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A WASTE MANAGEMENT COMPANY
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October 24, 2005

Mr. Steve Martin
Chief, Solid Waste Management Division
Arkansas Department of Environmental Quality
8001 National Drive
P.O. Box 8913
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**SUBJECT: GENERAL OPERATIONS MANUAL
TONTITOWN TRANSFER STATION
WM Tontitown Landfill, LLC (Waste Management)
AFIN: 72-00144 Permit Number: 0023-SG-TSW**

Dear Mr. Martin:

Please find enclosed a copy of the current general operations manual for the Tontitown Transfer Station, Washington County.

The operating narrative conforms to the requirements of *Reg.22.904-Operational Requirements* for permitted transfer stations.

A copy of this manual has been placed in the site operating record for inspection/review at any time.

If you have any questions, please contact me at (501) 982-7336.

Sincerely,

James E. Dunbar, P.E.
Division Engineer

Encs

Copy: Tontitown Transfer Station, P.O.R.



GENERAL OPERATIONS MANUAL

For

**WM Tontitown Landfill LLC
Tontitown Transfer Station**

Prepared by:

**James E. Dunbar, P.E.
Waste Management of Arkansas, Inc.**

October 2005

OPERATIONS PLAN and NARRATIVE

This general operations manual for the Tontitown Transfer Station is prepared in accordance with the requirements of Chapter 9 of Regulation 22, Solid Waste Management Rules. Specifically, the requirements of *Reg.22.904-Operational Requirements* form the basis for this plan.

1.0 ACCEPTABLE WASTE

The transfer station will accept household, commercial and industrial solid waste. Both Class 1 (municipal solid waste) and Class 4 (construction and demolition debris) wastes will be accepted. Separate storage and or handling areas will be provided for these classes of waste.

No infectious waste or restricted wastes (as defined by Chapter 7 – Regulation 22) will be accepted. In the event that these wastes are identified, they will be returned to the transporter or generator for proper disposal.

A limited and select quantity of industrial process waste may be accepted at the transfer station. Only those wastes which can be easily handled and controlled within the confines of the receiving and storage area will be accepted.

2.0 ULTIMATE DISPOSAL OF WASTE

All acceptable waste passing through the facility will be disposed of at a permitted landfill. Class 1 material will be disposed of at a permitted Class 1 landfill; acceptable Class 4 material may be disposed of either at a Class 4 and Class 1 permitted landfill. Records of disposal will be maintained at the facility.

3.0 ASBESTOS WASTE

No asbestos waste will be accepted at the transfer station. In the event that asbestos material will be accepted, Department approval will be obtained prior to any asbestos waste being received at the facility.

4.0 PROCESSING AREAS

The waste receiving area will be conducted in a covered area, or in the event that outdoor areas are used for the tipping of waste, curbed areas will be maintained to control drainage. In the event that waste material is processed by first dumping on a prepared surface, any drainage will be routed to an approved collection and treatment system. Waste that is placed directly into containers will not be required to have a collection system unless wet conditions exist. Storm water or wastewater discharges from the site will conform to the existing NPDES or leachate disposal permit(s) for the WM Tontitown Landfill facility

5.0 STORAGE AREA

The transfer station and/or waste containers will have adequate storage or collection space for the expected volume of material to be received.

6.0 EXTERNAL STORAGE

External storage of solid waste (i.e., containing putrescible material) will not be allowed. No solid waste stored at the facility will be allowed to become a nuisance, litter, sanitary or environmental problem. All waste received at the facility which is to be disposed of will be properly transported to either a Class 1 or Class 4 permitted landfill.

7.0 RECOVERABLE SOLID WASTE

No solid waste will be processed for possible recovery. In the event that recovery operations will be planned, Department approval will be obtained prior to conducting such operations.

8.0 SUPERVISION OF FACILITY

The transfer station will be supervised by a licensed on-site operator and will be on duty at all times the transfer station is open. Adequate signage, gates and fencing have been installed at the WM Tontitown Landfill facility which limits unauthorized access to the transfer station.

9.0 SIGNS

Signs have been posted at the controlled access point to the WM Tontitown Landfill facility which details the hours of operation and the types of solid waste which will be accepted at the transfer station.

