



WASTE TO ENERGY FACILITY RULES AND REGULATIONS

I. FACILITY OPERATION

A. OPERATING HOURS

Monday thru Friday	5:00 a.m. to 5:00 p.m.
Saturday	6:00 a.m. to 12:00 p.m.

B. TELEPHONE CONTACT

Operations Manager	Paul Smith	(616) 632-7387
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- C. Haulers shall proceed through the main entrance on Freeman Street and form a single line at the scalehouse and incoming scale. Vehicles should not proceed on or off the scales until instructed to do so by the scalehouse attendant.

After weighting in at the scalehouse, drivers will be instructed on how to proceed utilizing a green/yellow signal light located on the side of the scalehouse. A green light means that the driver should proceed along the main road around the ash building and enter the tipping floor through the south door, find an open bay, and dump their load following the Tipping Floor Procedures. A yellow light signal means that the load has been selected for a random inspection and that the driver will be directed by tipping area personnel to an open-tipping position on the floor where the load will be inspected. The driver will be given a Waste Inspection Report to give to the scalehouse attendant when weighting out. After unloading in the tipping area, empty vehicles will exit the tipping area through the south door and proceed to the exit scale at the scalehouse. Drivers will wait 30 seconds for the vehicle to be weighted for tare weight then enter the scalehouse, sign the completed weight ticket and receive their copy.

- D. Speed limit on all facility roads is 10 MPH.
- E. Vehicles with mechanical problems shall exit the facility, or if disabled, request towing immediately so inbound and outbound roads will be clear to other traffic.
- F. Haulers shall follow standard vehicle safety practices at all times and observe safety regulations when posted or otherwise instructed.

II. HAULER IDENTIFICATION

- A. The County has established a method of hauler identification including a master decal and six separate city decals for the cities of Grand Rapids, East Grand Rapids, Kentwood, Grandville, Walker and Wyoming. Attachment C demonstrates the positioning of the



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decal. All waste hauling trucks and solid waste containers utilizing the WTE Facility are required to display their County identification number in a position demonstrated in Attachment C. The decal and County identification number are to be visible to the scalehouse operators as well as for the enforcing agents in each of the six cities. All lettering and figures shall be three (3) inches or more in height. The scalehouse operator will issue County identification numbers as required for waste hauling trucks and solid waste containers.

- B. Vehicles that arrive at the scale house without appropriate identification will be required to obtain the proper information for Facility use.
- C. For the purposes of this Section, "Solid Waste Container" means a container or receptacle designed or used for depositing, storing, or accumulating solid waste for collection or transportation by a waste hauler. Without limitation, this definition shall include dumpsters, packer boxes, and roll-offs or other receptacles designed or used to store solid waste or to transport solid waste from a site of generation to the WTE Facility.

III. NOTICE OF HAULER CHANGES

Each hauler shall give the County advance written notification of any changes in such Hauler's operation which would have a material effect on delivery schedules or weight records and shall include the effective date or dates of such changes. These include but are not necessarily limited to any of the following:

1. Changes in name and/or mailing address
2. Change in phone number
3. Purchase or sale of trucks
4. Purchase or sale of containers brought into the Facility
5. Purchase or sale of packer bodies
6. Leased or borrowed trucks or equipment
7. Sale, lease or transfer of a substantial portion of the Hauler's business operations

The information identified in items three through seven above is necessary in order for the Facility and the County to predict and control the quantity and type of acceptable waste which may be delivered to the Facility and keep computer data up-to-date.

IV. TIPPING AREA PROCEDURES

- A. Upon entering the tipping area, tipping area personnel will control floor traffic. The driver should proceed to the next available bay for unloading, or as directed by tipping area personnel. Trucks shall stay in the marked lanes. Drivers must stop their trucks at least ten (10) feet in front of the curb before exiting to release their tailgates. After tailgates are released away from the pit, drivers will back up and **unload into the pit**.



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After unloading, the driver shall make sure all refuse is off all external parts of the vehicle. Haulers not utilizing self-unloading equipment will be directed to a specific area of the tipping floor to unload manually.

- B. Suspected problem loads are subject to inspection. In addition, ten percent of all incoming loads will be inspected. Trucks may be directed to a specific area of the tipping floor to unload for examination of waste being delivered. The spot check may result in some materials being rejected or in the discovery of Hazardous Waste.
 - 1. For unacceptable waste, which is not hazardous waste, the hauler may be required to reload such materials for disposal at another location. (See Appendix A for a listing of "Unacceptable Waste".) The facility can transfer small amounts of "Unacceptable Waste" to the landfill. Drivers who have a small amount (less than 50% of load) of "Unacceptable Waste" which is not Hazardous Waste shall inform tipping area personnel so that the load can be dumped in Open Top Transfer Bays 7, 8, or 9 and the Unacceptable Waste be separated for transfer.
 - 2. For Hazardous Waste, as defined by Federal, State, and local laws regulations, haulers shall remain at the Facility until appropriate public health and law enforcement officials arrive.
- C. Haulers shall make every effort to unload in an expedient manner to assure even traffic flow through the Facility.
- D. Trucks with hydraulic leaks will be allowed to unload but not permitted further use of the Facility until the leak is repaired. Vehicles with repeated mechanical problems or those deemed unsafe will be reported to the cities in which they are licensed.

