CWS-DTLA MATERIAL RECOVERY FACILITY AND TRANSFER STATION

TRANSFER/PROCESSING REPORT

Prepared for:

California Waste Disposal, LLC
3720 Noakes St.
Los Angeles, CA. 90023
(323) 262-1604

Prepared by:

Clements Environmental LLC
15230 Burbank Blvd., Suite 103
Sherman Oaks, CA 91411
(818) 267-5100

Revised by:

Tetra Tech BAS
21700 Copley Drive, Suite 200
(909) 860-8017

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J	SOLID WASTE FACILITY PERMIT APPLICATION

1.0 FACILITY OVERVIEW

1.1 INTRODUCTION

This Transfer/Processing Report (TPR) has been prepared for, and at the request of, California Waste Services, LLC (CWS) for their operations at 3720 Noakes Street, in the City of Los Angeles. This TPR has also been prepared in accordance with Title 14, Section 18221.6 of the California Code of Regulations (CCR), which lists the specific requirements for inclusion in a TPR and describes the design and operation of CWS-DTLA Material Recovery Facility (MRF) and Transfer Station.

CWS-DTLA (formerly known as direct Disposal) has been in operation as a construction, demolition and inert (CDI) material processing facility on the property located at 3720 Noakes Street in the City of Los Angeles since July of 2004. The facility was initially permitted as a small volume CDI processing facility (<25 tons per day), operated as a medium volume CDI material processing facility (<175 tons per day) from November of 2008 to February 2022, when it was permitted as a large volume transfer station for 500 tons per day. CWS-DTLA is certified by the City of Los Angeles to process construction and demolition (C&D) material and has a diversion rate of over 70 percent.

The CWS-DTLA operations include a fully enclosed material recovery facility (MRF) and transfer station building on approximately 1.2-acres (54,136 sq. ft.) of land located at 3720 Noakes Street..

The purpose of this TPR and Solid Waste Facility Permit (SWFP) update is to slightly revise the permitted facility boundary to exclude a small portion of 3720 Noakes and replace it with the inclusion of a portion of the adjacent 3748 Noakes Street immediately to the east, resulting in the same permitted acreage of 1.24 acres (**See figure 3**). Other changes in this TPR update include upgrades to the sorting equipment, relocation and reconfiguration of tipping and material storage areas and modifications to scale locations and traffic patterns as the inbound and outbound vehicles enter and travel through the facility. The changes will result in a more efficient and safer operation, as described below in detail in the various sections of the TPR.

Summary of Facility Information

Name of Facility:	CWS-DTLA
Facility Address:	3720 Noakes Street Los Angeles, CA 90023
Permitted Capacity/Design Capacity:	500 TPD/500 TPD
Landowner	Daniel A. Agajanian, Trustee of the Agajanian Family Trust
Operator/Address Where Legal Notice May Be Served [14CCR § 18221.6(a)]	California Waste Services LLC. 621 W. 152nd Street, Gardena, CA 90247

1.2 SITE LOCATION

The CWS-DTLA MRF and Transfer Station is primarily located at 3720 Noakes Street along with a small portion of 3748 Noakes Street, Los Angeles, CA, 90023, within Los Angeles County. The site is zoned M3-1-CUGU (heavy industrial) by the City of Los Angeles. The site is within Rancho Laguna and, because it was in private ownership prior to California becoming part of the United States is not part of the Township and Range system.

Major roads providing access to the facility include Noakes Street, Calzona Street, Los Palos Street, Indiana Street, and East Olympic Boulevard. Regional access to the site is available from the 5, 60 and 710 Freeways. **Figure 1**, Location/Vicinity Map, shows the general location of the facility.

Figure 2, 1,000 Foot Radius Map, shows the zoning of all properties within a 1,000-foot radius of the CWS-DTLA transfer/processing facility. All properties within the City of Los Angeles are zoned M3-1, heavy industrial, except for one property that is zoned MR1-1, restricted light industrial. All properties within a 1,000-foot radius located in the City of Vernon are zoned industrial with a truck and freight overlay.

Surrounding properties include a mix of heavy industrial and warehouse uses. A mill, garment manufacturing facility, and a warehouse are located to north of the site across Noakes Street, a Union Pacific Railway freight yard is located to the south within the City of Vernon, a printing facility occupies the property to the east, and a wholesale distribution warehouse is located to the west.

1.3 SITE PLAN DESCRIPTION

1.3.1 Site Plan (Schematic Drawing)

The CWS-DTLA facility includes a 12,160 square foot material recovery facility (MRF) and transfer station building with mechanical processing equipment and an elevated sort line, two thirty-five foot long truck scales, modular scale-house/office, and outdoor storage on approximately 1.24 acres of land. **Figure 3**, Overall Site and Circulation Plan, **Figure 4** Enlarged Site Plan A and **Figure 5** Enlarged Site Plan B all show the location of the building and associated improvements on the property.

1.3.2 Service Area

The facility services the City of Los Angeles, other local cities, and County Unincorporated areas.

1.4 NATURE AND QUANTITY OF WASTES

1.4.1 Waste Types

This facility will only accept up to 500 tons per day of non-hazardous MSW and construction/demolition-inert (CDI) materials. No high liquid content wastes, no designated wastes, no hazardous wastes, and no wastes requiring special handling are accepted by this facility.

A Hazardous Waste Load Checking Program has been implemented to enforce this policy. A copy of this policy is included as **Appendix B**.

1.4.2 Waste Quantities

The facility is permitted for a maximum throughput of 500 TPD (See discussion on design capacity in Appendix A – Design Calculations). Incoming tonnages averaged just over 300 TPD from June 2022 through March 2023. It is anticipated that the tonnage will increase to approximately 450 TPD for the remainder of 2023. As a result of new or revised waste hauling contracts, legislative mandates, or changes in available landfill disposal capacity and tipping fees, the maximum daily tonnage of 500 TPD will not be exceeded. Unusual peak loading or emergencies will be handled at the facility by adding manpower and equipment, and/or extending the length of shifts.

1.5 TYPES AND NUMBERS OF VEHICLES

The following types of vehicles will use the facility:

- **Inbound Vehicles**: semi-trucks (tractor-trailers), collection trucks, roll-off trucks, and public self-haul vehicles

- **Outbound Vehicles**: transfer trucks, end-dump trucks, 10-wheel dump trucks, roll-off trucks, flatbed trucks, or stake bed trucks.

- **Employee and Visitor Vehicles**: cars, trucks and vans.

Table 1 summarizes facility traffic projected at the peak permitted capacity of 500 TPD based on our understanding of the existing and future operations at the CWS-DTLA Services facility as well as our experience designing and permitting with other similar facilities. Note that this is based on average tons per load received over a seven month period from October 1, 2022 through April 30, 2023; because the average tons per load varies on a day to day basis, the peak traffic generation for 500 TPD will fluctuate somewhat from day to day and may be plus or minus approximately 10% from the figures in Table 1.

TABLE 1
FACILITY TRAFFIC

VEHICLE TYPE	VEHICLES PER DAY (@500 TPD)[1]
Inbound Vehicles	
Commercial Vehicles	110
Self-Haul	10
Outbound Vehicles	
Transfer Trucks/End Dumps	28
Employee Vehicles [2]	54
TOTAL VEHICLES PER DAY	**202**

[1] Inbound Commercial Vehicles: 4.43 tons per load; Inbound Self-Haul Vehicles – 1 ton per load; Outbound Trucks: 17.7 tons per load.

[2] Total employees over two shifts. Some employees carpool, take mass-transit, or ride bikes to work.

The facility design includes adequate parking space for employee and visitor vehicles.

2.0 REGULATORY REQUIREMENTS

2.1 PERMITS AND APPROVALS

The following regulatory requirements apply to the FACILITY:

- **Land Use Permit –** The facility has a Certificate of Occupancy from the City of Los Angeles for a recycling materials sorting facility with outdoor storage of materials and parking at 3720 Noakes Street. Reference Use of Land Permits 16020-20001-03077and 16020-20000-03077. A Use of Land Permit to add outdoor recyclable materials sorting to an existing truck storage yard at 3748 Noakes has been conditionally approved pending the issuance of a building permit for the perimeter wall and landscaping, and final City inspection.

- **Environmental Documentation** – An environmental Initial Study/Mitigated Negative Declaration was completed on September 7, 2020, and no significant adverse impacts were identified that could not be mitigated to a level of significance. The Mitigated Negative Declaration and a Notice of Determination was adopted by the Local Enforcement Agency on September 7, 2020.

- **City Non-Disposal Facility Element (NDFE)** – In July 2006, the City Council of Los Angeles, CA added the CWS-DTLA C&D facility to the City of Los Angeles's NDFE. The CWS-DTLA NDFE was amended in June of 2018 to allow transfer and processing of up to 1,000 TPD of solid waste (reference NDFE Facility #85), a copy of which is included in Appendix I.

- **Storm Water Permit** – The facility has a Storm Water Pollution Prevention Plan (SWPPP) and Monitoring Program Plan (MPP) that are currently being followed. A new Notice of Intent for the General Industrial Storm Water Permit (NPDES) will be filed subsequent to installation of the storm water vaults discussed in section 3.1.7 below at which time a new WDID # will be issued.

- **Hazardous Waste Generator ID Number** – The facility has obtained a State Site Specific Identification number from the Department of Toxic Substances Control:CAL000475111. This number is used for all manifesting, record keeping, and reporting required for materials discovered through the load-checking program.

- **Solid Waste Facilities Permit** – The facility has a Large Volume Transfer Processing Solid Waste Facility Permit from the LEA and CalRecycle a copy of which is kept on file at the facility.

- **Addendum to the Final Initial Study (IS)/Mitigated Negative Declaration (MND)** – Adopted by the Los Angeles Department of Building and Safety, Local Enforcement Agency Program (LEA) on May 30th, 2023. The Addendum was developed and tiered off of the Solid Waste Facility Permit Errata of Clarifications to the Final IS/MND, adopted in December 2021, to illustrate that none of the conditions described in 14 CCR, Section 15162 would result from planned modifications or reconfigurations.

3.0 FACILITY DESIGN

3.1 OPERATIONS

3.1.1 Site Plan

The CWS-DTLA MRF and Transfer Station is designed to receive, process and transfer CDI and MSW.

The CWS-DTLA MRF and Transfer Station includes the following features:

- Incoming truck queuing area
- Scale house & scale
- Material Recycling Facility (MRF) Transfer Station Building
- Exterior stockpiles, bunkers and material storage areas
- Parking areas
- Processing equipment
- Elevated Sort Line
- Load out area

3.1.2 Circulation

Regional access to and from the project site is available from the 5 (Santa Ana) Freeway via Calzona Street, the 60 (Ponoma) Freeway via s. Indiana Street, E. 3rd Street, S. Downey Road, or the 710 (Long Beach) Freeway via S. Eastern Avenue and E. Olympic Boulevard. Local access to the site is available via S. Indiana Street, S. Downey Street, E. Olympic Boulevard, Union Pacific Avenue, Calzona Street, Los Palos Street and Noakes Street which are all designated local streets that serve industrial businesses in the area.

Interim Inbound Circulation Plan:
Public scales are being installed across the street from the facility which will be utilized for all inbound vehicle loads once completed. In the interim, the following circulation plan will be used. Most vehicles delivering material to the facility enter the site through Gate #2 and proceed to one of the two outbound scales to obtain a weight ticket. After weighing in, vehicles proceed around the perimeter of the facility to one of the three tipping areas shown on **Figure 3**. After unloading, vehicles without TARE weights will proceed out Gate #1, proceed through Gate #2 to one of the two scales and then exit the site through Gate #1. Vehicles with TARE weights will not need to weigh- out.

Permanent Circulation Plan
Once the Public scales are available all inbound materials will weigh-in there, proceed through Gate #2 and the pass-through lane adjacent to the outbound scales and tip at one of the three tipping areas. All vehicles will then proceed out Gate #1 after tipping. Those truck without a TARE weight will proceed back to the public scales for weigh-out.

Wheel loaders and/or excavators will be used to load CDI material into the screen hopper for processing over the sort line, as well as to load outgoing recyclables, MSW, and CDI waste residue.

Outbound Circulation Plan

All outgoing recyclable materials and transfer trucks, except for baled loads, will enter the facility from Gate #2 and proceed to the outbound C&D scale for loading. Once loaded, they proceed along the perimeter of the facility and exit through gate #1. Empty trucks picking up baled materials will enter through gate #2, swing around in a clockwise direction and then back into the loading bay up against the loading ramp. Once loaded it will circle back around to the outbound C&D scale and weigh out, proceeding out Gate #1 when finished. During waste receiving hours, facility personnel in the scale house monitor incoming traffic. During non-waste receiving hours, fences, walls, and gates secure the site at all entry and exit points. **Figure 3** shows vehicle circulation patterns at the facility.

Employees park on company-owned property across the street from the facility. All traffic within the facility is organized in such a manner to reduce the possibility of accidents. Outgoing material transfers are typically staged during non-peak hours. In case of delays in the tipping area, trucks can queue within the perimeter of the facility back toward the pass-through lane and Gate #1. The perimeter road is wide enough to accommodate two transfer trucks allowing outbound materials to pass through while inbound trucks are queued.

All first-time incoming trucks weigh the truck and container separately to get their TARE weights. All TARE weights are stored in the CWS-DTLA computer system for future use. In case of equipment breakdown, or when the tipping areas get filled up, the facility will not accept any additional material until the equipment is fixed and/or space is cleared. The facility never accepts more than the permitted tonnage. The facility typically processes all C&D material within 10-15 days of receipt. All MSW and residual material will be removed from the facility within 48 hours of receipt and/or processing.

3.1.3 Tipping Areas

The CWS-DTLA facility includes one tipping area inside the MRF/transfer building for MSW that can accommodate up to two vehicles. Two tipping areas are included outside for CDI, one for large commercial trucks and one for smaller vehicles, that can accommodate up to 4 vehicles each.

3.1.4 Storage Areas

CDI loads are tipped in one of the two designated tipping areas (**Figure 4**). As needed, the material is pushed by a loader to within reach of the excavator located adjacent to the southwest corner of the building. When accepted, MSW will be tipped in the designated tipping area within the building and loaded out within 48 hours of receipt. No more than 100 TPD of MSW will be accepted at the facility. LEA approval will be required to process more than 100 TPD of MSW.

CDI material will be loaded onto the sort line for screening and processing with an excavator. A shredder may be added to the front of the sort line in the future. All material storage bunkers will be delineated with stacking blocks, k-rails or other similar means of physical separation to allow easy identification of material type. Stacking blocks or push walls will also be used to provide a barrier between material piles and building walls. Once the facility has operated for a time under the new configuration, the relative percentages and tons of recovered materials and residual waste may be more accurately calculated allowing storage bunkers to be resized as needed for a more efficient operations. The LEA will be notified of any changes in bunker configurations as well as to any changes in the material type stored in the bunkers.

Waste and commodity storage are minimized by maintaining a list of on-call haulers that can respond in a timely manner and keeping all stored material within designated bunkers or in roll-off containers. In accordance with State law, MSW and residual CDI material are removed within 48 hours of receipt or generation, and CDI material is processed within 15 days of receipt. Generally, all MSW and residual CDI material will be transferred from the facility within 24 hours of receipt, and by the end of daily operations it will be transferred from the facility or containerized. Containerized material will be stored within the project site boundaries in transfer trucks.

3.1.5 Parking Areas

CWS-DTLA will park company collection and transfer trucks on company-owned property across the street that has a "Collection Vehicle Yard Permit" with the City of Los Angeles. Parking is also provided at that location for employees and visitors.

3.1.6 Waste Flow and Mass Balance

Figure 6, Mass Balance Analysis, presents an approximate flow of materials through the facility from unloading through processing, sorting, and load out. This may vary substantially depending on the types and composition of materials received in the future. Material handling activities involved in this waste flow are discussed in **Section 5**, Operations

3.1.7 Surface Drainage and Runoff Control Plan

A Stormwater Pollution Prevention Plan which includes a drainage and runoff control plan is included as part of the Stormwater NPDES Permit. The purpose is to ensure that runoff does not contain solids or other contaminants; that flooding does not occur, and that erosion is avoided. Three underground storm water vaults are planned to be installed prior to the next storm water season (begins October 1, 2023) which are designed to contain more than the run-off from the entire site for the NPDES Permit design storm which is the 25-year 85th percentile storm. These vaults will infiltrate storm water directly down into native soil as well as laterally into sandy lenses around each vault installed as part of the system, and then down into native soil below the sandy lenses. Prior to installation, CDI material will be tipped inside the building during periods of inclement weather in the MSW tipping area which minimizes the potential for adverse stormwater impacts during this interim period. Because the storm water season is essentially over for the 2022-2023 storm water season it is unlikely this will be needed. Proposed non-structural Best Management Practices include: 1) Turning away any leaking truck; 2) Regularly scheduled preventative maintenance of facility vehicles; 3) Use of absorbent material to soak-up spots of leaked fluids; 4) Implementing a litter control plan as contained in **Appendix C**; and 5) Regular cleaning of all areas.

3.1.8 Industrial Wastewater Discharge

No process or quench water is used as part of the site operations and no industrial wastewater will be discharged from the site. Most of the water used as dust control in the tipping area is absorbed into the unprocessed material pile or evaporates. No contact runoff leaves the site.

3.1.9 Utilities

The Los Angeles Department of Water and Power provides both power and water to the facility. Sewer services are provided by Los Angeles Department of Public Works.

The facility will be permitted to operate 24/7, with schedules adjusted based on the amount of material being received.

3.1.10 Hours of Operation

The facility is permitted to operate 24/7, with schedules adjusted based on the amount of material being received and sort line efficiency.

The C&D sort line will typically operate 7 days per week, 8 hours per day but will be flexible with extended shifts implemented as needed to accommodate peak tonnages, downtime and slower processing rates (e.g. due to wet weather). This assumes not all incoming materials is

run through the sort line as some is presorted (e.g. drywall, inert material loads etc.) and some is separated through kick-sorting prior to loading into the infeed conveyor (see Figure 6). This flexible schedule should provide an adequate amount of time for maintenance and repair of sorting equipment as well as facility cleaning. It is estimated that the sort-line shift would begin at 4:00 a.m. and end after 8 hours of work or somewhat later as needed under the flexible schedule discussed above.

The start of the operating day for purposes of calculating daily amounts of waste received is 12:00 a.m. (midnight). The following are the proposed hours of operation by activity:

Operating Schedule
The facility is open 24 hours 7 days a week for all activities and will not close for holidays.

Maintenance Schedule

Personnel will be assigned to general facility cleaning and equipment maintenance during all operating hours.

Cleaning Schedule – Operations, facilities, and equipment, boxes, bins, pits and other types of containers shall be cleaned daily between 1:00 a.m. and 5:00 a.m., in order to prevent the propagation or attraction of flies, rodents, or other vectors.) The entrance and exit shall be cleaned as needed during the operating day to prevent the tracking or off-site migration of waste materials. Cleaning and maintenance schedules can limit operations and have been considered in calculating the facilities throughput and capacity. As the facility increases its throughput and adds new waste steams it may be necessary to revisit the maintenance schedule in the future. The LEA will be informed prior to making any changes to the facility maintenance or cleaning schedule.

The facility is closed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.

3.1.11 Station Equipment

Table 3 lists the type of equipment and estimated number of units anticipated at the peak throughput of 500 TPD:C&D material received at the facility is processed over a minus four-inch (-4") vibrating finger screen with the "overs" being conveyed to an elevated 10-person sort line and the "unders" conveyed to a bunker for temporary storage. A pulley head magnet removes metal from the "unders" which is also temporarily stored in a bunker/pile. See **Appendix H** for an equipment layout drawing and diagrams of sorting equipment used at the CWS-DTLA MRF and Transfer Station.

TABLE 2
ESTIMATED STATION EQUIPMENT

Equipment Type	At 500 TPD
Rubber Tired Loader	4
Skid Steer Loader	3
Excavator	4
Telescopic Handler	1
GKC Primary Finger Screen	2
Picking Conveyor	1
Troughing Idler Conveyor	3
Dings Self-Cleaning Electro Magnet	1
Action Dual Deck Vibra-Snap Screen	1
Sliderbed Conveyor	2
GKC De-stoner	1
Infeed Apron Conveyor	1
American Baler Horizontal Auto-Tie Baler	1
Scale 35’	2

3.1.12 Preventative Maintenance Program

An equipment preventative maintenance program has been implemented at the facility to ensure the reliability of all equipment and vehicles.

The site is cleaned daily to collect loose litter and dust. At the end of each day, travel-ways as well as any exposed portions of the tipping floor are cleaned using dry clean-up methods. The entrance and exit are cleaned as needed to prevent the tracking or off-site migration of waste materials. All areas of the site including the areas south of the transfer building and the eastern portion of the site will be monitored for litter and debris and kept in a clean, neat and orderly manner.

3.1.13 Standby Equipment

To assure ongoing operations, the following back-up equipment, beyond that listed in **Table 3**, will be maintained at the facility, or will be available as needed from the company’s Gardena site sources on an on-call basis:

- Qty (2) excavator
- Qty (1) telescopic handler
- Qty (1) rubber tired loader

To assure fast repair, adequate parts and supplies are kept on-site and maintenance contracts are established with local equipment vendors. For the quick replacement of mobile equipment, local equipment rental companies in Los Angeles can provide same day delivery of loaders and forklifts.

3.1.14 Hazardous Waste Handling Equipment

Hazardous waste discovered on the tipping floor will be handled by property trained employees. The equipment used to handle hazardous waste may consist of the following Personal Protective Equipment (PPE):

- *Eye protection*: safety glasses or goggles
- *Body protection*: hard hats, disposal coveralls or Tyvec sleeve, Nitryl gloves, neoprene aprons and steel-toed boots
- *Respiratory Protection*: Dust masks or respirators (if needed)

For the storage of hazardous wastes, at a minimum, EPA-approved 55-gallon drums will be used, along with overpack drums, and a portable hazardous waste storage locker with secondary containment and lockable doors. Lined Gaylord boxes will also be used where appropriate depending on the wastes to be contained.

3.1.15 Hazardous Waste Load Checking Program

In accordance with CCR Title 22, a hazardous waste load checking program will be implemented at the facility to detect and properly handle liquid, hazardous, radioactive, eWaste and/or special wastes (infectious wastes, dead animals, and sludge) that have been inadvertently received. **Appendix B** contains a copy of the program. Hazardous wastes are manifested and transported off-site to a permitted disposal facility in accordance with local, state, and federal laws. e-Waste, if applicable, is hauled to an e-waste processor for recycling.

3.1.16 Hazardous Waste Storage

Hazardous wastes discovered as part of the hazardous waste load-checking program are properly containerized, inventoried, and temporarily stored in a Hazardous Waste Locker located outside the tipping building and away from on-site traffic patterns (see **Figure 4**, Enlarged Site Plan A, for hazardous waste locker location). All Federal, state and local hazardous waste laws and regulations are followed. For the storage of hazardous wastes, at a minimum, approved containers will be used, along with overpack drums, and a portable hazardous waste storage locker with secondary containment and lockable doors. Storage containers with flammable, poisonous or corrosive substances (bases) must be separated from drums with corrosive (acids) and oxidizers. Hazardous waste discovered on the tipping floor or on the sorting platforms will be handled by properly trained employees. The equipment used to handle hazardous waste may consist of the following Personal Protective Equipment (PPE):

- Eye protection: safety glasses or goggles
- Body protection: hard hats, disposal coveralls or disposable sleeve, PVC or Nitrile gloves, PVC or poly-coated aprons and steel-toed boots
- Respiratory Protection: Dust masks or respirators (if deemed necessary by the

Safety Manager)

3.1.17 Water Supply and Sanitary Facilities

City of Los Angeles provides the potable water supply. Water fountains or other potable water dispensers and sanitary facilities will be located in the new building breakroom for operations employees.