10.0 CONTROL OF LITTER, INSECTS, ODORS, AND VECTORS

The operations of the transfer station will be conducted such that conditions will not cause: harm to the public health and the environment; safety hazards to individuals and surrounding property; and excessive odor problems, unsightliness and other nuisances. Only acceptable waste will be allowed at the transfer station. Processing and storage of the waste will be conducted in a timely manner such that nuisances (litter, vectors, odors) will not be generated. Waste processing will be conducted by either placing the waste directly into containers, or in a covered (or enclosed) area, or secure tipping surface (if outside), which will limit the potential for any contact with employees or the public. No waste will be allowed to be maintained on the tipping surface at the end of each operating day.

11.0 FACILITY MAINTENANCE

The sanitary conditions of the transfer station will be maintained by the proper handling of waste materials. Placing the waste directly into containers will eliminate the need for wash-down and cleaning of the transfer station surface. If a tipping surface is used, this will require the periodic wash-down of any residual material and collection of the wash-down water for proper disposal. Liquids that are to be treated as leachate (i.e., water that has come in contact with waste material) will be disposed of at a local public wastewater treatment facility. Permits for the disposal of leachate are maintained by the WM Tontitown Landfill facility.

12.0 DRAINAGE

All waste collection containers and tipping surfaces will be maintained free from standing water. As mentioned above, all drainage from cleaning or liquids that have come in contact with waste materials will be handled as leachate and disposed of at permitted facilities. The WM Tontitown Landfill maintains a general permit for the handling of stormwater discharges and individual permits for leachate disposal.

13.0 FIRE PROTECTION

The transfer station facility has sufficient fire protection in the event of a fire situation. The use of fire extinguishers (located inside the transfer building) will be used to control any small/minor fires. The site also maintains a 5,000 gallon water truck which could be used as well. If a large-scale fire were to occur, notification would be made to the Tontitown Fire Department for assistance. The local fire department is located less than 5 miles from the facility.

14.0 ANNUAL REPORTING

The Tontitown Transfer Station files annual reports with the Department on an annual basis for the required periods. For future annual reports, the following information will be reported: source, volume (or weight), and class of solid waste received; volume (or weight) and type of recyclables recovered; and volume (or weight) of solid waste removed from the transfer station and the disposal location.

15.0 EMPLOYEE FACILITIES

Employees working at the transfer station will have use of the facilities maintained for the WM Tontitown Landfill site. These facilities include: employee locker room; restrooms; lunch/break room; first aid station; and telephones.

All vehicles entering the site must pass through the controlled access and stop at the office and scale building prior to proceeding to the transfer station.

OPERATING PLAN REQUIREMENTS

The operating requirements of the Tontitown Transfer Station are as follows:

1. Schedule of Operations

The transfer station will be open from Monday through Friday during the hours of 8:00AM till 4:00PM and on Saturday from 8:00AM till 12:00-Noon. The operating schedule may be revised to meet service demands. Signs posted near the entrance state the name of the owner, no hazardous waste allowed, days and hours of operation, and emergency contact phone number(s).

2. Personal Responsibilities

Transfer station operations shall be performed with at least one certified operator on-site during working hours. The operator(s) shall be certified in accordance with Regulation 27 of the Arkansas Department of Environmental Quality.

Annual training will be provided for existing licensed operators in the practices of transfer station operations. New operators will be provided with the required training to obtain the appropriate license.

3. Record-keeping

Information required to be maintained will include:

- a) volume (or weight) and class of solid waste received
- b) volume (or weight) and type of recyclables recovered
- c) volume (or weight) of waste removed and the disposal location

This information will be reported in the annual reports required by Regulation 22.

4. Unacceptable Waste Exclusion Procedures

The WM Tontitown Landfill facility has a Hazardous Waste Exclusion Plan approved by the Department . By reference, these same procedures will be used for materials received at the transfer station.

5. Equipment

Adequate collection containers and/or equipment will be maintained at the transfer station for the expected quantity of solid waste material to be processed. For small volume amounts, containers will be provided and the material will be deposited directly into the containers. These containers will then be transported to the appropriate permitted landfill (either Class 1 or Class 4) for disposal.