V. WEIGHT TICKETS

- A. The driver of each truck disposing of waste at the Facility shall be presented with a weight ticket from the Scalehouse Attendant. The ticket shall indicate Hauler's company name, vehicle identification, gross weight, and tare weight, net weight (pounds delivered) and total disposal charge. Each driver shall sign the weight tickets and then be given the original for the Hauler's and/or company's records. The weight tickets are the hauler's invoice for customers on account Receipts for cash customers and will be used by the County for preparing statements to the Hauler.
- B. Each driver is responsible for determining the accuracy of their weight tickets before signing. All claims for adjustments must be made within five (5) days of the original transaction.
- C. Each driver who fails to sign for or receive a weight ticket shall be billed for such delivery as if the weight ticket had been signed and received.



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VI. EMERGENCIES AND DAMAGES

- A. Haulers who suspect they may have a hot (thermally) load inside the truck (i.e. – Truck is smoking, smoldering, has burning paint or open flames) shall not attempt to dump at the WTE Facility. This is an emergency and the truck should not be moved once a fire is suspected. Drivers should park their truck and call 911. If a hot load is discovered after a vehicle is on site, haulers shall follow directions and procedures from County or Covanta employees.
- B. In the event of accidents, explosions, or Facility damage which impairs the flow of traffic or the ability to dispose of waste, haulers shall follow directions and procedures from County or Covanta employees.
- C. Any damage to hauler's trucks or equipment shall be promptly reported to the Covanta Facility Manager, Shift Supervisor and the Waste to Energy Operations Manager for appropriate action.
- D. Any damage to County property or equipment shall be reported to the Covanta Facility Manager, Shift Supervisor and the Waste to Energy Operations Manager before leaving the site.
- E. Any personal injury to a driver shall be promptly reported to the Covanta Facility Manager, Shift Supervisor and the Waste to Energy Operations Manager before leaving the site.
- F. Haulers are required to comply with the Radioactivity Monitoring Procedures issued by the County and Covanta. A copy of the Procedures is enclosed (Appendix B) and incorporated as part of these Rules and Regulations.

VII. REJECTED LOADS

- A. All loads consisting primarily of unacceptable waste shall be rejected from the Facility if delivery is attempted. It will be the hauler's responsibility to dispose of rejected loads at an authorized site. Facility personnel may assist in reloading the rejected waste.
- B. The Facility reserves the right to reject total or partial loads being delivered to the Facility if they require special handling.
- C. Any hauler who attempts to deliver or delivers Hazardous Waste shall be subject to appropriate disciplinary and legal action. All costs of proper disposal will be borne by the hauler.
- D. Haulers shall dispose of rejected loads at a site and in a manner prescribed by law.



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- E. Haulers who have received weight tickets for loads which contain a portion of unacceptable waste which is rejected shall not receive a credit for such rejected tonnage.

VIII. ENFORCEMENT

- A. If continuous violations of these Rules and Regulations occur, the hauler shall be subject to enforcement procedures and/or penalties, including fines and loss of license to do business within the cities of Grand Rapids, East Grand Rapids, Grandville, Kentwood, Walker and Wyoming.

IX. DISPOSAL BILLING AND PAYMENT

- A. Questions regarding invoicing, statements and payment terms should be directed to the County DPW at 616.632.7929.

X. DISPOSAL REQUIREMENT AT ALTERNATIVE FACILITY

- A. A disposal site(s) will be designated from time to time as an alternate facility to be used in the event that the facility is unable to accept hauler's deliveries.



DRIVER REGULATIONS

1. All containers must be secured as to not allow leakage or spillage.
2. Trucks are not to be left unattended while on the site or access roads.
3. All trucks must proceed with care and follow directions issued by appropriate County staff and obey posted traffic signs.
4. Drivers should ascertain correct placement of equipment before releasing load.
5. Trucks are not to bump or roll into guard rails.
6. Cigarettes or other sources of combustion are not permitted in or around the pit area.
7. Foul language and inappropriate behavior is not permitted on the site such as spitting, swearing, lewd gestures, etc.
8. No hauler shall possess, consume, nor be under the influence of any illegal or intoxicating substance.
9. There will be no phone or inside restroom facilities available. A pop machine is available at the scalehouse.
10. Scavenging of any material once on site is absolutely prohibited. Haulers observed scavenging will be subject to the fullest possible enforcement action by the County (see Section VIII Enforcement).



APPENDIX A – UNACCEPTABLE WASTE

All unacceptable waste must be inspected by county personnel and issued a letter of exemption before the requirement to deliver such waste to the Waste to Energy Facility will be waived.

Unacceptable waste may be delivered in MINIMAL QUANTITIES and CONCERNTRATIONS found as part of normal residential collections. Unacceptable waste shall include the materials listed below. If present in concentrations or quantities that, in the sole judgement of Kent County would:

1. Pose a substantial threat to public health or safety.
2. Cause applicable air quality or water effluent standards to be violated by the normal operation of the Facility.
3. Have a reasonable possibility of adversely affecting the operation of the Facility.

