type of</b>	<b>Expected</b>	<b>Estimate the maximum and typical lengths of time</b>

Waste/Feedstock Type	Accepted at Facility		Annual Tonnage Amount	Activity to be Performed on Waste	Tip Fee (per Ton)	required to process each day's receipt of each waste/feedstock type
Source-Separated Wood:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Source-Separated Yard Debris:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Source-Separated Yard Debris Combined with Residential Food Waste:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Source-Separated Commercial and Other Food Waste:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Inerts (e.g., rock, concrete, etc.):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Non-Putrescible (dry) Waste:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Source-Separated Recyclables:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	50,000	Sort separate/bale		24 – 48 hrs
Special Wastes (please specify):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Petroleum Contaminated Soil:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Putrescible (wet) waste:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Other Waste/Feedstocks (please specify):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				
Other Waste/Feedstocks (please specify):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No				

<b>13. Inbound Waste/Feedstock by Generator</b>			
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**
RSS	27,000	20,700	6,300
CSS	6,000	5,700	300
OCC	15,000	15,000	0
Various Fiber Grades	2,000	2,000	0
TOTAL TONS:			
* Example: commercial, residential, self-haul, etc. ** Tons received = tons recovered + tons residual			

<b>14. Outbound Waste and Materials</b>
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**Metro**

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### 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**
RSS – Residential Single Stream	27,000	20,700	6,300
CSS – Commercial Single Stream	6,000	5,700	300
OCC – Old Corrugated Containers	15,000	15,000	0
Various Fiber Grades – Mixed Paper & Other Paper Grades	2,000	2,000	0
<b>TOTAL TONS:</b>			

\* 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*
Coffin Butte Landfill Wasco Landfill	Solid waste Solid waste	7,500	Disposal
Domestic Customers	OCC	20,000	Recycle
Domestic Customers	Mixed Paper	13,000	Recycle
Domestic Customers	Plastics	2,000	Recycle
Domestic Customers	Other paper grades outside of OCC and Mixed Paper	6,500	Recycle
Domestic Customers	Metals	1,500	Recycle
Domestic Customers	Glass	1,000	Recycle
Domestic Customers	Batteries	0.25 (500 pounds)	Recycle



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*
Coffin Butte Landfill Wasco Landfill	Solid waste Solid waste	7,500	disposal

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

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 owned by the applicant)
- Attachment F: Required Permits
- Attachment G: Facility Design Plan (NEW CONSTRUCTION ONLY)

## 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



Date 2/21/24

Print name

Jerry Hartley

Title Operations Director

Email jerry.hartley@westrock.com Phone 502-975-3110



# Solid Waste Facility License Application

## Appendix A: Description of required attachments

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### Appendix A: Description of required attachments

#### ATTACHMENT A: SITE PLAN

The applicant must submit a facility design plan showing the location of the facility at an appropriate scale. An aerial photograph, Google image or scaled drawing is acceptable, and must include all of the information described below, labeled in a legible manner. If any portion of facility operations takes place within an enclosed building, submit a separate image or diagram labeling the required information for internal operations.

- 1) Property and External Operations. Identify the location of:
  - a) The facility site, including all property boundaries
  - b) Access roads
  - c) All buildings on the property (existing and proposed)
  - d) Scale(s) and scale house(s)
  - e) Fencing and gates
  - f) Paved areas
  - g) Vegetative buffer zones and berms
  - h) Bioswales, if present on site
  - i) Exterior storage areas or stockpiles of solid waste accepted by the facility as indicated in the application, including maximum pile height
  - j) Storage areas for the temporary containment of prohibited waste that the facility inadvertently receives, while awaiting proper removal or disposal of the prohibited waste. (The facility must cover and enclose the containment areas and construct them in a manner to prevent leaking and contamination.)
  - k) Water sources for fire suppression
  - l) All receiving, processing, reload and storage areas
  - m) Load checking areas (as applicable)
  - n) On-site traffic flow patterns
  - o) Facility signage
  - p) COMPOST FACILITY ONLY: Compost/curing piles/windows, aeration systems including bio-filters, or enclosed structures to prevent odors from being detected offsite
  - q) COMPOST FACILITY ONLY: The prevailing wind direction, by season, identified on a map or aerial photograph
- 2) Internal operations. Identify the location of:
  - a) All receiving, processing and reload areas
  - b) Load checking areas
  - c) Storage areas for solid waste accepted by the facility as indicated in the application

- d) Storage areas for the temporary containment of prohibited waste that the facility inadvertently receives, while awaiting proper removal or disposal of the prohibited waste. (The facility must cover and enclose the containment areas and construct them in a manner to prevent leaking and contamination.)
- e) Traffic flow patterns within buildings
- f) Compactor or other processing equipment
- g) Fire suppression equipment

## **ATTACHMENT B: OPERATING PLAN**

The applicant must submit an operating plan for review and approval by Metro, subject to any additional elements as required in the license - if one is approved and issued. The operating plan must describe the following, at a minimum:

- 1) Types of solid wastes the facility will accept
- 2) Procedures for material recovery including:
  - a) Procedures for segregating and managing loads of incoming source-separated recyclables from other materials
  - b) Procedures for recovering materials from solid waste, including equipment to be used on site (e.g. sorting lines, hand picking, magnets, etc.)
- 3) Procedures for managing waste and other materials; identify the type of equipment that will be used to process, reload and transport waste to a processing facility or disposal site
- 4) Description of the general markets for the material(s) recovered at the facility
- 5) Procedures for measuring and keeping records of the amount of materials received, recovered, and disposed. These procedures must comply with Metro's record keeping and reporting requirements as described in *Reporting Requirements and Data Standards for Metro Solid Waste Licensees, Franchisees, and Parties to Designated Facility Agreements*.
- 6) Procedures for inspecting loads, including:
  - a) Procedures for inspecting incoming loads for the presence of prohibited or unauthorized wastes
  - b) Objective criteria for accepting and rejecting loads
  - c) Protocol for identifying, isolating and testing material that may contain asbestos
- 7) Procedures for storage of waste and other materials including:
  - a) Description of waste types that will be stored on site
  - b) Procedures for managing stockpiles
  - c) Procedures for removing waste and other materials off site at sufficient frequency to avoid creating material degradation, nuisance conditions or safety hazards
- 8) Procedures for rejecting or managing prohibited wastes including:
  - a) Procedures for rejecting, managing, reloading and transporting any hazardous, prohibited or unauthorized wastes discovered at the facility to an appropriate facility or disposal site
  - b) Procedures and methods for notifying generators to not place hazardous waste or other prohibited waste in drop boxes or other collection containers destined for the facility
- 9) Procedures for odor mitigation, including:
  - a) A management plan that the facility will use to control and minimize odors of any derivation from the facility including odorous loads
  - b) Procedures for receiving and recording odor complaints, immediately investigating any odor complaints to determine the cause of odor emissions, and promptly correcting any odor problem at the facility

- 10) Procedures for controlling and minimizing nuisances and other offsite impacts including: noise, vectors, dust and litter. These procedures must include a description of the methods that the facility will use to encourage its customers to cover waste loads delivered to the facility.
- 11) Procedures the facility will follow in case of a fire or other emergency
- 12) Procedures for fire prevention, protection and control measures used at the facility.
- 13) Closure procedures and costs required to:
  - a) Properly close the facility and cease further solid waste activities; and
  - b) Restoring the site to its condition before the applicant engaged in the licensable activity. Closure may include, but is not limited to, removal of all on-site solid waste stockpiles accumulated after Metro issued a Metro Solid Waste Facility License.

**ATTACHMENT C: INSURANCE**

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

- 1) The most recently approved ISO (Insurance Services Office) Commercial General Liability policy, or its equivalent, written on an occurrence basis. The policy must include coverage for bodily injury, property damage, personal injury, death, contractual liability, premises and products/completed operations. All insurance coverage must be a minimum of \$1,000,000 per occurrence.
- 2) Automobile insurance with coverage for bodily injury and property damage, and with limits not less than minimum of \$1,000,000 per accident or combined single limit.
- 3) The General Liability policy must name Metro, its elected officials, departments, employees, volunteers and agents as ADDITIONAL INSUREDS. The applicant must include the additional insured endorsement along with the certificate of insurance.
- 4) Certification of Workers' Compensation insurance that meets Oregon statutory requirements including employer's liability with limits not less than \$1,000,000 per accident or disease. If the applicant or licensee has no employees and will perform the work without the assistance of others, you may attach a certificate to that effect in lieu of the certificate showing current Workers' Compensation.

**ATTACHMENT D: LAND USE COMPATIBILITY STATEMENT (LUCS)**

The applicant must submit the following information:

A copy of a completed Metro LUCS or DEQ LUCS. The Metro LUCS is available at [www.oregonmetro.gov/solidwasteforms](http://www.oregonmetro.gov/solidwasteforms).

**ATTACHMENT E: PROPERTY USE CONSENT FORM**

The applicant must submit the following information if required in Part 1, section 9, of this application.

A copy of a completed Property Use Consent Form, available at [www.oregonmetro.gov/solidwasteforms](http://www.oregonmetro.gov/solidwasteforms).

**ATTACHMENT F: REQUIRED PERMITS**

The applicant must submit the following information:

- 1) A copy of any required permit, license or franchise that a governing body or agency (whether federal, state, county, city or other) has granted or issued to the applicant, including, but not limited to DEQ disposal site permit, DEQ 1200-Z stormwater permit (first page only) and Conditional Use Permits. If the governing body or agency has not yet issued the required permit, license or franchise, the applicant must provide a copy of the application it submitted. Metro may also request copies of correspondence pertaining to any required permit,

license or franchise.

- 2) New facilities: A copy of all applications for necessary DEQ permits and any other information required by or submitted to DEQ.

### **ATTACHMENT G: FACILITY DESIGN PLAN (NEW CONSTRUCTION ONLY)**

The applicant must submit a facility design plan that addresses the topics outlined below. Application submittals such as facility design plans, building plans, site plans and specifications must be prepared, as appropriate, by persons licensed in engineering, architecture, landscape design, traffic engineering, air quality control and design of structures.

- 1) Facility overview that includes a description of the following:
  - a) Facility design and technology
  - b) Buildings and major equipment (existing and proposed)
  - c) Construction timeline (as applicable)
  - d) Types of wastes to be processed
  - e) Residuals management procedures
- 2) Dust, odor, airborne debris and litter:
  - a) Submit a proposed design or existing design plan that identifies the location of all areas for load checking, receiving/tipping, mixing, processing, reloading and storage for all materials.
  - b) Compost facility only: provide locations for compost/curing piles/windrows, aeration systems including bio-filters, or enclosed structures to prevent odors from being detected offsite.
  - c) Describe control measures to prevent odors, fugitive dust, airborne debris and litter. Describe how the facility design will provide for shrouding and dust prevention for the receiving area, processing area, storage area, reload area, all waste processing equipment and all conveyor transfer points where dust is generated.
- 3) Fire prevention:

Submit proof of compliance with local and state fire codes.
- 4) Adequate vehicle accommodation:

Provide documentation to demonstrate that the facility will provide adequate on-site areas at the facility's entrance, scales, loading and unloading points and exit points to allow safe queuing off public roads and right-of-way given the number and types of vehicles expected to use the facility during peak times.
- 5) Stormwater and leachate:

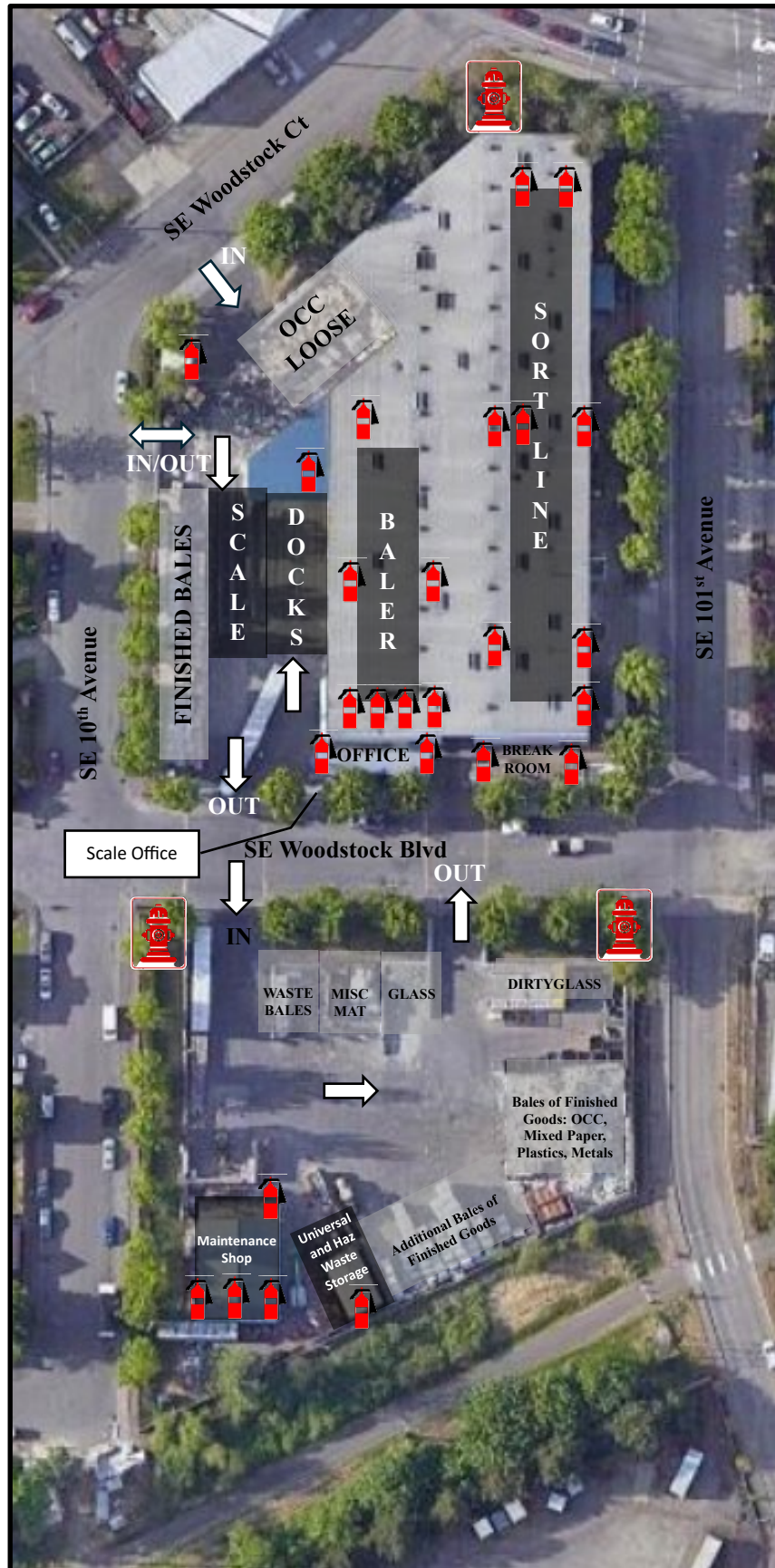
Submit a DEQ (or equivalent) approved plan with pollution control measures to protect surface and ground waters, including runoff collection and discharge and equipment cleaning and washdown water.
- 6) A compost facility must submit a written description of the following (in addition to the items listed in subsection 1):
  - a) Feedstock receiving procedures
  - b) Feedstock pretreatment and contaminant removal procedures and equipment (as applicable)
  - c) Feedstock processing details and methods
  - d) Dewatering and liquids management (as applicable)
  - e) Pathogen reduction / control procedures (as applicable)
  - f) Monitoring, quality control and testing

**METRO SOLID WASTE FACILITY LICENSE APPLICATION**

***Appendix A: Description of Attachments***

*Issued January 2022*

*Appendix page 5 of 5*





**WestRock - Portland Recycling**  
**6328 SE 100<sup>th</sup>, Portland, OR 97266**

**Operating Plan**

**March 1, 2019**

**Revised July 13, 2022**

This operations plan is intended to meet the requirements of the Metro Solid Waste Facility License Application. The WestRock Portland Recycling facility accepts source-separated recyclable materials from contracted suppliers. Public drop offs are not accepted.

- 1. Materials Accepted:** Recyclable paper, old corrugated containers, glass, plastics, tin, UBC, scrap metal, batteries collected as part of a local government curbside collection program [DEQ Permitting in Process].
- 2. Materials Recovery Description:**
  - a. Minimal distinguishing between types of material is needed as all material accepted is intended for recycling. Recovery of recyclable materials from municipal solid waste is not performed at the facility.
  - b. The facility utilizes a sort line and manual picking to separate varying types of recyclable materials (e.g., OCC from mixed paper)
  - c. Separated recyclables are baled and stacked prior to shipment to customer.
  - d. Materials are managed by standard material handling equipment: front end loaders, lift trucks, etc.
  - e. Intentionally collected batteries collected as part of a local government curbside collection program will be handled as Universal Waste and processed accordingly. WestRock will contain the batteries in a covered container the route drivers will place them in. When the container is full or near full, a trained WestRock employee will transfer the batteries into 5-gallon buckets with lids. The buckets will be stored in a covered area until removed, either by our contractor (Thermo-Fluids) or WestRock will transport to the Metro South Transfer Station to their household hazardous waste area, by appointment.
- 3. Markets Served:** Domestic and export for paper and plastics, and metals and domestic for glass.
- 4. Materials Tracking:** All material received at the facility and shipped from the site is weighed. All material coming into the facility is documented with a scale ticket and a receiving ticket (Attachment 1) where grading/contents are documented. Information is retained including scale tickets, supplier/customer name, transaction dates, etc. All materials shipped have a standard bill of lading describing the material, customer and destination. Records are also kept on monthly, quarterly and annually for the total

amount of material received at the facility, shipped to customers and disposed of as solid waste.