3.1.18 Communications

The facility has a communications network between the scale house, loaders and office to ensure smooth operation. The scale house is equipped with an intercom phone system, outside phone line, and paging system. Supervisors, key management and loader operators are equipped with two-way radios which will be used as the primary means of communication. Company cell phones are also provided. Unnecessary use and noise from the exterior loudspeakers will be minimized.

3.1.19 Lighting

The facility has outdoor lighting sufficient to conduct operations during non-daylight hours. Outdoor lighting consists of structure-mounted fixtures directed to the interior of the site to reduce glare. Outdoor lights are shielded to limit light and glare on adjacent properties.

3.1.20 Fire

Fire extinguishers are located per the requirements of the Fire Marshal. Existing fire hydrants are located on Noakes Street. There are also two water tanks totaling 6,400 gallons for the high-pressure water system primarily used for dust control. Service hoses will be available throughout the site for dust control etc. and may be used for fire response if needed. The site will be maintained in a manner that allows fire department access to all areas in the event of an emergency.

3.1.21 Safety Equipment

The facility requires that employees directly involved in waste handling operations be properly outfitted with Personal Protective Equipment (PPE). At a minimum, these employees are required to wear hard hats, safety glasses or goggles, safety vests, gloves, and safety boots. In addition, ear protection will be provided as necessary for all employees. Employees involved in hazardous waste handling are required to wear specialized safety equipment.

The facility has operational controls and safety devices for equipment to protect employees. Railings, curbs, grates, fences and other controls have been designed to meet OSHA standards in order to ensure the safety of each employee.

Supervisors are responsible for the following:

- monitoring and evaluating safety equipment at the facility to ensure that it is in good condition and adequate stock
- inspecting the (PPE) daily while touring the facility
- issuing new PPE as needed, or at the request of employees
- inspecting hazardous waste response equipment on a monthly basis, any items will be replaced as needed
- checking fire extinguishers, first aid kits, and eye wash kits monthly.

3.1.22 Emergency Provisions for Power Failure

If electrical power to the site is temporarily lost, the sort line will not operate but top loading of waste can continue. If power is lost for an extended period, collection trucks and self-haul vehicles may still tip until the tipping areas are full as generators will be used for the weigh-in scales. Once the tipping areas are full vehicles will be instructed to bypass the facility and deliver their loads directly to other permitted facilities. The operator will notify the LEA of such an event, the expected duration and the MRFs and/or landfill(s)/location(s) being used.

3.2 DESIGN CALCULATIONS

3.2.1 Station Capacity

Appendix A substantiates the facility's ability to handle the proposed permit design capacity of 500 TPD without causing environmental harm or safety problems.

3.2.2 Vehicle Loading and Unloading

The following assumptions and calculations support the facility design with respect to vehicle loading and unloading.

- Queuing
  As shown on the site and circulation plan, up to six inbound vehicles can queue between the pass-through lane and the tipping area, and multiple vehicles can queue off-site. Traffic control spotters will be used to ensure safe and efficient traffic flows both on and off-site.

- Weigh-in/Off-loading
  At a maximum throughput of 500 TPD, a total of 170 inbound vehicles are anticipated to use the facility daily. Based on 12 hours of material receiving, an average of approximately 14 trucks per hour are anticipated to use the facility. Peak periods could result in traffic surges that are double the hourly average, or up to 28 inbound vehicles per hour. Based on a 90-second weigh-in time, up to 40 vehicles could weigh-in each

hour which would exceed the 28 vehicles anticipated during peak traffic surge periods. See Appendix A for a complete discussion of inbound tipping area unloading and storage as well as outbound material storage and loading logistics

3.2.3 Material Processing

The sorting system is capable of processing approximately 50 tons per hour of CDI material with at least 16 sorters manning the picking stations. With a 24-hour operating day, a total of 1,200 tons per day of CDI material could be processed. See Appendix A for additional details. Inert materials that do not require processing over the sort line will be tipped in designated areas and loaded directly into 10-wheel dump trucks or end-dump trucks.

The C&D sorting system is comprised of variable size screens, transfer conveyors, a sort-line conveyor, picking station platform and bunkers. An excavator loads C&D material onto an infeed conveyor with an initial screen of 6". The larger fraction (+6") from the screen will be transferred to the picking station conveyor. The picking station can accommodate at least 16 laborers per shift, with the actual number based on the tonnage received, the composition of incoming material, and other factors. Laborers pick recyclable materials and throw them down the chute to the respective bunker below. Waste residue is carried to the end of the conveyor and dropped to the area designated for accumulation. Bunkers under the picking stations provide storage for recovered wood, metal, plastic, and drywall. Material is moved from these bunkers to additional bunkers as shown on **Figure 3**, small custom sorter boxes, or directly to the load-out scale for loading into the transfer truck. The unders fraction (-6") will be conveyed over a pulley head magnet to remove ferrous metals which will be stored in its own bunker, and non-ferrous material conveyed to a screen that will remove fines (-1/2"). Non-ferrous metals will be further sorted in the designated area in the northwest corner of the building and stored n the roll-off box inside the building. The overs (+1/2") are conveyed to one of two ADC bunkers. See **Figure 3**. Fines are deposited in the bunker adjacent to the snap screen and then directly transloaded into a truck at the outbound C&D material scale. The concrete picked from the sort line that falls into the bunker below can be mixed with the air separator overs in the export process.

MSW will be tipped inside the transfer station building, pushed into the appropriate storage pile and co-loaded with residuals directly into transfer trucks for delivery to permitted landfill or solid waste processing facilities.

3.2.4 Outgoing Waste

Outgoing MSW and sort-line residual material is not stored onsite for more than 48 hours, by implementing a "first in, first out" method, and most of these materials are shipped within 24 hours. Waste residue is transported to Chiquita Canyon, Simi Valley, and El Sobrante landfills.

3.2.5 Outgoing Recyclables

All recyclables recovered at the C&D facility are removed from their respective bunkers, loaded into various transfer and commodities trucks, and sent to the facilities that accept recycled materials. Recovered C&D material sorted for reuse or resale is removed from the site within one month. All outgoing recyclables except inerts are stored in material storage bunkers or stockpiles located on-site. These materials are shipped either early in the morning, at the end of the workday or as a back-haul. Clean inert loads are deposited on the eastern property at 3748 Noakes Street and then directly transloaded at the outbound inert material scale. The mixed inert coming off the air separator gets deposited into the adjacent bunker. This material is direct loaded into export semi-truck at the outbound C&D material scale.

3.2.6 Waste Transfer

See Appendix A for details on MSW transfer capacity.

4.0 STATION IMPROVEMENTS

4.1 SIGNAGE

A signage plan, conforming to the state's regulations found in 14CCR 17409.4 and to the City of Los Angeles planning standards, ensures safe operations. Signs are maintained and replaced as needed to ensure easy readability and maintain aesthetics. At a minimum, the following signs are posted with the following information:

Sign Located at the Entrance of the Facility
Hours of Operation, Days of Week
Name of Facility and Operator
Materials Accepted/Not Accepted
Speed Limit
Facility Telephone Number

Sign Located at the Scale House
Rates and Fee Schedule
Transfer Station Rules (stay in truck, etc.)
Tarping Requirements

4.2 SECURITY

During waste receiving hours, facility personnel stationed in the scale house monitor all incoming traffic. During non-waste receiving hours, a combination of walls and gates secure the site at all entry and exit points.

4.3 ROADS

The entire site is paved except for a landscaping strip along Noakes Street. Daily sweeping is conducted to remove litter and provide dust control and periodic inspections are conducted to maintain the integrity of the paved surfaces. The site is accessible during dry and wet weather periods.

4.4 VISUAL SCREENING

As part of the "Good Neighbor" policy to obstruct visibility into the operations, walls have been constructed along the perimeter of the site. A solid 12-foot tall, 10-inch thick concrete wall with an additional 3-foot tall steel riser on top for a total of 15 feet in height surround the perimeter with 25-foot mesh screens above to shield operations from offsite views. The MRF and transfer station building itself also screens site activities from off-site views. These integrated systems of high profile screens reduces "unsightly" equipment and operations, as well as reduces odors, dust, and litter migration off the site.

5.0 MANAGEMENT, STAFFING AND TRAINING

5.1 Management and Staffing

The Facility is fully staffed with trained personnel to accommodate the level of operations at all times during operation hours, including daily and seasonal fluctuations in material load deliveries.

Figure 6 shows an organizational chart for the operation of the facility. Facility management is selected based on their proven experience in the waste management and recycling industry. **Appendix D** contains capsule resumes of key people.

Table 6 lists the facility positions and number of personnel anticipated at the facility at the 500 TPD operation. The number and assignments may change to some extent depending on operational requirements. The operation is typically conducted over 1 shift, but could be extended to a second shift, if needed.

Table 7 and **Table 8** contain emergency contact information.

All employees receive training including, but not limited to safety, health, environmental controls, and emergency procedures. The training programs offer standardized training for all employees in company operations, policies and procedures, as well as additional training based on the specific job description and responsibilities of the employee. For example, sorters are trained to recognize the types of hazardous or special waste that may be inadvertently included in the loads brought to the facility. Employees receive regular safety briefings. Eric Casper is the President. See **Figure 7** for the CWS-DTLA. Organization Chart.

TABLE 3
FACILITY STAFFING

Position	Employees (At 500 TPD)
Facility Management	
Manager	1
Operations	
Supervisor/Foreman	2
Sorters	16
Floor	2
Equipment Operators	
Forklift Operators	1
Loader Operators	3
Sweeper Operator	1
Spotters	2
Scale house Attendants	2
Maintenance	
Mechanics	2
TOTAL	**26-28**

TABLE 4

CORPORATE EMERGENCY CONTACT LIST

Name	Title	Phone	E-mail
Eric Casper	President	(310) 538-5998 x 101 Cell: (310) 962-9458	eric@californiawasteservices.com
Ricardo Padilla	Facility Manager	(310) 538-5998 x 104 Cell: (323) 283-2648	ricardo@californiawasteservices.com
Jonathan Duarte	Health & Safety	(310) 538-5998 x 128	jonathan@californiawasteservices.com
Giovanni Lopez	Compliance	(310) 538-5998 x 105 Cell: (310) 292-5403	giovanni@californiawasteservices.com

TABLE 5
OUTSIDE AGENCY EMERGENCY CONTACT LIST

TYPE OF EMERGENCY	AGENCY	PHONE NUMBER
General Emergency	Emergency Dispatch	911
Fire or Haz. Waste Spill	City Fire Department	911 or (213) 485-5971
Explosives	LAFD and City Fire Department	911 (877) 275-5273 (Police) (818) 756-8677 (Fire)
Security	LAPD	911 or (877) 275-5273
Hazardous/Suspected Hazardous Waste, Unknown Sludges, Slurries and Liquids	City of Los Angeles Fire or County of Los Angeles Hazardous Waste Material Disposal	(818) 756-8677
Medical Waste	City of Los Angeles Fire Department or Los Angeles Environmental Health Division	(818) 756-8677 (213) 580-1070
Injuries/Non-Emergency Medical Assistance	.	(213) 747-7667
Radiation	LA County Health Services Radiation Management Program	
Any of the above, also contact	Los Angeles Dept., of Building & Safety, Local Enforcement Agency (LEA)	

5.2 Health and Safety Training

A comprehensive Safety Compliance Program has been implemented at the facility. The Safety Compliance Program entails the monitoring and training of the facility's maintenance and safety procedures. Elements of the Safety Compliance Program are monitored on a daily, weekly, or monthly basis. The program features a Safety Inspection Report, which is completed on a regular basis. Items found to need maintenance are brought to the attention of the Operations Manager. See **Appendix F** for an example of the Safety Inspection Report.

A health and safety program has been implemented at the facility to ensure the health and safety of employees and the public visiting the facility. It includes the following programs:

- Employee Safety Training Program
- Injury and Illness Prevention Program (IIPP)
- Emergency Procedures and Contingency Plan
- Hazard Communication Program
- Energy Control (Lockout/Tagout) Program
- Respiratory Protection and Hearing Conservation Programs

6.0 STATION CONTROLS

This section discusses how the facility will be designed and operated to meet State Minimum Standards relating to transfer stations, Title 14, Section 17406.1 et. seq.

This section describes the methods used by the facility to comply with each state minimum standard required by CCR, Title 1, Division 7, Chapter 3.0 Article 5.9 commencing at Section 17380, and specifically, Article 6.2; and sections 17406.1, 17406.2, of Article 6.1; 17414 of Article.
6.3; and Article 6.35

6.1 SITING ON LANDFILLS

The CWS-DTLA Facility is not located on a landfill.

6.2 GENERAL DESIGN REQUIREMENTS [§ 17406.2]

The redesign of the facility was completed by the operator of CWS-DTLA and documented by Tetra Tech.

The design was based on appropriate data regarding the expected service area, the nature and quantity of waste to be received, physical setting, adjacent land use, types and numbers of vehicles anticipated, adequate off-street parking, drainage control, the hours of operation and other pertinent information. Since the facility is open to the public, additional safety features have been incorporated.

See following sections for details on dust control, noise control, public health, etc.

6.3 BURNING WASTES AND OPEN BURNING

Should the facility accidentally receive burning wastes or experience accidental ignition of wastes on the tipping floor, the following will occur:

- If the fire is small and manageable, the floor workers and loader operators will separate the burning waste from other wastes and deposit it outside the transfer building on paved ground, and then put it out with water hoses and portable extinguishers (see **Figure 4** for location).

- If the fire appears to be a greater threat, 911 will be called immediately for assistance from the Fire Department. Loader operators may be able to isolate the burning material as described above, to minimize spread of the fire and danger to structures until help arrives.

In either, case, the facility will backtrack the waste to alert the generator and eliminate future occurrences. The operator will also notify the LEA within 24 hours of the fire and note the event in the Special Occurrences Log Book.

Open burning of any material at this facility is prohibited.

6.4 CLEANING

Operations, facilities, and their equipment, boxes, bins, pits and other types of containers are cleaned using the following schedule, or at a lesser frequency approved by the LEA, in order to prevent the propagation or attraction of flies, rodents, or other vectors:

- all operations and facilities are cleaned once each operating day of all loose materials and litter; and,

- the entrance and exit are cleaned throughout the day and when the facility closes to the public at 7:30 p.m. to prevent incoming traffic tracking or off-site migration of waste materials.

Dry sweeping and mechanical sweeping are used to clean and remove litter from the operating and surrounding area. Entrances and exits are cleaned as needed to remove litter that could blow offsite. In addition, the operation area and stationary equipment are cleaned by hand of accumulated dirt and debris on an "as needed" basis. This is typically done using dry sweeping methods but may also include water sprays. The minimal amount of water produced is absorbed in the residue material going to landfill, or simply evaporates.

Periodically the floor is steam cleaned with a disinfectant and odor control products.

Operations, facilities, and equipment, boxes, bins, pits and other types of containers shall be cleaned daily between 4:00 a.m. and 6:00 a.m. (or at lea, in order to prevent the propagation or attraction of flies, rodents, or other vectors.) The entrance and exit shall be cleaned as needed during the operating day to prevent the tracking or off-site migration of waste materials. Documentation of facility cleaning shall be maintained onsite that includes the responsible employee(s), time of cleaning and supervisor verification that cleaning as occurred.

6.5 DRAINAGE CONTROL

The facility has filed a Notice of Intent for the General Industrial Storm Water Permit and developed a Storm Water Pollution Prevention Plan (SWPPP), which describes best management practices to be employed at the facility.

Drainage at the facility is controlled to:

- Minimize the creation of contact water.
- Prevent to the greatest extent possible given existing weather conditions, the uncontrolled off-site migration of contact water.
- Protect the integrity of roads and structures.
- Protect the public health.
- Prevent safety hazards and interference with operations.

6.6 DUST AND ODOR CONTROL

Dust will be controlled by limiting the tipping and processing of waste and recyclable material within the site which is surrounded by a solid fence and includes an overhead misting system as well as tarps and screens. The misting system will be designed based on the dust generating activity to be mitigated such as tipping, processing or load-out as well as the material being processed, and take into account the height and location of the spray nozzles, coverage requirements and spray patterns. The misting system will be designed to provide adequate dust suppression over all dust generating activities onsite as well as to prevent dust migration offsite, to the satisfaction of the LEA. Employees working in the tipping, processing and load out areas may be required to wear dust masks. The paved surfaces are cleaned daily to minimize accumulation of dust and dirt, and therefore reduce dust kicked up by vehicles. Speed limits for trucks are set at 5 MPH to minimize dust. Spare parts for the misting system will be maintained onsite and broken or clogged nozzles will be replaced within 48 hours. All such repairs will be noted in the special occurrences log. If the misting system will be inoperable for more than 48 hour the LEA will be notified and alternative methods of dust control provided. The LEA will also be provided with a timeline for making any repairs and when the misting system is back online. A solid 12 foot tall concrete wall with a three foot steel riser and mesh screens above have been constructed to surround the perimeter of the site. This integrated system of high profile screens reduces odors, dust, and litter migration off the site.

All incoming loads are checked for excessive odor. Odiferous loads will be transferred offsite as soon as possible, or they may be rejected at the scale-house. Should odiferous material be found in the tipping areas, it will be immediately sprayed with a handheld deodorizer and loaded out in the next transfer truck leaving the site.

6.7 HAZARDOUS, LIQUID, SPECIAL, RADIOACTIVE AND E-WASTES

This facility will not intentionally accept hazardous materials including batteries, oil, paint, and special wastes. The facility has implemented a load-checking program, and procedures to handle hazardous material discovered on the tipping floor. The facility will not accept liquid waste or sludges.

In the unlikely event that such a load is detected, it will be moved away from all personnel and the LEA notified immediately. Asbury Environmental has been hired to be available on an emergency basis to clean up any major spills and to haul all hazardous material to a permitted disposal site.

A scale mounted radiation detector unit is located on site for detecting radioactive loads. In the unlikely event that such a load is detected, it will be moved away from all personnel and the LEA and County of Los Angeles Radiation Management Program will be notified immediately for further guidance and control actions.

e-Waste is not accepted at the facility. However, if it is discovered in the loads, it will be stored in a dumpster or on a pallet and then hauled to another facility certified as an e-Waste processor.

6.8 LITTER CONTROL

Litter will be controlled at the site in several ways:

- All unloading, processing and loading of material occurs within the site.
- A litter crew polices the site once per day, or as needed, picking up litter from the site perimeter, driveways, and within a 100-foot radius from the property boundary,
- Paved surfaces, driveways and the frontage along Noakes Street are swept daily and more often if necessary.
- A mandatory tarping policy is enforced requiring all incoming loads to be covered. Measures for enforcement include warnings, refusal of loads, and possible banning from the facility. See **Appendix C** for a copy of the Litter Control Program.

6.9 MEDICAL WASTES

The facility will not knowingly accept any medical waste. If medical waste arrives at the facility, the LEA, and the Los Angeles County Department of Health Services or Medical Waste Division will be notified. The material will be isolated, and all contact with employees or users of the facility will be eliminated. Red bag waste found in a load will be properly containerized, inventoried, and temporarily stored in a secure container/location until removed by permitted medical waste hauling/disposal company.

6.10 NOISE CONTROL

The site is located an industrial area. The primary adjacent land uses are a railroad yard and manufacturing/warehouse uses. There are no residential uses within 1,000 feet of the site. The new perimeter wall system totals 15 feet in height for enhanced noise attenuation from operations.

Hearing protection is provided to equipment operators and others subject to excessive noise levels from operations, in compliance with OSHA. Employees are trained in the proper use and types of hearing protection, mobile equipment meets OSHA requirements and is maintained to operate in a clean, quiet, and safe manner.

6.11 NON-SALVAGEABLE ITEMS

Drugs, cosmetics, foods, beverages, hazardous wastes, poisons, medical supplies or syringes, needles, pesticides and other materials capable of causing health or safety problems will not be salvaged. All employees will be trained in this regard.

6.12 NUISANCE CONTROL

Strict operating practices, such as daily cleaning and prompt removal of waste material will be continued to ensure that the facility poses no nuisance to the community. The location of the facility in an industrial area also mitigates potential nuisances.

Dust will be controlled by limiting the tipping and sorting of waste and recyclable material to within the enclosed site. (See the **Dust and Odor Control Section** for additional nuisance control measures.)

6.13 MAINTENANCE PROGRAM

All aspects of the operation or facility are maintained in a state of good repair. The operator has implemented a preventative maintenance program to monitor and promptly repair or correct deteriorated or defective conditions.

6.14 PERSONNEL HEALTH AND SAFETY

The Injury, Illness, and Prevention Program (IIPP) is available for review by local and state inspectors during normal business hours. Nothing in this section is intended to make the LEA responsible for enforcing the IIPP. The CWS-DTLA IIPP is maintained on the scale house onsite.

6.15 PROTECTION OF USERS

Loads delivered by the public in their own vehicles are tipping in a designated area of the

tipping floor, separated from the commercial trucks. Traffic cones will be used to isolate this area, which may periodically be relocated from one area of the tipping floor to another. Commercial haulers will also be directed by the scale house operator to a certain area of each tipping floor depending on the type of material in the load. The commercial haulers will typically be repeat customers and will therefore be familiar with onsite traffic circulation, tipping areas and procedure.

Spotters will help direct traffic to the appropriate tipping areas.

6.16 ROADS

The entire site is paved within the perimeter fence. This paving is kept clean by sweeping to keep dust down and prevent trucks from tracking dirt onto adjacent public roads.

6.17 SANITARY FACILITIES

The operator maintains all sanitary and hand-washing facilities in a reasonably clean and adequately supplied condition. Also, see **Section 5**.

6.18 SCAVENGING AND SALVAGING

The facility meets the following requirements:

(a) scavenging is prohibited.

(b) salvaging of materials, such as metal, paper, glass and cardboard is permitted as an integral part of the operation, subject to conditions established by the LEA, the local land use authority, or other approving agencies.

(c) salvaging activities are conducted in a planned and controlled manner as not to interfere with other aspects of site operation. Activities are conducted so as not to interfere with expeditious entry and exit of vehicles delivering waste to the transfer or processing operation or facility. Salvaging activities are confined to specified, clearly identified areas of the operation or facility, and controlled to prevent health, safety or nuisance problems.

(d) storage of materials salvaged from solid wastes is ancillary to the activities of the operation or facility unless such storage is planned as an integral part of the operation. Materials salvaged on-site are stored away from other activity areas in specified, clearly identifiable areas as noted in the Facility Plan or Transfer/Processing Report. They are arranged to minimize risk of fire, health and safety hazard, vector harborage, or other hazard or nuisance, and limited to a specified volume and/or duration as described in the Enforcement Agency Notification, Facility Plan, or Transfer/Processing Report.

Scavenging at the facility is not permitted and all facility employees are personally informed about the restriction. Only facility employees are allowed to carry out sorting/recycling activities in designated areas. Salvaging is allowed for specific items

depending on usefulness to the company. All salvaging activities are conducted in a planned manner so as not to interfere with other aspects of site operation. Salvaging activities are controlled to prevent health, safety and nuisance problems. Salvaged materials are stored in the designated containers and locations as depicted on the proposed site plan.