For larger volumes of waste, a loader will be provided to process the material into containers and/or transport vehicles for disposal at the appropriate landfill.

6. Site Access and Control

Customers are allowed to access the tipping area only for the purpose of disposing of waste materials.

Unauthorized persons or vehicles will not be allowed into the WM Tontitown Landfill site during non-operating hours. The entrance to the site is controlled by gates which are controlled during non-operating hours. The perimeter of the site is surrounded by barriers (fencing, trees, thickets, and ditches) to prevent unauthorized access.

7. Personnel Safety

Each facility employee is equipped with the appropriate personal protection equipment (PPE). This normally includes: safety boots, uniform (long pants and shirt), hard-hat, high visibility vest, and gloves. In addition, supplemental safety equipment is provided depending on the job function. This can include, but is not limited to: ear-plugs for elevated noise level conditions, safety goggles for potential dusty or unsettled material areas, rain gear for wet-weather conditions, dust mask in high level particulate areas. Specialty gear can also be made available, including respirators and special waste material protective clothing.

Employee safety is provided by the use of fire extinguishers, showers, eye-wash devices, first aid kits, and spill kits.

8. Fire Fighting

The transfer station area will be serviced with fire extinguishers to fight small and localized fires. In the event of a larger fire, the WM Tontitown Landfill site maintains a 5,000 gallon water truck with a water cannon. For large-scale or structural fires, notification will be made to the City of Tontitown Fire Department for assistance. The local fire department is less than 5 miles from the facility.

9. Contingency Plan

The WM Tontitown Landfill facility has a Hazardous Waste Exclusion Plan approved by the Department. By reference, the Contingency Plan procedures will be used for unacceptable materials received at the transfer station.

10. Closure Plan

If operations cease at the transfer station such that a request is made to the Department to void the permit, the following steps will be undertaken:

- Removal of all solid waste material, recovered recyclables and stored materials to appropriate and permitted disposal facilities.
- Removal of any equipment and supplies which are not needed for other site operations.

FACILITY DESCRIPTION

The Tontitown Transfer Station is located within the facility limits of the WM Tontitown Landfill site. See Figure 1 for a Site Location Map.

The office and scale area are located at the entrance to the site. The onsite roads are designed to handle the expected traffic to the transfer station. The onsite roads are constructed of all-weather materials (asphalt paving or rock). See Figure 2 for location of office/scale and roads.