## 5. Procedures for inspecting incoming loads

As part of the WestRock's commitment to protecting the environment and to ensure compliance with environmental best-practices, this facility implements material inspection program to minimize the likelihood of receiving non-recyclable materials (e.g., hazardous materials) that may be a significant source of pollutants in surface runoff. This facility intends to receive clean recyclables from commercial suppliers and waste haulers, only. We handle only recyclable materials such as curbside and commercial recycling program materials, cardboard, mixed paper, office paper, newsprint, aluminum cans, printers waste, books, and commercial paper, PET, LDPE & HDPE are received for processing. The following incoming materials are not accepted at the facility at any time:

- Liquids and liquid-soaked materials require special handling because they cannot be disposed of in landfills.
- Universal Waste, **except batteries collected as part of a local government curbside collection program** (e.g., used lamps, batteries (except as noted), pesticides, mercury containing devices, etc.).
- Electronic waste, such as computer, television, gaming console, and telephone equipment except as recovered from intended materials.
- Medical/biohazardous waste (can include sharps, needles, and materials exposed to blood and other bodily fluids).
- Food and other putrescible materials that are present in loads in quantities above incidental amounts (can attract vermin and create odor and other potential problems).
- Tires or wood (except incidental pallets)
- Vegetative or landscaping materials
- PCB-containing items such as old transformers and lighting ballasts, typically manufactured in the 1970s or earlier.
- Asbestos- containing materials such as insulation, floor tiles, roofing materials and other items
- Any hazardous waste defined in 40 CFR261
- Refrigerant, CRC and HCFC containing equipment;
- Any materials which have been contaminated with any of the above

If incoming material is contaminated with any of the above unacceptable materials, then the following procedures must be followed:

1. When possible, haulers of waste streams will promptly reject non-recyclables wastes or unacceptable materials at the source. We contract with local commercial haulers

to transport recyclable materials to our facility. These haulers have procedures to prevent transportation of solid waste to our facilities. Any solid waste received is rejected and promptly returned.

2. If unacceptable material is identified after being unloaded at the facility, then the inspector identifying the unacceptable material will notify management immediately.
3. Management will contact the material supplier to arrange a container to be dropped off at the facility. When the container is dropped off, facility personnel will load the unacceptable materials into the container, as soon as possible. Management will arrange to have the waste hauler or supplier to remove the container of non-recyclables or off-specification materials to an appropriate disposal facility.

## **6. Procedures for processing and storage of loads**

Loose loads of source separated recyclable materials are dumped on-site (OCC outside) and mixed loads are dumped inside the building, except when temporarily full – mixed material is then dumped in a storage area outside to be moved inside as soon as there is room. Material is processed daily to keep inventory turning.

In the event of a situation requiring storage of any loose, unprocessed source separated recyclable materials for more than 4 business days, the material will either be

- baled and stored outside for less than 30 days per below.
- Containerized and sold to another recycler if accepted

If baled source separated recyclable materials were needed to be stored outside for greater than 30 days, the material will be baled and tarped in a professional manner to avoid as much water and sun damage as possible and

- Metro will be notified and included in the process
- Bales will be stacked in a manner to keep the bottom of bales from significantly touching the ground by placing on pallets or other appropriate materials
- Bales will be densely stacked to minimize moisture accumulation
- Other processors will be contacted for possible diversion of material
- Metro will be included in approving the processing by others if desired

Loose material is either “floor-sorted” or run across the sort line depending on mix and contamination.

Baled loads are unloaded at the dock or from a flatbed and stored inside and outside the building.

Finished goods bales (paper) are stored mostly inside the building. Most plastics and metal bales are stored outside the building in the yard south of the main building.

**7. Procedures for odor prevention and nuisance control:**

The WestRock Portland facility does not accept putrescible materials for any purpose. When miscellaneous odiferous materials are detected on the sort line they are placed in containers and transferred to a dumpster for off-site disposal in an MSW landfill on a frequent basis.

Loose recyclable materials provided by suppliers are transported to the facility in covered trucks to reduce littering. Uncovered loads of loose material are not accepted. Facility personnel inspect the streets and fence line around the property and at adjacent residential properties daily for litter. The facility has also provided contact information to the neighboring property owners in the event of a complaint (signage).

Facility practice is to have a yard/environmental/clean-up person on staff on day shift daily to monitor conditions and respond to blowing paper in a timely manner – this is a full-time person dedicated to outside-the-fence-line cleaning. Standard, non-incident housekeeping is to have a formal clean-up before the end of day shift (1:30pm-3:30pm depending on start time; End of sort line shift (3:30pm); end of night shift (7pm-10pm) depending on start time. Also, there is a full-time yard operator and a 0.5 time yard employee available to flow to work (clean-up) as needed. If there is a large problem, we will shut down the sort line and put as many people as needed to get the cleaning completed.

We contract with A-1 Asphalt Maintenance for daily street sweeping with a sweeper truck. Their schedule is Monday through Friday and once over the weekend. When possible, A-1 will arrive at 10am on Saturdays to participate with the Lents Neighborhood Livability Association clean-up efforts (below).

We also contract with the Lents Neighborhood Livability Association to do a neighborhood clean-up on the weekends.

Facility contracts with pest control provider (Terminix) to decrease/eliminate rodent issues. We are currently utilizing rodent birth control feed, traps, as well as CO2 infusion as needed. See Attachment J.

Noise: Over the last years and months, we have:

- Changed sort line alarms
- Replaced back up beepers on all plant equipment with white-noise alarms
- Close doors when we can, even during the day

- Added and or more effectively maintain rubber bucket bumpers on front-end loaders
- Diverted bin accounts away from our facility to another recycler

all to decrease noise in the neighborhood.

Complaints are logged as they are offered. We do have process for non-managers to capture a complaint on a form (see Attachment I) if not directly made to a manager. Most complaints come by email and are noted on the log and the emails saved in the general manager's email folder named Lents-Metro

## 8. Emergency Procedures

See Attachment 2

Closure plan:

Short-term: Our system has enough capacity to hold material for a short time if we have an equipment failure or other event. If that time extends past capacity, we have an agreement with another competing facility to accept material from our supply base. See Preventing Contamination and Degradation, below.

Long-term: While this scenario is highly unlikely, in the event of a permanent or long-term closure, we would negotiate successful transfer of volume to an appropriate entity.

## Facility Design (AR 5.01-1115)

1. Storage and Processing Area on north yard (main building) and south yard is paved. Most processing (sorting and baling is completed inside the building)
2. Dust Control needs are a minimal issue in our system outside the building. The sort line has a misting system to minimize dust inside the building.
3. Litter Control -Both the north and south yards are fenced to minimize litter. General housekeeping inspections are completed to remove any materials from outside the fence line on a continual basis, see Attachment 3
4. Fire Suppression -see Attachment 4
5. Capacity - The facility has capacity to handle stated volumes. In the event of shipping constraints, the facility utilizes marketing department to prioritize order booking. If the facility reaches physical top capacity, supply can be lowered, or off-site storage used to hold inventory.
6. Prohibited Waste Storage (non-sourced, inadvertent materials) is in a covered area in the south yard and handled and disposed of properly.
7. Tipping/Reload Areas are paved in both the north and south yards.

8. Access and Vehicle Accommodation - See traffic Attachment 6 for flow of traffic. Both operating yards are gated. Employees are encouraged to park in the area east of SE 101<sup>st</sup> and Woodstock Blvd. Loose loads are required to be covered or contained. See Attachment 5 for queuing policy/process.

### **Facility Operating Requirements (AR 5.01 – 1120)**

1. Preventing Contamination and Degradation – Facility stores paper material inside and outside while awaiting shipment. Plastic and metal finished goods are stored outside. Inventory turns nearly 100% monthly. Paper finished goods materials stored outside will be shipped first whenever possible to avoid degradation. Paper-based finished goods will be stored 30 days or less outside. If paper-based finished goods needed to be stored longer than 30 days a plan will be developed in conjunction with Metro.
1. Residuals - Waste materials from inside the building are baled and stored separately from recyclable materials. “Dirty glass” is collected from the sort line and stored in 3 sided bunkers on impervious asphalt in the south yard. As of 4/23/22, the material is covered by tarps when not in use. The Short-term plan is to add a solid roof and sides to the bunker (est. time July 2022). The long-term plan is to have the east end of the yard covered (approx. 9000 sq. ft.). we have been approved for capital for this in fiscal (Oct 22-Sep 23) 2023.
2. No Disposal - The facility follows ODEQ guidelines concerning disposal. Facility will include Metro in the discussion should disposing of recyclable materials need develop.
3. Tipping and Reloading Materials - Material is tipped on a paved surface and processed as soon as possible.
4. Material Storage - Most paper material is normally stored inside the building except as noted above and below.
5. Outdoor Material Storage - Facility stores paper material inside and outside while awaiting shipment. Paper, by grade, stored outside will be shipped before material inside. See 1 above.
  - a. Outside storage meets fire codes
    - i. Trailers and drop boxes are used periodically to store materials as needed.
    - ii. Both outdoor storage areas are paved.
    - iii. Materials stored outside (including paper) is stored for a limited time to avoid degradation, litter, fire, vectors, odors or other issues.
  - b. Stockpiles are noted on Attachment A
  - c. Material stockpiles are intended for short-term holding awaiting processing or shipment, except as noted in section 6 above.
7. Vehicle Maintenance - All vehicles are part of facility preventive maintenance program, and all employees are trained on spill prevention and housekeeping.
8. Impervious Surface Maintenance - All reload areas/roads are maintained to minimize dust, debris, and litter. General housekeeping practices are used to clean any areas that need to be cleaned.

9. Facility Capacity - The facility will not be operated beyond its capacity.
10. Controlling Dust and Litter - Facility has daily formal housekeeping audits and daily clean-up processes. See Attachment 3.
11. Covered Loads – All inbound loads must be covered
12. Fire Prevention – see Attachment 4
13. Qualified Operator - The facility will not operate without qualified operator(s) to handle any business scheduled for that day.
14. Prohibited Waste – see Section 5 above
15. Load Checking - Does not directly apply to this type of business, but all material is inspected as received.
16. Measurement of Materials - All material is weighed (certified) inbound and outbound from the facility with a truck scale or “bin” scale inside the plant.
17. Transaction Records and Reporting - Records are kept of all transactions on our corporate retention schedule.
18. Access Control – the facility is fenced and if production personnel are not on-site, there is a security contractor making rounds every 30 minutes over night and on the weekends.
19. Traffic Flow - see Attachment A. Also, we have posted reminders of “NO TRUCK” streets close to the facility. See Attachment 6
20. Water Protections – see Attachment 6
21. Vector Control – see Section 7 above
22. Response to Nuisance Complaints – Nuisance complaints will be documented and queued for resolution utilizing the incident reporting process for the facility or documenting directly on to the log.
23. Noise – Outside operations are scheduled from 7am-10pm. After 7pm, efforts are made to minimize outside noise. During slower volume seasons we may curtail operations before 10pm.
24. Odor – Odor has not been an issue at this facility
25. Signage – The facility has the following information noted on the public sign near Foster Road (see Attachment 8):
  - a. Name of Facility
  - b. Address of Facility
  - c. Emergency telephone number for the facility
  - d. Operating hours during which the facility is open for the receipt of authorized waste
  - e. Fees and charges if applicable (not applicable)
  - f. Metro’s name and telephone number (503) 234-3000
  - g. A list of prohibited wastes
  - h. Directions not to queue to on public roadways
  - i. Vehicle/traffic flow information
  - j. Covered load requirements

**Attachment A: Receiving and Scale Ticket**





Portland 4408 – Load (shipping), Break-down (receiving), and Trailer Inspection (reverse)

Trailer/ Container Number:		Arrived:		Scale Operator:		Load/Unload Time:	
				Plant Operator:			
Supplier/ Customer							

**Shipping**

Grade (Circle)	OCC MIX OP TIN PET UBC POLY-CARB HDNAT HDCOLOR LITHO PPSACK PPSUPER	Count
	BUCKETS FILM-A FILM-B OTHER: _____	

**Receiving**

Code #	Material	R - Roll L - Loose B - Bale RB- Rebale C - Core	Gross Weight	Equipment	Net Weight

Equipment	LBS
Pallets	50
L Racks	240
S Racks	220
Bin	220
Gaylord	50

WESTROCK RECYCLING - PORTLAND  
6328 SE 100TH AVE  
PORTLAND, OR 97266

Ticket: 1

DATE & TIME IN  
TRUCKER NAME AND #  
CONTAINER NAME AND #  
TRUCKER NAME AND #  
TRUCK #  
MATERIAL

: 2/20/2019 07:54 AM

OCC LOOSE

DATE & TIME OUT: 2/20/2019 10:58 AM

GROSS WEIGHT : 51360 lbKeyed  
TARE WEIGHT : 39960 lbKeyed  
NET WEIGHT : 11400 lbKeyed

640  
THANK YOU. HAVE A GOOD DAY.

**Attachment B: Emergency Procedures**



**Portland Recycle Facility**  
6328 SE 100<sup>th</sup> Avenue  
Portland, OR 97266

**Emergency Action and Response Program**  
Issue Date: September 12, 2013  
Revision: 6  
Revision Date: January 10<sup>th</sup> 2020

**Emergency Facilities**

**Fire, Medical, Police: 9-911**

**Portland Police Non-Emergency: 503-823-3333**

Name	Address	Number
Clinic: Kaiser Urgent Care	9800 SE Sunnyside Rd, Clackamas	800-813-2000
Hospital: Kaiser Hospital	10180 SE Sunnyside Rd, Clackamas, OR 97015	503-652-2880

**Plant Management**

Name	Position	Number
Wayne Jackson	General Manager	503-593-2956
Gabe Fauvelle	Operations Manager	971-271-1545
Tonya Allison	Office Manager	360-521-1095
Michael Martin	Plant Supervisor (Days)	971-256-1831
Shawn Ward	Plant Supervisor (Nights)	503-449-2969

**Regional Management Team**

Name	Position	Number
David Schmidt	Director, West Region	314-920-0789
Dennis Niemann	Regional Manufacturing Manager	206-510-0180
Kham Konethongkham	Regional Safety and Health	559-320-5909

**Corporate Management Team**

Name	Position	Number
Jeff Lawniczak	Director of Safety Recycling and Forestry	920-318-0072
Don Lewis	DOT Manager	804-349-7941
Karl Schumacher	West Region Environmental Director	253-254-4136

**Vendors/Utilities**

Vendor	Name	Number
Alarm Company	Tyco	800-729-8449
	Central Station	888-746-7539
Door	Jack's Overhead Doors	503-639-4440
Electrician	QPS Jason - 503 991-1432	Paul 503-969-3410
	Portland Industrial	503-504-3095
Pallet	Oregon Pallet	877-363-5050
	Viking	503-227-1171
Plumber - Sprinkler	Portland Plumbing Plus	503-933-1183
Plumber - Domestic	Roto Rooter	503-253-8915
	The Trophy's Pros	360-718-7754
Trophy	Taylor Trucking	360-977-8078
Trucking		
Electric Company	PG&E	503-464-7777
Water	Portland Water Bureau	503-823-4874

**State Agency's**

EPA Regional Office	770-326-8142
Local Emergency Planning	503-772-8700
National Response Center	800-424-8802
Poison Control Center	800-222-1222

**Description of Plant Operations:**

Receives, processes and ships multiple grades of recyclable materials.

The material is received from tractor trailers, rolloff bins, compactors, flat beds and route trucks. The material is shipped in containers, vans and flatbeds.

**Description of Equipment:** Loaders, Forklifts, Skid Steer, Sort Line Baler and Scale.

**General Layout:** The facility has two structures.

**Hazards:** Moving Equipment, Falling Debris and Trip Hazards

**Summary of Definitions:**

**The Emergency Action Plan** outlines the procedures for any type of emergency.

**Emergency Notification Tools Fire:** Fire Alarm and Two Way Radios

**Emergency Notification Tools Shelter in Place:** Two Way Radios – Channel 1 & 2

**Emergency Fire Meeting Point:** Evacuation Hold Area is southside of scale.

**Shelter Protection Point:** the meeting location for Storm Emergencies.  
All employees, contractors and visitors will meet in the Conference Room and Supervisor's Office

**Roll Call:** Everyone will meet at the Fire Meeting Location or the Shelter In Place Location

**Facility Map:** Please see attached.

**Management Response Team:** General Manager

**Corporate Management Team:** The Corporate and Regional Management Team of people should be notified immediately when an outside Emergency Response Team is called.

**Equipment Shutdown:** Employees operating the machine are trained to power down the machine in an emergency, if they can safely do so prior to exiting.

**Employee Training Plan**

The WestRock facility conducts annual training of the Emergency Response Plan.

**Testing of the Emergency Action and Response Plan:** The plan will be drilled at least once a year. The plan will be updated whenever regulations, materials, wastes or other conditions warrant an update. The plan will be reviewed annually.

**Description of Information to Be Given**

1. Your name
2. Your location
3. Description of event
4. Time of event
5. Actions taken to protect human safety and the environment
6. Persons or organizations notified of the event.

## Fire Response Procedure

1. As soon as you know there is a fire in the facility, notify the Operations Manager via fire alarm or radio.
  - a. Report where the fire is located.
  - b. Report the material that is on fire.
2. Activate the alarm system by pulling the fire alarm.
3. Only trained personnel may respond to an incipient stage fire. If trained, the person is authorized, but not required to fight an incipient stage fire.
4. Local Fire Department Number: 911
5. Power down all equipment, if it is safe to do so. Be careful not to exit in haste without ensuring that all moving parts are stopped and all electrical power to the equipment has been turned **off**.
6. Evacuate the plant through the nearest exit to your position and proceed to the designated Emergency Meeting Point.
8. The Operations Manager will account for ALL personnel using the following procedure.
  - a.) The Operations Manager will know who is in the facility at all times.
  - b.) The Operations Manager will account for all employees.
  - c.) All persons not responding to the roll call will be listed by the Operations Manager. He will then attempt to determine the location of the missing persons by conversations with employees from his work area and other supervisory personnel. Employees are asked to be aware and account for all co-workers following an emergency. If there is any person who cannot be located, it should be brought to the attention of the Emergency Response Coordinator and/or Emergency Agency responding to the emergency.
9. Do not re-enter the building for any reason until the Fire Department officials give permission.
10. Contact the Corporate and Regional Management Team.

## **Medical Response Procedure**

1. As soon as you know there is a medical emergency anywhere in the facility, notify the Operations Manager immediately via radio or cell phone.
  - a.) Report where the person is located.
  - b.) Report the perceived illness or injury.
2. All employees are trained and will respond with First Aid/CPR/AED
3. If it is treatable First Aid, then the matter is handled on site.
4. If it is determined, Emergency Services needs to be called, dial 911
5. Keep the person comfortable and stable.
6. Make sure someone stays with the person.
7. Send someone to the street to guide Emergency Services into the facility.
8. Contact the Corporate and Regional Management Team.

**Spill Response Procedure**

1. Make sure the spilled material does not leave the property through drains or run-off.
2. Notify the General Manager.
3. Obtain the SDS (if available) for the spilled material.
4. Notify the Environmental Manager:

Environmental Management	Steve Hamilton: 404-307-2865
--------------------------	------------------------------

5. List the components on the SDS in the table below.

Component	Density of Material (lbs/gal) (water=8.4)	% Make-up by weight	Total lbs spilled

Use the following formula:

Specified Gravity of Component x Density = mass (lbs/gal)

(Gallons spilled) x (mass lbs/gal) = amount of material **or** (% make-up) / (mass lbs/gal) = material.