6.19 SIGNS

Because this operation is open to the public, there are easily visible sign at all public entrances indicating the name of the operator, the operator's telephone number, schedule of charges, hours of operation, and a listing of the general types of materials which either (1) WILL be accepted, or (2) WILL NOT be accepted.

6.20 LOAD CHECKING

The operator has implemented a load checking program to prevent the acceptance of waste which is prohibited by this Article. This program includes at a minimum:

(1) one random load check will be performed each day waste is received.

(2) storage of prohibited wastes removed during the load checking process will be in a hazardous waste locker as shown in **Figure 4**.

(3) records of load checks and the training of personnel in the recognition, proper handling, and disposition of prohibited waste. A copy of the load checking program and copies of the load checking records for the last year are maintained in the operating record and are available for review by the appropriate regulatory agencies.

6.21 PARKING

Parking is provided for all employees, company vehicles and all transfer trucks across the street as noted in section 3.1.2 above. All other collection trucks are provided by others and park off-site at other facilities.

6.22 SOLID WASTE REMOVAL

Solid waste is removed continually from the site on a first-in first-out policy and in all cases within 48 hours of receipt per State regulation. Generally, waste will be transferred from the facility within 24 hours.

6.23 SUPERVISION AND PERSONNEL

The operator provides adequate supervision and a sufficient number of qualified personnel to ensure proper operation of the facility in compliance with all applicable laws, regulations, permit conditions and other requirements. The operator will notify the LEA in writing of the name, address and telephone number of the operator or other person responsible for the operation. A copy of the written notification is placed in the operating record.

6.24 TRAINING

Personnel are adequately trained on subjects pertinent to site solid waste operations and maintenance, hazardous materials recognition and screening, use of mechanized equipment, environmental controls, emergency procedures and other requirements of the Minimum Standards for Solid Waste handling and Disposal. Training records are available for inspection.

6.25 VECTOR, BIRD, AND ANIMAL CONTROL

The facility takes adequate steps to control and prevent propagation, harborage and attraction of flies, rodents, and other vectors. Exterior litter is removed regularly from the site as part of standard facility housekeeping. Also, boxes, bins or other containers are cleaned regularly.

If there is a vector nuisance, appropriate measures are implemented, including the use of Western Exterminator, a licensed vector control contractor who comes monthly and on-call to inspect the facility.

6.26 RECORD KEEPING

The operator has and will continue to meet the following requirements:

a. Maintains records of incoming weights or volumes and outgoing salvage or residual weights or volumes in a form and manner approved by the LEA. Such records will be submitted to the LEA or CalRecycle upon request; will be adequate for overall planning and control purposes; and will be as current and accurate as practicable.

b. All records required by this Article are kept by the operator in one location and accessible for three (3) years and will be available for inspection by the LEA and other duly authorized regulatory agencies during normal working hours.;

c. Submits copies of specified records to the LEA upon request or at a frequency approved by the LEA.

d. Maintains a daily log book or file of special occurrences encountered during operations and methods used to resolve problems arising from these events,

including details of all incidents that required implementing emergency procedures. Special occurrences shall include but are not limited to fires, injury and property damage, accidents, explosions, receipt or rejection of prohibited wastes, lack of sufficient number of personnel pursuant to section 17410.2, flooding, earthquake damage and other unusual occurrences. In addition, the operator will notify the LEA by telephone within 24 hours of all incidents requiring the implementation of emergency procedures, unless the LEA determines that a less immediate form of notification will be sufficient to protect public health and safety and the environment.

e. records any written public complaints received by the operator, including:

   (1) the nature of the complaint,

   (2) the date the complaint was received,

   (3) if available, the name, address, and telephone number of the person or persons making the complaint, and

   (4) any actions taken to respond to the complaint.

f. maintains a copy of the written notification to the LEA and local health agency of the name, address and telephone number of the operator or other person(s) responsible for the operations as required by section 17410.2.

g. maintains records of employee training as required by section 17410.3.

h. maintains records as required by section 18809 et seq.

Also see **Section 7**.

6.27 DOCUMENTATION OF LEA ACTIONS

The operator will maintain a record of LEA approvals, determinations, and other requirements.

6.28 COMMUNICATIONS EQUIPMENT

The facility has adequate communication equipment available to site personnel including 2-way radios and cell phones to allow quick response to emergencies. Also, see **Section 5**.

6.29 FIRE FIGHTING EQUIPMENT

The Facility has fire suppression equipment continuously available, properly maintained and located as required by the local fire authority. Also see **Section 5**.

6.30 HOUSEKEEPING

The operator provides adequate housekeeping for the maintenance of facility equipment and shall minimize accumulations of fuel drums, inoperable equipment, parts, tires, scrap, and similar items. Also, see the Station Maintenance portion of **Section 5**, as well as the earlier Litter Control portion of this section.

6.31 LIGHTING

The facility and/or equipment is equipped with adequate lighting, either through natural or artificial means, to ensure the ability to monitor incoming loads, effectiveness of operations, and public health, safety and the environment. Also see **Section 5**.

6.32 EQUIPMENT

The station will maintain the proper type, capacity, and number of equipment units to efficiently run the station according to the controls stipulated in this document and comply with the standards set forth in Articles 6.3 and 6.35. Also see **Section 5**.

6.33 SITE SECURITY

The facility is designed to discourage unauthorized access by persons and vehicles using fencing, walls and a security camera system.

6.34 SITE ATTENDANT

An attendant will be on duty during the hours the facility is open to the public.

6.35 TRAFFIC CONTROL

Traffic flow through the facility is controlled by the scale attendant, spotters, and facility supervisor to prevent the following:

(1) interference with or creation of a safety hazard on adjacent public streets or roads,
(2) on-site safety hazards, and
(3) interference with operations.

On-site traffic will be controlled by the following means:

- enforced speed limit of 5 mph
- tipping directions from scale house operator and spotters
- sufficient queuing space
- the controlled metering of trucks into the tipping areas as necessary by the site supervisor, traffic controller, or lead floor man

6.36 VISUAL SCREENING

An 8-ft foot tall solid wall surrounds the entire site and an eight-foot tall concrete block wall with a five-foot wide landscape strip is located along the Noakes Street. The MRF/transfer building provides additional screening of onsite operations from offsite views.

6.37 WATER SUPPLY

Potable water and sanitary sewer service are provided via the City of Los Angeles Department of Water and Power.

6.38 UNUSUAL PEAK LOADS

In the event of unusual peak loading, such as after a natural disaster, operations will be extended to a second or third shift, and stand-by equipment will be brought on-line, including loaders, forklifts, and transfer trailers. However, the maximum daily capacity of 500 tons will not be exceeded, unless given specific emergency approvals by the City and the LEA.

6.39 FINAL DISPOSAL

All waste material leaving the site will be sent to a permitted solid waste facility for further processing, transformation or disposal. If any waste transported from the site is denied at a landfill, the LEA shall be notified immediately.

There is a rail spur on site, and it is possible that future operations may include rail haul of residual waste to distant landfills. However, this is not planned at the present.

7.0 RECORDS AND REPORTING

7.1 WEIGHT RECORDS

The facility records solid waste tonnage and number of hauling vehicles entering the facility per day. This includes daily averages and daily peaks for each calendar month. This information is reported per LEA instructions.

7.2 SPECIAL OCCURRENCES

A Special Occurrences Log is kept on a daily basis with a summary provided in the quarterly tonnage report. The log includes records of fires, explosions, injury and property damage accidents, flooding, and other unusual events, such as facility closure, with a brief description of the response to and resolution of each incident. The log also includes a record of loads rejected and visits by regulatory agencies.

Special occurrences are reported to the LEA within 24 hours.

7.3 HAZARDOUS WASTE LOAD CHECKING PROGRAM

A record is maintained of the results of the hazardous waste load checking program, including the quantities and types of hazardous wastes, medical wastes or otherwise prohibited wastes found in the waste stream and the disposition of these materials. Reports identifying loads rejected are included with the load check reports. See **Appendix B** for the complete Load Check Program and forms. This information is reported per LEA instructions.

7.4 COMPLAINTS

A record of all complaints regarding this facility is maintained along with the operator's actions taken to resolve these complaints. The LEA will be notified within 24 hours of any complaint received.

7.5 INSPECTION OF RECORDS

Facility records are kept in the corporate office at 3720 Noakes Street and are available for inspection by contacting the facility operator between the hours of 9:00 a.m. and 4:45 p.m., Monday through Friday.

FIGURES

G:\dwg\CA WASTE SERV\CWS DTLA\CAD\SheetFiles\Figures\Figure 4 CWS DTLA Location Map

REFERENCE: *GOOGLE EARTH*, SEPTEMBER 23, 2022

FIGURE 1

CWS DTLA

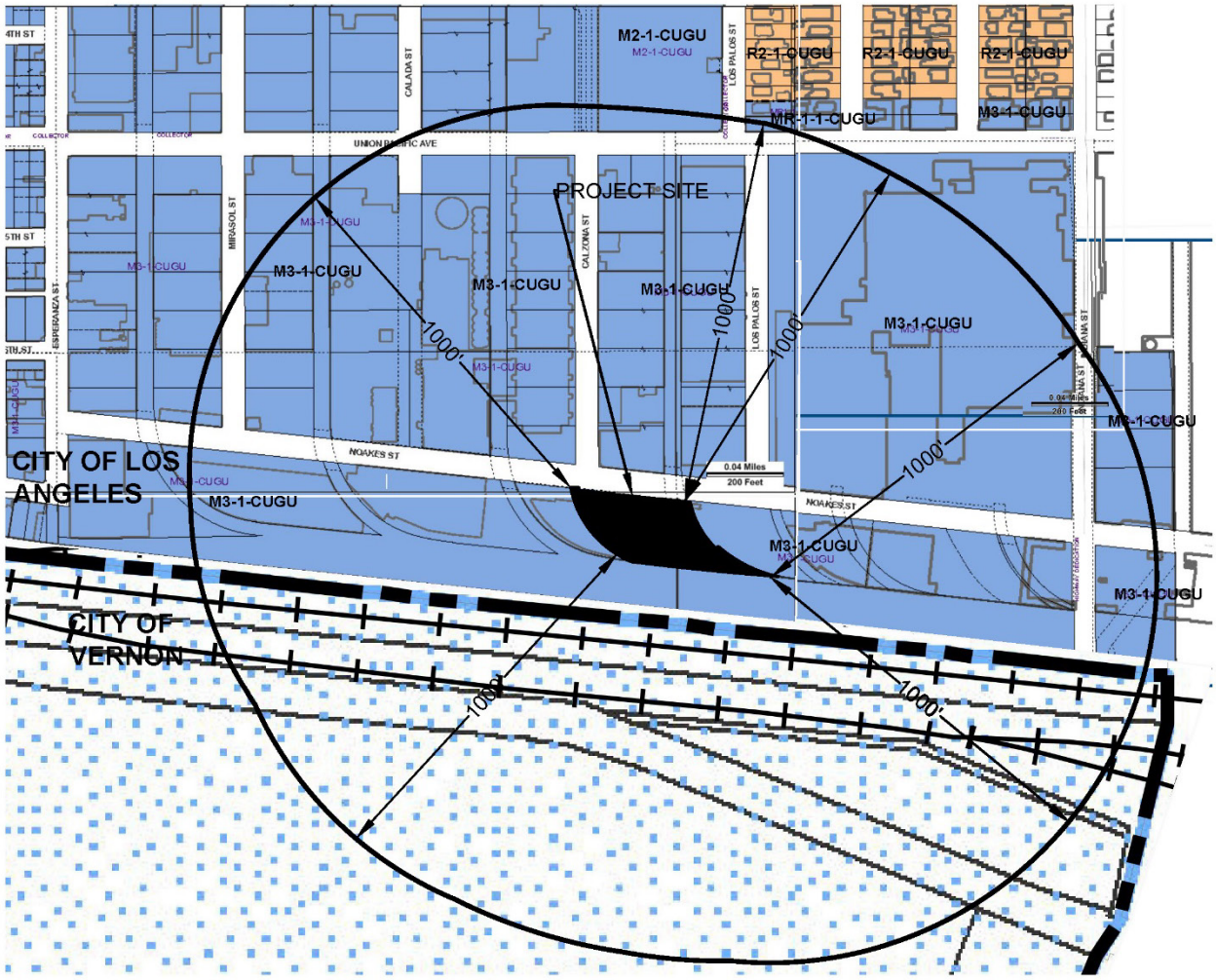
LOCATION MAP

CITY OF LOS ANGELES

DESIGNED BY :	DATE: 03-2023
DRAWN BY : R.C.W.	PROJ. NO.:
CHECKED BY : V.B.	
APPROVED BY :	

TETRA TECH
21700 Copley Drive, Suite 200
Diamond Bar, CA 91765
TEL 909.860.7777 FAX 909.860.8017

FIGURE 2 - 1,000 FOOT RADIUS MAP



CITY OF LOS ANGELES ZONING LEGEND

GRAPHIC SCALE

0' 100' 200' 300' 400' 500' 1,000'

- OS, GW
- A, RA
- RE, RS, R1, RU, RZ, RW1
- R2, RD, RMP, RW2, R3, RAS, R4, R5
- CR, C1, C1.5, C2, C4, C5, CW, ADP, LASED, CEC, USC, PVSP
- CM, MR, WC, CCS, UV, UI, UC, M1, M2, LAX, M3, SL
- P, PB
- PF
- HILLSIDE

CITY OF VERNON ZONING LEGEND

Zone

- Industrial

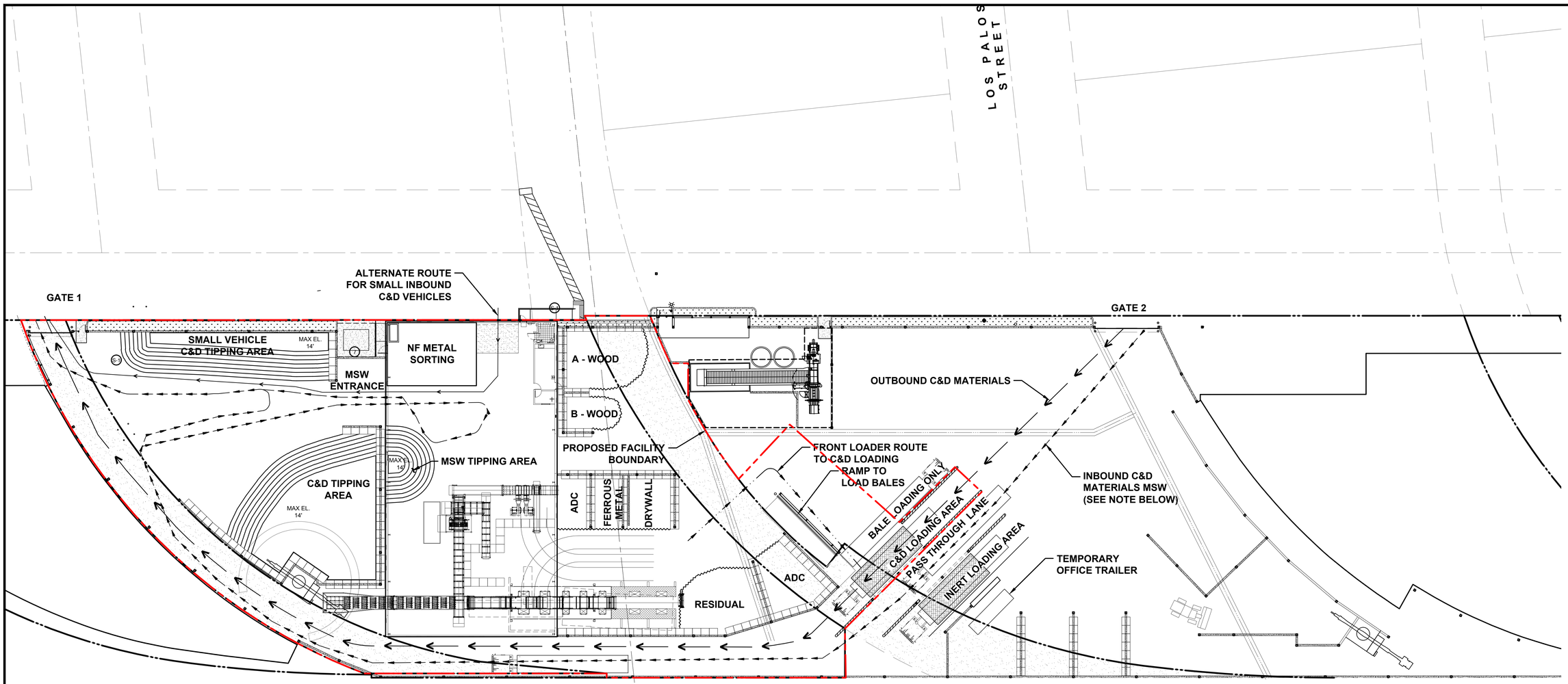
Overlay Zones

- Housing
- Emergency Shelter
- Commercial-1
- Commercial-2
- Rendering
- Slaughtering
- Truck and Freight Terminal

Base Map

- Vernon City Boundary
- Vernon Sphere of Influence
- Freeway
- Railroad

N



SOURCE: *JRMA ARCHITECTS ENGINEERS*

NOTES:
1. THESE MATERIALS WILL BE WEIGHED IN TEMPORARILY ON THE OUTBOUND C&D SCALE OR INERT SCALE UNTIL THE OFF-SITE PUBLIC SCALES ARE COMPLETED AND AVAILABLE FOR USE. THE PASS THROUGH LANE AND THE ALTERNATE ROUTE FOR SMALL C&D VEHICLES WILL THEN BE USED AS THEY WILL ALREADY HAVE WEIGHED IN WHEN THEY ARRIVE ON-SITE.

N PROJECT NORTH

N TRUE NORTH

OVERALL SITE PLAN

SCALE 1" = 20'-0"

1

LEGEND

- EXISTING BUILDING (NOT PART OF THIS PERMIT)
- EXISTING ASPHALTIC CONCRETE (AC)
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED LANDSCAPE BY OTHERS

SYMBOLS

- KEYNOTE - SEE THIS SHEET
- KEYNOTE - SEE THIS SHEET
- REVISIONS;DELTAS
- STEEL DOOR, REFER TO DOOR INFORMATION ON 5/A5.1
- EXISTING PROPERTY LINE
- EXISTING RETAINING WALL TO REMAIN
- EXISTING CHAIN LINK FENCE AND GATE
- EXISTING RAILROAD SPURS TO REMAIN
- PROPOSED FACILITY BOUNDARY (1.24 AC)
- APPROXIMATE LIMIT OF MATERIAL STORAGE
- EXISTING STORM WATER INLET
- E.D.I. EXISTING DRAIN INLET
- E.C.T. EXISTING CELL TOWER
- E.M.H. EXISTING MAN HOLE
- E.B. EXISTING BOLLARD
- E.F.H. EXISTING FIRE HYDRANT
- E.P.P. EXISTING POWER POLE
- E.L.P. EXISTING LIGHT POLE
- E.L.S. EXISTING LIGHT STANDARD
- EXISTING UTILITY, V.I.F.
- EXISTING UTILITY, V.I.F.
- TYP. TYPICAL
- V.I.F. VERIFY IN FIELD

NO.	REVISION DESCRIPTION	BY:

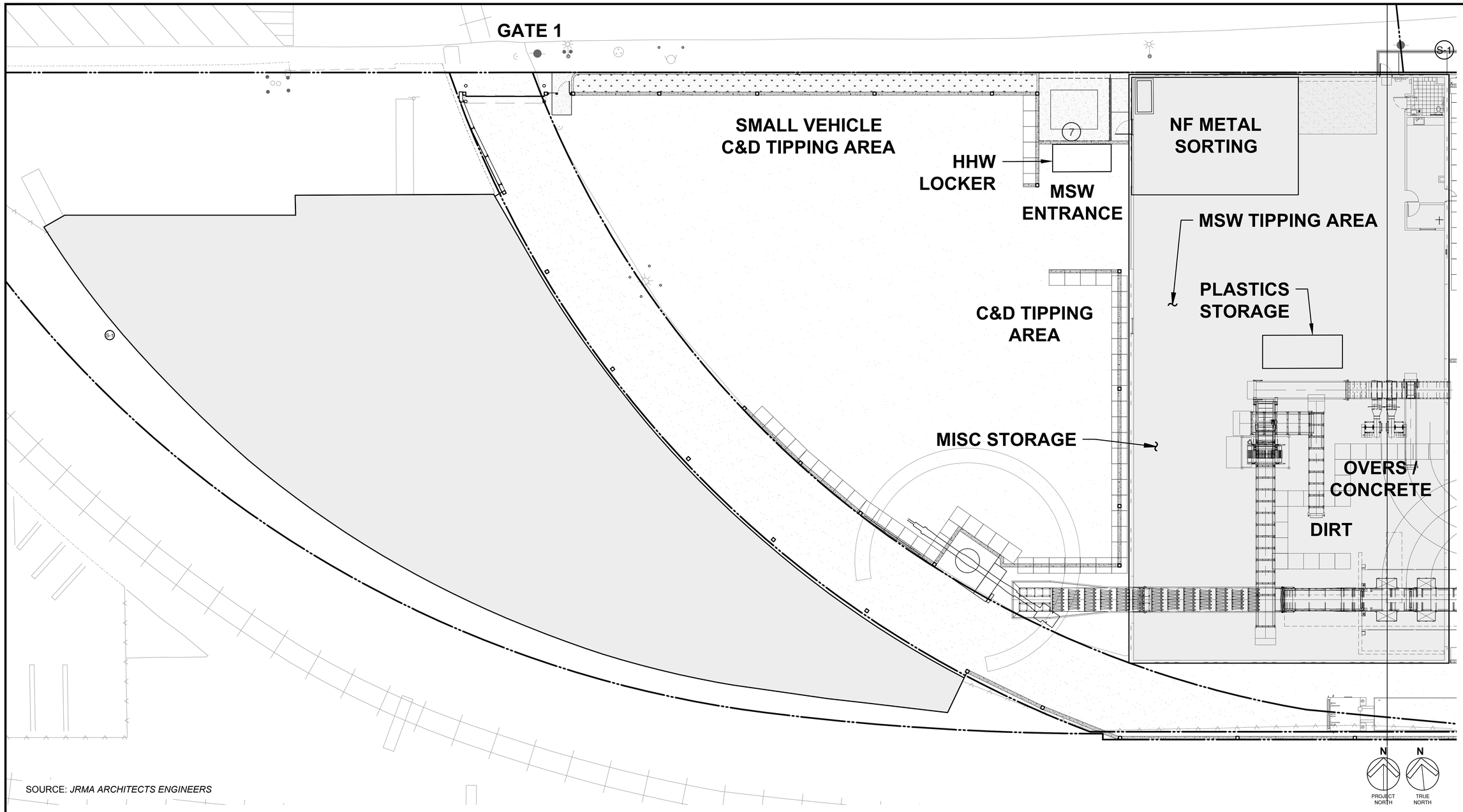
TETRA TECH
21700 Copley Drive, Suite 200
Diamond Bar, CA 91765
TEL 909.860.7777 FAX 909.860.8017

CWS DTLA

OVERALL SITE AND CIRCULATION PLAN

	FILE : Figure 1 Overall Site And Circulation Plan.dwg		
DRAWN BY : R.C.W.	DATE : 04-2023	SCALE: AS SHOWN	
CHECKED BY : P.W.	DATE : 04-2023	FIGURE 3	

G:\dwg\CA WASTE SERV\CWS DTLA\CAD\SheetFiles\Figures\Figure 1 Overall Site And Circulation Plan.dwg 4/19/2023 11:18 AM