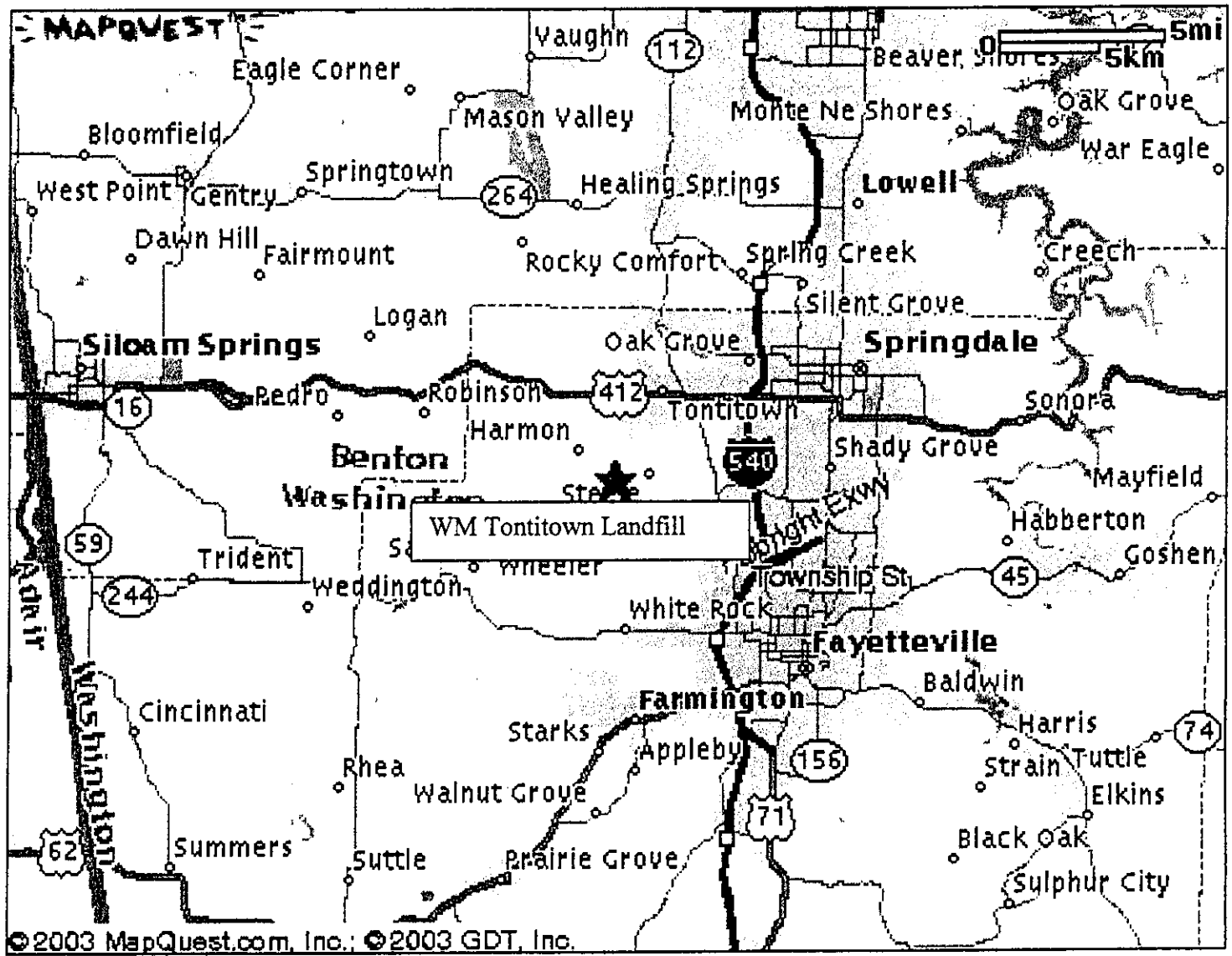
A water truck is maintained at the facility for cleaning the roads of dirt and mud during inclement weather periods.

The layout of the transfer station area is detailed on Figure 3. The existing metal structure is enclosed on three sides to prevent wind blown litter from occurring. The roofed area will be used when processing waste within the enclosed building. The concrete surface area outside the building will be used if processing larger quantities of waste outdoors. For small volumes of waste, collection containers will be used such that waste materials will not be placed on the tipping surface. In the event that solid waste is processed outside on the concrete tipping surface, additional drainage facilities will be constructed to collect any liquids which may result from the waste materials or wash-down process.