6. Refer to the Consolidated Chemical List to determine if the amount of the material spilled exceeds Reportable Quantity.

7. If the spill quantity is greater than the reportable quantity and has left the property, the spill must also be reported to the following agencies.

Agency	Phone Number
Local Emergency Response Center	423-499-4919
WestRock Risk Management	314-406-9729

8. Write a formal notification of the spill with additional information that might be available,



## Earthquake Response Procedure

1. Realize what is happening and secure yourself from falling objects, flying debris and other hazards.
2. Power down ALL equipment if it is safe to do so. Make sure all Emergency Stops on your equipment have been depressed.
3. Look around to determine if there have been any injuries to your coworkers. If so, then remove as much debris from them as possible and start the Medical Emergency Procedure.
4. Evacuate from the building as quickly and safely as possible and meet at the Emergency Meeting Point.
5. The Operation's Manager will account for ALL personnel using the following procedure.
  - a.) Prior to each shift the Operations Manager will know who is in the facility at all times by utilizing a roll call sheet from their tailgate meetings.
  - b.) The Operations Manager will call out everyone's name on the list.
  - c.) All persons not responding to the roll call will be listed by the Operations Manager depending on the shift. He will then attempt to determine the location of the missing persons by conversations with employees from his/her work area and other supervisory personnel. Employees are asked to be aware and account for all co-workers following an emergency. If there is any person who cannot be located, should be brought to the attention of the Emergency Response Coordinator and/or Emergency Agency responding to the emergency.
6. Assess the integrity of the remaining structure. If it is still standing in relatively good condition, then perform the following tasks:
  - a.) Turn off the gas supply. Be careful of sparks, as the gas line may be ruptured and the area saturated with gas vapors.
  - b.) Switch the main electrical breakers to the OFF position.
  - c.) Turn the main water valve off.
7. Make the required notifications to the following people.
8. Contact the Corporate and Regional Management Team.

## **Tornado, Hurricane & Winter Storm Response Procedure**

1. Realize what is happening and warn coworkers with the signal horns.
2. Power down ALL equipment. Make sure the Emergency Stops on your equipment have been depressed.
3. If safe to do so, proceed to the designated Shelter Protection Rally Point, the maintenance shop.
4. Look around to determine if any injuries have been incurred by your coworkers. If so, make them as comfortable as possible and begin the Medical Emergency Procedure. If their condition allows, evacuate them from the building.
5. When the weather has passed, exit the building via the nearest exit.
6. The Operations Manager will account for ALL personnel using the following procedure.
  - a.) The Operations Manager will know who is in the facility at all times.
  - b.) The Operations Manager will check everyone.
  - c.) All persons not responding to the roll call will be listed by the Operations Manager. He will then attempt to determine the location of the missing persons by conversations with employees from his/her work area and other supervisory personnel. Employees are asked to be aware and account for all coworkers following an emergency. If there is any person who cannot be located, should be brought to the attention of the Emergency Response Coordinator and/or Emergency Agency responding to the emergency.
7. Assess the integrity of the remaining structure. If it is still standing in relatively good condition, then perform the following tasks:
  - a.) Turn off the gas supply. Be careful of sparks, as the gas line may be ruptured and the area saturated with gas vapors.
  - b.) Qualified and Authorized Person, must switch the main electrical breakers to the OFF position.
  - c.) Turn the main water valve off.
8. Notify the Corporate and Regional Management if needed.

## **Bomb Threat Response Procedure**

1. Call 911
2. Contact a member of the Plant Management Team.
3. Verbally communicate to everyone as quickly as possible to evacuate the plant through the nearest exit and proceed to the Emergency Meeting Point.

**CAUTION: The use of cell phones, PA systems and fire alarm systems can cause premature detonation of an electronic blasting cap and should not be used. A verbal communication system should be established. In addition, the static generated from powering down the equipment could also cause a premature detonation. Power down only the equipment that will result in problems, if left running.**

4. The Operations Manager will account for ALL personnel using the following procedure.
  - a.) Prior to each shift will know who is in the facility at all times.
  - b.) The Operations Manager will call out everyone's name on the list.
    - c.) All persons not responding to the roll call will be listed by the Operations Manager, depending on the shift. He will then attempt to determine the location of the missing persons by conversations with employees from his work area and other supervisory personnel. Employees are asked to be aware and account for all co-workers following an emergency. If there is any person who cannot be located, should be brought to the attention of the Emergency Response Coordinator and/or Emergency Agency responding to the emergency.
5. Do not re-enter the building for any reason until the Police or Fire Department officials give permission.
6. Contact the Corporate and Regional Management Team.

## **Flood Response Procedure**

1. Monitor flood conditions and keep plant management updated.
2. Relocate any high value items that can be damaged; stock, equipment, vehicles that will be needed after the flood i.e. forklifts, loaders etc. Critical drawings, records, files.
3. Reduce the chance of fire during flooding by shutting off electricity.
4. If possible, install barriers around sprinkler risers and valves.
5. Shut off diesel tank
6. Keep fire protection systems operational
7. If available; block off key areas to keep flood waters at bay.
8. If a flood occurs, verbally communicate to everyone as quickly as possible to evacuate the plant through the nearest exit and proceed to the Emergency Meeting Point.
9. The General Manager will account for ALL personnel using the following procedure.
  - a.) Prior to each shift will know who is in the facility at all times.
  - b.) The General Manager will call out everyone's name on the list.
  - c.) All persons not responding to the roll call will be listed by the General Manager, depending on the shift. He/She will then attempt to determine the location of the missing persons by conversations with employees from his work area and other supervisory personnel. Employees are asked to be aware and account for all co-workers following an emergency. If there is any person who cannot be located, should be brought to the attention of the Emergency Response Coordinator and/or Emergency Agency responding to the emergency.
10. Contact the Corporate Management Team

## **Federal Regulatory Standards**

- 29 CFR 1910.37 Maintenance, Safeguards, and Operational Features for Exit Routes (exits)
- 29 CFR 1910.38 Emergency Action Plans
- 29 CFR 1910.39 Fire Prevention Plans
- NFPA 101-2000 Life Safety Code
- 29 CFR 1910.119 Process Safety Management of Highly Hazardous Chemicals
- 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response
- 40 CFR Parts 302 and 355 Emergency Planning and Release Notification
- 40 CFR Part 761, especially Section 761.30(a) PCBs in Transformers and 761.125 (PCB spill reporting and response)[Toxic Substances Control Act (TSCA)]
- 40 CFR Part 170 Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) (for facilities with workers that apply pesticides in forests or nurseries)
- 40 CFR 262.34(d)(5), 265.16, and Part 265, Subparts C, D & I (RCRA hazardous waste), 273.17 (universal waste), 279.22(d) (used oil), Part 280 (underground storage tanks) [Resource Conservation and Recovery Act (RCRA)]
- 40 CFR Part 68 Chemical Accident Prevention and Clean Air Act (CAA), Section 112(r) (including general duty in 112(r)(1))
- 40 CFR Parts 110 (oil discharge), 112(oil spill prevention), 403 (discharges to public sewers) [Clean Water Act (CWA)]
- 49 CFR Part 170, Subparts G, H & I, and Part 171 [Hazardous Materials Transportation Act (HMTA)]

**Oregon OSHA Reference: OAR-437-002-0306**

**Attachment C: Housekeeping Audit**

# Housekeeping Inspection

Check "S" if Satisfactory, US if Unsatisfactory

Yard	S	U/S	Observations and Comments
1. Free of debris and garbage?			
2. Is smoking area clean (including smoking urns emptied)?			
3. Perimeter fence clean inside/outside?			
4. Scale area clean?			
5. Driveway and area around front office policed up?			
6. Clean behind retention wall at back of yard			
Baler area	S	U/S	Observations and Comments
1. Hydraulic tank and lines clean and free of leaks?			
2. Lid and ejector area clean?			
3. Under gather ram free of material?			
4. Around / under wire tie free of material?			
5. Around / under feed conveyors clean and free of debris?			
Maintenance Department	S	U/S	Observations and Comments
1. Shop floor clean & tools / equipment stored?			
2. Outside of maintenance shop clean & organized?			
3. Fuel Tank & Compressor Areas clean, chip guard intact?			
Material storage area (bunkers / bale storage)	S	U/S	Observations and Comments
1. Area free of debris & loose material? (Pallets & wood scrap)			
2. Material stacked in rows by type and grade?			
3. Loose material contained within bunker? (pushed up)			
4. Walls and horizontal surfaces free of dust?			
Shipping / Receiving (Warehouse floor)	S	U/S	Observations and Comments
1. Area free of debris & loose material?			
2. Material stacked in rows by type and grade?			
3. Walk / pathways clear? (Pallets & wood scrap)			
4. Walls and horizontal surfaces free of dust and debris?			
4. Roll material organized and stacked neatly?			
Sort line area / Mixed paper bunker	S	U/S	Observations and Comments
1. All surrounding areas clean (including underneath stairs)?			
2. Are sort bunkers overflowing?			
3. OCC and MIX pushed up?			
4. Area around infeed conveyor, neat and organized?			
5. East end of building sortline walkway clean?			

Date: \_\_\_\_\_ Person(s) Conducting Walk: \_\_\_\_\_

**Attachment D: Fire Prevention**



**Portland Recycle Facility**

6328 SE 100<sup>th</sup> Avenue  
Portland, OR 97266

**Fire Prevention Program**

Issue Date: September 12, 2013  
Revision: 5  
Revision Date: August 14, 2019

**Purpose**

The purpose of this program is to provide guidelines for education, training, housekeeping, maintenance and safety procedures for preventing and reacting to fires.

**Scope**

We expect only trained employees to help fight a fire in its insipient stage only, to preserve the plant. However, if you are afraid of fire, do not jeopardize yourself or others by attempting to fight the fire.

The first person to notice a fire will make an announcement over the radio stating the location of the fire, indicating what is on fire and instructing anyone near the fire to assist in putting it out.

Once the Shift Lead, Maintenance person or the Safety Coordinator has determined the fire is no longer in the insipient stage, sound the fire alarm. It is imperative that all personnel are notified by radio or in person. The scale clerk must be notified so he/she can relay important information to the Fire Department. Keep your radio with you at all times.

The operations manager is responsible for maintaining equipment to prevent or control sources of ignition or fires and controlling potential fuel for fires.

**Definitions**

**Class A Fire:** means a fire involving ordinary combustible materials such as paper, wood, cloth, some rubber and plastic materials.

**Class B Fire:** means a fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.

**Class C Fire:** means a fire involving energized electrical equipment where safety to the employees requires the use of electrically nonconductive extinguishing media.

**Class D Fire:** means a fire involving combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium.

**Dry chemical:** means an extinguishing agent composed of very small particles of chemicals such as, but not limited to, sodium bicarbonate, potassium bicarbonate, urea-based potassium bicarbonate, potassium chloride, or monoammonium phosphate supplemented by special treatment to provide resistance to packing and moisture absorption (caking) as well as to provide proper flow capabilities. Dry chemical does not include dry powders.

**Dry powder:** means a compound used to extinguish or control Class D fires.

**Extinguisher classification:** means the letter classification given an extinguisher to designate the class or classes of fire on which an extinguisher will be effective.

**Extinguisher rating:** means the numerical rating given to an extinguisher which indicates the extinguishing potential of the unit based on standardized tests developed by Underwriters' Laboratories, Inc.

**Fire brigade:** (private fire department, industrial fire department) means an organized group of employees who are knowledgeable, trained, and skilled in at least basic fire fighting operations.

**Incipient stage fire:** means a fire which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.

**Multipurpose dry chemical:** means a dry chemical which is approved for use on Class A, Class B, and Class C fires.

**Small hose system:** means a system of hose ranging in diameter from 5/8" (1.6 cm) up to 1½" (3.8 cm) which is for the use of employees and which provides a means for the control and extinguishment of incipient stage fires.

**Standpipe Systems.**

- Class I standpipe system means a 2 1/2" (6.3 cm) hose connection for use by fire departments and those trained in handling heavy water streams.
- Class II standpipe system means a 1 1/2" (3.8 cm) hose system which provides a means for the control or extinguishment of incipient stage fires.
- Class III standpipe system means a combined system of hose which is for the use of employees trained in the use of hose operation and which is capable of furnishing effective water discharge during the more advanced stages of fire (beyond the incipient stage) in the interior of workplaces. Hose outlets are available for both 1 1/2" (3.8 cm) and 2 1/2" (6.3 cm) hose.

**Supervised System:** means a fire detection system that contains signals or sensors that notifies employees when it is not working properly.

## Common Workplace Fire Hazards

### A. Ignition Sources

1. Sparks from equipment striking the ground.
2. Cigarettes, pipes, or cigars from employees or vendors.
3. Equipment malfunctions.
4. Welding

### B. Combustibles

Hazard	Responsibilities	Mitigation
Stored Paper	Rolling Stock Operators	Spacing and height limits
Stored Plastic	Rolling Stock Operators	Spacing and height limits
Liquid Propane	Maintenance	Spacing and height limits
Diesel Tanks	Everyone/Operators	Inspections, barriers

Baled paper, plastics, gases and miscellaneous chemicals stored on site pose fire hazards. When possible, all flammable chemicals or products should be stored in fireproof cabinets to minimize their exposure to fire and/or explosions.

#### Paper

Paper is the most common fire hazard in a majority of WestRock facilities. Paper is transported, stored, and used in rolls, stacks, and bales. Paper stored in large warehouses should be subdivided to reduce the amount of stock that could be affected by a single fire. Rolled paper should be stored upright or on end. Paper stored on end "peels" as it burns and circles the roll of paper, burning each layer one at a time. Stacks or columns that are spaced less than 4 inches apart tend to be the most effective.

Baled paper is stored in solid piles where fires can burrow. When paper is finely shredded, fire can flash over the surface of the bales. When baled paper becomes wet from fire hoses or extinguishers, it becomes soggy and difficult to handle. The integrity of the bales slowly disappears, making removal of burning bales difficult.

#### Combustible Dust

Combustible dust is an underlying problem because of the paper dust created from baling material. Combustible Dust fires are slow to develop and can spreadsheet via beams in a facility making it hard to see, control and put out.

#### Plastic

Plastic produces twice the amount of heat per unit of weight as wood, paper, or cloth. Typically, plastics fires are slow to develop and water is used to extinguish the fire. In large, well-established plastic fires, air combustion is limited by "buttoning up" (closing) the building. The sprinklers then control the fire, for hours if necessary, before the fire department arrives.

## Gas

Liquefied petroleum (LP) gas stored in containers inside a facility should not be a large quantity. When 500 pounds or more of LP gas containers are stored outside, they should be stored 10 feet away from the building. In a compressed gas cylinder, the gas is in a completely gaseous state and under extreme pressure. For both types of cylinders, an explosion can result when ignited or exposed to extreme heat. Controlling ignition sources is the most important safeguarding principle for gas cylinders.

## Portable Fire Extinguishers

The following table describes each class of portable fire extinguisher and the maximum distances each type of fire extinguisher should be located from a potential fire.

### General Requirements

Each facility is required to have portable fire extinguishers available for the types of fire that could occur on site.

The extinguishers should:

1. Be approved by a recognized testing laboratory.
2. Have affixed labels that state the specific fire classes and sizes the extinguisher is equipped for.
3. Be located as close to the potential fire source as possible, but not so close as to limit access or damage the extinguisher or cause injury to employees in the event of a fire.
4. Be mounted, located, and identified so that they are readily accessible to employees.
5. Be maintained in a fully charged and operable condition.
6. Be kept in their designated places at all times except during use.
7. Not contain carbon tetrachloride or chlorobromomethane extinguishing agents.

Remove from service all soldered or riveted shell self-generating soda acid or self-generating foam or gas cartridge water type portable fire extinguishers which are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure generating chemical reaction to expel the agent.

Description	Label	Maximum Distance from Source
Class A Used on wood, cloth, paper, cardboard, and most plastics (combustibles) fires	Triangle "A"; green triangle	No further than 75 feet
Class B Used on flammable or combustible liquid, grease, gasoline, kerosene, and oil fires	Square "B"; red square	No further than 50 feet
Class C Used on energized electrical equipment fires	Circle "C"; blue circle	Base upon appropriate pattern for existing Class A or B hazards
Class D Used on combustible metals fires; includes metal powders, flakes, shavings, or similarly sized products that are generated at least once every two weeks	5 point star "D"; yellow star	No further than 75 feet

**NOTE:** Uniformly spaced standpipe systems or hose stations with hoses no larger than 1.5 inches in diameter connected to a sprinkler system can be installed for emergency use by employees instead of Class A portable fire extinguishers. Common fire extinguishing agents include water, carbon dioxide, dry chemical, multi-purpose dry chemical, Halon 1301, and Halon 1211. The following is a brief description of the advantages and disadvantages of each.

<b>Extinguisher Agent</b>		
Water	Removes heat, effective on Class A fires, inexpensive, abundant, non-toxic	Conducts electricity, may spread Class B fires, freezes in cold climates, may carry pollutants
Carbon Dioxide	Reduces oxygen to less than 15%, effective on Class B and C fires, no residue, relatively inert	Less than 35% concentration by volume is required for total flooding systems, toxic to humans at less than 4% volume, ineffective on deep smoldering fires, dissipates rapidly and could allow reflash, cools electronic components, collects in low areas
Dry Chemical	Interrupts chemical reactions, sodium bicarbonate (baking soda), very effective on Class B and C fires	Leaves a residue, obscures vision, ineffective on deep-seated Class A fires, absorbs moisture, cakes container, irritating to skin, nozzle pressure can cause burning liquids to splash
Multi-Purpose Dry Chemical	Interrupts chemical reactions, effective on Class A, B, and C fires, non-conductive	Obscures vision, more irritating than ordinary dry chemicals, nozzle pressure can cause burning liquids to splash
Halon 1301	Interrupts chemical reactions, effective on Class A, B, and C fires, not acutely toxic, no residue, no chilling effect on electronic parts and components	Acutely toxic by volume delayed effects and effects of chronic exposure not well known, toxic decomposition products are generated by fire.
Halon 1211	Interrupts chemical reactions, effective on Class A, B, and C fires, no residue, may be sprayed (boiling point = 25 degrees F), used in portable fire extinguishers	Acutely toxic at >4% by volume (dizziness, impaired coordination and cardiac effects), must be used at >5% by volume, toxic decomposition products are generated by fire, vapor density = 5.7 (collects in pit and low areas), ozone depleting compound.