SOURCE: *JRMA ARCHITECTS ENGINEERS*

ENLARGED SITE PLAN

SCALE 1" = 10'-0" — 1

LEGEND

- EXISTING BUILDING (NOT PART OF THIS PERMIT)
- EXISTING ASPHALTIC CONCRETE (AC)
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED LANDSCAPE BY OTHERS

SYMBOLS

- KEYNOTE - SEE THIS SHEET
- # KEYNOTE - SEE THIS SHEET
- REVISIONS;DELTAS
- S-1 STEEL DOOR, REFER TO DOOR INFORMATION ON S/A5.1
- EXISTING PROPERTY LINE
- EXISTING RETAINING WALL TO REMAIN
- EXISTING CHAIN LINK FENCE AND GATE
- EXISTING RAILROAD SPURS TO REMAIN
- EXISTING STORM WATER INLET
- E.D.I. EXISTING DRAIN INLET
- E.C.T. EXISTING CELL TOWER
- E.M.H. EXISTING MAN HOLE
- E.B. EXISTING BOLLARD
- E.F.H. EXISTING FIRE HYDRANT
- E.P.P. EXISTING POWER POLE
- E.L.P. EXISTING LIGHT POLE
- E.L.S. EXISTING LIGHT STANDARD
- EXISTING UTILITY, V.I.F.
- EXISTING UTILITY, V.I.F.
- TYP. TYPICAL
- V.I.F. VERIFY IN FIELD

NO.	REVISION DESCRIPTION	BY:

TETRA TECH
21700 Copley Drive, Suite 200
Diamond Bar, CA 91765
TEL 909.860.7777 FAX 909.860.8017

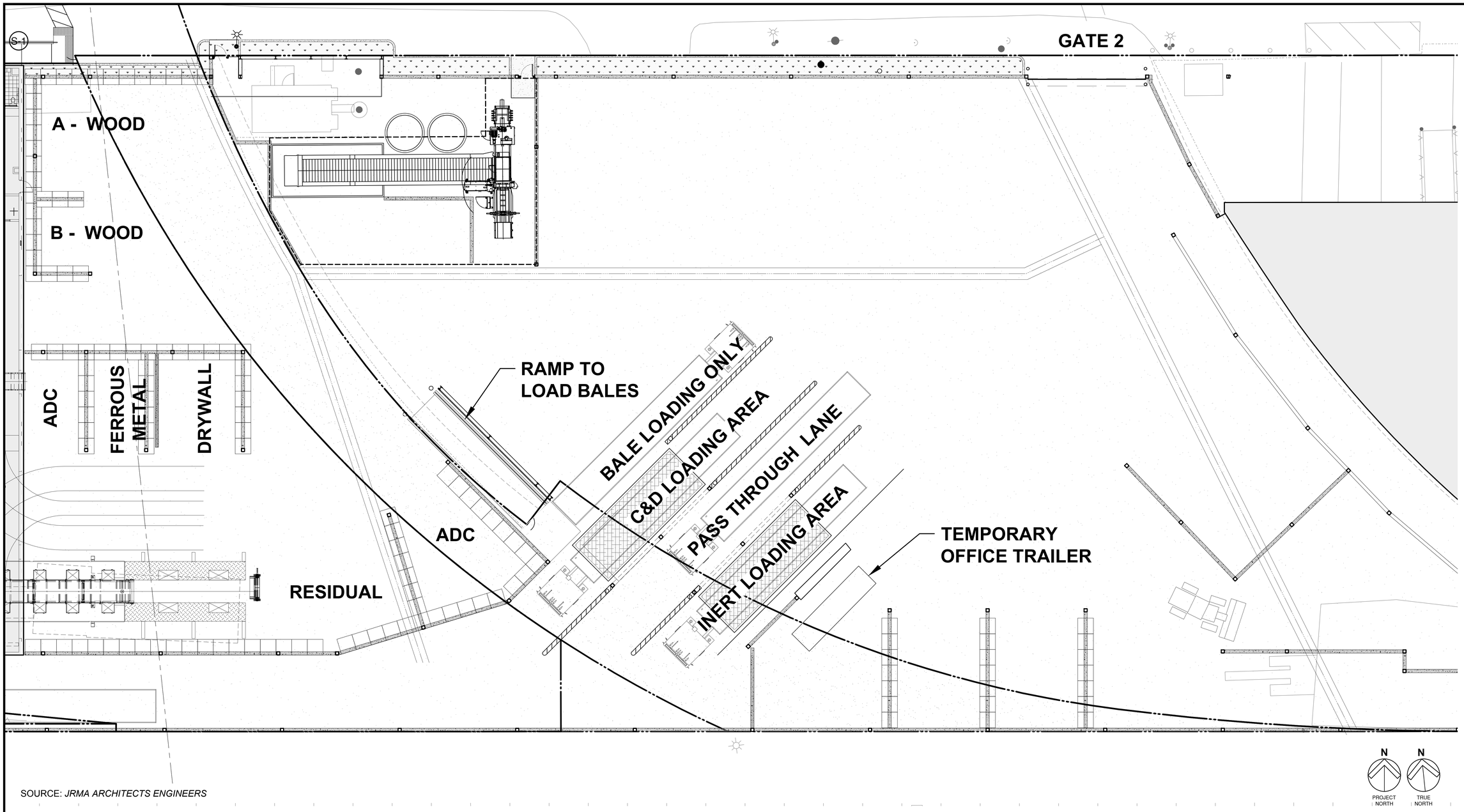
CWS DTLA

ENLARGED SITE PLAN A

	FILE : Figure 3 Enlarged Site Plan B.dwg
DRAWN BY : R.C.W.	DATE : 04-2023 SCALE: AS SHOWN
CHECKED BY : P.W.	DATE : 04-2023

FIGURE 4

G:\dwg\CA WASTE SERV\CWS DTLA\CAD\SheetFiles\Figures\Figure 3 Enlarged Site Plan B.dwg 4/19/2023 11:15 AM



SOURCE: *JRMA ARCHITECTS ENGINEERS*

ENLARGED SITE PLAN

SCALE 1" = 10'-0" (1)

LEGEND

- EXISTING BUILDING (NOT PART OF THIS PERMIT)
- EXISTING ASPHALTIC CONCRETE (AC)
- EXISTING CONCRETE
- PROPOSED CONCRETE
- EXISTING GRAVEL
- PROPOSED LANDSCAPE BY OTHERS

SYMBOLS

- KEYNOTE - SEE THIS SHEET
- # KEYNOTE - SEE THIS SHEET
- REVISIONS;DELTAS
- S-1 STEEL DOOR, REFER TO DOOR INFORMATION ON 5/A5.1
- EXISTING PROPERTY LINE
- EXISTING RETAINING WALL TO REMAIN
- EXISTING CHAIN LINK FENCE AND GATE
- EXISTING RAILROAD SPURS TO REMAIN
- E.S.W.I. EXISTING STORM WATER INLET
- E.D.I. EXISTING DRAIN INLET
- E.C.T. EXISTING CELL TOWER
- E.M.H. EXISTING MAN HOLE
- E.B. EXISTING BOLLARD
- E.F.H. EXISTING FIRE HYDRANT
- E.P.P. EXISTING POWER POLE
- E.L.P. EXISTING LIGHT POLE
- E.L.S. EXISTING LIGHT STANDARD
- EXISTING UTILITY, V.I.F.
- EXISTING UTILITY, V.I.F.
- TYP. TYPICAL
- V.I.F. VERIFY IN FIELD

NO.	REVISION DESCRIPTION	BY:

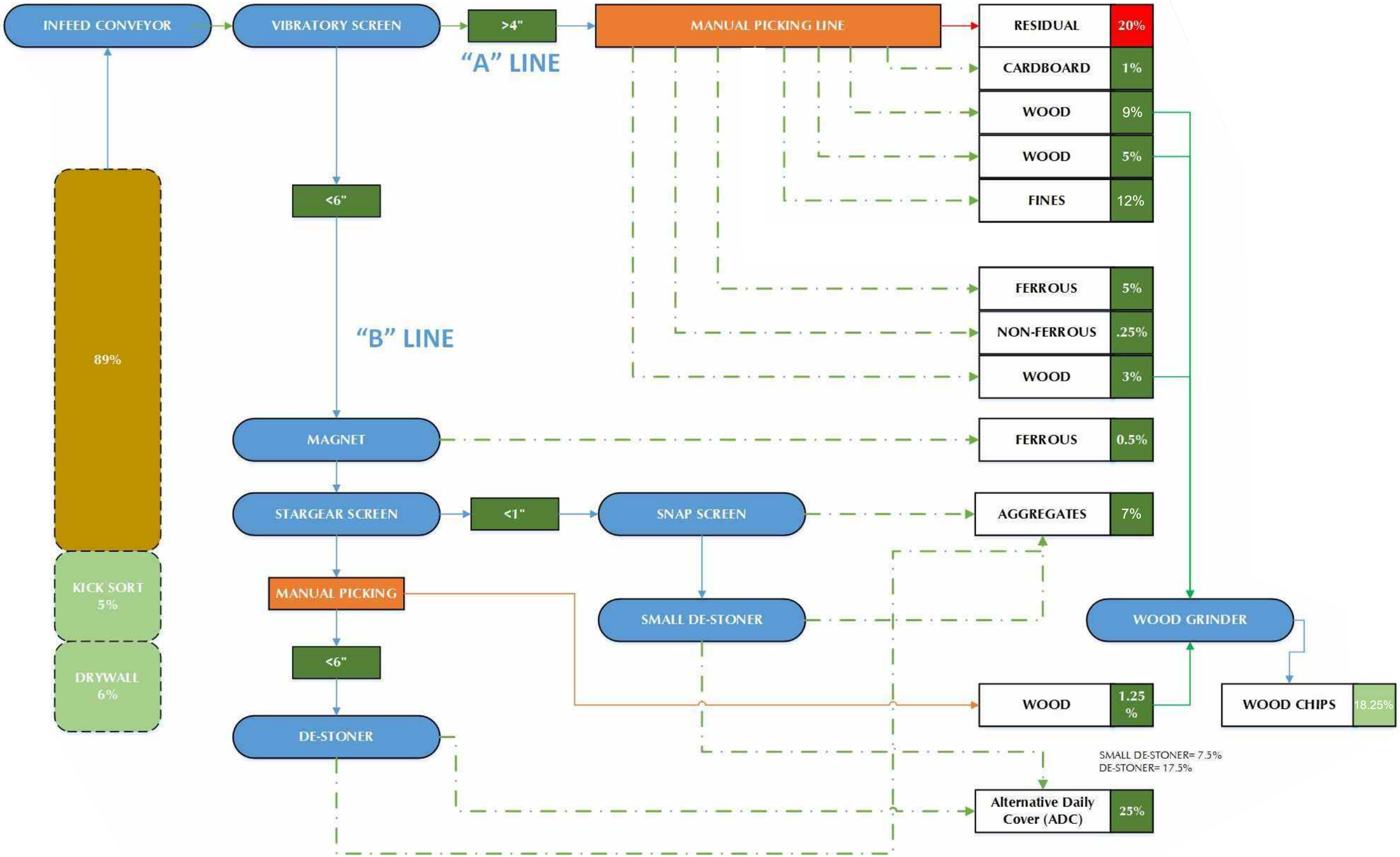
TETRA TECH
21700 Copley Drive, Suite 200
Diamond Bar, CA 91765
TEL 909.860.7777 FAX 909.860.8017

CWS DTLA

ENLARGED SITE PLAN B

		FILE : Figure 2 Enlarged Site Plan A.dwg	
DRAWN BY :	R.C.W.	DATE : 04-2023	SCALE: AS SHOWN
CHECKED BY :	P.W.	DATE : 04-2023	FIGURE 5

G:\dwg\CA WASTE SERVICES\CWS DTLA\CAD\SheetFiles\Figures\Figure 2 Enlarged Site Plan A.dwg 4/19/2023 11:13 AM



TETRA TECH
21700 Copley Drive, Suite 200
Diamond Bar, CA 91765
TEL 909.860.7777 FAX 909.860.8017

CALIFORNIA WASTE SERVICES

DRAWN BY: R.C.W./C.A.L. | DATE: 04-2023
CHECKED BY: P.W. | PROJ. NO.: 2022-0121

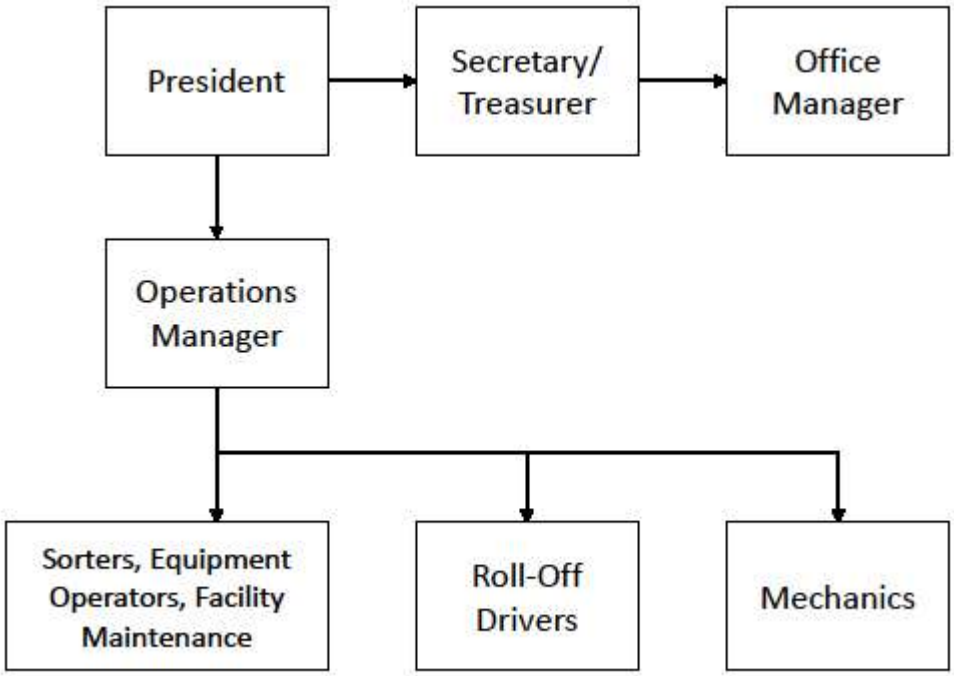
CWS-DTLA

MASS BALANCE ANALYSIS

FIGURE 6

G:\dwg\CA WASTE SERVICES\CWS 2023\30-1896FIG

Figure 7 – Organization Chart



APPENDIX A

DESIGN CALCULATIONS

APPENDIX A
DESIGN CALCULATIONS

CWS-DTLA LARGE VOLUME TRANSFER STATION
Calculations at 500 Tons Per Day Peak

The purpose of the following calculations is to prove that the design of the unloading and loading bays, storage piles, and sorting/processing equipment is capable of handling the design throughput. Pile volumes for the tipping areas were calculated by CADD Software. All assumptions were provided by California Waste Services (CWS) Staff. Note that partial loads of outbound materials will not be sent out; it was assumed they would be for these conservative calculations. Also, see note at end of calculations regarding source of various material densities used in the calculations.

Incoming C&D Materials

500 Tons Per Day (TPD) Peak Incoming

Mixed C&D Large Loads

Assumption: Average tons per load: 4.43 tons
Average unloading time: 5 minutes
Number of tipping bays: 4 Total

4 bays x 12 loads/hr x 4.43 tons/ld = 213 tons/hour *(this is a theoretical maximum, in reality the loads are spread out throughout the day)* At 500 TPD, approximately 490 tons per day come in larger commercial loads and the remaining 10 TPD comes in self-haul/smaller vehicles. It takes approximately 2.3 hours to unload the larger commercial loads.

Self-Haul/Small Vehicles

Assumption: Average tons per load: 1 ton
Average unloading time: 20 minutes
Number of tipping bays: 4 Total

4 bays x 3 loads/hr x 1 tons/ld = 12 tons/hour *(this is a theoretical maximum, in reality the loads are spread out throughout the day)* It takes approximately 1 hour to unload the self-haul/smaller vehicles.

It takes approximately 2.3 hours to reach permitted capacity for the facility running at 500 TPD permitted maximum intake assuming the tonnage split between larger and smaller vehicles noted above *(this is a theoretical maximum, in reality the loads are spread out throughout the day)*. From a design capacity perspective, the unloading rates above for the C&D tipping areas, combined with the approximate 508 TPD of storage capacity (see incoming tipping areas

storage pile section below) results in a design capacity of up to 1,200 TPD which would take approximately 5.6 hours for the larger trucks to unload 1,176 tons and 2 hours for the smaller vehicles to unload 24 tons, spread out over the course of the day. This assumes a similar ratio on the tonnage split between larger and smaller vehicles.

Incoming Tipping Areas Storage Piles

Main C&D Tipping Area

Storage capacity = 1587 yd^3 - From CADD software calculations using contours denoted on overall site plan (see **Figure 3**)
Density = .225 tons/yd^3
1587 yd^3 x .225 tons/yd^3 = 357 tons of storage

Small Vehicle C&D Tipping Area

Storage capacity = 673 yd^3 - From CADD software calculations using contours denoted on overall site plan (see **Figure 3**)
Density = .225 tons/yd^3
673 yd^3 x .225 tons/yd^3 = 151 tons of storage

The total storage capacity for C&D is approximately 508 tons which is slightly over the daily permitted capacity. See discussion on design capacity above in the Incoming C&D Materials section.

MSW Tipping Area

Storage capacity = 162 yd^3 - From CADD software calculations using contours denoted on overall site plan (see **Figure 3**)
Weight = .1375 tons/yd^3
162 yd^3 x .1375 tons/ yd^3 22 tons of storage
(Note that MSW will not be received in significant quantities as no commercial MSW collection trucks will be accepted; MSW will consist primarily of portions of yard clean-ups and other miscellaneous sources. As such, for simplicity purposes, the outbound materials analysis below assumes all 500 tons received and sent out is C&D material. Any outbound MSW would be co-loaded with the residual materials for transport to the landfill)

Sorting

Primary Sorting Equipment– 50 TPH x 8 hrs = 400 TPD
Kick Sort (pre-sort) = approximate 3.5 tph average while tipping x 8 hours = 28 tpd
Source Separated Materials (Self-Haul) = approximately 2 TPD

Other Source Separated Materials (e.g. drywall, inert loads) = approximately 20 tpd

The above estimates for an 8 our shift total 450 tpd. The shift length will be increased as needed to accommodate additional tonnage and make up for equipment downtime or slower sorting production rates (e.g., due to inclement weather). Adding another two more 8 hour shifts increases the capacity by another 900 TPD for a total design capacity of 1350 TPD.

Baler – the baler can process 20 to 30 TPH which exceeds the 5 TPD of cardboard that need to be baled daily.

Outbound

Assumption: 20 % Residual (100 tons) vs. 80% (400 tons) Recovered Material

Residual
100 TPD

Assumption: 25 tons per load outgoing. Approximately 4 trucks are needed for daily outgoing residual.

Assumption: Average tons per load: 25 tons
Average loading time: 20 minutes
Number of loading bays: 1 Total
1 bays x 3 loads/hr x 25 tons/ld = 75 tons/hour *(this is a theoretical maximum, in reality the loads are spread out throughout the day)*

It takes approximately 1.33 hours to load the estimated 100 tons of residual with the facility running at maximum intake.

Outgoing Products / Recovered Materials
35 TPD of Aggregates

Assumption: 22 tons per load outgoing. Approximately 2 trucks are needed for daily outgoing aggregates.

Assumption: Average tons per load: 23 tons (average weight of fines and overs)
Average loading time: 20 minutes
Number of loading bays: 1 Total
1 bays x 3 loads/hr x 23 tons/ld = 69 tons/hour *(this is a theoretical maximum, in reality the loads are spread out throughout the day)*

It takes approximately .67 hours to load the estimated 35 tons of aggregates with the facility running at maximum intake.

93 TPD of Wood

Assumption: 14 tons per load outgoing. Approximately 7 trucks are needed for daily outgoing wood.

Assumption: Average tons per load: 14 tons
Average loading time: 20 minutes
Number of loading bays: 1 Total
1 bays x 3 loads/hr x 14 tons/ld = 42 tons/hour *(this is a theoretical maximum, in reality the loads are spread out throughout the day)*

It takes approximately 2.33 hours to load the estimated 93 tons of wood with the facility running at maximum intake.

ADC
125 TPD of ADC

Assumption: 25 tons per load outgoing. Approximately 5 trucks are needed for daily outgoing ADC.

Assumption: Average tons per load: 25 tons
Average loading time: 20 minutes
Number of loading bays: 1 Total
1 bays x 3 loads/hr x 25 tons/ld = 75 tons/hour *(this is a theoretical maximum, in reality the loads are spread out throughout the day)*

It takes approximately 1.67 hours to load the estimated 125 tons of ADC with the facility running at maximum intake.

147 TPD of all other recovered materials
Assumption: 15 tons per load outgoing. Approximately 10 trucks are needed daily for all other outgoing recovered material.

Assumption: Average tons per load: 15 tons
Average loading time: 20 minutes
Number of loading bays: 2 Total
2 bay x 3 loads/hr x 15 tons/ld = 90 tons/hour *(this is a theoretical maximum, in reality the loads are spread out throughout the day.)*

It takes approximately 1.6 hours to load/transfer the estimated 147 tons of other recovered materials when the facility running at maximum intake.

The total time required to load/transfer all outgoing materials (including residual and recovered materials) is approximately 7.6 hours. This is a conservatively high estimate as it includes partial loads; in reality, those loads would go out the next day after a full load is accumulated. The loading bays are located at the scales and adjacent to the scales as shown on **Figure 5**. The throughput design capacity for the material storage bays and outgoing material loading process can easily accommodate 500 TPD over a 24-hour operation; once the reconfigured facility has operated for a time, the relative percentages and tons of recovered materials and residual waste may be more accurately calculated allowing storage bunkers to be resized as needed for a more efficient operation. At that time the ultimate design capacity of the outgoing materials storage bunkers and loading process will be calculated.

Conclusion

From the calculations listed above, it is determined that the CWS -DTLA facility can operate at the permitted capacity of 500 tons per day.

Note on Material Densities: "Volume-to-Weight Conversion Factors" published by the U.S. Environmental Protection Agency Office of Resource Conversation and Recovery in April 2016, were used as the basis for the densities of MSW and CDI materials. The document can be found at:
https://www.epa.gov/sites/production/files/2016-04/documents/volume_to_weight_conversion_factors_memorandum_04192016_508fnl.pdf.

It is anticipated that if and when MSW is delivered to the facility it will not be in compactor trucks as it will likely be yard cleanups or other miscellaneous MSW sources and the material density can range between 250 lbs/cy to 300 lbs/cy per the EPA's conversion factors. The average of these is 275 lbs/cy and that is used in the calculations for pile storage in the MSW tipping area.

Per the EPA, unprocessed mixed CDI material has a density of 484 lbs/cy. All incoming material, with the exception of inert material loads (dirt, rock and concrete) is conservatively based on a density of 450 lbs/cy.

APPENDIX B

LOAD CHECK PROGRAM

DIRECT DISPOSAL MRF AND TRANSFER STATION

LOAD CHECK PROGRAM

A hazardous waste screening program will be implemented at the facility to make sure that no hazardous waste is brought to the facility, and to ensure that no hazardous waste is transferred to the landfill. The program will consist of the following elements:

I. Signage

Bi-lingual signs will be posted at the entrance of the facility stating that delivery of hazardous material is prohibited at the facility.