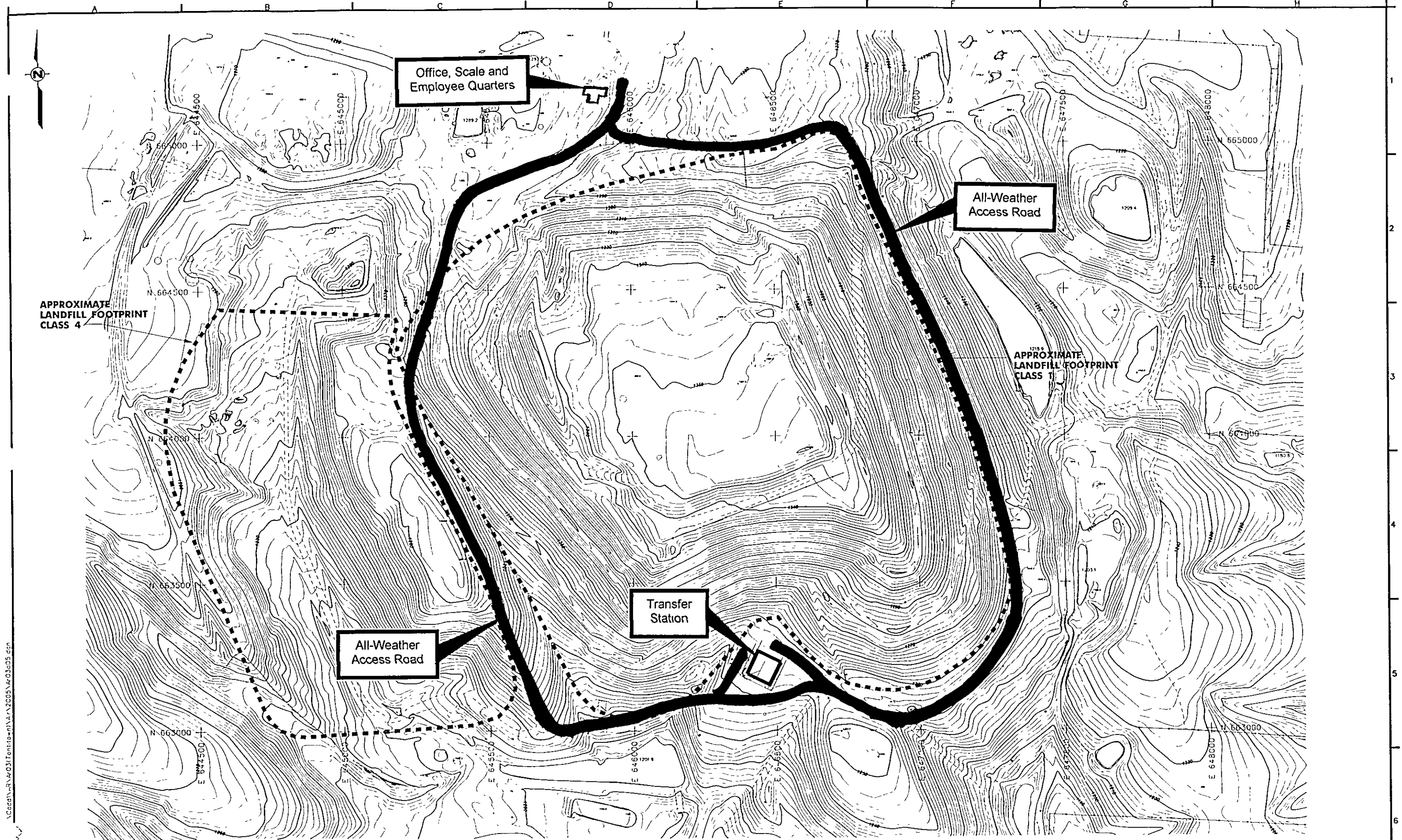
Surface water run-off from the building structure and outside areas will drain to the existing stormwater collection ditches and ultimately to the southwest sedimentation pond. This is one of the permitted ponds as part of the site NPDES general permit for stormwater control. See Figure 4 for stormwater drainage information.

FINANCIAL ASSURANCE

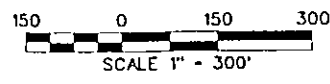
The Tontitown Transfer Station is not expected to handle a large quantity during the periods when the Tontitown Landfill is in operation. Based on past operating practices and the accessibility to onsite services (i.e., equipment, personnel, drainage facilities), it is not expected that a financial assurance document will be significant. The facility currently has a waiver from the requirements of financial assurance. In the event that financial assurance will be required, documentation and an instrument acceptable to the ADEQ will be provided.



**FIGURE 1 SITE LOCATION MAP
WM TONTITOWN LANDFILL**



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Revisions				
No.	Description	Date	By	