### **Inspection and Maintenance**

The operation manager is responsible for the inspection, maintenance and testing of all portable fire extinguishers in the workplace, either directly or using a contractor.

Extinguishers should:

1. Be visually inspected monthly. All inspections should be documented using the form or one similar to the sample form contained in Appendix B.
2. Be subjected to an annual maintenance check. Stored pressure extinguishers do not require an internal examination. The annual maintenance date shall be recorded and retained for one year after the last entry or the life of the shell, whichever is less. The record should be available to OSHA upon request.
3. Be emptied and subjected to applicable maintenance procedures every 6 years, for stored pressure dry chemical extinguishers that require a 12-year hydrostatic test only. Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement. When recharging or hydrostatic testing is performed, the 6-year requirement begins from that date.
4. Have alternate equivalent protection provided when portable fire extinguishers are removed from service for maintenance and recharging.

### **Hydrostatic Testing**

Most facilities hire a qualified contractor to perform hydrostatic tests on portable fire extinguishers. These contractors have extinguisher knowledge, certifications and the proper equipment needed to conduct the tests. If you use a contractor to perform these tests, obtain documentation on the hydrostatic tests conducted on each fire extinguisher for your files.

If tests are performed on site, the facility should assure that employees are properly trained on hydrostatic testing including the use of suitable testing equipment. Testing should be performed on portable fire extinguishers at the intervals listed in following table:

Test Interval in years	
Type of Extinguisher	
Dry chemical with stainless steel	5
Carbon Dioxide	5

**Footnote (1)** extinguishers having shells constructed of copper or brass joined by soft solder or rivets should not be hydrostatically tested and should have been permanently removed from service by 01/01/82.

Hydrostatic testing must be performed for the following conditions:

1. When the unit has been repaired by soldering, welding, brazing, or use of patching compounds.
2. When the cylinder or shell threads are damaged.
3. When there is corrosion that has caused pitting, including corrosion under removable name plate assemblies.
4. When the extinguisher has been burned in a fire.
5. When a calcium chloride extinguishing agent has been used in a stainless steel shell.
6. Whenever portable fire extinguishers show new evidence of corrosion or mechanical injury.
7. On all extinguisher hose assemblies which are equipped with a shut-off nozzle at the discharge end of the hose. The test interval shall be the same as specified for the extinguisher on which the hose is installed.
8. Carbon dioxide hose assemblies with a shut-off nozzle are to be hydrostatically tested at 1,250 psi (8,620 kPa).
9. Dry chemical and dry powder hose assemblies with a shut-off nozzle are to be hydrostatically tested at 300 psi (2,070 kPa).

In addition to an external visual examination, an internal examination of cylinders and shells to be tested should be completed prior to the hydrostatic tests.

Hose assemblies passing a hydrostatic test do not require any type of recording or stamping.

Hose assemblies for carbon dioxide extinguishers that require a hydrostatic test must be tested within a protective cage device.

Carbon dioxide extinguishers and nitrogen or carbon dioxide cylinders used with wheeled extinguishers must be tested every 5 years at 5/3 of the service pressure as stamped into the cylinder. Nitrogen cylinders which comply with 49 CFR 173.34(e)(15) may be hydrostatically tested every 10 years.

Stored pressure and Halon 1211 types of extinguishers must be hydrostatically tested at the factory test pressure not to exceed two times the service pressure.

Acceptable self-generating type soda acid and foam extinguishers must be tested at 350 psi (2,4310 kPa).

Air or gas pressure may not be used for hydrostatic testing.

Extinguisher shells, cylinders, or cartridges which fail a hydrostatic pressure test, or which are not fit for testing shall be removed from service and from the workplace.

Each facility should maintain and provide upon request to OSHA evidence that the required hydrostatic testing of fire extinguishers has been performed by the required deadline. The testing record should have the date of the test, the signature of the person who performed the test and the serial number, or other identifier, of the fire extinguisher that was tested. Such records should be kept until the extinguisher is

hydrostatically retested at the required time interval or until the extinguisher is taken out of service, whichever comes first.

### **Standpipe and Hose System**

This section applies to all small hose, Class II, and III fire standpipe systems and does not apply to Class I systems. (Class I standpipe systems are designed for fire departments hook-up only.) Only 1 1/2 inch (3.8 cm) or smaller diameter hoses are permitted to be used without having formal fire brigade training as outlined in 29 CFR 1910.156(c). If hoses are available for employee use, employees must be trained annually on their proper use.

Standpipes should be located or otherwise protected against mechanical damage. Damaged standpipes should be repaired promptly. Reels or cabinets should be designed to facilitate prompt use of the hose valves, the hose, and other equipment at the time of a fire or other emergency. Reels and cabinets should be conspicuously identified and used only for fire equipment.

### **Hose, Hose Outlets and Connections**

Standpipe hose outlets and connections should be:

1. Located high enough above the floor to avoid being obstructed and to be accessible to employees.
2. Provided with standardized screw threads or appropriate adapters.
3. Compatible with those used on the supporting fire equipment.
4. Equipped with a connected hose that is ready for use for every 1 1/2 inch (3.8 cm) or smaller hose outlet. (In extremely cold climates where such installation may result in damaged equipment, the hose may be stored in another location provided it is readily available and can be connected when needed.)

Standpipe and hose systems should provide 100 gallons per minute (6.3 L/s) for a period of at least 30 minutes and should be:

- Equipped with lined hose if installed after January 1, 1981, (Unlined hose may remain in use on existing systems but should be replaced when it becomes unserviceable with a lined hose.)
- Of such a length that water flowing through the hose should not have friction loss that decreases the pressure at the nozzle below 30 psi (210 kPa), (The dynamic pressure at the nozzle should be within the range of 30 psi (210 kPa) to 125 psi (860 kPa).) and
- Equipped with shut-off type nozzles.

### **Acceptance Tests**

The piping of Class II and Class III systems installed after January 1, 1981, including yard piping, should be hydrostatically tested for at least 2 hours at not less than 200 psi (1380 kPa), or at least 50 psi (340 kPa) in excess of normal pressure when such pressure is greater than 150 psi (1030 kPa).

The hoses on all standpipe systems installed after January 1, 1981, should be hydrostatically tested with couplings in place, at a pressure of not less than 200 psi (1380 kPa), before it is placed in service. This pressure should be maintained for at least 15 seconds and not more than 1 minute during which time the hose should not leak and any jacket threads should not break during the test.

### **Maintenance of Standpipe and Hose Systems**

Standpipe and hose systems are required to be hydrostatically tested before being placed into service. Hose systems should be inspected at least annually and after each use to assure that all of the equipment and hose are in place, available for use, and in working condition.

Maintenance activities for these systems include:

1. Water supply tanks are to be kept filled except during repairs. If used, pressure tanks should maintain pressure at all times.
2. Valves in the main piping connections to the automatic water supply sources should always be kept fully open except during repairs.
3. Any portion of the system in need of service should be removed immediately and replaced with equivalent protection during repair.
4. Hemp or linen hoses shall be un-racked, inspected, for deterioration, and re-racked using a different fold pattern at least annually. Defective hose should be replaced.

5. A trained person should be designated to conduct standpipe inspections.

**NOTE:** If facility employees are not permitted or properly trained to use hoses, a sign should be placed on each hose stating, "For Fire Department Use Only".

### **Automatic Sprinkler Systems**

The operations manager is responsible for maintenance of automatic sprinkler systems. In nearly all situations, the most effective and reliable fire prevention method is utilizing a properly designed and installed automatic sprinkler system. The fire sprinkler system detects the fire, sounds an alarm, and puts water where the fire and heat are located. Systems installed purely for property protection are not discussed in this section. All hydraulically designed automatic sprinkler systems should be identified and included in the plan.

Automatic sprinkler systems should:

1. Provide the necessary discharge patterns, densities, and water flow characteristics for complete coverage. Only U.L. Listed and FM Global approved equipment and devices should be used.
2. Be properly maintained and a main drain flow test should be performed quarterly.
3. Have proper acceptance tests conducted and documented for systems installed after January 1, 1981. A proper acceptance test includes:
  - Flushing of underground connections
  - Hydrostatic tests of system piping
  - Air tests in dry-pipe systems
  - Dry-pipe valve operation
  - Tests of drainage facilities
4. Provide at least 1 automatic water supply that is capable of providing water for at least 30 minutes, (An auxiliary water supply should be provided when the automatic water supply is out of service, except for systems with 20 or fewer sprinklers. The facility may install hose connections for firefighting use to wet pipe sprinkler systems provided the water supply satisfies the combined design demand for sprinklers and standpipes.)
5. Have pipes protected from freezing and corrosion, which ensures the life of the sprinkler system.
6. Have all dry sprinkler pipes and fittings installed so that the system can be totally drained, (Periodically the pipes and fittings will be drained to ensure that corrosion does not build up in the line interior.)
7. Only use approved sprinklers, (All sprinkler heads should be protected from mechanical damage and cannot be substituted without a complete engineering review of the altered system part.)
8. Provide a local water flow alarm for sprinkler systems that have more than 20 sprinklers, (This alarm should be audible and sound when water flows through the system with a flow rate equal to that of a single sprinkler.)
9. Have proper sprinkler spacing. (Interference or overlap of the sprinkler spray patterns should be kept to a minimum. The vertical clearance should be at least 18 inches from the bottom of the sprinkler head to any below material. This allows water to penetrate a larger area.)

### **Fixed Extinguishing Systems**

Fixed fire extinguishing/suppression systems are commonly used to protect areas containing valuable or critical equipment such as data processing rooms, telecommunication switches, and process control rooms. Their main function is to quickly extinguish a developing fire and alert occupants before extensive damage occurs by filling the protected area with a gas or chemical extinguishing agent. Fixed extinguishing components and agents should be designed and approved for the specific fire hazards they control. Systems installed purely for property protection are not discussed in this section.

If the system becomes inoperable, the facility should notify employees and take the necessary precautions to assure their safety until the system is restored to operating order. Alarms and other effective safeguards should also be provided to warn employees against entry into discharged areas where the atmosphere remains hazardous to employee safety or health. Hazard warning or caution signs

should be posted at the entrance to, and inside of, areas protected by systems that use agents in hazardous concentrations.

Fixed sprinkler systems should:

1. Be inspected annually by a person knowledgeable in the design and function of the system.
2. Have the weight and pressure of refillable containers and the weight of non-refillable containers checked at least semi-annually, (If a refillable container shows a loss in pressure of more than 10 percent, it should be serviced. If a non-refillable container shows a loss in net weight of more than 5 percent, it should be replaced. All inspection and maintenance dates should be recorded on the container, on a tag attached to the container, or in a central location. A record of the previous semi-annual inspection should be maintained until the container is inspected again or for the life of the container, whichever is less.)
3. Not use chlorobromomethane or carbon tetrachloride as an extinguishing agent where employees may be exposed.
4. Be constructed of non-corrosive material or otherwise protected against corrosion when installed in a corrosive atmosphere.
5. Be designed for and installed in areas with climate extremes and should operate effectively at the expected extreme temperatures.

Each facility should provide/identify:

- At least one manual station for discharge activation of each fixed extinguishing system,
- Manual operating device hazards and provide protection to employees,
- The use of the PPE needed for immediate rescue of employees trapped in hazardous atmospheres created by an agent discharge,
- An emergency action plan in accordance with 29 CFR 1910.38 for each area within a workplace that is protected by a total flooding system that provides agent concentrations exceeding the maximum safe levels, and
- Automatic actuation of total flooding systems by an approved fire detection device installed and interconnected with a pre-discharge employee alarm system to give employees time to safely exit from the discharge area prior to system discharge.

OSHA also requires that employees designated to inspect, maintain, operate, or repair fixed extinguishing systems should be trained annually to keep them up-to-date in the functions they perform. Automatic detection equipment is required to be approved, installed and maintained. Systems installed in areas where employees cannot enter during or after the system's operation are exempt from these requirements.

If the dry chemical discharge has the possibility of obscuring vision an alarm is required to be installed. This alarm will allow employees a safe period of time to exit the area before discharge of the dry chemical system occurs.

OSHA requires that the dry chemical be sampled at least once a year. This is to ensure that there is no moisture building up inside the dry chemical storage device. Moisture will cause the chemical to cake and/or form lumps that can weaken its effectiveness. The rate of dry chemical application should be reached within 30 seconds of the initial discharge.

If used, dry chemical agents must:

- Be compatible with any foams or wetting agents that could be used with them.
- Not be mixed together.
- Have only the dry chemical stated on the nameplate of the chemical holding device.

### **Training**

Employees should be trained on portable fire extinguisher usage and incipient stage fire hazards. Each facility should provide the education upon initial employment and at least annually thereafter. Employees who have been designated to use firefighting equipment, as part of an Emergency Action Plan, should be



trained in the use of the appropriate equipment. Training on the use of fire extinguishers and firefighting equipment should include hands on training with site specific equipment.

### **Individual Fire Fighting Responsibilities:**

#### **Baler Operator**

- Shut down all electrical power switches in the baler.
- Ensure employees at the rear dock are notified, via radio or in person.
- Respond to the scene of the fire.

#### **Front-End Loader Operator**

- Park Front-End-Loader away from the fire.
- Turn off emergency valves to the fuel storage tanks.
- Keep the scale clerk informed on the status of the fire.
- Respond to the scene of the fire.

#### **Forklift**

- Release all dock locks from the trailers, so the trucks can leave, if safe to do so.
- Escort any customers and other non WestRock employees to the exit gate.
- Respond to the scene of the fire.
- Direct the emergency response vehicles to the scene of the fire.

#### **Sorters**

- Shut down the equipment on the sort line.
- Respond to the scene of the fire.

#### **Maintenance**

- Direct the fire fighting operations until the Operation Manager or General Manager arrives.
- Will assure the above ground diesel fuel storage tank is protected from the fire source. Spray with water if the fire is nearing the tank.
- Respond to the scene of the fire.

#### **Operations Manager**

- Direct fire fighting operations until relieved from the fire department. Take roll call.
- Weight Master
- Will relay communication to the Fire/Police Department/Security

### **Fire Response Outline**

1. Remember the buddy system. Everyone is to make sure that fellow employees in the area have heard the fire alarm or verbal notification.
  2. The Maintenance person or the Shift Lead will be in charge until the Operations Manager or General Manager arrives at the scene.
  3. Respond to the scene with a fire extinguisher carrying it with two hands. Do not run at any time, running will usually result in an injury.
  4. Our job is to try and control the fire and keep it from spreading. If the fire can be safely extinguished then do so. At no time shall any employee put himself or herself in jeopardy by trying to be a hero. The fire department personnel are professionally trained to extinguish the fire.
  5. If the fire is out of control or the fire department is on the scene, then all employees must gather by the scale for a headcount.
  6. Do not leave the premises or the evacuation staging area unless given authorization to do so. It is important that we know of your whereabouts at all times so no one will put himself/herself in jeopardy trying to locate you.
  7. Moving the burning material with the front end loader is to be done only at the direction of the Operations Manager, Shift Lead, Maintenance or the fire department. Moving non-burning material away from the fire is done, only if safe to do so.
- Use your best judgment, before pushing the burning material away from either the building or other non-burning material. Remember by pushing the material, the fire could spread more quickly.

### **Fire Related Potential Explosions, Fire Sources & Toxic Chemical Releases**

1. Diesel fuel is stored in an above ground tank.
2. Hydraulic fuel tanks on the baler.

3. Diesel fuel in lift trucks, front end loaders, and any trucks that can be on the property.
4. Gasoline in the employee vehicles.
5. Gasoline found in the welder, pressure washer; weed eater tanks and individual gallon fuel cans.

#### **Potential or Likely Fire Sources & Scenarios**

1. Paper either baled or loose stored throughout the facility and in trailers at the docks or in the trailer lot.
2. Plastic either baled or loose stored throughout the facility.
3. Fires could potentially start from engines in the lift trucks, front end loaders or trucks overheating igniting paper dust, oil or grease.
4. Fires could potentially start from paper, cardboard or other recyclable materials coming in contact with very hot exhaust pipes, mufflers, and/or catalytic converters found in passenger vehicles and commercial trucks.
5. Fires could potentially start from shredding trucks unloading with the walking floor. The shredding trucks will sometimes shred metal such as staples, clips, binders etc. these could spark during the shredding process and then smolder inside of loose shredded paper in the bed of the truck. Once the smoldering is exposed to the air, fires could flame up.
6. Fires could potentially start from routine maintenance activities such as welding, cutting, burning and grinding.
7. Fires could start electronically from equipment shorting out, electric motors burning from dust accumulation or transformers shorting out.
8. Fires could start from improper handling techniques such as pushing bales on the floor causing the wires to spark, pushing pallets, causing friction between the wood and the concrete or asphalt.
9. Fires could start from the front-end loader buckets and lift truck attachments scrape the ground causing sparks or roll off bin equipment when being emptied could cause sparking as the bin hit the concrete or asphalt.
10. Fires could start from foreign objects in the recyclable materials being crushed or scrapped against the concrete or asphalt or even inside the baler.
11. Fires could start from smoking materials if either employees, suppliers, truck drivers, or other visitors violate the "No Smoking" policy at the facility.
12. Fires could start from office equipment such as printers, computers, floor heater, etc. shorting out.

#### **Potential Release of Toxic Chemical During a Fire**

1. Diesel fuel, hydraulic fuel, and gasoline are petroleum based products will give off vapors that could be irritating when burned. Fire fighters are required to wear SCBA's (self contained breathing apparatus) when in close proximity to the source of the flames.
2. All plastic grades will give off irritating vapor when burned. Fire fighters are required to wear SCBA's when in close proximity to the source of the flames.

#### **Other**

1. It takes a lot of heat to ignite the various plastic grades but caution should be taken once they do ignite since the plastic will add increasingly to the intensity of the fire and the material will become molten and plastic ash will become airborne.
2. Hydraulic oil and diesel fuel will flow to lower points and will continue to burn when flowing. Extreme care must be taken to prevent the burning liquid from flowing into the storm sewers. If possible to do so safely, try to build dikes with oil absorbent sand or place bales in the path of the flow to prevent entry into the storm sewers.
3. All materials located on the facility grounds if on fire, can be extinguished safely with water and chemical fire rates of ABC. Caution must be taken not to spread the fire with the pressure of the fire hose stream.