II. General Visual Inspection

As each load of waste is unloaded on the tipping floor, trained spotters will visually inspect each load for the presence of hazardous or suspicious materials to prevent and discourage disposal at the facility. A minimum of one trained spotter will be on duty at all times. Supervisors, equipment operators and sorters will also be trained and will perform continuous visual inspection to remove any suspicious materials. Discovered materials will be managed as described in Section VI.

The trained spotter working with the hazardous waste screening program will be HAZWHOPPER trained/certified. Training records are documented and kept onsite for review.

III. Random/Focused Load Inspection

A. Select a least one (1) loads per day.

B. Select them at different times during the day (Randomize selections for each inspection, for example Monday at 1:00 pm and Thursday at 9:00 am)

C. Select an equal share of roll-off and packer trucks.

D. Record date, time, truck and route number of selected load on the Load Check Inspection Record, **Attachment A**.

IV. Dumping Procedure

A. Dump selected trucks apart from the other haulers in a clean area of the tipping area.

B. Dumping area must be separated from the other site operations.

V. Sorting Procedure

A. Each load will be visually inspected by a trained spotter. The spotter is trained in the detection, handling, removal and storage of household hazardous wastes and known hazardous waste from the waste stream.

B. Loads will be spread out with loaders and hand rakes. Particular items such as drums, 5-gallon containers, electronic and universal wastes, wastes with DOT or other descriptive labels, sludges and liquids, soils and rags, and unidentifiable wastes suspected of being hazardous will be inspected and evaluated to determine whether the item is hazardous.

C. All containers large enough to contain other objects must be opened.

VI. Handling Suspected Hazardous Waste

A. If hazardous waste is found:

1. Questionable wastes are inspected by supervisory personnel, identified if possible, and verified as hazardous. Any questionable wastes which cannot be identified are assumed to be hazardous.

2. If the waste can be identified and it can safely be moved, it is transported to the Hazardous Waste Storage Area (HWSA) and placed in metal containers.

3. If the waste cannot be identified, but it can safely be moved, it is transported to the HWSA and segregated to await identification by trained agency personnel.

4. The driver of the vehicle delivering the waste will report to station management the collection route number or customer if the load was from a single generator. Every effort will be made to identify the generator of hazardous waste and any information regarding the generator of hazardous waste will be forwarded to the Los Angeles County District Attorney and the Highway Patrol.

5. Spills of hazardous waste will be contained as rapidly as possible with absorbent material and the area cordoned off. If this interferes with normal operations, all incoming vehicles will be directed away from the site.

6. If the spilled material is recognizable and is judged to be relatively non-toxic (e.g., motor oil) the absorbent material will be containerized and transported to the HWSA. Any employee engaged in clean-up operations will wear appropriate safety equipment.

7. If the spilled material cannot be immediately identified, the area will remain cordoned off until positive identification is made, thus ensuring safe handling and disposal. Asbury Environmental has been hired to be available on an emergency basis to clean up any major spills and to haul all hazardous material to a permitted disposal site.

B. Procedure for Handling Hazardous Waste

1. The person discovering the incident will immediately report the situation to their supervisor or the Site Manager.
2. If work area or building evacuation is necessary to ensure worker health and safety, the person discovering the incident, his/her supervisor, or the Site Manger will initiate evacuation procedures:
   a. Notify area personnel via intercom or loudspeaker to proceed to the nearest exit. Evacuation plans will be reviewed periodically.
   b. Personnel will proceed to the regrouping area at the entrance to the Direct Disposal storage and parking lot site at 3719 Noakes Street.
3. The Site Manger will designate an individual to interface with the emergency response agencies and an individual to assess personnel injures, if any, and conduct a head-count.
4. As soon as possible, the Site Manager, or his designee, will contact the Local Fire Department, Asbury Environmental, County HazMat Team, and/or the Police Department by **dialing 911**.
5. Only personnel who have received proper emergency response training will be allowed into the incident area, and only after donning appropriate personal protective equipment (PPE).
6. Personnel who are trained in spill control and fire response and who have the appropriate PPE will try to contain the incident under the direction of the Site Manager.
   a. If a large quantity of a hazardous chemical (>5 gallons) has been spilled, or a dangerous fire situation erupts, site personnel will <u>not</u> try to contain or control the situation. Site personnel will wait for local emergency response agencies to arrive.
      1. If a reportable quantity of material has been spilled, the Site Manger will also notify the:
         * DOT/EPA National Response Center at (800) 424-8802
           and
         * California Office of Emergency services at (800) 852-7550.
   b. If quantity of a hazardous chemical is less than 5 gallons and waste can be easily moved to storage area, the material will be temporarily set aside identifiable materials according to the following categories:
      * flammable and combustible
      * oxidizers
      * poisons
      * poisons containing heavy metals
      * corrosives (acids)
      * corrosives (bases)
7. Following containment and control of the incident, the Site Manager will complete the Special/Unusual Occurrence Report Form, Attachment B of this document.
8. Any hazardous material remaining on site overnight must be stored in the hazardous waste storage area.

C. Notification

Every hazardous waste occurrence will be documented. The following local agencies will be notified when any reportable quantity of hazardous or unidentifiable material is discovered at the facility.

Department of Building and Safety, Local Enforcement Agency Program, City of Los Angeles
(213) 252-3939

State Department of Health Services, Toxic Substances Control Program
(818) 567-3000

Health & HazMat Division, Los Angeles County
(323) 890-4045

If an investigation of the hazardous material generator seems warranted, call the Hazardous Material Investigative Unit of the California Highway Patrol at (916) 327-3310, and the County Department of Public Health.

D. Repeat offenders of hazardous waste from the same source will result in the termination of collection service for that business.

V. Packaging Procedures

A. Small containers of the same hazardous class can be packed in the same drum (lab packs).

B. All lab packs must contain enough absorbent material to contain liquids if there is a spill and prevent breakage. Vermiculite is approved packing material.

C. Steps:

1. Pack a few inches of absorbent material at bottom of the drum.
2. Pack more absorbent around each small container placed in the drum.
3. Drums for corrosive acid storage should be protected with plastic liner prior to adding absorbent and waste.
4. Each drum is to be assigned a number that is clearly marked on the drum body and lid.
5. Log sheets should be taped to the lid and should be marked as to: Facility location, drum number and hazard category.
6. Hazardous waste labels should be filled out and affixed to drum.
7. Affix proper hazard category label.

D. Packing compatibility:

1. Only chemically compatible materials can be packaged together. **DON'T MIX: ACID AND BASES, CYANIDE COMPOUNDS AND ACIDS, OXIDIZERS AND FLAMMABLE** (bleach is an oxidizer, though often marked poison).
2. If there is any doubt as to hazard class, call LA County Fire Department, HazMat Unit.

VI. Labeling and Record Keeping

A. Log Sheet: Enter the following information on a log sheet - to be used later to prepare manifest:
   1. waste category,
   2. list as much information about the chemical as possible (including the brand name),
   3. number of containers, and
   4. volume of weight of each container.

B. Manifest: Must be prepared if wastes are to be transported.

C. Training Records: Including Health and Safety Certifications.

D. Inspection Reports.

E. Spill or emergency incident reports.

VII. Storage Procedures

A. Lab packed drums are to be stored inside the main processing building, in a corner, to remain out of the way of any operations (must be stored on pavement).

B. Drums containing flammable, poisons, corrosives (bases) must be separated from drums with corrosives and oxidizers.

C. Containers must be closed except when being packed.

D. The temporary storage area of hazardous waste is to be fenced and secured and constructed with secondary containment.

E. Signs in English and Spanish posted around storage area(s) reading:

DANGER: HAZARDOUS WASTE STORAGE AREA.
ALL UNAUTHORIZED PERSONS KEEP OUT.
KEEP LOCKED WHEN NOT IN USE.

VIII. Disposal Procedures

A. Each lab pack must be inspected by a site supervisor experienced in waste identification and categorization before it is sealed.

B. Each sealed drum must be labeled as to hazard class (according to CFR 40 and 49).

C. Hazardous waste cannot accumulate for more than 90 days; otherwise, we must secure a permit.

D. Obtain an EPA ID# from the DTSC.

E. Manifest must be prepared if wastes are to be transported.

1. Prepare five copies:
   * CWS-DTLA MRF and Transfer Station keeps two.
   * One copy to transporter.
   * Legible copy to Department of Public Health and Bureau of Sanitation within 30 days of each shipment.
2. Within 35 days of shipment, CWS-DTLA MRF and Transfer Station must receive copies of manifest signed by the operator of the disposal facility. If not, CWS-DTLA MRF and Transfer Station must contact the facility (if not received within 45 days, an exception report of the pertinent manifest and cover letter describing efforts made to locate shipment, must be submitted to the Department of Public Health).
3. CWS-DTLA MRF and Transfer Station is to keep copies of manifests for three years.
4. Transporter - Only permitted haulers can transport hazardous wastes.

Attachment A

CWS-DTLA MRF and Transfer Station

LOAD INSPECTION RECORD

Date and time:

Load checker name:

Collection Company:

Truck number:

Driver name:

Results of load check:

Description of hazardous material found (quantity, type, container, etc.):

_____
_____
_____
_____
_____
_____
_____
_____
_____

Disposition of material: (i.e. stored in the HWSA):

_____
_____
_____
_____
_____

Attachment B

CWS-DTLA MRF and Transfer Station

SPECIAL/UNUSUAL OCCURRENCES REPORT FORM

Date_____

Name of employee completing report form

_____

Name of employee who discovered incident

_____

Type of Incident

___ Chemical spill
___ Personal injury
___ Fire
___ Earthquake
___ Unknown hazardous waste
___ Other_____

Description of incident_____

_____

_____

- Time_____
- Date_____
- Location_____
- Source_____

Chemicals involved_____

_____

Action taken_____

_____

Extent of injury (if any)_____

_____

Emergency equipment used_____

_____

Response Agencies notified_____

_____

Facility Manager's signature _____Date_____

APPENDIX C

LITTER CONTROL PROGRAM

CWS-DTLA MRF AND TRANSFER STATION
LITTER CONTROL PROGRAM

PURPOSE

To promote a clean environment through a Litter Control Program involves good house-keeping and requires all vehicles to properly cover (or tarp) their loads while traveling to and from the Facility in order to minimize the potential of litter on and around the property.

PROGRAM COMPONENTS

The four components of the Litter Control Program are:

1. TARPING REQUIREMENT
2. CONTAINMENT OF LITTER
3. SITE AND FACILITY CLEAN-UP
4. MONITORING AND RECORDING

Tarping Requirement

All loads entering the facility must be tarped or otherwise covered to control litter or other materials from escaping along any of the identified collection truck routes leading to the site. The following measures are implemented:

- A sign is posted at the entrance at each scale house, which states that all refuse loads (inbound and outbound) must be covered.
- All haulers/customers are initially given a copy of a printed notice stating the requirements of the Litter Control Program.
- Each incident of an uncovered load is logged by date, the customer's name and vehicle license numbers are documented.
- Repeat violators may be refused entry.

Containment Of Litter

Litter can be generated by activities at the facility (receipt and processing of wastes and recyclables) or from vehicles using the facility.

Facility Containment

Litter is controlled primarily by restricting waste unloading and processing operations to inside the processing buildings.

Vehicle Containment

Transfer Vehicles

Each transfer truck has screen coverings to prevent refuse from escaping the trailer while traveling to or from the landfill. After the transfer, vehicles are loaded, they move forward from the loading area. The vehicle driver will then properly place the covers over the load and remove any extraneous refuse from the vehicle, which might blow off while traveling. The driver will again inspect the truck for loose refuse before leaving the landfill.

Collection Vehicles

All vehicles arriving with uncovered loads are logged by date, their company name and vehicle license numbers in the Litter Control Reporting Log. Repeat offenders may be restricted from the facility.

Transport Vehicles

Vehicles removing materials will be visually inspected as they leave the station. Drivers of the vehicles having uncovered loads will be informed that they must cover their load before leaving the station. Violator's will be documented in the Litter Control Reporting Log. Repeat offenders may be restricted from entering the facility.

Site and Facility Clean Up

Dry sweeping and mechanical sweeping are used to clean and remove litter from the operating area and the surrounding area as well. The operating area and the remaining areas in the facility will be cleaned near the end of the operating day (approximately 5:00 p.m. - 6:00 p.m. Monday-Saturday). Entrances and exits are cleaned as needed to remove litter that could blow offsite.

Refuse deposited on the tipping floor is removed on a first in first out basis.

Roll-off boxes used for storage of recyclable materials, which may become contaminated by organic material, oil, or other liquids, will be thoroughly cleaned before re-use.

Monitoring and Recording

Scale house employees are trained in monitoring vehicles to ensure the loads are properly covered. Any loaded transfer or commercial vehicle entering or exiting the facility without proper covering will be asked to cover their load and the company name and vehicle numbers will be documented in the Litter Control Reporting Log. Repeat offenders may be restricted from entering the facility.

All records are stored in the administrative office and available for inspection by an authorized inspector upon request.

CWS-DTLA MRF AND TRANSFER STATION

LITTER CONTROL REPORTING LOG

DATE & TIME	COMPANY NAME	VEHICLE LICENSE NO.	COMMENTS

APPENDIX D

RESUMES

Eric Casper, President

Mr. Casper founded a construction and demolition materials (C&D) hauling company in 1997, Construction Waste Services of Aspen, Colorado. He and his partners successfully operated it as the fastest growing C&D hauling company in Colorado's Western Slope until 1999 when it was sold to Allied Waste/BFI, the nation's second largest solid waste company by revenue. Mr. Casper also successfully permitted, designed, constructed and operated the State of Colorado's first C&D processing facility.

Mr. Casper, having signed a non-compete agreement in the State of Colorado, founded California Waste Services ("CWS") in Los Angeles, California in 1999. CWS is both a hauler and processor of C&D with a focus on providing the highest level of customer service in the marketplace. CWS has grown quickly and has, in six years, become the third largest C&D roll-off company in the Los Angeles area and contributes significantly to waste diversion goals in the greater Los Angeles area through its C&D processing operations.

Eric Casper's leadership and management skills have been developed over the last 15 years having built numerous businesses as a successful entrepreneur in a range of industries including; hospitality and contracting and construction management.

APPENDIX E

ALTERNATIVE ODOR MANAGEMENT PLAN

CWS-DTLA MRF AND TRANSFER STATION

ALTERNATIVE ODOR MANAGEMENT PLAN

July 2020

Introduction

This Alternative Odor Management Plan (AOMP) has been prepared in accordance with South Coast Air Quality Management District (SCAQMD) Rule 410. This plan will be posted in both the scalehouse and the office so as to be clearly visible to operations and inspection personnel. It will be made available to the SCAQMD Executive Officer upon request.

Site Name:	CWS-DTLA Material Recovery Facility (MRF) and Transfer Station
SWIS#:	19-AR-1228
Location:	3720 Noakes Street, Los Angeles, CA, 90023
Permit:	Large Volume Solid Waste Facility Permit
Operation:	Construction Demolition Inert debris (CDI) and mixed Municipal Solid Waste (MSW), received, transfer/processed, temporarily stored, and then delivered to other permitted processing or disposal facilities. Maximum 500 tons per day (TPD) 1-acre active operating area

Community Coordinator:	Giovanni Lopez
***Phone number*:**	(310) 538-5998 x 105 Cell (310) 292-5403
***Mailing address*:**	3720 Noakes Street Los Angeles, CA 90023

CWS-DTLA MRF and Transfer Station (CWS-DTLA) functions as a large volume CDI/MSW transfer station and processing facility. The facility is located at 2720 Noakes Street in the City of Los Angeles, and is situated in an industrial zone, surrounded by compatible land use.

CWS-DTLA is permitted to receive approximately 500 tons per day (TPD) of material. CDI material will be floor sorted, screened and processed over a sort line. MSW, which is limited to a maximum of 100 TPD will be temporarily stored in a bunker and transferred

within 24 to 48 hours on a first in first out basis. Material will be received, hand sorted, temporarily stored, loaded into transfer trucks and then delivered to other processing facilities or permitted landfills.

The facility will be permitted to operate 24 hours/day, 7 days/week.

CONTENT ELEMENTS

1. Housekeeping Activities

a. *Tipping Floors*
Materials received at the facility are tipped in one of two bunkers depending on the type of material. One bunker is for one is for receiving MSW and the second is for C&D.

Litter is removed from in and around this area daily by a mechanical sweeper, and/or by hand with brooms. The equipment is also cleaned at the end of each day by wiping down to remove dirt and dust. Detergents are not used.

b. *Transfer Tunnel*
There is no transfer tunnel.

c. *Other Areas*
Litter crews police the site daily, including the access and egress points to collect litter and debris, and a mechanical street sweeper cleans all paved areas, driveways, and the frontage sections of Noakes Street each day.

All housekeeping activities are documented in a daily record.

2. Community Response Procedures

a. *Contact Sign*
On the facility gate, within 50 feet of the main entrance, there is a sign with contact information for the facility, SCAQMD, and the local enforcement agency (LEA). The sign is at least 48 inches wide by 48 inches tall and the lettering is at least 4 inches tall. The text contrasts with the sign background for proper legibility. The lower edge of the sign is located between six and eight feet above grade. See **Attachment A** for a drawing of the sign.

b. *Community Coordinator*
At CWS-DTLA the community coordinator is Giovanni Lopez, (310) 538-5998 x 105 or cell (310) 292-5403.

c. *Complaint Response Protocol*
California Waste Services staff will follow the complaint response protocol when an odor complaint is received by the facility or when notified by the SCAQMD or the LEA that an odor complaint has been received for the facility. If an odor complaint is received, California Waste Servicesstaff will go to the location of the odor complaint to verify the presence and intensity of the odors. If the odor can be detected at the complainant's home or business, CWS-DTLA staff will trace the odor by conducting odor checks around the general vicinity. If the odor was determined to be generated offsite, CWS-DTLA staff will contact the complainant notifying them of the source of the odors. If, however, CWS-DTLA staff determines that the odor is generated by the facility, they will immediately identify the source of the odor and mitigate.

All odor complaints will be logged in a separate complaint or odor complaint log, and the LEA will be notified within 24 hours. Odor complaints will be logged on a pre-printed form that has entry areas for the appropriate information. All complaints will be logged as to the time, date, location, ambient air temperature, cloud cover, wind direction and speed, and nature of complaint. See **Attachment B** for a sample of the Odor Complaint Form.

If the facility receives more than three different complaints within a one-month period or two complaints from the same individual within a one-month period, staff will meet with the LEA and the complainant (if possible) within a reasonable time to discuss the source of the odor and discuss operational changes that would minimize odors in the future.

The presence of odor is also monitored at the site's east, west, north, and south boundaries prior to commencing and closing daily operations. The level of offensiveness from on-site odors at the property boundary is based on a scale of 1 to 6 as follows:

1. No Odor
2. Very Faint
3. Faint
4. Distinct
5. Strong
6. Very Strong

Should an odor problem occur at a level 3 or above, the following steps will be taken:

- Identify the source of the odor
- Determine possible cause(s) and select remedial action
- In the event the odors cannot be controlled by any of the remedies, the odorous material will be trucked to the landfill.

Should odors increase or a complaint be verified, the plan will be re-evaluated and more provisions will be considered to monitor or minimize odors.

d. *Complaint Log*
The facility keeps a written log of all complaints. The log is available for review at the site office located at 3720 Noakes Street, Los Angeles, CA 90023.

e. *Odor Survey Procedures*
If an odor complaint is received by the facility, or when the LEA is notified that an odor complaint has been received for the facility, a facility representative conducts an odor survey of the surrounding community as soon as practical but does not exceed two hours after receiving the complaint, or notification. The survey is conducted in a complete radius at no less than four locations around the facility and extends outward as far as odors are detected. The facility's Odor Complaint Form (see **Attachment B**) is used to document the survey.

CONTROL STRATEGIES

Design Considerations for Minimizing Odors

In order to minimize the development of conditions that could lead to odor problems, the material handling areas of the site were designed based on the nature and quantity of materials to be received and stored, climatological factors, adjacent land use, grading, and drainage controls.

<u>Facility Design</u>
Inside the designated transfer and processing area there are three tipping areas and storage bunkers.

Waste storage is minimized by implementing a "first-in, first-out" policy. In accordance with State law, no waste is stored onsite longer than 48 hours. The facility does not anticipate waste storage for this extended amount of time. Generally, waste will be transferred from the facility within 24 hours.

Material on the tipping floor will either be transferred from the site or stored in roll-offs by 8:00 p.m. each day, unless an emergency occurs. In any case, waste will not be stored onsite longer than 48 hours.

Meteorological Conditions

The facility is located in a benign area concerning meteorological events. The location experiences very little rain and prevailing winds blow in from the southwest. This is directly away from the sensitive residential receptors. See **Attachment C** for the wind rose from the Los Angeles International Airport.

In addition, the temperature of the location is mild throughout the year. During Santa Ana wind episodes, the winds shift out of the east and can blow at high velocities (above 25 mph). Facility operations are not significantly affected by the wind as all activity is conducted in a fully-enclosed building.

Odor Sources

The potential source of odor at the CWS-DTLA MRF and Transfer Station would be the tipping floors and storage areas.

The tipping floors and storage bunker areas for MSW and unprocessed CDI are located inside a building which contains any odors and shields material from wind thereby minimizing odor travel.

To further minimize dust and provide odor suppression, an overhead misting system is located over the tipping and load out areas.

An overhead misting system moistens loads when tipped, during processing and during loadout to reduce the amount of dust generated onsite. Any odor issues can be addressed by adding an odor neutralizer into the misting system.

Protocol for Handling Odiferous Loads

All incoming loads are checked for obsessive odor. Such loads are rejected at the scalehouse. Should odiferous material be found in the tipping areas, it will be immediately sprayed with a handheld deodorizer and loaded out in the next transfer truck leaving the site.

Covering Trucks and Trailers

All roll-offs are fully tarped prior to exiting the facility. In addition, if they are filled after the landfill closes they are covered at night with tarps, to minimize odor.

SUPPLEMENTARY CONTENT ELEMENTS

Buffer Zone

The CWS-DTLA site is located in a M3-1 (heavy industrial) zone and is surrounded by compatible industrial land uses. Surrounding properties consist of a mix of heavy industrial and warehouse uses. A mill, garment manufacturing facility, and a warehouse are located to north of the site across Noakes Street, a Union Pacific Railway freight yard is located to the south within the City of Vernon, a printing facility occupies the property to the east, and a wholesale distribution warehouse is located to the west.

The facility is located more than 1,000 feet from property zoned for residential and mixed land uses.

ENFORCEABILITY

"I am voluntarily submitting this Alternative Odor Management Plan to the Local Enforcement Agency in lieu of submitting an Odor Management Plan to the South Coast Quality Management District as required by the South Coast Air Quality Management District Rule 410. I agree to abide by the provision of the Alternative Odor Management Plan and understand that the Alternative Odor Management Plan is subject to enforcement by the Local Enforcement Agency. I understand that I must comply with any or all applicable state statutes and federal and local rules and regulation, including those provisions relating to public nuisance."

ERIC CASPER		06/07/23
Name (print)	Signature	Date

Attachment A

For questions and complaints call:

Ricardo Padilla
FACILITY MANAGER
(310) 538-5998 x 104
Cell: (323) 283-2648

LOCAL ENFORCEMENT AGENCY
(213) 252-3939

AIR QUALITY MANAGEMENT DISTRICT
24 HOUR LINE
(909) 396-2000

Attachment B

ODOR COMPLAINT FORM

A - Name

_____ _____
Name Telephone Number

_____ _____
Address E-mail Address

_____ _____
Signature Date

B - General Where were you when you smelled the odor?