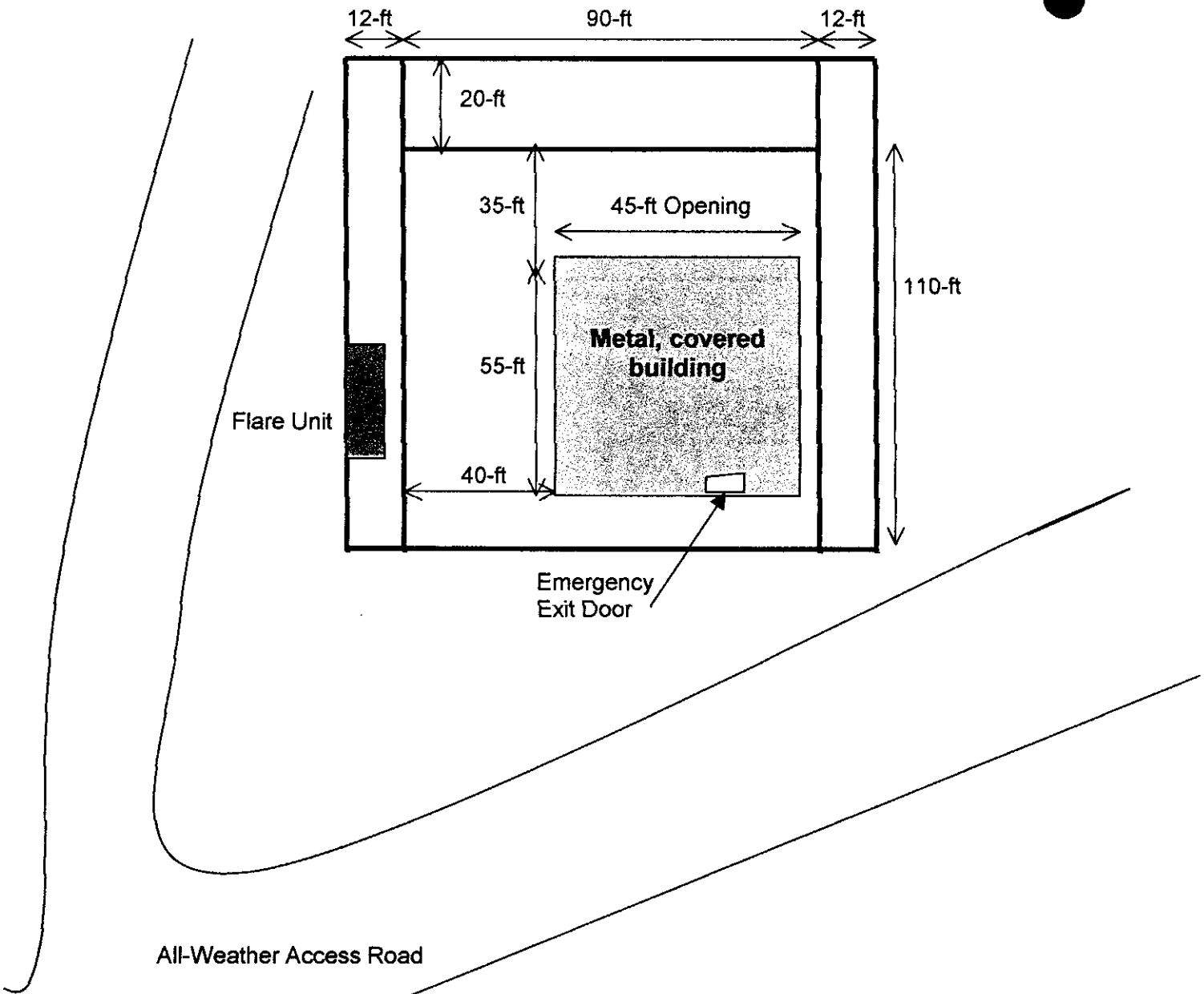
Approved By Jim Dunbar
 Checked By Jim Dunbar
 Drawn By Corp CADD