**Attachment E:      Queuing Policy/Process**



### Portland Recycling Facility

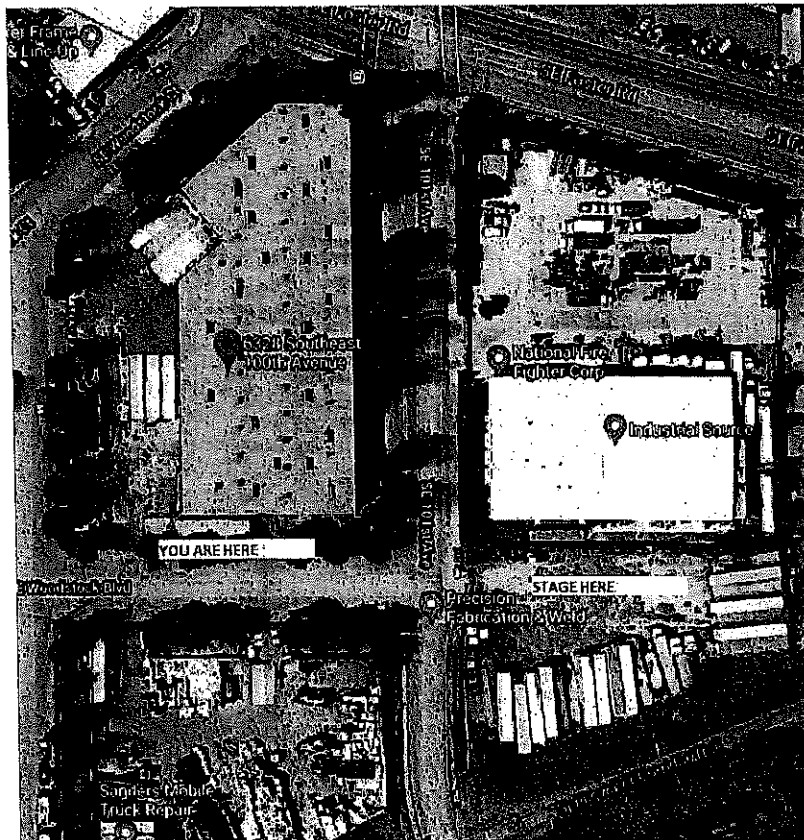
6328 SE 100<sup>th</sup> Ave.  
Portland, OR 97266

### 3P Truck Driver Rules

Issue Date: May 16, 2013  
Revision: 3  
Revision Date: October 26, 2018

- Drivers must obey all signs and directions from the plant personnel and observe all applicable safety signage. You will be directed to a staging area if a dock is not available.
- Drivers entering the plant must be oriented to the appropriate PPE for where they will be and escorted by an employee. Dock area only = safety glasses and hi-vis upper garment
- Drivers are to either stay in the vehicle or in a designated break area only.
- You must shut your engine off, set your brake and chock your tires.
- Smoking is only allowed on the sidewalk.
- Taking any material is strictly prohibited.
- Drivers must report any damage they cause to the property.
- All spills must be reported immediately.

Stage on Woodstock Blvd, east of 101<sup>st</sup>. Ave and/or our yard as noted below:



Scale Office phone: 503-772-8705



**Portland 4408 - Recycle Facility**

6328 SE 100<sup>th</sup>. Ave.  
Portland, OR 97266

**Mobile Equipment and Truck Parking-Staging**

Issue Date: October 23, 2018

Revision: 002

Revision Date: January 9, 2019

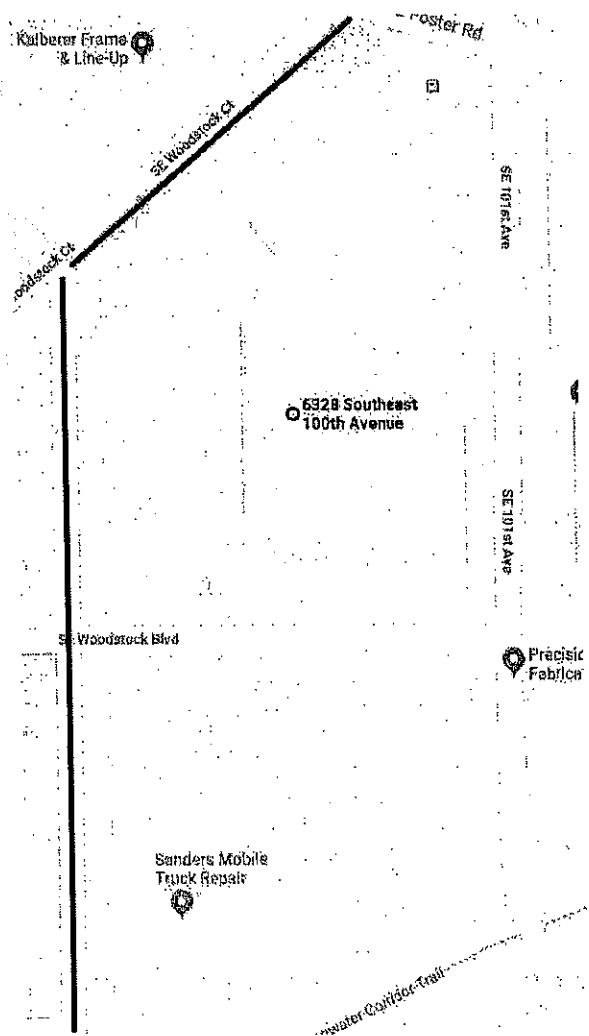
Third party inbound or outbound truck parking or staging is also prohibited on these streets. WestRock trucks may not park or stage on these streets. Third party drivers are to check in at the scale office, by signing in with their cell phone number. Drivers will be directed to stage east of 101<sup>st</sup> Ave. on Woodstock or in our trailer yard (front or back depending on volume of trucks) until a dock space is open and the truck can move to it.

Lift trucks and front-end loaders are prohibited from operating on 100<sup>th</sup> Ave or Woodstock Court.

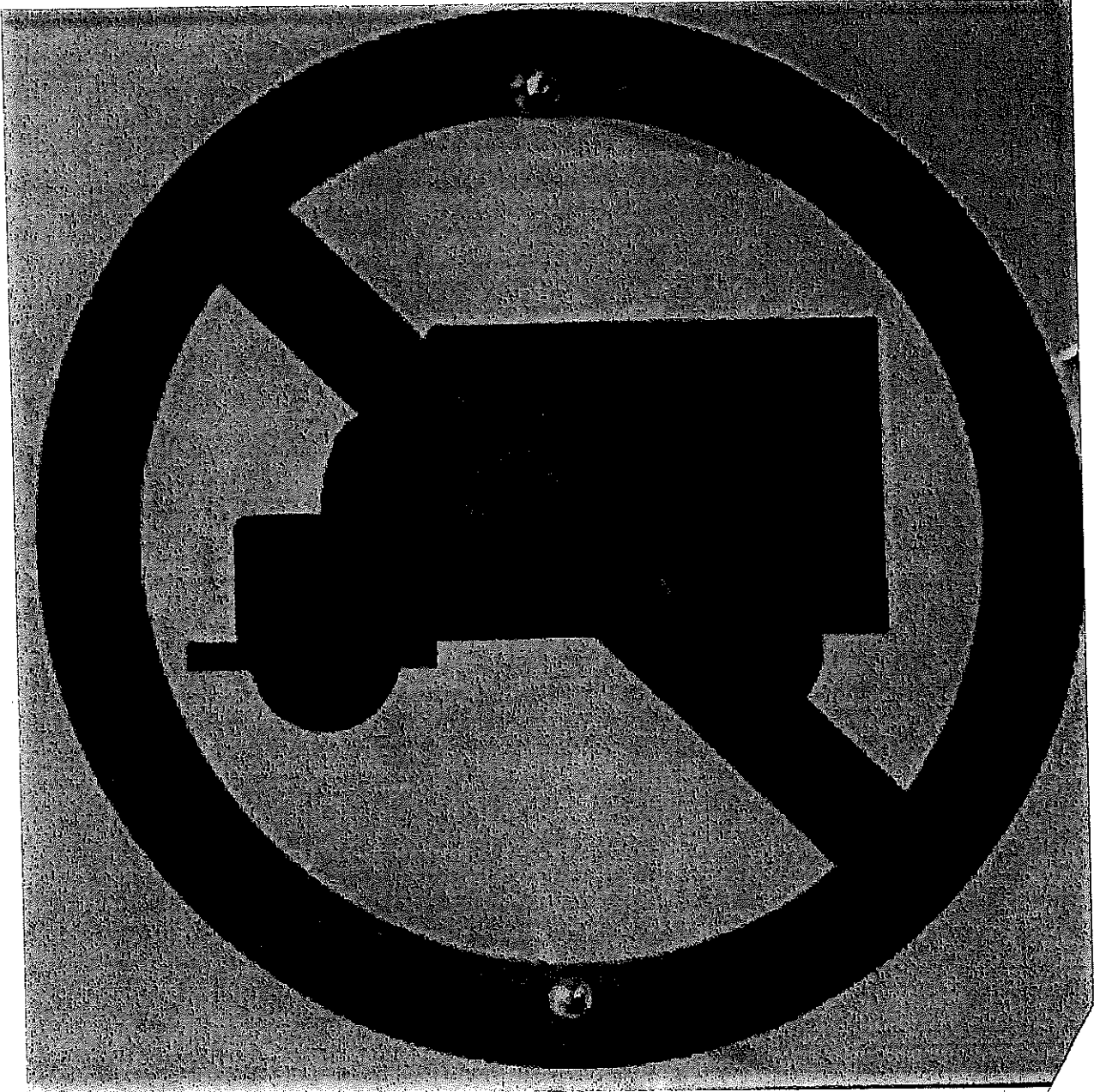
Third party and WestRock trucks are NOT allowed on Woodstock or Woodstock Court, west of 100<sup>th</sup>. Ave.

100<sup>th</sup> runs on the west side of the building and Woodstock Court is the angled street on the northwest corner of the property upon which the building is located.

Any exceptions to this requirement must be approved by the general or operations manager.



**Please help us be good neighbors and do not  
go down streets marked for NO TRUCKS.**



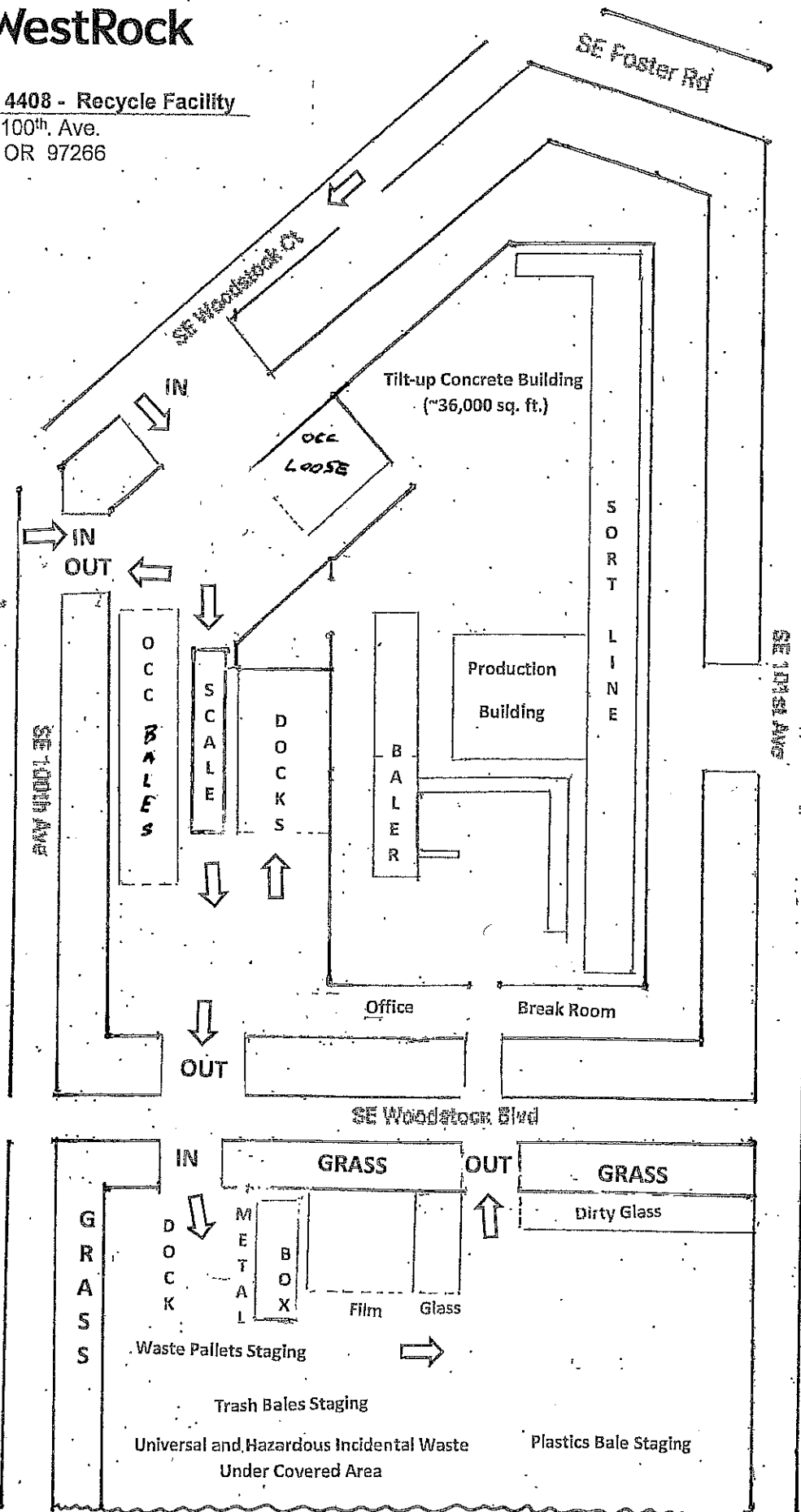
**Thanks,  
WestRock Recycling**

**Attachment F: Site Plan and Facility Design Plan**



### Portland 4408 - Recycle Facility

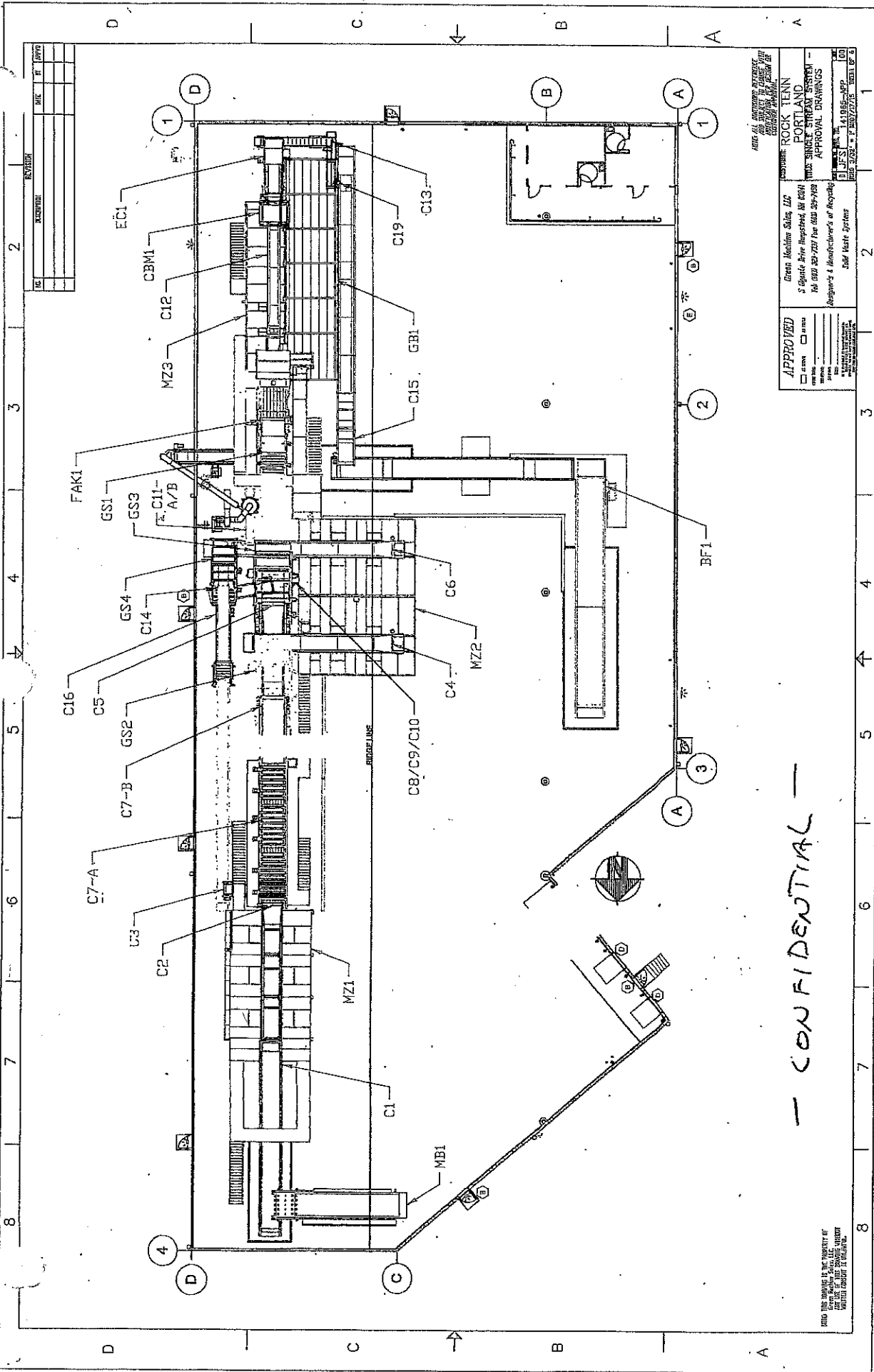
6328 SE 100th Ave.  
Portland, OR 97266



- 3 Front-end Loaders
- 4 Lift Trucks
- 2 People Lifts
- 6 Semi Tractors (off-site)
- ~73 Trailers (most off-site)

Maintenance Shop





NO.	DATE	BY	APPROVED

NOTE: ALL DIMENSIONS ARE APPROXIMATE. SEE SPECIFICATIONS FOR EXACT DIMENSIONS AND MATERIALS.

APPROVED

Green Machine Sales, LLC  
 3 Granite Ave. Liverpool, NY 13084  
 Tel: 800.257.7257 Fax: 800.257.7495

ROCK TENN  
 PORTLAND  
 CEMENT MILL  
 APPROVAL DRAWINGS

141955-001P  
 10/1/05

DESIGNED BY: [Signature]

DATE: 10/1/05

SCALE: AS SHOWN

PROJECT NO.: 141955-001P

CLIENT: Rock Tenn System

— CONFIDENTIAL —

THIS DRAWING IS THE PROPERTY OF GREEN MACHINE SALES, LLC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED, COPIED, OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF GREEN MACHINE SALES, LLC.