_____
Location

_____ am/pm _____ hours _____ minutes
Time Duration

C - Intensity Rating
Check the appropriate boxes

Intensity Scale Choose one

1	2	3	4	5	6
☐	☐	☐	☐	☐	☐
No Odor	Very Faint	Faint	Distinct	Strong	Very Strong

D - Odor Description
Check the appropriate boxes

☐ Ammonia ☐ Woody ☐ Fishy ☐ Rotten Egg

☐ Decaying Grass ☐ Turpentine ☐ Chemical/solvent ☐ Manure

☐ Earthy/Moldy/Musty ☐ Sewer/Sewage-like ☐ Burnt/ Smoky ☐ Other _____

E - Weather Conditions
Check the appropriate boxes

☐ Sunny ☐ Calm ☐ Strong Wind (15 + mph)

☐ Overcast ☐ Humid ☐ Light Breeze (1-5 mph)*

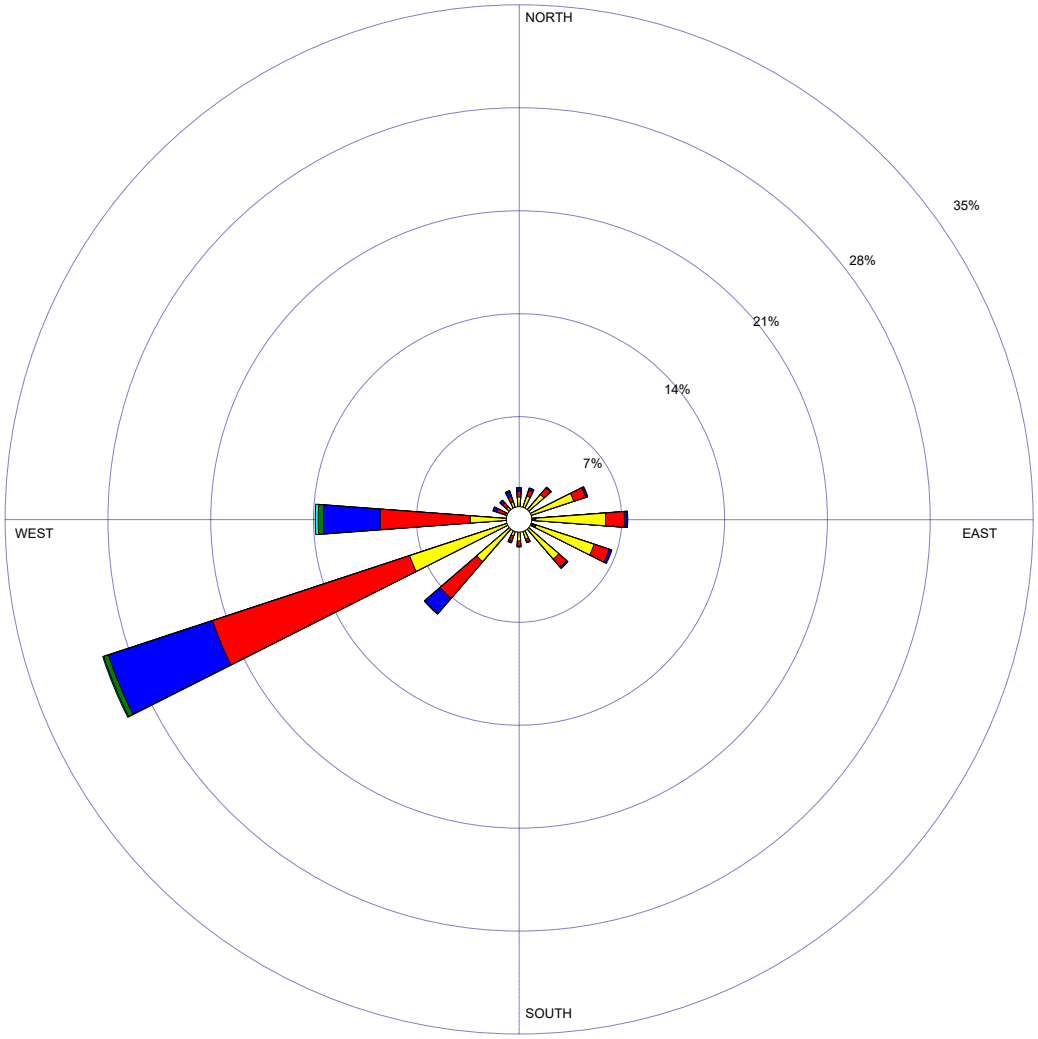
☐ Temperature _____ ☐ Moderate Wind (5-15 mph)* ☐ Wind Direction _____

*If you checked this box, please provide wind direction in check boxes below:

F - Compliant taken by: _____
Name

WIND ROSE PLOT

Station #23174 - LOS ANGELES/INT'L ARPT, CA 1985-1989



Wind Speed (m/s)

- > 11.06
- 8.49 - 11.06
- 5.40 - 8.49
- 3.34 - 5.40
- 1.80 - 3.34
- 0.51 - 1.80

MODELER	DATE **5/28/2003**	COMPANY NAME
DISPLAY **Wind Speed**	UNIT **m/s**	COMMENTS
AVG. WIND SPEED **3.75 m/s**	CALM WINDS **6.11%**	
ORIENTATION **Direction (blowing from)**	PLOT YEAR-DATE-TIME **1985** **Jan 1 - Dec 31** **Midnight - 11 PM**	PROJECT/PLOT NO. **1985-1989**

WRPLOT View 3.5 by Lakes Environmental Software - www.lakes-environmental.com

APPENDIX F

SAFETY COMPLIANCE REPORT

SAFETY INSPECTION REPORT

The purpose of this report is to help you identify and correct unsafe work practices (acts) and conditions before an accident occurs. Begin each inspection by making safety observations. Then, conduct a thorough inspection utilizing the checklist. Be sure to follow up on all items that need action.

Use the space below for general safety observations. Look for unsafe behaviors and note them here. Remember, more than 80% of all accidents are caused by personnel who practice unsafe acts. When unsafe acts are observed, the situation should be corrected immediately.

	Administrative:	O.K.	Action Needed	Comments/Abatement/Date
A.	OSHA Poster conspicuously displayed.	☐	☐	
B.	OSHA recordkeeping requirements met.	☐	☐	
C.	Workers trained prior to new or unfamiliar tasks.	☐	☐	
	Material Handling:			
A.	Employees trained in proper lifting methods.	☐	☐	
B.	Equipment provided for heavy or awkward loads.	☐	☐	
C.	Materials stored to prevent over-reaching.	☐	☐	
	Housekeeping:			
A.	Walkways clear of obstructions.	☐	☐	
B.	Employees clean up as they go.	☐	☐	
	Floors:			
A.	Walking and working surfaces kept clear.	☐	☐	
B.	Spilled materials cleaned up immediately.	☐	☐	
C.	Holes in floor repaired or covered.	☐	☐	
	Machinery and Equipment:			
A.	Moving parts guarded.	☐	☐	

B.	**Kept in safe operating condition.**	☐	☐	_____
C.	**Operated and inspected per mfg. instructions.**	☐	☐	

_____

	Hand Tools:	**O.K.**	**Action Needed**	**Comments**
A.	**Always inspected before using.**	☐	☐	_____
B.	**Only used for intended purpose.**	☐	☐	_____
C.	**Damaged tools repaired or replaced promptly.**	☐	☐	

_____

	Stairs:			
A.	**Lighting adequate.**	☐	☐	

_____

B.	**Non-slip surface.**	☐	☐	_____
C.	**Handrails secure.**	☐	☐	

_____

	Ladders:			
A.	**Proper type for intended use.**	☐	☐	_____
B.	**Maintained in good condition.**	☐	☐	_____
C.	**Proper ladders used instead of chairs, boxes, etc.**	☐	☐	_____

	First Aid:			
A.	**Fully stocked First Aid kit.**	☐	☐	_____
B.	**Emergency telephone numbers posted.**	☐	☐	_____
C.	**At least one person trained in First Aid.**	☐	☐	_____

	Emergency Action Plan:			
A.	**Written; covers fire and other emergencies.**	☐	☐	_____
B.	**Communicated to all employees.**	☐	☐	_____
C.	**Employees designated and trained to implement plan.**	☐	☐	_____

	Fire Protection:			
A.	**Firefighting equipment is serviced and accessible.**	☐	☐	_____
B.	**Employees instructed in use of firefighting equip.**	☐	☐	_____
C.	**Employees instructed in fire protection procedures.**	☐	☐	_____

	Egress:			
A.	**Exits clearly marked.**	☐	☐	_____
B.	**Exits accessible.**	☐	☐	_____
C.	**Exit doors unlocked.**	☐	☐	_____

	Electrical:			
A.	**All equipment either grounded or double insulated.**	☐	☐	_____
B.	**Extension cords in good repair.**	☐	☐	_____
C.	**At least 36” clearance around control panels.**	☐	☐	_____

	Personal Protective Equipment:			
A.	**Proper equipment in use where needed.**	☐	☐	_____
B.	**Properly maintained and stored.**	☐	☐	_____
C.	**Employees trained in proper usage.**	☐	☐	_____

	Health Hazards:			
A.	**Hazard communication program in place.**	☐	☐	_____

B. Hazardous materials stored and used properly. ☐ ☐

C. Warning and identification sign clearly posted. ☐ ☐

Use this space to list additional items specific to your operation. Use an additional sheet to continue your list if you run out of space.

	O.K.	Action Needed	Comments
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	
	☐	☐	

Conducted by: _____

Date: _____

Reviewed by: _____

Date: _____

APPENDIX G

INJURY AND ILLNESS PREVENTION PROGRAM

July 2020

CWS-DTLA

MANAGEMENT POLICY STATEMENT

To All Employees:

As President, I accept responsibility for overall safety and health in our operations. Victor Luna and Angie Acosta will be responsible to me and have the authority to implement and maintain our safety program.

All management is responsible for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to insure safe conditions.

Supervisors are responsible for insuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program and for continuously practicing safety while performing their duties.

COMPANY POLICY FOR INJURIES

The State of California, under the Labor Code, has enacted specific rules that cover the care and treatment of employees who have been injured on the job. There was great concern about how work injuries would be treated, so the state made all work-related injuries NO FAULT in nature. What this means is that if you are injured on the job:

- Your medical bills will be paid;
- You will receive Temporary Pay if you are unable to work; and
- You will receive payments as set by the state for any Permanent Disability you may suffer as a result of that injury. You will be retrained in another occupation if you cannot return to your regular employment.

On January l, 1990, the state enacted new rules designed to further protect you. These rules state that if you are injured on the job, your employer must provide you with a claim form that lets the employer know that there has been an injury and explains to you just what benefits are potentially available to you.

In order that we at CWS-DTLA do the very best job to ensure that you receive all benefits due to you in the event you are injured on the job. We have developed the following set of rules that cover all instances where there has been an actual, or even

possible, injury. And since the law is very specific, you must even report minor or First Aid injuries.

What must be done in case of an injury?

I)All injuries, no matter how small, must be REPORTED IMMEDIATELY, Labor code 5400 says "No claim to recover compensation... shall be maintained unless...there is served upon the employer notice in writing, signed by the person injured.

Normally, you have several days to report an injury. However, because we are so concerned about your safety and wellbeing, we have decided to set our policy so that EVERY INJURY MUST BE REPORTED IMMEDIATELY,

With this policy, we are assured that you will receive both proper treatment and all of the information required regarding your rights.

PLEASE NOTE: YOUR FAILURE TO FOLLOW THIS POLICY WILL BE CONSIDERED A VIOLATION OF COMPANY RULES AND YOU WILL BE SUBJECT TO DISCIPLINARY ACTION.

This policy IS NOT INTENDED TO SCARE YOU, but rather to let you know that we are concerned about you and want to make sure that all injuries are reported and treated in a timely manner.

When you report the injury, you will be given a copy of the state claim form called the DWC 1. It lets us know what happened and when it occurred. It also gives you information about the benefits that are available to you should the injury prove to be serious.

To ensure that all benefits are provided to you in a timely manner, this form MUST be filled out and returned to us immediately, and in no event later than three (3) working days after the form has been given to you.

Again, as in the case of reporting the injury, your wellbeing is of utmost importance to us. By your returning the form to us, we can ensure that any benefits such as medical or disability payments can begin.

PLEASE NOTE: As with reporting injuries, failure to return the DWC-I form is also a violation of our policy and will subject you to possible disciplinary action.

Above all, please remember that safety is EVERYONES JOB. However, we all know that no matter how careful we are, there will still be occasional injuries. We therefore need to know about every injury, no matter how small, so that it will be treated properly and you will receive any benefits you are legally entitled to.

Your services are of value to us and we want you to be assured that all that can be done for you will be done in case you are injured on the job. However, we cannot do our job well if you don't do yours, so please remember.

- IMMEDIATELY REPORT ALL INJURIES, NO MATTER HOW SMALL, TO YOUR SUPERVISOR OR PERSONNEL.

- RETURN THE DWC-I CLAIM FORM TO YOUR SUPERVISOR OR PERSONNEL AS SOON AS POSSIBLE, BUT IN NO EVENT, NO LATER THAN THREE (3) WORKING DAYS AFTER YOU HAVE BEEN GIVEN THE FORM.

Please be sure to contact your Supervisor or Personnel Department if you have any questions regarding this company policy.

Local Clinic: Alameda Industrial Clinic

Address: 1907 East Washington Blvd.
Los Angeles Ca. 90021

Telephone: (213) 747-7667

Hospital: White Memorial Hospital

Address: 1720 East Cesar Chavez Blvd.
Los Angeles Ca 90033

Telephone: (323)268-5000

Signature

_____

Date

_____

California Waste Services

IDENTIFICATION OF PLAN ADMINISTRATORS

The following person(s) responsible for implementing the accident prevention plan for CWS-DTLA.

NAME	TITLE
Gustavo Perez	Safety Coordinator
Ricardo Padilla	Floor Supervisor

RESPONSIBILITIES

MANAGERS:

In effectively executing their safety responsibilities, managers will:

1. Familiarize themselves with the safety program and insure its effective implementation;

2. Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace;

3. Give maximum support to all programs and committees whose function is to promote safety and health;

4. Actively participate in safety committees, as required; and

5. Review serious accidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.

SUPERVISORS:

Our supervisors are the foundation of the safety program. Their responsibilities are to:

1) Familiarize themselves with company safety policies, programs and procedures; 2) Provide complete safety training employees prior to the assignment of duties; to employees prior to the assignment of duties; 3) Consistently and fairly enforce all company safety rules 4) Investigate injuries to determine cause, then act to prevent repetition; 5)See that all injuries, no matter how minor, are treated immediately and referred to the personnel office to insure prompt reporting to the insurance carrier; and, 6)

Inspect work areas often to detect unsafe conditions and work practices. Utilize required company self-inspection checklists to achieve this.

EMPLOYEES:

Employee responsibilities for safety include the following:

1)Adhere to all safety rules and regulations;

2) Wear appropriate safety equipment as required;

3)Maintain equipment in good condition, with all safety guards in place when in operation;

4)Report all injuries, no matter how minor, immediately to a supervisor,

5)Encourage co-workers to work safely; and

6) Report unsafe acts and conditions to the supervisor.

Signature_____

Date_____

SAFETY RULES

For the protection and safety of all employees, CWS-DTLA has established the following rules designed to prevent accidents and injuries.

Compliance with these rules is mandatory. Documentation will be provided when the rules are distributed to new employees;

l) Proper footwear and clothing will be worn at all times.

2) Do not wear loose clothing or jewelry. Keep long hair in a down position when there is a danger of catching such articles in moving machinery.

3) Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.

4) Eye protection is required when performing any task that could produce flying particles.

5) Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.

6) Do not operate any machine with which you are not familiar with.

7) Machines must never be cleaned, adjusted or repaired until after the machine is turned off, the circuit is broken at the power source (including lockout) and a warning tag is placed at the controls. Each person involved in maintenance must have his/her own personal padlock to insure total lack of power until all work has been completed.

8) Any defects in materials, machinery, tools and equipment must be reported immediately to a supervisor.

9) Do not leave tools, materials or other objects on the floor that might cause others to trip and fall.

10) Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.

11) Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If any object is too heavy to move without strain ASK FOR HELP.

12) Observe the correct position for lifting. Stand with your feet slightly apart; assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.

13) Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be shocked or surprised. If conversation is necessary, first make sure the machine is turned off.

14) Do not allow oil, wax, water or any other material to remain on the floor where you or others may slip. Report any spills to your supervisor.

15) When handling hazardous materials, insure that you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, insure that they are labeled as to their contents and hazards.

16) Use appropriate gloves when handling materials with sharp or jagged edges that may result in lacerations.

17) Do not attempt to operate machinery for which you are not trained.

18) Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times. WALK, DO NOT RUN!

19) The use of hot production equipment or materials for the purpose of cooking or heating food is strictly prohibited.

20) All work-related injuries and accidents, no matter how minor, must be reported immediately to your supervisor.

It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

Signature_____

GUIDE" SAFE PRACTICES AND OPERATIONS CODE"

ATTENTION CONTRACTORS THE CAL/OSHA CONSTRUCTION SAFETY ORDERS REQUIRE THE POSTING OF A "SAFE PRACTICES AND OPERATIONS CODE" AT ALL JOB SITES. THE FOLLOWING CAN BE USED AS A GUIDE.

GENERAL:

1) Hazardous machinery, equipment or conditions and unsafe practices or acts shall be reported to your foreman at once;

2) The use of, or possession, of intoxicating beverages is prohibited on the job. Reporting to work intoxicated warrants immediate dismissal;

3) Caution other employees exposed to hazards created by your work activities;

4) All injuries shall be reported promptly to an authorized representative so that arrangements can be made for medical or first aid treatment;

5) Authorization for medical services must be given by a foreman for "On the Job" injuries before obtaining medical attention or seeing a doctor;

6) Do not engage in horseplay on the job;

7) Warning signs, barricades, guardrails, etc., shall be kept in place;

8) Place guards around or over all roof openings, floor openings, excavations, open manholes, elevator shafts or any other opening where there is a hazard of falling, etc.;

9) Machinery and equipment shall be operated or repaired by qualified personnel only;

10) Keep out of hazardous areas when not a member of the work crew involved;

11) Always use the proper lifting technique to prevent back strain and injury; and

12) Do not enter manholes, underground vaults, chambers, tanks, silos, etc., until it has been determined that there is a sufficient amount of air and that it contains no flammable or toxic gases or vapors.

PERSONAL PROTECTIVE EQUIPMENT:

l) Hard hats shall be worn where there is a hazard from falling or flying materials.

2) Wear proper footwear with substantial soles.

3) Wear appropriate dark goggles or welding helmet when working on or near arc, acetylene welding or burning.

4) Wear safety glasses or a face shield in areas where flying particles are encountered or hot material can splash.

5) Protection for the hands and other parts of the body is required when exposed to cuts, burns or harmful substances.

6) Use safety belts and lifelines when working at heights or where unprotected by guardrails or safety nets.

7) Flag men, truck spotters, grade checkers, etc. shall wear orange shirts or vests and use proper warning signs, and flags.

LADDERS AND SCAFFOLDS:

l) Defective ladders shall not be used.

2) When using ladders other than stepladders, set feet securely and tie off at the top.

3) Face the ladder going up or down and keep hands free of tools or materials.

4) Before using a scaffold, check proper blocking, bracing ties, guardrails and planking. If defective, do not use until corrected.

5) Scaffold platforms shall be kept clear of unnecessary tools or material. Do not overload.

6) Scaffolds or platforms 7 .1/2 feet or more above ground shall be equipped with guardrails and toe boards.

7) Before working on scaffolds, check braces, guys, wheel retainers, wheel locks and outriggers.

MACHINERY AND EQUIPMENT:

1) Oiling or repairing of machinery or equipment while in motion is prohibited unless special provision to do so safely has been provided.

2) Before any equipment is set in motion, operator must first check and be certain that no one will be injured by the operator's action.

3) No employee shall be allowed to operate power-driven equipment until he has proven that he understands the safe practices of operation.

4) Operators of power-drive equipment shall make a careful inspection of the equipment at the start and end of each shift. Any changes or defects must be reported to both his relief and foreman.

5) Before leaving motorized equipment, ground the blade, bucket, scoop, pans, etc., and secure brakes.

6) Motorized equipment should be handled with caution in dangerous areas such as edges of deep fills, cut banks and steep slopes.

7) When making repairs on equipment where blocking is required, be sure blocking is secure.

8) Keep proper clearance from all high voltage lines.

9) Never swing suspended loads over workmen.

10) Getting on or off equipment while it is in motion is prohibited.

11) Riding equipment is prohibited unless the equipment is provided with adequate riding facilities.

HAND TOOLS:

1) Defective tools shall not be used. Keep all tools in good state of repair.

2) Do not carry sharp hand tools in clothing. Use proper carrying cases or tool kits.

3) Use hand tools only for the purpose for which they are intended.

4) Power actuated tools shall only be used by qualified operators.

ELECTRICAL:

1) Check all portable electric tools for ground and condition of cords. Do not use if defective. Report defective equipment to your supervisor.

2) Heed high voltage warning signs and keep proper distance

3) Do not lift or lower portable electric tools by means of the power cord. Use a rope.

4) Do not leave the cords of portable electrical tools where equipment will run over them.

5) When necessary to suspend portable power tools, hang them from some stable object by means of a rope or similar support of adequate strength.

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FIRST AID:

1) Obtain immediate first-aid for all injuries, no matter how small, and report immediately to your supervisor.

2) Know location of first-aid kits and emergency equipment.

3) Do not move a seriously injured person unless the person is exposed to further injury from fire, falling objects or other hazards. Never remove foreign bodies from the eyes.

4) Use first-aid materials for emergency only.

FIRE HAZARDS:

1) When welding or cutting, be sure that hot sparks or slag does not come in contact with combustibles.

2) Use only closed metal containers labeled FLAMMABLE for storage of flammable liquids.

3) Keep oily rags and waste material in proper containers.

4) Use fire protection equipment only for firefighting.

5) Know location of fire extinguishers and other firefighting equipment.

6) Report all fire hazards to your foreman immediately.

7) Gasoline shall not be used purposes.

8) Do not use flammable fuels for staffing or for "warm up" fires.

HOUSEKEEPING

1) Maintain good housekeeping in your area.

2) Do not leave scrap on ramps, runways, stairways or designated paths of travel.

3) Keep hoses, cables and ropes coiled, tied and in the clear.

SAFETY TRAINING

The goal of our safety-training program is to develop safe work habits and attitudes. It is critical that new workers understand work rules and procedures prior to being assigned a job. Supervisors are responsible for providing safety training to their department employees utilizing the job instruction training (PT) method described below.

HOW TO GET READY TO INSTRUCT

Have a Timetable- How much skill you expect them to have by a certain date.

Break Down the Job- List important steps pick out the key points (Safety is always a key point).

Have Everything Ready- Correct equipment, materials and supplies.

Have the Workplace Properly Arranged just as the worker will be expected to keep it.

Remember- when teaching adults, the following points are important:

1. Adults learn best in a warm, friendly atmosphere.
2. Adults don't like to waste time; and
3. Adults respond quickly to praise and attention.

JOB INSTRUCTION TRAINING (JIT) HOW TO INSTRUCT

1) Prepare- put the worker at ease. Define the job and find out what is already known about it. 2) Present- Tell, show and illustrate one IMPORTANT STEP at a time. stress each KEY POINT.