Project Location
**TONTITOWN LANDFILL
 SPRINGDALE, ARKANSAS**

**Figure 2
 ON-SITE FACILITIES & ROADS**

Drawing No AR03-0087-AIR-01		
Scale	As Shown	Sheet Number
Date	Feb 2005	

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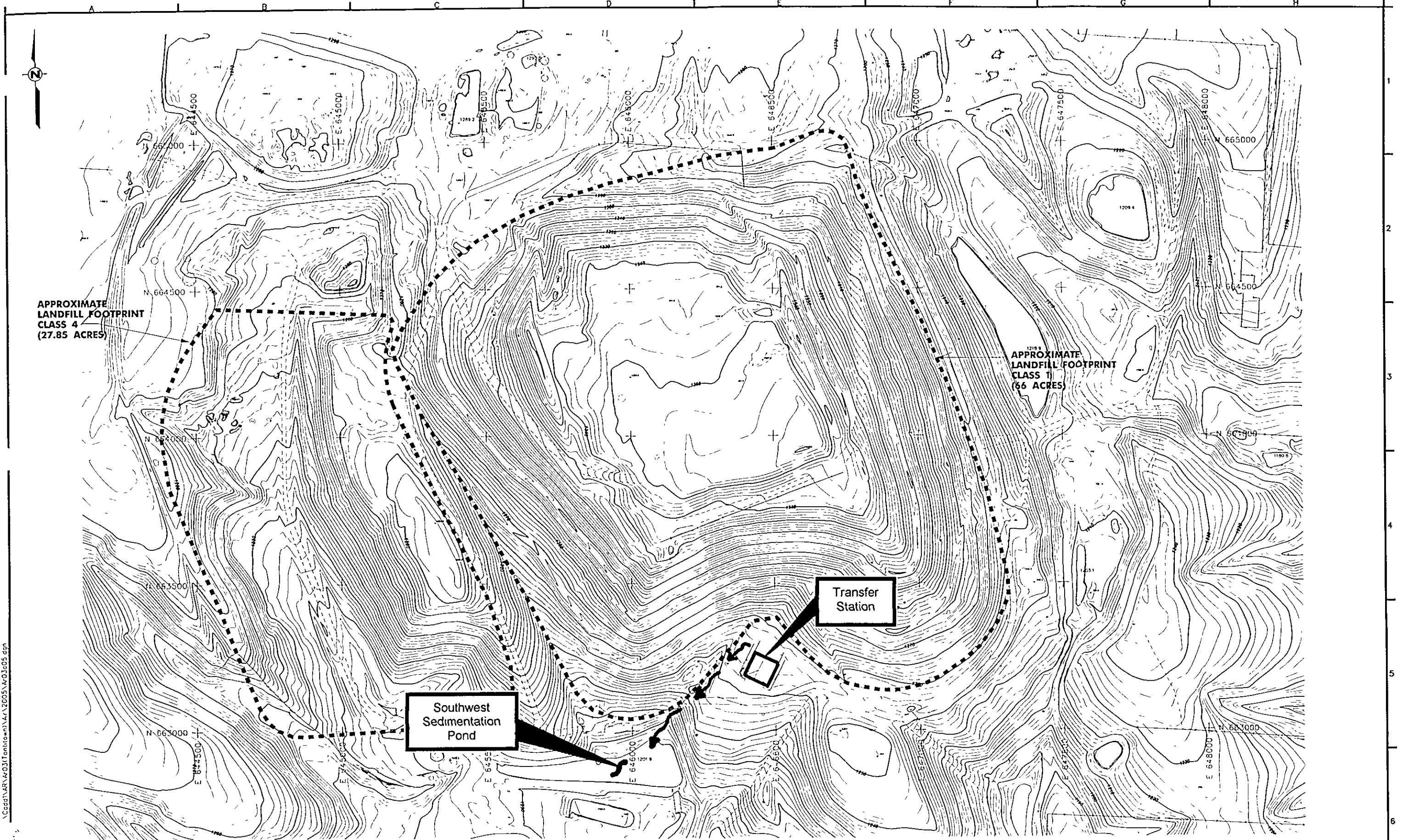


NOTES:

1. Access Road is paved or rocked
2. Surfaces are concrete inside and outside building
3. Fire extinguishers located inside building
4. Spill kit and absorbent provided inside building
5. Dimensions are approximate
6. Waste containers will be placed on concrete surface (inside or outside)

**SITE LAYOUT DRAWING
TONTITOWN TRANSFER STATION**

Figure 3



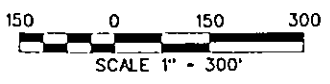
APPROXIMATE
LANDFILL FOOTPRINT
CLASS 4
(27.85 ACRES)

APPROXIMATE
LANDFILL FOOTPRINT
CLASS 1
(66 ACRES)

Transfer
Station

Southwest
Sedimentation
Pond

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Revisions			
No	Description	Date	By

Approved By: Jim Dunbar
Checked By: Jim Dunbar
Drawn By: Corp CAD

Project Location
**TONTITOWN LANDFILL
SPRINGDALE, ARKANSAS**

**Figure 4
SURFACE DRAINAGE**

Drawing No. AR03-0087-AIR-01		
Scale	As Shown	Sheet Number
Date	Feb 2005	

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