**Attachment G: ODEQ Permit Application: UIC Authorization by Rule**



June 11, 2018

Phil Richerson  
UIC Senior Hydrogeologist  
Oregon Department of Environmental Quality  
800 SE Emigrant, #330  
Pendleton, OR 97801

RE: WestRock Recycle Portland UIC

Dear Mr. Richerson:

I am enclosing with this letter our application for "*Class V Underground Injection Control Authorization Rule*" authorization for the UIC's at our Portland Recycling facility. This application includes the following documents:

1. Class V UIC Authorization by Rule application form
2. Storm Water Management Plan for the site.
3. Analytical Report for water discharged to the UIC's
4. December 17, 2016 correspondence from ODEQ to WestRock re: UICs
5. Location maps/drawings and boring logs.
6. Land Use Compatibility Statement
7. Facility Tier I SPCG plan

**Site Description:** Activities conducted at the WestRock Recycling facility involve collecting and sorting paper, metal, glass, and plastic recyclables. Recyclable materials collected at curbside locations are offloaded from trucks in a covered building on the north lot. The recyclable materials are placed on a conveyor belt and sorted by hand into newspaper, old corrugated containers (OCC), mixed paper, plastic bottles, glass, metal, miscellaneous plastic, and non-recyclable material. The recyclable portion is baled and moved outside to either the north or south lot before being trucked off site for sale. OCC, glass, and plastic bags are also received directly outside. Non-recyclable material removed from the sorting line is contained on the south lot in metal drop boxes that are kept covered when not loading. The nonrecyclable material is periodically hauled off site for proper disposal as solid waste. Other activities conducted at the site include routine equipment maintenance. Maintenance is conducted on stationary equipment inside the building on the north lot while mobile equipment maintenance is performed inside the maintenance shop on the south lot.

Nine (9) UIC's are located on the property with four of them dedicated to roof runoff, and the others receiving a combination of roof runoff and parking area runoff.

6328 SE 100 Portland, OR 97266



The analytical information provided in this application is from a sample collected after a fire that occurred at our facility in December of 2017. The fire suppression water generated from that event represents a "worst case" runoff to the UIC's.

I have also attached one photograph of the recently installed cover over our on-site diesel fuel tank. Although this is a dual-wall tank with a berm around it, at your recommendation we installed a cover over the tank.

Lastly, as noted in the December 17, 2016 correspondence from ODEQ, we are not submitting any payment as specified in the authorization form as the company has previously paid \$8,491 in permit fees.

Please contact me at (503) 772 8700 or at [wayne.jackson@westrock.com](mailto:wayne.jackson@westrock.com); or alternatively you may contact Steve Hamilton at (404) 307-2865 or at [steve.hamilton@westrock.com](mailto:steve.hamilton@westrock.com) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne Jackson", with a long horizontal flourish extending to the right.

Wayne Jackson .  
General Manager



State of Oregon  
Department of  
Environmental  
Quality

## Class V Underground Injection Control Authorization by Rule

Application for UICs that Drain Stormwater from Any Surface

DEQ Use Only

Received: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Check #: \_\_\_\_\_  
From: \_\_\_\_\_  
UIC #: \_\_\_\_\_

This form will be processed within two weeks of receipt. All sections must be completed unless the form indicates that a section is optional. Instructions begin on page 5.

### A. Fee for authorization by rule

Number of low risk injection systems 4 x \$100 =	\$ 400
Number of moderate risk injection systems ___ x \$125 =	\$ _____
Number of high risk* injection systems 5 x \$300 =	\$ 1500
<i>*High risk injection systems are invoiced a \$100 annual monitoring processing fee.</i>	
<b>Total Amount Due:</b>	<b>\$ 1900</b>

### B. Owner information

Organization: WestRock, CP, LLC	Site contact: Wayne Jackson		
Mailing address: 6328 SE 100	City: Portland	State: OR	Zip: 97266
Phone number: 503 772 8700	Email address: wayne.jackson@westrock.com		

### C. Facility information

Facility name: WestRock Portland Recycle	County: Multnomah		
Physical address: 6328 SE 100	City: Portland	State: OR	Zip: 97266
Coordinates of facility in decimal degrees at the CENTER of the site (example: 44.257961 / -122.652904).			
Latitude: 48 28 35 68 N		Longitude: 122 33 39 19 W	

### D. Consultant information (optional)

Consultant contact name:	Company:
Phone number:	Email address:

### E. Individual UIC information

1. What do you call this UIC? DW-1	Status: <input type="checkbox"/> Under Construction <input checked="" type="checkbox"/> Active
Fluid Type <input checked="" type="checkbox"/> Stormwater (5D2) <input type="checkbox"/> Other (describe) _____	
Latitude in decimal degrees (example: 44.214736) 48.283568 N	
Longitude in decimal degrees (example: -121.349821) 122.333919 W	
Drainage Area (check all that apply) <input checked="" type="checkbox"/> Roof <input checked="" type="checkbox"/> Parking <input type="checkbox"/> Road <input type="checkbox"/> Other (describe) _____	
Answer the following questions about your UIC (not required for roof-only runoff)	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The UIC is less than 100 feet deep
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is more than 500 feet from a water well and is not within a water well's two-year-time-of-travel.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The UIC has at least 5 feet of vertical separation from seasonal high
2. What do you call this UIC? DW-2	
Status: <input type="checkbox"/> Under Construction <input checked="" type="checkbox"/> Active	
Fluid Type <input checked="" type="checkbox"/> Stormwater (5D2) <input type="checkbox"/> Other (describe) _____	
Latitude in decimal degrees (example: 44.214736) 48.283568 N	
Longitude in decimal degrees (example: -121.349821) 122.333919 W	
Drainage Area (check all that apply) <input type="checkbox"/> Roof <input checked="" type="checkbox"/> Parking <input type="checkbox"/> Road <input checked="" type="checkbox"/> Other (describe) Material Loading area	
Answer the following questions about your UIC (not required for roof-only runoff)	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The UIC is less than 100 feet deep
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Is more than 500 feet from a water well and is not within a water well's two-year-time-of-travel.
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The UIC has at least 5 feet of vertical separation from seasonal high

**E. Individual UIC information** (continued from previous page)

3. What do you call this UIC? DW-3		Status: <input type="checkbox"/> Under Construction <input checked="" type="checkbox"/> Active
Fluid Type <input checked="" type="checkbox"/> Stormwater (5D2) <input type="checkbox"/> Other (describe) _____		
Latitude in decimal degrees (example: 44.214736) 48.283568 N		
Longitude in decimal degrees (example: -121.349821) 122.333919 W		
Drainage Area (check all that apply) <input checked="" type="checkbox"/> Roof <input type="checkbox"/> Parking <input type="checkbox"/> Road <input type="checkbox"/> Other (describe) _____		
Answer the following questions about your UIC (not required for roof-only runoff)		
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The UIC is less than 100 feet deep
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Is more than 500 feet from a water well and is not within a water well's two-year-time-of-travel.
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The UIC has at least 5 feet of vertical separation from seasonal high
4. What do you call this UIC? DW-4		Status: <input type="checkbox"/> Under Construction <input checked="" type="checkbox"/> Active
Fluid Type <input checked="" type="checkbox"/> Stormwater (5D2) <input type="checkbox"/> Other (describe) _____		
Latitude in decimal degrees (example: 44.214736) 48.283568 N		
Longitude in decimal degrees (example: -121.349821) 122.333919 W		
Drainage Area (check all that apply) <input checked="" type="checkbox"/> Roof <input type="checkbox"/> Parking <input type="checkbox"/> Road <input type="checkbox"/> Other (describe) _____		
Answer the following questions about your UIC (not required for roof-only runoff)		
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The UIC is less than 100 feet deep
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Is more than 500 feet from a water well and is not within a water well's two-year-time-of-travel.
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The UIC has at least 5 feet of vertical separation from seasonal high
5. What do you call this UIC? DW-5		Status: <input type="checkbox"/> Under Construction <input checked="" type="checkbox"/> Active
Fluid Type <input checked="" type="checkbox"/> Stormwater (5D2) <input type="checkbox"/> Other (describe) _____		
Latitude in decimal degrees (example: 44.214736) 48.283568 N		
Longitude in decimal degrees (example: -121.349821) 122.333919 W		
Drainage Area (check all that apply) <input type="checkbox"/> Roof <input checked="" type="checkbox"/> Parking <input type="checkbox"/> Road <input type="checkbox"/> Other (describe) <u>Recycled Paper Storage</u>		
Answer the following questions about your UIC (not required for roof-only runoff)		
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The UIC is less than 100 feet deep
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Is more than 500 feet from a water well and is not within a water well's two-year-time-of-travel.
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The UIC has at least 5 feet of vertical separation from seasonal high
6. What do you call this UIC? DW-6		Status: <input type="checkbox"/> Under Construction <input checked="" type="checkbox"/> Active
Fluid Type <input checked="" type="checkbox"/> Stormwater (5D2) <input type="checkbox"/> Other (describe) _____		
Latitude in decimal degrees (example: 44.214736) 48.283568 N		
Longitude in decimal degrees (example: -121.349821) 122.333919 W		
Drainage Area (check all that apply) <input checked="" type="checkbox"/> Roof <input checked="" type="checkbox"/> Parking <input type="checkbox"/> Road <input type="checkbox"/> Other (describe) _____		
Answer the following questions about your UIC (not required for roof-only runoff)		
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The UIC is less than 100 feet deep
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Is more than 500 feet from a water well and is not within a water well's two-year-time-of-travel.
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	The UIC has at least 5 feet of vertical separation from seasonal high

Attach additional sheets if you are applying for authorization of more than six (6) UICs

**F. Site Map** A site map is attached, containing the following elements: NOTE: Maps should be no larger than 11"x17"

<input checked="" type="checkbox"/> Each UIC listed in Section E, labeled by name	<input checked="" type="checkbox"/> Property Lines	<input checked="" type="checkbox"/> North arrow
<input checked="" type="checkbox"/> Adjoining streets and buildings	<input checked="" type="checkbox"/> Aerial Photo	

### G. UIC System Type

Check the following boxes to determine which of the remaining application sections you need to complete:

At least one UIC receives non-roofrunoff.	<input checked="" type="checkbox"/> Complete Section H
The UIC(s) are located at a municipal, industrial, commercial, or apartment complex facility.	<input checked="" type="checkbox"/> Complete Section I, J, and K
The UIC(s) are located at an industrial or commercial facility where Hazardous substances, toxic materials, or petroleum products are used.	<input checked="" type="checkbox"/> Complete Section L
You own or operate the UIC(s).	<input checked="" type="checkbox"/> Complete Section M

### H. General Requirements for non-roof runoff

I certify that:

<input checked="" type="checkbox"/>	No contaminated soil or groundwater is present that will be impacted by the UIC
<input checked="" type="checkbox"/>	The UIC only accepts stormwater drainage
<input checked="" type="checkbox"/>	The UIC can be plugged or blocked in the event of a spill
<input checked="" type="checkbox"/>	The site design has minimized stormwater runoff
<input checked="" type="checkbox"/>	No other method of stormwater disposal, including construction or use of surface discharging storm sewers or surface infiltration design, is appropriate. (Use your best professional judgment.)

### I. Vehicle Trips per day

On average, How many vehicle trips per day are there at the site?  Fewer than 1,000  More than 1,000

### J. Structural Best Management Practices

Check the following boxes to indicate the types of pretreatment on your UIC:

<input type="checkbox"/> Oil/Water Separator	<input type="checkbox"/> Sand Filter	<input type="checkbox"/> Cartridge Filtration
<input checked="" type="checkbox"/> Catch Basin Insert Bag	<input type="checkbox"/> Bioswale	<input type="checkbox"/> Oil and Sediment Trap Catch Basin (Three-foot sump required)
<input type="checkbox"/> Sedimentation Manhole	<input type="checkbox"/> Other:	

### K. Additional requirements for apartment complexes, municipal, commercial, and industrial facility UICs

Yes  No A Stormwater Management Plan has been prepared in accordance with OAR 340-044-0018(3)

#### No Exposure Certification

Are any of the following materials or activities exposed to precipitation in the area drained by your UICs?

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Using, storing or cleaning industrial machinery or equipment; and the areas where residuals from using, storing or cleaning industrial machinery or equipment remain and are exposed to stormwater
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Materials or residuals on the ground, in trenches, running into injection systems or in stormwater inlets resulting from spills/leaks
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Materials or products from past activity
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Material handling equipment (except adequately maintained vehicles)
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Materials or products handled during loading, unloading, or transporting activities
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Materials or products stored outdoors except final products intended for outside use
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Materials contained in open, deteriorated or leaking storage drums, barrels, tanks and similar containers
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Materials or products handled or stored on roads or railways owned or maintained by the discharger
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Waste material (except waste in covered, non-leaking containers)
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Application or disposal of process wastewater

### L. Additional requirements for industrial and commercial facilities that use hazardous substances, toxic materials, or petroleum products

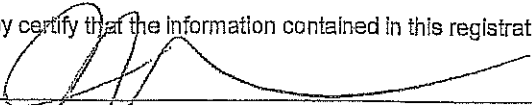
<input checked="" type="checkbox"/> Site Assessment [meets OAR 340-044-0018(3)(d)]	<input checked="" type="checkbox"/> List of past accidents, spills or releases and responses
<input checked="" type="checkbox"/> UIC Maintenance Plan and Schedule	<input checked="" type="checkbox"/> Spill Prevention and Response Plan
<input checked="" type="checkbox"/> Employee Education Plan	

**M. Signature of Legally Authorized Representative**

I certify under penalty of law that the no exposure certification in Section H is accurate to the best of my knowledge. I certify under penalty of law that there are no discharges of stormwater contaminated by exposure to industrial activities or materials from the industrial facility or site identified in this document (except as allowed under 40 CFR 122.26(g)(2)) and/or OAR 340-044 UIC rules.

I understand that I am obligated to submit a No Exposure Certification to DEQ once every five years. I understand that I must allow the DEQ permitting authority, where the discharge is, to perform inspections to confirm the condition of no exposure and to make such inspection reports publicly available upon request.

I hereby certify that the information contained in this registration is true and correct to the best of my knowledge and belief.



Signature of legally authorized representative (sign above)		Date: 6/12/18	
Legally authorized representative: Wayne Jackson		Title: General Manager	
Mailing address: 6328 SE 100	City: Portland	State: OR	Zip: 97266
Email address: wayne.jackson@westrock.com		Phone Number: 503 772 8700	

**Please submit a hard copy and an electronic copy of your application materials**

<p><b>Submit a hard copy of your application and payment to:</b>                  Oregon DEQ                  Attn: Business Office                  700 NE Multnomah Street Suite 600                  Portland, Oregon 97232-4100</p>	<p><b>Submit an electronic copy of your application to:</b>  <a href="mailto:UIC@deq.state.or.us">UIC@deq.state.or.us</a></p>
---	---

Call the UIC Permit Coordinator at 503-229-5623 with questions  
 DEQ will discard oversize (larger than 11" by 17") application documentation

**DEQ USE ONLY**

<p><b>Category:</b></p> <p><input type="checkbox"/> 1-Roof Drain</p> <p><input type="checkbox"/> 2-Residential</p> <p><input type="checkbox"/> 2-Small Parking Lot</p> <p><input type="checkbox"/> 2-Industrial/Commercial (Minor-HW)</p> <p><input type="checkbox"/> 2-Small Municipality (49 or Less)</p>		<p><input type="checkbox"/> 3-Large Parking Lot (1000+trips/day)</p> <p><input type="checkbox"/> 3-Industrial/Commercial (MJC HW etc)</p> <p><input type="checkbox"/> 3-Large Municipality (50+)</p> <p><input type="checkbox"/> Other: _____</p>	
<p><b>Existing Site:</b></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No UIC Facility Number (if yes): _____</p>			



**Attachment H: Signage**

ENTER  
ONLY

# RECYCLING FACILITY

6328 SE 100th Avenue  
Portland, Oregon 97266

## OPEN FOR TRUCKS

Monday-Friday 7:00 a.m. - 8:00 p.m.  
Saturdays - please call to schedule

## ALL LOADS MUST BE COVERED

WestRock does not accept public drop off of recyclable materials - commercial accounts only

## WE ACCEPT

Clean, source separated  
recyclable materials

## WE DO NOT ACCEPT

Garbage, or mixed putrescible-  
and non-putrescible waste,  
hazardous waste, or yard debris

**TRUCKS: DO NOT queue on  
Woodstock Court, 100th Avenue,  
or any public street**

Proceed to scale or scale office  
(south side of this yard) and check  
in for queuing instructions.

EMERGENCY Phone Numbers: (971) 271-1515 OR (503) 593-2926  
Leave a message - ring number on hold  
METRO Phone Number: (503) 234-3000

WESTROCK

**Attachment I: Complaint Log / Non-Direct Complaint Form**





**Portland Recycling Facility**

**Initial Incident, Near Miss Report, & Third-Party Complaint**

6328 SE 100<sup>th</sup> Ave  
Portland, OR 97266

Issue Date: July 30, 2013  
Revision: 4  
Revision Date: February 11, 2019

To be completed by employee, supervisor, or lead person upon notification of a near miss incident which did not result in personnel injury or damage, but clearly had the potential to do so.

Date of Incident:		Location:	
Date of Report:		Reporter:	
Time:		Supervisor:	
Witness(es):			

Situation (check one):     Near Damage     Near Injury  
    Damage             Injury             Complaint

Describe What Happened: Near Hit, Damage, Injury, Complaint:

Resolution, if applicable:

Use additional pages if necessary, use drawings as needed...



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
04/03/2024

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).