Try Out Performance:

- Have the person do the job -correct errors.
- Have the person explain each key point to you as the job is done again.
- Make sure the person understands.
- Continue until YOU know the person knows.

Follow-up:

- Put them on their own.
- Designate to whom to go for help.
- Check frequently.
- Encourage questions.
- Taper off extra coaching and close follow-up. Safety is always a key point.

NEW EMPLOYEE CHECKLIST EMPLOYEE:

DEPARTMENT:

DATE HIRED: SUPERVISOR:

Supervisor: Check off each item as you discuss it with the new employee prior to having that employee start work.

1. Provide company policy statement and safety rules.

2. Explained function of company safety committee

3. Reviewed injury reporting procedures.

4. Issued safety equipment-glasses, ear plugs, respirator, etc., and use and care. explained

5. Reviewed lockout and tag procedures.

6. Reviewed safe lifting procedures.

7. Will forklift training be required? If yes, when?

8. Reviewed housekeeping and clean-up procedures.

9. Located first aid kits and, or company hospital.

10. Reviewed hazard communication program, location of sheets and how to read MSDS.

11. Reviewed evacuation procedures and any specific duties safety date

12. Does the employee understand the above?

I acknowledge that information on the above subjects was furnished to me during my orientation.

EMPLOYEE'S SIGNATURE.

I have instructed the above-named employee in the fundamental of safety practices.

SUPERVISOR'S SIGNATURE.

Sign and return the original copy immediately to the Personnel Office following the employee's date of hire or transfer into your department. Retain a copy in the employee's department file.

INSPECTIONS

Inspection works because it is an essential part of hazard control; it is an important management tool, not a gimmick. We will view inspections as a fact-finding process, not faultfinding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace.

When uncovered, potentially hazardous conditions will be corrected immediately or a report will be filed to initiate corrective action.

Periodic planned inspections will be made by members of the safety committee (or other designated individuals) utilizing the company self-inspection form. The safety committee will review the report and action will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion and actual completion dates will be documented in the minutes of the safety committee. All inspection sheets will be filed and stored on site.

INSPECTION REPORT INSPECTION CONDUCTED BY:

DATE: DEPT: PLANT:

SAFETY PRACTICES

-Are Employees Wearing the Required Safety Equipment? Yes ()) Explain

-Are Employees using Adequate Foot Wear and Clothing?
Yes () No () Explain

-Are Employees Following Safety Rules and Procedures?
Yes () No () Explain

-Are Food or Drinks Present in the Work Area?
Yes () No () Explain

-Other Comments

HOUSEKEEPING (neatness/cleanliness of work area)

-Are Floors Kept Clean?
Yes () No () Explain

-Are Floors Slippery?
Yes ()) Explain

-Is Equipment & Material Neatly and Safely Kept and Stored?
Yes ()) Explain

-Are Working Tables Kept Neatly and Clean?
Yes () No () Explain

-Are Hazardous Materials Being Properly Stored and Labeled?
Yes () No () Explain

-Are There Adequate Trash Cans?
Yes () No () Explain

-Other Comments

FIRE SAFETY

-Are Fire Extinguishers Accessible, Serviced and Tagged? (Dated and Initialed Monthly) Yes () No () Explain

-Are Fire Alarms Available and in Working Order? (Have you tested smoke alarms?) Yes () No () Explain

-Are Exit Doors Accessible and Properly Marked?
Yes () No () Explain

-Are Flammable Materials Properly Stored and Labeled?
Yes or No O Explain

-Is Flammable Waste and Rubbish Being Properly Disposed?
Yes or No O Explain

-Are Overhead Fans Clean?
Yes () No () Explain

-Are Electrical Wiring, Connections, Boxes and Controls in Good Condition? (Covers, Doors, etc.) Yes or No Explain

-Are Fire Doors Free of Obstructions?
Yes () No () Explain

-Other Comments

MACHINERY & EQUIPMENT

-Are Moving Parts of Machines and Equipment Properly Guarded? (Vacuums, key machines, cords, etc.?) Yes () No () Explain

-Are Points of Operation Properly Guarded?
Yes () No () Explain

-Are Safety Controls and Devices Operating Properly? (No manufacturer's guards are to be removed/disabled?) Yes () No () Explain

-Are Cylinders Secured and Properly Stored?
Yes () No () Explain

-Are Fork Lifts in Good Working Order?
Yes () No () Explain

-Other Comments

GENERAL CONDITION

-Is There Adequate Ventilation?
Yes or No O Explain

-Is Dust Control Adequate?
Yes () No () Explain

-Are Hand Tools Properly Maintained and in Good Condition?
Yes 0 No O Explain

-Are Storage Racks in Good Condition and Earthquake Safe?
Yes, No O Explain

-Are Employees Aware of Safety Rules and Procedures?
Yes () No () Explain

-Is the Non-Smoking Policy Being Enforced?
Yes, No O Explain

-Are Bathrooms Clean and in Good Working Order?
Yes or No () Explain

-Are Required Safety Signs Properly Displayed?
Yes () No () Explain

-Is First Aid Cabinet Properly Stocked?
Yes () No () Explain

-Is Emergency Lighting Available and in good Working Order?

Yes () No () Explain_____

-Does the Supervisor Have a Working Flashlight? (Check batteries!)

Yes () No () Explain_____

-Are Aisles Properly Marked and Free of Obstructions?
Yes or No O Explain_____

-Other Comments

_____

General Comments and Recommendations

_____

_____

_____

SAFETY COMMITTEE & SAFETY MEETINGS:

Our company safety committee will be comprised of members of the various departments and management. They will meet on a quarterly basis and review the following:

1)Minutes of the previous meeting;

2) Unfinished business of the previous meeting;

3) Self-inspection reports

4)Discussion of accidents and corrective action taken;

5) Accident trends;

6)New and outstanding recommendations submitted by outside agencies (insurance carrier, fire department, Cal-OSHA, etc.); and

7)New business.

All meetings will be documented. The managers will be responsible for holding property safety meetings on a monthly basis, after the monthly self-inspection. Employee attendance and discussion topics will be documented.

SAFETY COMMITTEE MEETINGS

DATE: _____
COMMITTEE MEMBERS PRESENT:_____
_____

_____

MINUTES TAKEN BY:_____

GUESTS:
_____

1. REVIEW MINUTES OF PREVIOUS MEETING (held on _/
2. UNFINISHED BUSINESS OF THE PRIOR MEETING:

_____

_____

3. ACCIDENTS

REVIEW	CORRECTIVE ACTION
_____/	_____
_____/	_____
_____/	_____
_____/	_____
_____/	_____
_____/	_____

4. ACCIDENT TRENDS

REVIEW	CORRECTIVE ACTION
_____/	_____
_____/	_____
_____/	_____

5. SELF-INSPECTION REPORTS

REVIEW	CORRECTIVE ACTION
_____/	_____
_____/	_____
_____/	_____
_____/	_____
_____/	_____

6. RECOMMENDATIONS SUBMITTED BY OUTSIDE AGENCIES: (Insurance carrier, fire department, Cal-OSHA, act.):

_____

_____

7. NEW BUSINESS

_____

_____

ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of CWS-DTLA to carry out a thorough program of accident investigation. Management personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the General Manager, Manager, and Safety Coordinator.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Federal and State law as well as the Workers' Compensation Insurance Carrier. These reports are critical in establishing the Company's and the Manager's liability under the law.

When an employee is injured at work, the Manager is responsible for taking emergency action to have first aid administered, obtain professional medical attention as soon as possible and protecting other employees and equipment. The Manager must then begin to investigate the circumstances of the accident, the following procedures have been found to be effective when investigating the accident:

A) GO to the scene of the accident at once.

B) TALK with the injured person, if possible. Talk to witnesses. Stress getting the facts and not placing blame or responsibility. Ask open-ended questions.

C) LISTEN for clues in the conversations around you. Unsolicited comments often have merit.

D) ENCOURAGE people to give their ideas for preventing a similar accident.

E) STUDY possible causes of unsafe conditions and unsafe practices. F) CONFER with interested persons about possible solutions.

G) WRITE your accident report giving a complete, accurate account of the accident.

H) FOLLOW UP to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.

I) PUBLICIZE corrective action taken so that all may benefit from the experience; and

In order for the Supervisor's Report to be effective, it should contain, as a minimum, a detailed answer to the following questions:

A) What Was the Employee Doing? Explain in detail the activity of the employee at the time of the accident.

B) What Happened? Indicate in detail what took place. Describe the accident, the type of injury, the part or parts of the body affected and whether the employee was wearing appropriate safety equipment.

C) What Caused the Accident? Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.

D) What Can Be Done to Prevent a Similar Accident? -Indicate corrective action to prevent recurrence.

The Supervisor's Report, along with the Employee Report, must be submitted to the Personnel Office not later than 24 hours after the accident. Each supervisor must maintain an adequate supply of the Supervisors Report and the Employee's Report forms that may be obtained from the Personnel Office.

Signature_____

Date_____

EST. AGE	Married? Yes No	Occupation	Employment Date	Date of Injury/Time AM PM

Exact Location

Describe injury or damage

Was injured or driver acting in regular line of duty? Yes No

Name of Witness

UNSAFE ACT (what happened)

Operating without authority; failure to secure or warn
Operating or working at unsafe speed
Making safety devices inoperative
Using unsafe equip. hands instead of equip, or equip. unsafely
Failure to use safe attire or personal protective equipment
Improper: turn lane usage backing interval interval signal _judgment Other:

Unsafe loading, placing, mixing, combining, etc.
Taking unsafe position or posture
Working on moving or dangerous equipment
Lack of job training or instruction
Lack of job training or instruction

UNSAFE CONDITIONS

___ Improper guarding (unguarded, inadequately guarded, guard removal, etc.)
___ Defective substances or equipment (broken, poor design, slippery, etc.)
___ arrangement (unsafely piled material, poor layout, poor lighting)
___
___ Housekeeping. (No aisle markings, etc.)
Improper dress or apparel (goggles, gloves, shoes, masks, sleeves, etc.)
Defective: brakes motor steering tires wheels or rims Other:

_Improper illumination (none, glaring light, etc.)
Improper ventilation (poor, dusty, gassy, high Hazardous humidity, etc.)
Poor road or visibility condition

STEPS TAKEN TO PREVENT A RECURRENCE:

Instructed employee
Warned employee
Other action

Supplied safeguard
Supplied personal equipment

Eliminated condition
Repaired condition
Guarded machine

Other action

Reported condition to:

_____ _____

SUPERVISOR'S SIGNATURE DATE

Supervisor's Accident

Plant or Job	Name of injured or driver

FIRE EXTINGUISHERS

Fire extinguishers can be an effective method of fighting small fires that may occur.

The type of extinguisher used will depend on the type of fire being fought. The following are the different types of extinguishers available and their uses:

TYPE A	paper products only
TYPE B	flammable liquids
TYPE C	electrical fire
TYPE D	all purpose

Most extinguishers are designed to extinguish only small fires. Large fires should be abandoned and left to the expertise of professional firefighters.

All employees shall be instructed on the proper use of fire extinguishers. In addition to this, the instructions for use are clearly posted on each extinguisher.

FIRE ALARMS

Fire alarms are utilized by employees to warn individuals of the existence of a fire. Fire extinguisher locations can be found in Page of this document. Fire department personnel turn off the fire alarms only.

FIRE DRILLS

The Safety Coordinator shall conduct regular fire drills. These drills are designed to test the fire alarm equipment and inspect the procedures used by the employees in reacting to the fire alarms. All employees must take all fire drills seriously. When a fire drill is conducted, all procedures for an actual fire emergency shall be followed with the exception of the notification of actual emergency personnel from responding agencies. No fire alarms should be utilized during drills that automatically notifies local emergency services agencies of a potential fire,

FIRE EMERGENCY PROCEDURES

Fires can start from a variety of sources and can spread rapidly. Quick and effective action is necessary to prevent the loss of life and reduce the amount of property damage.

Sound the alarm. Special care must be taken during the activating of alarms to anticipate potential panic by our employees and guest.

Once an alarm goes off and there is no verification of fire, two members of the fire team should go to the effected zone to verify the fire.

The General Manager should be contacted after the Fire Department has been called. The General Manager or their designee will decide who should be notified,

The department managers should report IMMEDIATELY to the General Manager for instruction.

Once the fire Department arrives, the captain should be told where the emergency box is located.

The General Manager or their designee will assign certain employees to assist with the evacuation of handicapped employees where necessary.

Interior lights will be left on unless otherwise directed by fire personnel.

Attempts to extinguish fires shall be done exercising good judgment.

Do not attempt to extinguish the fire when:

1) It is obviously beyond the capability of the available equipment.
2) The fire could block your exit from the building.
3) You are unfamiliar with the operation of the fire extinguisher.

Do attempt to extinguish a fire when:

1) The fire department has been called.
2) The fire is small and contained as in a wastebasket, cushion, or mattress.
3) You can fight the fire with your back to a clear exit.
4) You are familiar with how to operate the fire extinguisher.

As soon as possible, employees shall take a "roll call" of those persons assembled at the "regrouping" area to determine if any persons are missing. This information shall be given to the Fire Department or Police Department upon arrival.

In the event the fire involves chemicals, this information shall be stressed to the Fire Department upon initial contact.

If the "regrouping" area is downwind of the chemical fire, an alternate location shall be used which places the evacuees upwind from the fire.

If the fire is threatening the administrative office, the following items should be removed if can be done safely:

Personnel-Put active personnel files and INS 1-9 files in fireproof safe,

Once the fire has been controlled and operations have returned to normal, the General Manager is responsible to ensure an incident form is completed and a copy is sent to the insurance company and the corporate office.

EVACUATIONS

CAUSES OF EVACUATION

A variety of disaster or emergency agents can cause the necessity of evacuation from the premise. Such events include fire, chemical accidents, structural damage, bomb threats, or similar suspicious objects, gas leaks, and flooding.

AUTHORITY TO EVACUATE

The authority to evacuate the facility is vested in the General Manager or their designee.

EVACUATION LOCATIONS

In the event of a fire or other emergency which requires only a temporary evacuation customers and employees will be directed to the regrouping area at 3719 Noakes Street. Customers and employees not involved in the evacuation process will be assembled at this location and accounted for by the supervisor on duty.

EVACUATION EMERGENCY PROCEDURE

In the event that the General Manager, their designee, or fire/police officials decide to conduct an evacuation, the following procedures will be followed:

NOTIFICATION

Notification of evacuating our premises would be accomplished through the use of fire alarms, or verbally. The General Manager and/or their designee will assign certain employee to the task.

The General Manager and/or their designee will immediately notify the fire department that the evacuation is being conducted, Provide the fire department with as much detail as possible,

STAFF PROCEDURES

Perform the same procedures as those listed under "Fire Emergencies".

REGROUPING

All people will leave the building and regroup at a specific designated area across the street at the entrance to 3719 Noakes Street.

ACCOUNTABILITY

The employee(s) designated by the General Manager or their designee will, as soon as possible, conduct a roll call to ensure that all are accounted for. This information will be transmitted to the fire or police department upon arrival.

An incident report must be completed and presented to the General Manager.

DISCIPLINARY PROCEDURES

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

1) Verbal counseling is -the first step that must be documented in the employees personnel file.

2) Written warning -outlining nature of offense and necessary corrective action;

3) Suspension without pay -the third step or separate disciplinary action resulting from a serious violation; and

4) Termination -if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

Supervisors will be subject to disciplinary action for the following reasons:

l) Repeated safety rule violation by their department employees;

2) Failure to provide adequate training prior to job assignment;

3) Failure to report accidents and provide medical attention to employees injured at work.

4) Failure to control unsafe conditions or work practices; and

5) Failure to maintain good housekeeping standards and cleanliness in their departments;

Supervisors who fail to maintain high standards of safety within their departments will be demoted or terminated after three documented warnings have been levied during any calendar year.

Signature _____ Date

HAZARD COMMUNICATION

HAZARD EVALUATION

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce and to then report that information to employers who purchase their product. In most cases, CWS-DTLA will choose to rely on the evaluations performed by our suppliers. If, for some reason, we do not trust the evaluation of the manufacturer, we will arrange for additional testing.

We will consider any chemicals listed in one of the following sources to be hazardous:

- 29 CFR 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA);
- Threshold Limit Values for Chemical
- Substances and Physical Agents in the Work
- Environment, American Conference of
- Governmental Industrial Hygienists; or
- Those hazardous substances prepared pursuant to Labor Code Section 6382.

LABELS AND OTHER FORMS QE WARNING

We will make certain that containers are adequately labeled to identify the hazardous chemicals contained therein, and will show hazard warnings appropriate for employee protection. The warnings will utilize a combination of words, pictures and symbols that will convey the hazards of the chemical(s) in the container. The labels will be legible and prominently displayed.

Exceptions to this rule are as follows:

- We are permitted to post signs which convey the hazard information if there are a number of stationary containers in a given area which have similar contents and hazards;
- Operating procedures, process sheets, batch tickets, blend tickets and similar written materials can be substituted for container labels on stationary process equipment if they contain the same information and are readily available to employees.
- We are not required to label portable containers, as long as the transferred, chemical is for immediate use by the employee who made the transfer.
- We are not required to label pipes or piping systems; and
- Our employee-training program will include instruction on how to read and interpret label information.

MATERIAL SAFETY DATA SHEETS (MSDS)

The management of CWS-DTLA is responsible for obtaining or developing a MSDS for each chemical used in the workplace. Each MSDS will include the specific chemical identity of the chemical involved and the common names.

HAZARD COMMUNICATION

HAZARD EVALUATION

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MATERIAL SAFETY DATA SHEETS (MSDS)

The management of CWS-DTLA is responsible for obtaining or developing a MSDS for each chemical used in the workplace. Each MSDS will include the specific chemical identity of the chemical involved and the common names.

Each data sheet will provide: information on the physical and chemical characteristics of the chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

Each department supervisor will be responsible for maintaining the MSDS's describing chemicals used in the supervisor's department and for keeping them readily available to employees. The program coordinator will maintain a master file for all departments.

Our employee-training program will include how to read and interpret information on a MSDS, and how employees can obtain and use the available hazard information.

EMPLOYEE TRAINING

It is the goal of CWS-DTLA to provide hazard communication training during the first 30 days of employment and whenever a new chemical is introduced to a given work area. Training will be done in a classroom setting and will be conducted by the program Coordinator other properly trained personnel. The training program will consist of:

- How the hazard communication program is implemented, how to read and interpret information on labels and MSDS and how employees can obtain and use the available hazard information.
- The hazards of the chemicals in the work area;
- Measures employees can take to protect themselves from the hazards.
- Specific procedures put into effect by the company to provide protection, such as personal protective equipment; and
- Methods and observations, such as visual appearance or smell, workers can use to detect presence of a hazardous chemical.

A right to know center is located in the main office and in the hallway in the east entrance of the building posted on the wall.

RIGHT-TO-KNOW TRAINING PROGRAM

PERFORM THESE STEPS

1) Introduce the Right-to-Know coordinator and explain the coordinator's role.
2) Review the company's written hazardous communication program and explain how to obtain and use the document.

3) Explain applicable safety and health requirements mandated by OSHA and state standards.

4) Identify locations where hazardous chemicals are stored, handled, dispensed or transported, and the location of each process and operation that uses them.

5) Explain how to recognize potential health hazards and review monitoring used to detect potential health hazards.

6) Explain how to read. MSDS's and related information and/or labels. 7) Explain safety precautions to be taken by the individual worker.

8) Explain in detail the labeling system used by the company.

9) Use audiovisuals to teach basic hazardous communication information to the general plan population.

10) Warn about specific work activities that increase the likelihood of a loss.

Signature_____

Date_____

EMERGENCY ACTION PLAN

Major disasters must be anticipated and procedures must be developed and mastered if the wellbeing of our personnel is to be protected and if we are ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of fire or another emergency.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life but the lives of your fellow workers and other members of the community as well.

GENERAL INFORMATION

Two important telephone calls need to be made if the facility is to be evacuated for any of the following reasons:

1) A fire or disaster within the facility; or

2) An external hazardous condition threatening the facility.

If either of these two situations occurs, call 911 and / or notify these agencies:

1) Fire department.

2) Civil Defense.
3) Gas Company.
4) Electric Company.

The telephone numbers will be posted for these agencies.

Upon order of management or other person(s) in charge to totally evacuate the facility, the following action will be taken:

1) Initiate evacuation center receiving plan. It may be necessary to transport company personnel to a local evacuation center.

2) Handicapped employees must be shown utmost responsibility towards getting them to safety. 3) Materials and supplies to be evacuated including first-aid kits and personnel roster.

SAFETY COMMITTEE RESPONSIBILITIES

The Safety Committee will:

1) Coordinate the emergency Evacuation Plan throughout the facility.

2) Make certain the Program is familiar to all personnel and that all new employees are promptly oriented.

3) Schedule fire classes as necessary.

4) Arrange and execute fire drills within the facility.

5) Maintain a log of fire drills conducted. The log shall include the date and time of each drill, the time required to evacuate the building and the initials of the person making the recording.

6) Report any deficiencies noted during the fire drill.
7) Correct any deficiencies noted during the fire drill.

8) Maintain a file of committee meetings and activities, including committee minutes.

The Safety Committee will be aided by Supervisors who will:

1) Facilitate the Emergency Evacuation Plan.

2) Keep a constant check on all personnel to be sure that they are completely familiar with all phases of the Plan that they are required to know.

3) See that all personnel participate in ALL fire drills, fire classes, and other practice sessions.

4) Be certain that all personnel are familiar with, and make thorough fire prevention inspections when they are assigned to do so.

5) Take the necessary steps required to correct any fire hazards discovered.

It is the duty of every employee to:

1) Be completely familiar with the Emergency Evacuation Plan and the employee's duties and responsibilities in the program.

2) Participate in all fire drills and practice sessions.

3) Attend all fire training classes when assigned.

4) Learn the location of and how to operate all fire alarm systems and all fire extinguishing equipment.

5) Report any fire and/or safety hazard located any place on Company property.

FIRE PROCEDURE

"Keep Calm...Report all fires and smoke."

Personnel have been assigned to:

1) internal fire alarm.

2) Notify office staff.

3) Remove personnel from the building.

4) Close all doors and windows in the fire area, but ONLY if this can be done safely

5) Notify the fire department.

The person reporting the fire to the fire department will provide them with the following information:

1) Company name.
2) Address.
3) What is burning (machines, paper, etc.)?
4) Location of fire (roof, plant office, etc.)
5) Type of fire (electrical, liquid, etc.)

Additional assignments have been made to:

1) Attempt to extinguish the fire with the use of on-premises equipment (extinguishers, hoses, etc.). A minimum of two persons is required to fight a fire. To insure employee safety, this is to be done only during the early stages of a fire.

    Working away from the involved area, personnel will be assigned to:

    1) Clear the aisles, hallways and other areas of personnel and visitors.
    2) Close all doors and windows.
    3) Check driveways to see that they are clear for entry of firefighting equipment. See that gates are unlocked and open;
    4) Wait at the front entrance for arrival of firefighting equipment. Direct the fireman to the fire, if necessary; and
    5) Re-entry onto the property will not be permitted until it is declared safe to do so by someone with executive authority or by the local fire or law enforcement officials.