UNACCEPTABLE WASTE includes but is not limited to the following:

A. Explosives including dynamite, hand grenades, ammunition, blasting caps, volatile gases/liquids or other explosive materials.

B. Liquid Wastes:

Gasoline	Acids
Kerosene	Hydraulic Oil
Turpentine	Petroleum
Waste Oil	Caustics
Ether	Sewage or process waste waters
Naphtha	Leachate
Acetate	Solvents
Paint	Insecticides
Alcohol	Fungicides
Inflammable or Volatile Liquids	Sewage Sludge (unless processed to permit incineration)

C. Demolition Debris:

Sheetrock	Plaster Board – Dry Wall
Aggregate	Brick
Stone	Cement
Gravel	Sand, Foundry Sand
Structural Clay	Soil
Asbestos	Roofing Materials
Debris	Other Non-combustible Demolition



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D. Miscellaneous Material

Offal	Tar
Asphalt	Sealed Drums
Pressurized Containers	Lead Acid Batteries
Wire and Cable	Metal Furniture
Rechargeable Tools	All Plastics
Equipment	Appliances

E. Tires

Motor Vehicles	Major Motor Vehicle Parts
Any Large Machinery	Marine Vessels
Trailers	Agricultural Farm Machinery

F. Pathological or Biological Waste (as defined by the MDEQ); unless sterilized and otherwise processed to permit disposal in accordance with applicable health and environmental requirements.

G. Radioactive Waste

H. White Goods

I. Pieces of wood, logs or tree stumps larger than six inches in diameter and four feet in length.

J. Hazardous Waste as defined under Federal, State and Local Laws and regulations.

K. Cannery Waste (Food processing waste)



APPENDIX B – RADIOACTIVITY MONITORING PROCEDURES

The purpose of this document is to set forth the procedures that will be utilized by Kent County Waste to Energy (WTE) Facility personnel in responding to an alarm from the scalehouse radioactivity monitors. In addition to the procedures outlined below, a Radiation Detector Record will be prepared after every verified radiation event. The scalehouse has these forms and will be given to Kent County and Covanta Energy personnel.

ALARM TRIGGERED BY INCOMING VEHICLE

- A. County Scale House Operator issues a weight ticket and records on the back of the ticket the radiation level (KCPM) of the incoming vehicle using the scalehouse detector. The Scalehouse Operator will direct the driver to park in the isolation area located on the east side of the plant on asphalt pad where the transfer trailers are stored. A VEHICLE IS NOT ALLOWED TO LEAVE THE FACILITY AFTER A RADIATION ALARM. County and Covanta representative will contact the police if any vehicle attempts to flee the site after triggering an alarm.
- B. Scalehouse Operator notifies the Waste to Energy Operations Manager and the Shift Supervisor that an alarm has been triggered by using the scalehouse radio or phone system.
- C. County personnel and the Site Supervisor will proceed to the isolation area and scan the vehicle using the portable scanner unit that is stored in the Shift Supervisor's Office in order to confirm that there is a radioactivity event. The readings from the scalehouse and the portable scanner are not comparable. The scalehouse monitor output is (KCPM) while the handheld is rem/hr.
- D. If the readings are **greater than or equal to 2000 micro rem/hr.** as personnel approach the vehicle a physical barrier shall be placed at the location of where the 2000 micro rem/hr level is detected. State of Michigan Department of Hazardous Waste and Radiological Protection Section of the Waste and Hazardous Material Division shall be contacted at 517-335-2690 (contact is Kenneth Coble). The vehicle is not to be unloaded unless under the supervision of the agency representative. It should be noted while evaluating the vehicle at no point shall anyone approach the vehicle (source of the radiation) where the exposure level is 5,000 micro rem/hr. or greater.
- E. If the readings are **below 2000 micro rem/hr.** as personnel approach the vehicle, a complete evaluation should be performed using the hand-held scanner at approximately one foot away from the outside cargo shell. The evaluation should be completed until the approximate location (highest readings) of the contamination has been determined. The approximate location of the contamination, the detected radiation level and time of the day to the nearest minute will be written with grease pencil on the outside of the vehicle.
- F. Vehicles with detected radiation less than 2000 micro rem/hr. will be kept in the isolated area until the situation meets one of the following requirements:



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1. Reading are at background levels
 2. Radioactive material is removed by the original generator
 3. Kent County personnel has determined the proper means of assessing the situation leading to the eventual removal/processing of the material in accordance with accepted operating practices. Once measured radiation levels reach background the material can be disposed of in the refuse pit.
- G. In instances where radioactivity is confirmed, the driver of the vehicle will be questioned by County representatives as to the probable generator(s) and composition of his load. The hauler's dispatcher will also be notified of the incident. If the generator can be identified (such as an area medical facility), then County representatives will contact them. The generator will be requested to come to the Site and assist in evaluating the incident. Any questions should be director to Kent County personnel.