<b>PRODUCER</b> Aon Risk Services South, Inc. Atlanta GA Office 3550 Lenox Road NE Suite 1700 Atlanta GA 30326 USA	<b>CONTACT NAME:</b> _____															
	<b>PHONE (A/C. No. Ext):</b> (866) 283-7122	<b>FAX (A/C. No.):</b> (800) 363-0105														
<b>E-MAIL ADDRESS:</b> _____																
<b>INSURED</b> WestRock Company 1000 Abernathy Road NE Atlanta GA 30328 USA		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Liberty Mutual Fire Ins Co</td> <td>23035</td> </tr> <tr> <td>INSURER B: LM Insurance Corporation</td> <td>33600</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Liberty Mutual Fire Ins Co	23035	INSURER B: LM Insurance Corporation	33600	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #															
INSURER A: Liberty Mutual Fire Ins Co	23035															
INSURER B: LM Insurance Corporation	33600															
INSURER C:																
INSURER D:																
INSURER E:																
INSURER F:																

**COVERAGES**      **CERTIFICATE NUMBER:** 570104925759      **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. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____			TB2651294498083	10/01/2023	10/01/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$10,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			AS2-651-294498-113	10/01/2023	10/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$3,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WA565D294498013 (AOS) WC5651294498023 (MN & WI)	10/01/2023	10/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

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

Contractual Liability is not excluded in regard to the General Liability policy. RE: Current Metro Solid Waste Facility License Number: L-156-19B, Site Description: Tax Lot(s): 15 2E 16 DD - 06700R551001640 and 12 SE 16 DD - 06600 R551001540, Section: 16, Township: 1S, Range: 2E. Metro, its elected officials, departments, employees, volunteers and agents are included as Additional Insured in accordance with the policy provisions of the General Liability policy, as required by written contract.

<b>CERTIFICATE HOLDER</b>  Metro Waste Prevention and Environmental Services 600 NE Grand Ave. Portland OR 97232-2736 USA	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  

Holder Identifier :

570104925759

Certificate No :





# ADDITIONAL REMARKS SCHEDULE

AGENCY Aon Risk Services South, Inc.		NAMED INSURED WestRock Company	
POLICY NUMBER See Certificate Numbe 570104925759			
CARRIER See Certificate Numbe 570104925759	NAIC CODE	EFFECTIVE DATE:	

### ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

Additional Named Insureds

WestRock Company  
WestRock RKT Company  
WestRock MWV, LLC  
WestRock CP, LLC  
WestRock USC, Inc.  
WestRock Services, Inc.  
Multi Packaging Solutions Inc.  
WestRock Paper and Packaging, LLC, Et Al  
WestRock Services, LLC  
Longview Fibre  
WestRock Texas, L.P.  
The Mid Island Group USA, LLC

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by you or those acting on your behalf in connection with the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

### **Schedule**

**Designation Of Premises (Part Leased To You):**

All premises leased to you where required by written contract or agreement entered into prior to loss.

**Name Of Person(s) Or Organization(s) (Additional Insured):**

All person(s) or organization(s) leasing premises to you where required by written contract or agreement entered into prior to loss.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – VENDORS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**A. Section II – Who Is An Insured** is amended to include as an additional insured any person(s) or organization(s) (referred to throughout this endorsement as vendor) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury" or "property damage" arising out of "your products" shown in the Schedule of this endorsement which are distributed or sold in the regular course of the vendor's business.

However:

1. The insurance afforded to such vendor only applies to the extent permitted by law; and
2. If coverage provided to the vendor is required by a contract or agreement, the insurance afforded to such vendor will not be broader than that which you are required by the contract or agreement to provide for such vendor.

**B.** With respect to the insurance afforded to these vendors, the following additional exclusions apply:

1. The insurance afforded the vendor does not apply to:
  - a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
  - b. Any express warranty unauthorized by you;
  - c. Any physical or chemical change in the product made intentionally by the vendor;
  - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
  - e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of

business, in connection with the distribution or sale of the products;

- f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
- g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- h. "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(1) The exceptions contained in Subparagraphs **d.** or **f.**; or

(2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

**C.** With respect to the insurance afforded to these vendors, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the vendor is required by a contract or agreement, the most we will pay on behalf of the vendor is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

**Schedule**

**Name Of Additional Insured Person(s) Or  
Organization(s) (Vendor)**

**Your Products**

Any person or organization purchasing goods or products from the named insured or the insureds distributor for the purpose of resale.

All products of the named insured.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – VENDORS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

**A. Section II – Who Is An Insured** is amended to include as an additional insured any person(s) or organization(s) (referred to throughout this endorsement as vendor) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury" or "property damage" arising out of "your products" shown in the Schedule of this endorsement which are distributed or sold in the regular course of the vendor's business.

However:

1. The insurance afforded to such vendor only applies to the extent permitted by law; and
2. If coverage provided to the vendor is required by a contract or agreement, the insurance afforded to such vendor will not be broader than that which you are required by the contract or agreement to provide for such vendor.

**B.** With respect to the insurance afforded to these vendors, the following additional exclusions apply:

1. The insurance afforded the vendor does not apply to:
  - a. "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
  - b. Any express warranty unauthorized by you;
  - c. Any physical or chemical change in the product made intentionally by the vendor;
  - d. Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
  - e. Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of

business, in connection with the distribution or sale of the products;

- f. Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
- g. Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- h. "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(1) The exceptions contained in Subparagraphs **d.** or **f.**; or

(2) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

2. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

**C.** With respect to the insurance afforded to these vendors, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the vendor is required by a contract or agreement, the most we will pay on behalf of the vendor is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

**Schedule**

**Name Of Additional Insured Person(s) Or  
Organization(s) (Vendor)**

**Your Products**

Any person or organization purchasing goods or products from the named insured or the insureds distributor for the purpose of resale.

All products of the named insured.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

# Land Use Compatibility Statement (LUCS)

Solid waste application supplemental form



**Metro**

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

PR18-16221BLUCS

**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](mailto:SWCC@oregonmetro.gov)

**Metro use only**

**DATE RECEIVED:**

**DATE DEEMED COMPLETE BY METRO:**

## METRO Land Use Compatibility Statement (LUCS)

**WHAT IS A LUCS?** A Land Use Compatibility Statement is the document that Metro relies on to determine that an application to Metro for a solid waste facility license or franchise is compatible with the applicant's local land use approval.

**WHEN IS A LUCS REQUIRED?** A completed LUCS should accompany each application for a new Metro solid waste facility license, or franchise and any application for a change of authorization to add new activities to an existing license or franchise.

**HOW TO COMPLETE A LUCS:** The applicant must fill out Section 1 of the form and then submit the form to the local city or county planning office where Section 2 is completed. The local planning office will determine if the facility meets local land use requirements concerning planning and zoning. The applicant then submits the LUCS to Metro as part of its license or franchise application.

**WHERE TO GET HELP:** Questions on the Metro LUCS can be directed to Metro Solid Waste Compliance and Cleanup Division staff responsible for processing the Metro license or franchise application at (503) 797-1835.

**SECTION 1: To be completed by the applicant:**

<b>1. Applicant Information</b>		
Facility Name:	WESTROCK RECYCLING	
Company Name:	WESTROCK CP LLC	
Location Address:	Mailing Address:	
6328 SE 100th Ave. PORTLAND, OR 97266	STAMUS	
Contact Person:	WAYNE JACKSON	
Phone Number:	Fax Number:	E-mail:
503 772 8712		WAYNE.JACKSON@WESTROCK.COM

# Land Use Compatibility Statement (LUCS)

Solid waste application supplemental form



**Metro**

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

PR 18-162218 LUCS

2. Site Description			
Tax Lot(s): 15 SE 16 DA - 06700 R551001640 12 SE 16 DA - 06600 R551001540	Section: 16 16	Township: 1S 1S	Range: 2E 2E

3. Description of the type of facility, the solid wastes to be accepted and the activities to be undertaken		
<p>A. Check all the proposed solid wastes to be accepted in the left column "Proposed waste streams". In the "Activity code" column to the right, insert the letter(s) of all the proposed activities from the list of codes (a-g) corresponding to each waste stream:</p>		
<u>Proposed waste streams</u>	<u>Activity code(s)</u>	<u>Proposed activities and codes:</u>
<input type="checkbox"/> Putrescible mixed solid waste (i.e. residential garbage)	<input checked="" type="checkbox"/>	a) Material recovery (source separated)
<input type="checkbox"/> Food waste (source separated vegetative or non-vegetative)	<input type="checkbox"/>	b) Material recovery (mixed dry waste)
<input type="checkbox"/> Yard debris	<input type="checkbox"/>	c) Composting
<input type="checkbox"/> Wood waste (clean wood waste)	<input type="checkbox"/>	d) Reload / transfer
<input type="checkbox"/> Wood waste (painted or treated)	<input type="checkbox"/>	e) Chipping & grinding
<input type="checkbox"/> Non-putrescible mixed solid waste (dry mixed waste)	<input type="checkbox"/>	f) Other (explain in detail)
<input type="checkbox"/> Other (explain in detail)	<input type="checkbox"/>	g) NA (not applicable)
<p>B. Description of proposed solid wastes to be accepted and proposed waste-related activities. Please describe in detail the activity you plan to perform on <u>each</u> waste you accept. Add additional pages if necessary.</p> <p>RECOVER, SORT, BALE, SHIP OF COMMERCIAL &amp; RESIDENTIAL RECYCLABLES (d) PAPERS, PLASTICS &amp; METALS.</p>		

4. This land use approval is being sought in conjunction with application to Metro for (check all that apply)			
New <input checked="" type="checkbox"/>	Amended <input type="checkbox"/>	License <input checked="" type="checkbox"/>	Franchise <input type="checkbox"/>

**SECTION 2: To be completed by a city or county planning official:**

1. Name of city or county that has land use jurisdiction
Portland Oregon

2. The proposed facility is located (check all that apply)	
<input checked="" type="checkbox"/> Inside city limits	<input checked="" type="checkbox"/> Inside UGB
<input type="checkbox"/> Outside city limits	<input type="checkbox"/> Outside UGB

# Land Use Compatibility Statement (LUCS)

Solid waste application supplemental form



**Metro**

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

PR 18-162218-LUCS

### 3. Consistency with local comprehensive plan and zoning ordinance

- This facility is not regulated by the local comprehensive plan and zoning ordinance.
- This facility has been reviewed and is consistent with the local comprehensive plan and zoning ordinance.  
*see notes below*
- This facility has been reviewed and is not consistent with the local comprehensive plan and zoning ordinance.
- Consistency of this facility with the local comprehensive plan and zoning ordinance cannot be determined until the following local approval(s) are obtained:
  - Conditional Use Approval
  - Development Permit
  - Plan Amendment
  - Zone Change
  - Other

An application has been made for the local approvals checked above:

Yes  No

#### Local Government Planning Official - Reviewer Information:

Signature: Suzan Poirner

Print Name: Suzan Poirner

Title: City Planner

Date: May 17, 2018

Telephone Number: 503-823-5604

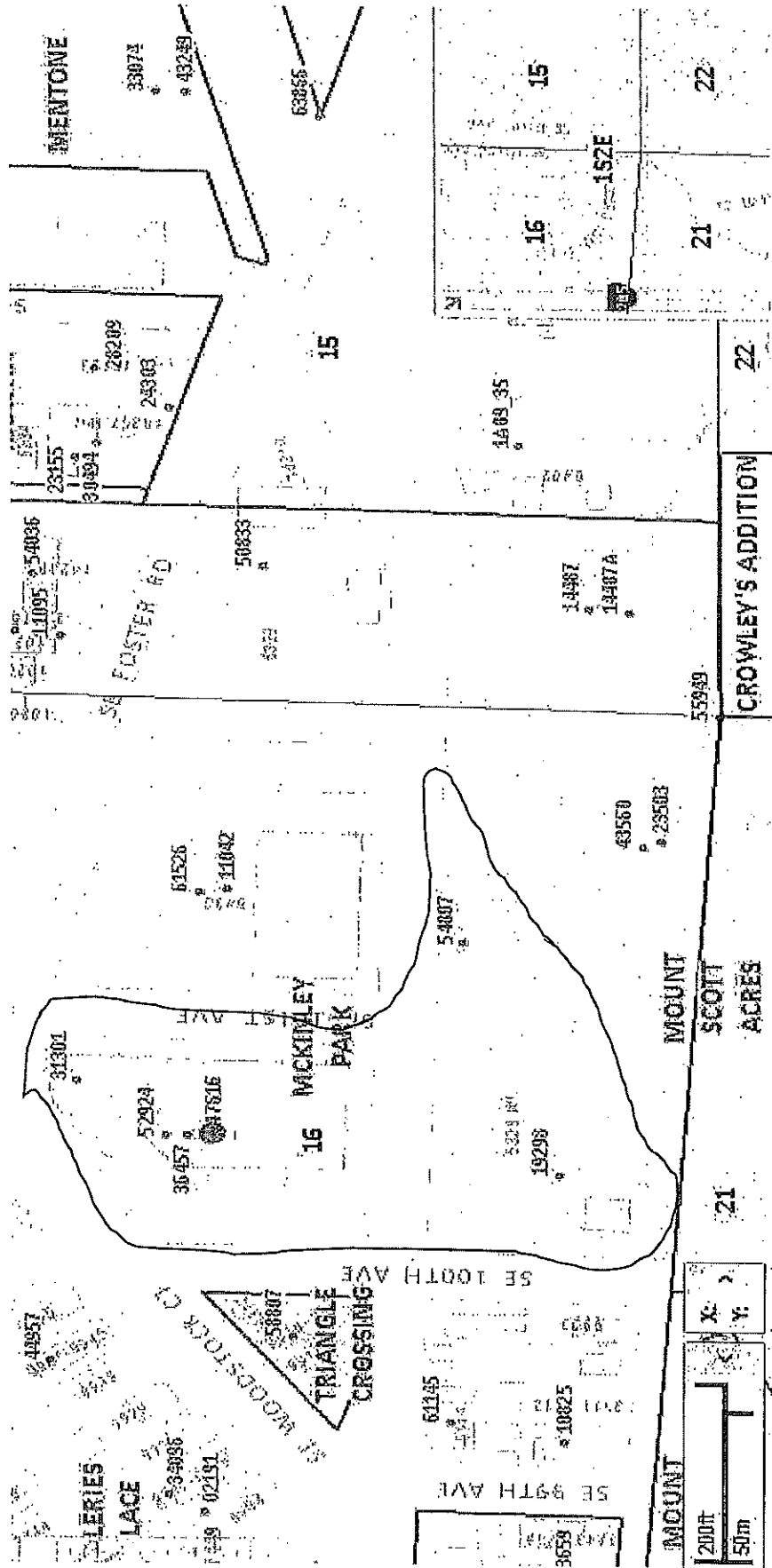
E-Mail: SUZAN.POIRNER@portland.oregon.gov

The site is zoned EG2. Industrial Service uses are outright allowed in the EG2 zone.

WestRock Recycling - Tax Lot Map

6328 SE 100th Ave., Portland Oregon 97266

31301, 52924, 36457, 47616, 19298, 54887





SE Woodstock Ct

SE Foster Rd

PR 18-162218-LUCSE Fost

10633 SE Woodstock Blvd

R 215704

TAX LOT: 1 SE 16 DD - 06700

SECTION 18 R 551001640

TOWNSHIP: MERIMBY PK, Block 8, LOT 15 TL 6700

RANGE: 15  
2E

WestRock CP

6328 SE 100th,  
PORTLAND, OR 97266

SE 101st Ave

SE 101st Ave

National Fire  
Fighter Corp

Industrial Source

Woodstock Blvd

6328 SE 100th. Ave  
R 215702

TAX LOT: 12 SE 16 DD - 06600

SECTION 18 R 551001540  
MERIMBY PK, Block 74 TL 6600

TOWNSHIP: 15

RANGE: 2E

Baker Corp Portland

Precision  
Fabrication & Weld

TAX LOT:

SECTION:

TOWNSHIP:

RANGE:

Springwater Corridor Trail

Springwater Corridor Trail

Google  
Dean Innovations, Inc



## SOLID WASTE DISPOSAL SITE PERMIT: Transfer Station/Material Recover Facility

Oregon Department of Environmental Quality  
700 NE Multnomah St., Suite 600  
Portland, OR 97232-4100  
503-229-5353  
Email: [solidwastepermitcoordinator.deqnwr@deq.oregon.gov](mailto:solidwastepermitcoordinator.deqnwr@deq.oregon.gov)

Issued as authorized by ORS 459.245 and in accordance with the provisions of [Oregon Revised Statutes Chapter 459, 459A](#), [Oregon Administrative Rules 340 Divisions 64, 90, 93, 95, 96](#) and [97](#) and subject to the Land Use Compatibility Statement referenced below.

### Permittee:

WestRock CP, LLC  
6328 SE 100<sup>th</sup> Ave  
Portland, OR 97266  
503-772-8712  
[Wayne.jackson@westrock.com](mailto:Wayne.jackson@westrock.com)

### Facility name and location:

WestRock Recycling  
6328 SE 100<sup>th</sup> Ave  
Portland, OR 97266  
Multnomah County  
45.476578, -122.560886

### Property Owner:

WestRock CP, LLC  
1000 Abernathy Road NE  
Atlanta, GA 30328  
503-772-8700

### Operator:

WestRock Recycling  
Wayne Jackson  
503-772-8712  
[Wayne.jackson@westrock.com](mailto:Wayne.jackson@westrock.com)

### ISSUED IN RESPONSE TO:

- A solid waste disposal site permit application received Jan. 6, 2023.
- A Land Use Compatibility Statement from the city of Portland and dated May 17, 2018.

The determination to issue this permit is based on findings and technical information included in the solid waste disposal site permit application and permit record.

### ISSUED BY THE OREGON DEPARTMENT OF ENVIRONMENTAL QUALITY

*Audrey O'Brien*

Audrey O'Brien, Manager  
Environmental Partnerships  
Northwest Region

May 26, 2023

Date

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### Permitted Activities

Until this permit expires or is modified or revoked, the permittee is authorized to establish, operate and maintain a solid waste disposal site in conformance with the requirements, limitations and conditions set forth in this document, including all attachments.

## Table of Contents

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## ALLOWABLE ACTIVITIES

### 1 Waste Receipt and Disposal Authorizations

#### 1.1 Waste Authorized for Receipt

This permit authorizes the permittee to accept solid waste, as defined in [ORS 459.005](#), for transfer, except waste specifically prohibited in Section 2 (Prohibitions) at the disposal site named WestRock Recycling (facility).

A DEQ-approved Special Waste Management Plan is required for acceptance of certain waste that requires special management due to the threat posed to human health or the environment. The following special wastes have received approval from DEQ:

- Household batteries
- Covered Electronic Devices (CEDs) as defined in [ORS 459A.305](#);

#### 1.2 Authorization to Receive Other Waste

The permittee must not accept any waste excluded from the above authorization at the facility without first submitting the necessary information to DEQ for review, and obtaining DEQ approval in writing.

Reference: [OAR 340-095-0020](#)

#### 1.3 Authorization of Activities

The permittee must conduct all facility activities in accordance with the provisions of this permit until permit termination. Once approved by DEQ, any permit-required plans become part of the permit by reference.

Reference: [OAR 340-093-0110](#) and [OAR 340-093-0113](#)

#### 1.4 Duration of Authorization

The authorization for the permittee to accept solid waste will end at the time of site closure or if the permit expires and DEQ has not received a timely permit renewal application. After that time, no solid waste may be accepted without written authorization by DEQ.