<u>EARTHQUAKE</u>

In the event of an earthquake the following procedures shall be followed:

1) Assess damage and injuries;

2) Give first aid as needed. Remember, after an earthquake, utilities police and fire agencies may not be readily available. DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL;

3) Notify executive management if any are away from the premises;

4) Call the Fire Department only in the case of fire;

5) The nearest hospital for treatment is:

    White Memorial Hospital

    1720 East Cesar Chavez Blvd.
    Los Angeles Ca 90033

6) Have damaged or potentially damaged utilities shut off at the main controls;

7) Personnel are to be instructed during orientation that they are to take shelter under a sturdy table or equipment during an earthquake and remain there until all shaking has ceased;

8) Evacuate as necessary. Supervisors shall be responsible for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility posts, block walls, etc., which might fall during aftershocks. Supervisors are cautioned to be alert for fallen high-tension lines that may be touching metal objects on the ground;

9) Have all areas of the building inspected for damage before allowing personnel to return to the building(s);

10) Have gas, electrical, water and fuel systems checked for damage before allowing personnel to return to the building(s); and

11) Drinking water should be checked to determine that it is not contaminated. Water contained in toilet tanks can be boiled and used if absolutely necessary for drinking or for treating injuries.

How to Establish an Adequate Safety Program

The variety of State and Federal Legislation now in effect imposes strict responsibility on employers for establishing a safe work environment for their employees. Besides these legal responsibilities, it is well established that a reduction in employee accidents can increase the efficiency and profitability of any business. These facts point up the importance of establishing an adequate safety program backed by, and involving, top management.
Since each company has its own particular problems and procedures, there can be no universal safety program. The following outline, however, lists the fundamentals of an adequate employee program and suggests steps that can be taken to adapt them to a company's individual methods of operation.
In addition, your carrier's Workers' Compensation Loss Control Department is available for help in setting up safety programs, providing information on recent legislation, or offering advice on safety matters for employees.

Outline of a basic safety program:

Step 1.	Management involvement.
Step 2.	Supervision and responsibility for the program.
step 3.	Employee selection and training.
Step 4.	Safety maintenance and premises protection.
Step 5.	General safety standards.
Step 6.	Accident reports and records.
Step 7.	Educational materials and incentives.

1) Management involvement

Management must assume the leadership for a complete safety program, which covers OSHA requirements for employees, as well as premises. Every company should develop a written policy statement outlining policies and safety goals for its employees. This should be sent the scope of, and program. to all employees detailing responsibilities for, the

2) Supervision and responsibility for the safety program

It is important for the efficient operation of the program that one individual be delegated the complete authority to properly administer, regulate, and coordinate the safety program. While this person may be a safety director or department head, it is well to remember that the ultimate responsibility for success or failure rests with top management.
Care should be taken to see that every individual who supervises employees is informed and instructed in duties and responsibilities and held accountable for the enforcement of the program in their area.

3) Employee selection and training

Competent and cooperative employees are, of course, vital-not only to an effective safety program, but to the overall profitability of the business.
Proper training and job orientation are essential in developing qualified personnel. Ideally, this includes:

A) Written company policies, general rules and regulations;

B) Written training manuals with steps required to perform the job properly, the reasons behind the steps, up-to- date technical aspects of the job, and any safety considerations. Manuals of this type establish management's interest and intent to provide proper training;

C) Details of the company's safety program; and
D) Specific procedures to accident or injury.

It must be recognized that training in safety is a continuous process that requires supervision. 4) Safety maintenance and premises protection

A regular periodic inspection of all premises and operations is necessary for continued safe operations and the safety of employees. These inspections should be at least monthly although a more frequent inspection schedule is preferable when there is a high degree of exposure.

One of the surest ways to get employee involvement and cooperation in a safety program is to establish a safety committee that can monitor employee (OSHA) safe working conditions. This procedure is recommended even for manufacturing operations with as few as 15 employees. While such a committee can be limited to supervisors, foremen and department heads, it is preferable to include general employees as well.

The committee should have the authority to review the company's safety policy, training methods and safety equipment, review and investigate accidents, make recommendations for the alleviation of unsafe conditions, premises, practices or equipment. Inspection duties might be assigned to a member(s) of the committee with findings to be reported to the full group.

5) General safety standards

Checklists to assist inspections for various industries are available from your carrier's Workers' Compensation Loss Control Department. The following list of suggestions, based on OSHA, is intended only as a general indication of items covered in a complete safety program.

A) Provide adequate protection and guarding of all machinery and equipment used either by employees or the public including:

l) Point of operation; 2) All moving parts;
3) All driving mechanisms;
4) Proper grounding of all electrical equipment;
5) Proper grounding of all areas subject to static electricity exposures.

B) Provide adequate premises protection including:

1) Installation of proper guard rails, handrails or other protection for hazardous areas where required
2) Institution of proper housekeeping procedures by having regular and frequent cleanup schedules of all areas, including kitchen and food preparation and the maintaining of cleaning and sanitation schedules and records;
3) Maintaining a regular inspection procedure for all fixtures and equipment of either a manual or a power type used by employees or by the general public; and
4) Institution of a regular maintenance program for all floors, walks, stair surfaces and so forth, including parking lots, to eliminate slip and fall hazards.

C) Provide adequate personal protective equipment necessary to the job.

D) Provide safe methods, procedures and equipment for handling of material including:

1) Adequate lifting devices and procedures;
2) Safely arranged warehousing, storage and distributing areas, laundry rooms, etc.; and
3) Safely maintained and regularly inspected hoists, elevators, escalators, conveyors, etc.;

E) Provide adequate fire prevention policies and facilities including:

1) Adequate and well-maintained fire extinguishing equipment;
2) Training personnel in the proper use of the equipment;
3) Providing emergency evacuation procedures and drills;

4) Maintaining adequate and well- marked exits from all areas.

F) Provide an adequate first aid program including:
1) Providing and maintaining adequate first aid equipment;
2) Training of certain key employees in basic first aid requirements;

G) A number of standards require periodic medical examinations of employees. These examinations are to be made at the employer's expense. The Secretary of Health Education and Welfare (HEW) is also authorized to set up medical examination programs necessary to determine the incidence of occupational disease. HEW would pay for such programs, being research-oriented and mandatory. Medical surveillance required by Standards on asbestos, vinyl chloride, carcinogens, and coke oven emissions.

Hazards requiring special medical examinations include, but are not limited to:

Chromic acid
Asbestos
4-Nitrobiphenyl
Alpha-Naphthylamine
Methyl Chloromethyl ether
3,3-Dichlorobenzidine (and its salts)
Bis-chloromethyl ether
Beta-Naphthylamine Benzidine
4-Aminodiphenyl
Ethyleneimine
Beta-Propiolactone
2-Acetylaminofluorene
4-Dimethylaminoazobenzene
N-Nitroso dimethylamine
Vinyl chloride
Coke oven emissions

6) Accident reports, records

Accurate reporting of all accidents must be made in accordance with OSHA, or insurance company regulations. In addition, adequate investigations and records should be maintained of all incidents or unusual occurrences, whether resulting in injury or not because of the potential for future injuries or risks to employees. Such records should include the date, time and location of the occurrence, the personnel involved, the extent of the hazard or injury to the employee, the cause of the incident, and the corrective measures taken or proposed.

These records assist in determining principal accident or hazard sources, provide information on unsafe conditions and practices and can be used to improve conditions or set higher standards of performance.

Publishing a periodic accident summary showing comparisons of performance between different company locations or departments can provide an effective stimulus for accident prevention.

7) Educational materials and incentives

A variety of materials are available for use in your safety program. Your carrier's Workers' Compensation Loss Control representatives will also be available on an occasional basis to attend safety meetings within an organization. Periodic safety meetings involving all personnel or individual meetings within a department are an excellent method of encouraging cooperation in the safety program and of disseminating safety materials and ideas.

A) Among the materials available through your carriers Workers Compensation are the following:

l) Safety poster service;
2) Safety publications for both supervisors and other personnel designed for specific types of business and operations;
3) Safety incentive program suggestions; and
4) Special audio-visual materials to support training.

B) Safety Bulletin Board

A safety bulletin board should be located so that all personnel and the general public frequently see it. It should be reserved specifically for safety material as a vital asset to the function of a. safety program.

C) More safety and health hints cover safety and health in your publications and at your monthly and annual meetings.

Check first aid and hospital facilities. Are they adequate? Develop a "Job Safety Analysis" for all operations where the potential for injury or occupational illness may be significant. Review all plans for remodeling or layouts of new facilities for possible Cal/OSHA violations. Your purchase orders for new machinery should stipulate that the supplier must design and equip machinery to comply with OSHA standards. Let your employees and stockholders know that safety and health are as important to your company as is the productivity of your organization.

Loss Control Representatives will advise regarding the possible use of these materials.

Excellent safety materials are also available from other sources such as the National Fire Protection Association and, the National Safety Council.

.Hints for Setting Up an Effective Safety Committee

Class I (15 to 75 employees in one location)

A General Committee of not less than four (4) persons shall be selected of which at least one (l) member shall be in a position of authority, which shall act as the chairperson. Employees selected shall be from various working levels and should are familiar with their jobs and general operations. The committee shall:

1) Meet monthly for minimum of thirty minutes.

2) Review and approve the safety inspection work and reports;

3) Review and discuss all pertinent safety recommendations to determine their practicability.

4) Written records of such discussion and approved recommendations shall be kept in the form of minutes;

5) Study the causes of accidents occurring since the last meeting for the purpose of devising methods to prevent recurrence; and

6) Set up systems to educate employees in the hazards of their work, and in safety practices, through the use of bulletins, safety publications, printed rules, and other safety training aids, and oral instructions.

Class 2 (76 to 500 employees in one location)

A General Safety Committee of not less than three (3) persons, nor less than (I) per one hundred (100) employees, shall be selected from the upper echelon of supervisory personnel with a member of top management acting as chairperson. This committee shall:

A) Meet monthly for a minimum of thirty minutes.
B) Review and act on the safety inspector's reports and the Workers' Committee reports;
C) Review and discuss all pertinent safety recommendations to determine their practicability. Written records of such discussion and approved, recommendations shall be kept in the form of minutes;
D) Study the causes of accidents occurring since the last meeting for the purpose of devising methods to prevent recurrence;
E) Set up systems to educate employees in the hazards of their work and in safety practices through the use of bulletins, safety publications, printed rules, and other safety training aids, and oral instructions.

A Workers' Safety committee shall consist of not less than three (3) workers, or less than one (l) per one hundred (100) employees, whichever is greater.

This committee shall:

A) Meet monthly;

B) Make not less than one (1.) inspection each month;

C) Submit written reports and recommendations for safeguarding or improving safety conditions. Such reports shall be signed by the chairperson of the committee and forwarded to the General Safety Committee; and

Supervisory employees may serve on the Workers' Safety committee where there are only casual or seasonal employees.

Class 3 (over 500 employees in one location)

A General Safety committee of not less than five (5) persons shall be selected from the upper echelon of supervisory personnel with a member of top management acting as chairperson. This committee shall:

A) Meet monthly for a minimum of thirty (30) minutes.

B) Review and approve the Safety Inspectors, Foremen's and Workers' Safety Committee safety reports;

C) Review and discuss all pertinent safety recommendations to determine their practicability. Written records of such discussion and approved recommendations shall be kept in the form of minutes; and

D) Study the causes of accidents for the purpose of devising methods to prevent recurrence,

E) Set up systems to educate employees in the hazards of their work and in safety practices through the use of bulletins, safety publications, printed rules and other safety training aids, and oral instructions.

A Foremen's Committee shall consist of not less than five (5) foremen from different departments. The committee shall:

A) Meet monthly for a minimum of thirty (30) minutes;

B) Review and approve the Safety Inspector's and Workers' Safety committee reports;

C) Review and discuss all pertinent safety recommendations to determine their practicability. Written records of such discussion and approved recommendations shall be kept in the form of minutes;

D) Study the causes of accidents for the purpose of devising methods to prevent recurrence; and

F) Set up systems to educate employees in the hazards of their work and in safety practices through the use of bulletins, safety publications, printed rules and other safety training aids, and oral instructions.

A Workers' Safety Committee shall consist of not less than (5) workers, or a minimum of (1) committee person for each two hundred and fifty (250) employees, and the Bureau shall not require more than a maximum often (20).

This committee shall:

A) Meet monthly;
B) Make not less than one (1) inspection each month; and
C) Submit written reports and recommendations for safeguarding and improving safety conditions. Such reports shall be signed by the chairperson of the committee and forwarded to the Foremen's committee.

4) Supervisory employees may serve on the Workers' committee where there are only casual or seasonal employees.

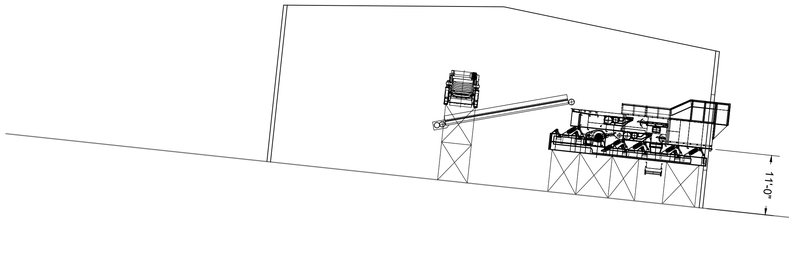
Inspection service (all classes):

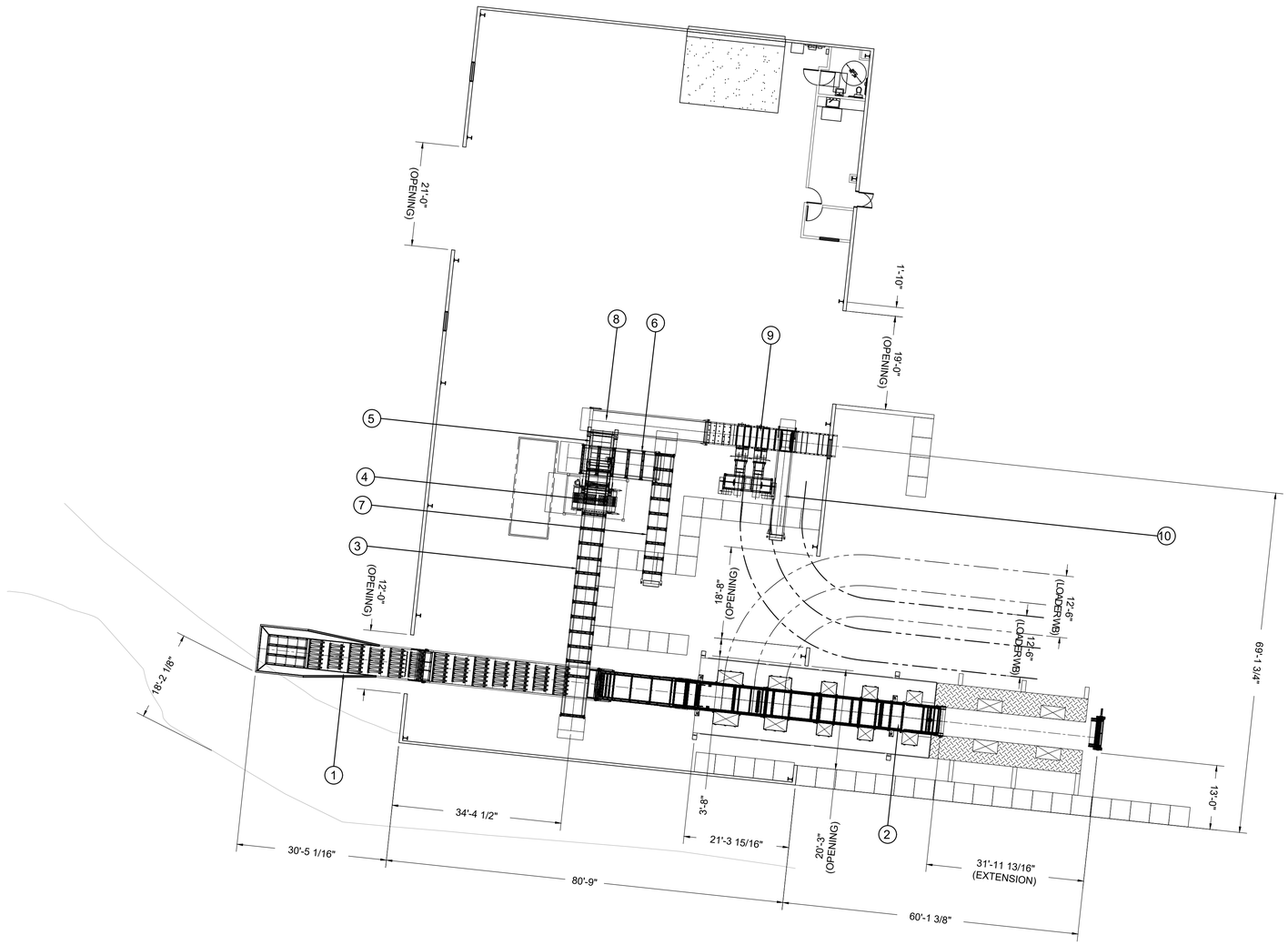
The Safety Inspector shall be in charge of inspection service and shall make regular monthly inspections of the location. He shall fill out and sign acceptable report forms.

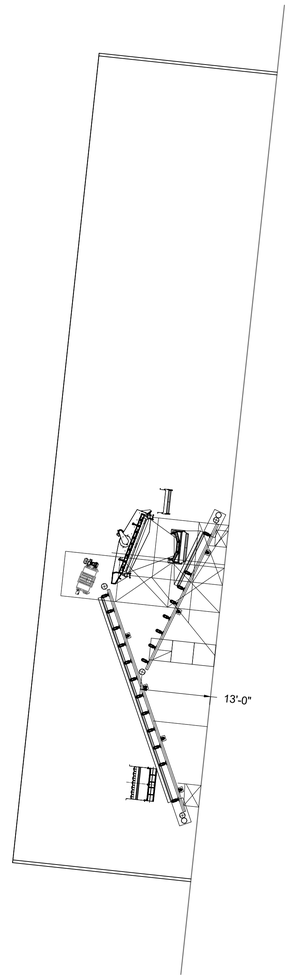
APPENDIX H

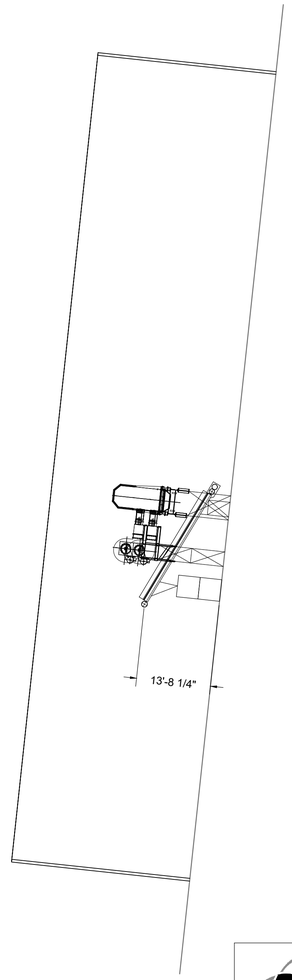
PROCESSING EQUIPMENT DIAGRAMS

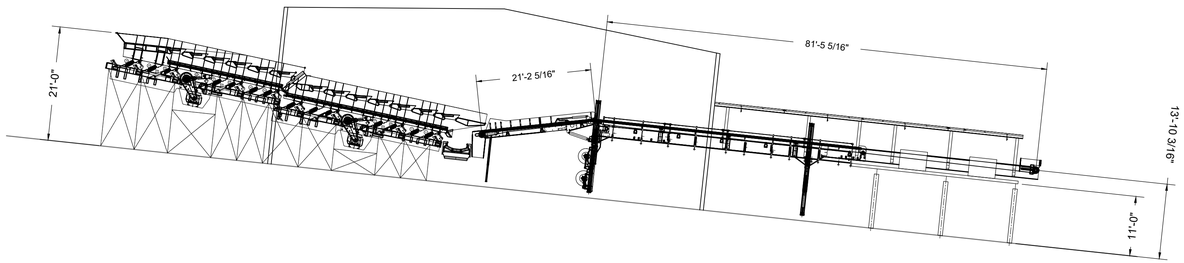
ITEM	QTY	DESCRIPTION	MODEL NO.	WIDTH	LENGHT
1A	1	GKC PRIMARY FINGER-SCREEN	SC-D 72 X 60 X 35'-3"	72"	35'-3"
1B	1	GKC PRIMARY FINGER-SCREEN	SC-D 72 X 60 X 36'-4"	72"	36'-4"
2	1	PICKING CONVEYOR		66"	102'-9"
3	1	TROUGHING IDLER CONVEYOR		48"	44'-7"
4	1	DINGS SELF-CLEANING ELECTRO MAGNET	MODEL 66	–	–
5	1	ACTION DUAL DECK VIBRA-SNAP SCREEN	60"W X 16'-9"L DUAL DECK X 12 MATS	60"	16'-9"
6	1	TROUGHING IDLER CONVEYOR		60"	18'-5"
7	1	TROUGHING IDLER CONVEYOR		36"	31'-2"
8	1	SLIDERBED CONVEYOR		36"	24'-2"
9	1	GKC DE-STONER	SC-D 48 X 38/56 X 26'-6"	48"	26'-6"
10	1	SLIDERBED CONVEYOR		30"	24'-3"
11	1	INFEED APRON CONVEYOR		72"	56'-1"
12	1	AMERICAN BALER HORIZONTAL AUTO-TIE BALER	7242WS-1075 LH	–	–











262 Rue Pepin , Sherbrooke, (Quebec) Canada J1L 2V8
Tel.: (819) 563-7374 Fax.: (819) 563-7556

NO	DATE	REVISION / DESCRIPTION

TITRE:
C&D SYSTEM UPGRADE

CLIENT:
DTLA
LOS ANGELES, CA

ECHELLE : PAS A L'ECHELLE

PROJET NO.: 22P2520

NO. DESSIN
OEM-2520-04

FAIT PAR: ll VERIF: ll DATE.: 10.11.2022

APPENDIX I

NON-DISPOSAL FACILITY ELEMENT

June 2018 Update to the City of Los Angeles Non-Disposal Facilities Element
Direct Disposal Inc. Transfer Station and Material Recovery Facility

CWS-DTLA is a Transfer Station and Material Recovery Facility located on a 1.1-acre site at 3720 Noakes Street and a .77-acre site located at 3719 Noakes Street. The facility is currently permitted as a medium volume construction, demolition and inert material processing facility and is applying for a new solid waste permit to operate as a large volume solid waste transfer/processing facility. The facility will receive handle, separate, process, store and transfer up to 1,000 tons per day (TPD) of municipal solid waste (MSW), mixed waste, green waste, organics and construction, and demolition/inert (CDI) material.

NDFE Facility #85: June 2018 Update

LOCATED WITHIN THE CITY OF LOS ANGELES WITH 85% ANTICIPATED DIVERSION RATE	
TYPE OF FACILITY	Transfer Station and Material Recovery Facility
FACILITY CAPACITY	Capacity of Site: 40,000 Cu Yards/Year Capacity of Facility: 1,000 TPD
ESTIMATED AMOUNT OF WASTE SENT TO FACILITY	500 TPD
DIVERSION RATE	The facility diversion rate of 85% is the operational goal for CDI material received.
PARTICIPATING JURISDICTIONS	Areas within the City of Los Angeles, Pasadena, Glendale, Burbank, Los Angeles County and other local jurisdictions and private companies.
LOCATION	3720 and 3719 Noakes Street, Los Angeles, CA 91352
ZONING	M-3 Heavy Industrial
PERMIT NUMBER AND DATE	16013-20000-24736, 16020-20001-03077 and 16020-20001-03078 19-AR-1228 issued on 8/24/2004
FORMER NDFE #	N/A