Reference: [OAR 340-093-0115](#)

### 2 Prohibitions

#### 2.1 Prohibited Waste

The permittee is not authorized to accept the following waste unless otherwise approved in writing by DEQ:

- Putrescible wastes
- Hazardous waste – Reference: [40 CFR 258.20\(b\)](#), [OAR 340-101](#) and [OAR 340-093-0040](#);
- Liquid waste – Reference: [40 CFR 258.28](#);
- Radioactive waste – The disposal of any materials that meet the definition of radioactive waste established in Oregon Administrative Rule 345 Division 50, enforced by the Oregon Department of Energy is prohibited except as provided for at ORS 469.525. Other legal prohibitions may apply. [ORS 469.525](#) and [OAR 345-050-0006](#);
- PCB or PCB Items regulated for disposal under [40 CFR 761.60\(a\)](#) through (c), 40 CFR 761.61, 40 CFR 761.63, 40 CFR 761.64, or [OAR 340-110-0060](#).

## 2.2 Special Waste

The permittee is prohibited from accepting certain waste materials that, because of their nature, pose potential hazards to human health or the environment and require careful handling at transfer facilities without first obtaining a Special Waste Management Plan approval in writing from DEQ. This waste includes, but is not limited to:

- Infectious Wastes as defined in [ORS 459.386](#);
- Asbestos-containing materials as defined in [OAR 340-248-0010](#).
- Sewage sludge and grit;
- Septage;
- Industrial solid waste and other materials that may be hazardous or difficult to manage by virtue of their character or large volume, unless special provisions for such disposal are otherwise approved by the DEQ.

Reference: [OAR 340-093-0190](#) and [OAR 340-095-0020](#)

## 2.3 Waste Banned from Disposal

The permittee may collect the following waste for storage, management and recycling only; the permittee must not knowingly accept or mix this waste with solid waste or transfer it to a landfill for disposal:

- Discarded or abandoned vehicles;
- Large home or industrial appliances;
- Used oil;
- Whole Tires;
- Lead-acid batteries;
- Computer monitors having a viewable area greater than four inches diagonally;
- Televisions having a viewable area greater than four inches diagonally;
- Desktop computers;
- Portable computers;
- Source separated recyclable material as defined in [OAR 340-090-0010](#).

Reference: [ORS 459.247](#), [OAR 340-093-0040](#), [ORS 459A.080](#), and [OAR 340-090-0090](#)

## 2.4 Open Burning

The permittee must not conduct any open burning at the facility.

Reference: [OAR 340-264-0030](#) (defines open burning)

# 3 Recycling

Reference: [OAR 340-093-0160](#)

## 3.1 Recyclable Material Use

All properly prepared, source separated recyclable materials must be reused or recycled, except for used oil and wood waste which may be collected and burned for energy recovery. The permittee cannot dispose of any source separated recyclable material, as defined under [ORS 459.005\(19\)](#).

Reference: [OAR 340-090-0090](#)

### **3.2 Salvaging of Materials**

Salvaging of materials is authorized if conducted in a controlled and orderly manner and included in the permittee's DEQ-approved operations plan.

Reference: [OAR 340-096-0040\(4\)](#)

## **OPERATIONS AND DESIGN**

### **4 Operations Plan**

#### **4.1 Initial Operations Plan**

For new facilities, the permittee must submit, for DEQ review and approval, an update to the Operations Plan submitted with the permit application that incorporates any changes to operations or site conditions including those required in the final signed permit **within 90 days of permit issuance**.

#### **4.2 Plan Compliance**

The permittee must conduct all operations at the facility in accordance with the approved Operations Plan, including any DEQ-approved amendments. The DEQ-approved Operations Plan is incorporated into the permit by reference.

Reference: [OAR 340-095-0020](#)

#### **4.3 Plan Content**

The Operations Plan must describe the method of operation of the facility in accordance with all regulatory and permit requirements.

Reference: [ORS 459.235](#) and [OAR 340-096-0040](#)

#### **4.4 Plan Maintenance**

Prior to commencing any change in operations, the permittee must submit revisions of the Operations Plan to DEQ for review and approval. Additionally, the permittee must revise the Operations Plan as necessary so that it reflects current facility conditions and procedures.

#### **4.5 Special Waste Management Plan**

After consultation with DEQ, and prior to accepting wastes listed in Section 2.2, the permittee must submit a SWMP for DEQ review and approval. DEQ approved SWMPs will be incorporated into the approved Operations Plan. The SWMP must address procedures for receipt, handling, storage, spill clean-up and transport for reuse, recovery or disposal at an appropriately permitted facility.

Reference: [OAR 340-093-0190](#)

### **5 Site Design and Construction**

#### **5.1 Facility Design and Construction Plan**

The facility, including any modifications or additions, must be designed and constructed in accordance with plans and specifications approved by DEQ and any amendments approved in writing by DEQ. The permittee must consult with DEQ prior to any site modification. DEQ may require the permittee to prepare and submit a

modified Facility Design and Construction Plan, stamped by a registered professional engineer. If a new Plan is required, the permittee must receive written approval of the modified Facility Design and Construction Plan from DEQ prior to commencing construction.

Reference: [ORS 459.235](#), [OAR 340-093-0140](#), and [OAR 340-096-0040](#)

## **5.2 Construction Requirements**

The permittee must perform construction in accordance with DEQ-approved plans and specifications, including all conditions of approval by DEQ. Any significant amendments to those plans and specifications must be approved prior to construction in writing by DEQ.

Reference: [OAR 340-093-0140](#)

## **5.3 Construction Documents**

Prior to initiating construction, the permittee must submit and receive written DEQ approval of complete construction documents for the project to be constructed. The construction documents submitted must include a Construction Quality Assurance plan describing the measures that will be taken to monitor and ensure that the quality of materials and the work performed complies with project specifications and contract requirements.

Reference: [OAR 340-093-0150](#)

## **5.4 Construction Certification Report Submittal**

DEQ may require, upon completion of major or critical construction at the facility, that the permittee submit to DEQ a final project report signed by the project engineer or manager as appropriate. The report must certify that construction has been completed in accordance with the approved plans including any approved amendments thereto.

Reference: [OAR 340-093-0150](#)

## **5.5 Approval to Use**

The permittee cannot accept waste in newly constructed facilities or areas until DEQ has approved the Construction Certification Report. If DEQ does not respond in writing to the Construction Certification Report within 30 days of its receipt, the permittee may accept waste at the facility in the newly constructed facilities or areas.

Reference: [OAR 340-093-0150](#)

# **6 Site Operations**

## **6.1 General Site Operations**

The permittee must at all times maintain and properly operate all waste collection and disposal facilities to prevent discharges, health hazards, and nuisance conditions and in accordance with the provisions of this permit.

## **6.2 Waste Removal**

The permittee must remove all waste from the facility at least as often as necessary to prevent malodors, unsightliness, and attraction of vectors or other environmental concerns.

Reference: [OAR 340-093-0210](#) and [OAR 340-096-0040](#)

### **6.3 Containers**

The permittee must clean all containers on-site, as needed, to maintain a sanitary operating environment and to prevent malodors, unsightliness and attraction of vectors.

Reference: [OAR 340-093-0210](#) and [OAR 340-096-0040](#)

### **6.4 Equipment**

The permittee must have readily available equipment of adequate size and design to properly operate the facility at all times and maintain compliance with all permit conditions.

### **6.5 Roads**

The permittee must construct and maintain all weather roads from the public highways or roads, to and within the facility. The roads must be constructed and maintained to prevent traffic congestion, traffic hazards, dust, mud, track out and noise pollution.

Reference: [OAR 340-096-0040](#)

### **6.6 Vehicles and Truck Covers**

All vehicles and equipment operated by the permittee and using public roads, must be constructed, maintained and operated so as to prevent leaking, shifting or spilling of loads while in transit. The permittee must notify all incoming waste haulers that trucks containing loads must be covered or suitably cross-tied to prevent any load loss during shipment.

Reference: [OAR 340-093-0220](#).

### **6.7 Litter Control**

The permittee must at all times minimize litter and collect it quickly and effectively such that the entire facility and adjacent lands are maintained virtually free of litter at all times. The permittee must retrieve and properly dispose of any debris from the facility as soon as possible the same operational day.

Reference: [OAR 340-096-0040](#)

### **6.8 Air Quality**

The permittee must control dust and malodors resulting from facility construction, operation and other facility activities.

Reference: [OAR 340-096-0040](#)

### **6.9 Drainage**

The permittee must divert surface and storm water drainage around or away from waste handling and storage areas. The permittee must maintain surface water diversion ditches or structures in a serviceable condition and free of obstructions and debris at all times.

Reference: [OAR 340-096-0040](#)

### **6.10 Wastewater Prevention and Management**

The permittee must operate the facility in a manner that minimizes wastewater production to the maximum extent practicable; including providing roofs and covers over operating and recycling collection areas. The permittee must collect, remove and manage wastewater in a manner approved by DEQ to prevent malodors, public health hazards and discharge to public waters. Any wastewater or stormwater discharges must be conducted in accordance with applicable WPCF and/or NPDES permits.

Reference: [OAR 340-093-0210](#)



### **6.11 Unloading Area**

The permittee must clearly identify the area(s) for unloading of solid waste by signs, fences, barriers or other devices.

Reference: [OAR 340-095-0020](#)

### **6.12 Public Access**

The permittee must control public access to the facility, as necessary, to prevent unauthorized entry and dumping.

Reference: [OAR 340-096-0040](#)

### **6.13 Legal Control of Property**

The permittee must maintain legal control of the property, including maintaining a current permit and contract, or agreement that allows the operation of the facility if the property is not owned by the permittee.

Reference: [OAR 340-093-0050](#) and [OAR 340-093-0070](#)

### **6.14 Fire Protection**

Fire protection must be provided in accordance with operations plans approved in writing by DEQ and in compliance with pertinent state and local fire regulations. The permittee must make arrangements with the local fire control agency to ensure the fire control services will be provided immediately when needed. Fires must be immediately and thoroughly extinguished and reported to DEQ within 24 hours.

Reference: [OAR 340-096-0040](#)

### **6.15 Signs**

The permittee must post signs at the facility, which are clearly visible and legible, providing the following information:

- Facility name;
- Emergency telephone number;
- Days and hours of operation;
- Authorized and prohibited wastes;
- Solid waste disposal site permit number;
- Operator's address.

### **6.16 Vector Control**

The permittee must provide rodent, insect, bird, and other vector control measures, as necessary, to prevent vector harborage.

Reference: [OAR 340-096-0040](#)

### **6.17 Complaints**

The permittee must investigate and attempt to resolve all complaints it receives regarding facility operations by doing the following:

- Contact the complainant within 24 hours to discuss the problem;
- Keep a record of the complaint, name and contact information (when possible), date complaint was received, date of facility response, description of facility response;
- Immediately initiate procedures at the facility, when possible, to resolve the problem identified by the complainant;
- For odor, litter or dust complaints, the permittee must report to DEQ as soon as complaints are received from five different businesses and/or individuals within one week, or if an odor event lasts longer than 24 hours without resolution or mitigation.

### 6.18 Permit Display

The permittee must display this permit, or a photocopy of it, where operating personnel can readily refer to it.

## 7 Special Conditions

None.

## GENERAL CONDITIONS

## 8 Recordkeeping, Reporting and Fee Payment

### 8.1 Records

The permittee must keep copies of all records and reports for a minimum of five years from date initially placed in the facility operating record.

Reference: [OAR 340-096-0040](#) and [OAR 340-095-0020](#)

### 8.2 Access to Records

Upon request, the permittee must make all records and reports related to the permitted facility available to DEQ.

Reference: [OAR 340-096-0040](#) and [OAR 340-093-0050](#)

### 8.3 Disposal and Recycling Data Collection

- Solid waste disposal - The permittee must collect information on a monthly basis on the number of tons or cubic yards of solid waste received from compactor, drop box and private vehicles. Data collected will represent a calendar year.
- Recycling - The permittee must collect information about the amount of each material recovered for composting, recycling or other beneficial purpose each quarter for each year.

### 8.4 Data Reporting

- Solid waste disposal – Information collected on solid waste accepted for transfer to a disposal site must be recorded annually on the DEQ form titled: Solid Waste Transfer Report. This completed form must be submitted to DEQ at the address on the form each year.
- Material recovery/ recycling – Recovery/ recycling information collected must be submitted to the address on the survey form provided by DEQ each year for the prior calendar year.

Reference: [OAR 340-090-0100](#)

### 8.5 Non-Compliance Reporting

In the event the permittee violates any condition of this permit or of DEQ's rules or statute, the permittee must immediately take action to correct the violation and notify DEQ within 24 hours at: DEQ's Northwest Region Materials Management Program Office at 503-229-5353 or email to:

[solidwastepermitcoordinator.deqnwr@deq.oregon.gov](mailto:solidwastepermitcoordinator.deqnwr@deq.oregon.gov)

## 8.6 Oil and Hazardous Material Spill Response and Reporting

The permittee must immediately clean up any spill of oil or hazardous material as required by OAR 340-142-0060. If the spill is of a reportable quantity the permittee must immediately report the spill to the Oregon Emergency Response System at 1-800-452-0311 and DEQ.

Reportable quantities include:

- Any amount of oil spilled to waters of the state;
- Oil spills on land in excess of 42 gallons;
- 200 pounds (25 gallons) of pesticide residue;
- Hazardous materials that are equal to, or greater than, the quantity listed in the [40 CFR Part 302](#) (List of Hazardous Substances and Reportable Quantities), and amendments adopted before July 1, 2002. For a complete list of hazardous materials required to be reported, please refer to [OAR 340-142-0050](#).

## 8.7 Fee Payment

The permittee must pay the solid waste permit compliance fee each year this permit is in effect. DEQ will send an invoice to the permittee indicating the amount of the fee and the due date for fee payment. Fees are based on the tons of solid waste received and transferred for disposal.

Reference: [OAR 340-097-0110](#) and [OAR 340-097-0120](#)

# 9 Permit Modification

## 9.1 Modification

At any time during the life of the permit, DEQ or the permittee may propose changes to the permit.

Reference: [OAR 340-093-0070](#) and [OAR 340-093-0113](#)

## 9.2 Modification and Revocation by DEQ

DEQ may, at any time before the expiration date, modify, suspend or revoke this permit in whole or in part in accordance with [ORS 459.255](#) for reasons including, but not limited to the following:

- Violation of any terms or conditions of this permit or any applicable statute, rule, standard or order of the Environmental Quality Commission;
- Obtaining this permit by misrepresentation or failure to disclose fully all relevant facts;
- A significant change in the quantity or character of solid waste received or in the operation of the facility.

Reference: [OAR 340-093-0113](#) and [OAR 340-093-0115](#)

## 9.3 Modification by Permittee

The permittee must apply for a modification to this permit if a significant change in facility operations is planned, there is a deviation from activities described in this permit, or there is a sale or exchange of the facility. The permittee cannot implement any change in operations that requires a permit modification prior to receiving approval from DEQ.

Reference: [OAR 340-093-0070](#)

## 9.4 Change in Name or Address

The permittee must report to DEQ in writing any name or address change of the owner or operator of the facility or property **within 10 days** of the change.

Reference: [OAR 340-095-0020](#)

### **9.5 Transfer, Sale or Exchange of Permit or Facility**

The property owner or person in control of the premises must submit a permit modification application to DEQ if a transfer, sale, or exchange of the activity or facility occurs.

Reference: [OAR 340-093-0070](#)

### **9.6 Public Participation**

Significant changes in the permit may be subject to the issuance of a public notice as set forth in DEQ rules for public notification.

Reference: [OAR 340-093-0100](#)

## **10 Administration**

### **10.1 Definitions**

Unless otherwise specified, all terms are as defined in [OAR 340-090-0010](#) and [OAR 340-093-0030](#).

### **10.2 Submittals**

All submittals required under this permit must be submitted as directed by DEQ.

### **10.3 Permit Term**

The effective date of this permit is the date this document is signed by DEQ. The expiration date of the permit is indicated at the top right of this document. The authorization to accept solid waste at the facility will end when this permit expires, is terminated, or revoked. After that time, the permittee cannot accept solid waste at the facility.

Reference: [OAR 340-093-0070](#) and [OAR 340-093-0115](#)

### **10.4 Permit Renewal**

The permittee must submit an application for permit renewal if the permittee intends to continue operation beyond the expiration date of this permit. A complete solid waste disposal site permit renewal application must be submitted to DEQ **at least 180 days** before the existing permit expires. All permit conditions will remain in effect until such time as a new permit is issued by DEQ. Failure by a permittee to abide by the terms of any permit conditions will be a violation.

Reference: [OAR 340-093-0070](#) and [OAR 340-093-0115](#)

### **10.5 Permittee Initiated Termination of Permit**

After facility closure, the permittee must request, in writing, to DEQ that the permit be terminated. Permittee must demonstrate to DEQ that the facility no longer requires a permit under [OAR 340-093-0050](#) before DEQ will terminate the permit.

Reference: [OAR 340-093-0050](#) and [OAR 340-093-0115](#)

### **10.6 Property Rights**

The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights.

### **10.7 DEQ Liability**

DEQ, its officers, agents or employees do not sustain any liability because of the issuance of this permit or because of the construction, maintenance, or operation of facilities pursuant to this permit.

### **10.8 Documents Superseded**

This document is the primary solid waste permit for the facility, superseding all other solid waste disposal site permits issued for this facility by DEQ.

Reference: [OAR 340-093-0115](#)

### **10.9 Binding Nature**

Conditions of this permit are binding upon the permittee. The permittee is liable for all acts and omissions of the permittee's contractors and agents.

Reference: [OAR 340-093-0050](#)

### **10.10 Access to Facility**

The permittee must allow representatives of DEQ access to the facility at all reasonable times, for the purpose of:

- Performing inspections;
- Surveys;
- Collecting samples;
- Obtaining data;
- Reviewing records;
- Carrying out other necessary functions related to this permit.

Reference: [OAR 340-093-0050](#)

### **10.11 Other Compliance**

Issuance of this permit does not relieve the permittee from the responsibility to comply with any other applicable federal, state or local laws or regulations.

### **10.12 Penalties**

Violation of any condition of this permit or any incorporated plan may subject the permittee to civil penalties for each day of each violation.

Reference: [OAR 340-093-0050](#), [OAR 340-012-0160](#) and [ORS 459.995](#).

## **END PERMIT CONDITIONS**

All references are provided as a courtesy and are not intended as a complete list of legal authorities.