

CITY FIBERS LA PLANT NO. 2

TRANSFER/PROCESSING REPORT

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TRANSFER/PROCESSING REPORT

CITY FIBERS PLANT NO. 2 MRF AND TRANSFER STATION

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1.0 FACILITY OVERVIEW

1.1 INTRODUCTION

This document has been prepared in accordance with Title 14, Section 18221 of the California Code of Regulations (CCR), which lists the specific requirements for inclusion in a Transfer/Processing Report (TPR). This TPR describes the design and operation of the City Fibers Downtown Plant No. 2, Material Recovery Facility (MRF) located in the City of Los Angeles.

The facility was permitted as a Large Volume, Solid Waste Transfer/Processing Facility on July 16, 2008, with a maximum throughput of 500 tons per day (TPD). The facility processes source separated, single-stream, curbside, and multi-family recyclables, and select commercial loads. The facility permit is being revised to a maximum throughput of 1,080 TPD of the same materials, and to include additional square footage in the permit area.

Summary of Facility Information

Name of Facility:	City Fibers Material Recovery Facility L.A. Plant No. 2
Facility Address:	2545 E. 25 th Street Los Angeles, CA 90058
APN	5168-021-004, 005 and 010
Solid Waste Facility Permit No.	(19-AR-1236)
Permitted Capacity:	1,080 Tons Per Day (TPD)
Design Capacity:	1,080 Tons Per Day (TPD)
Land Owner/Operator/Address Where Legal Notice May Be Served	David Jones (land owner) City Fibers Company (operator) 2500 S. Santa Fe Avenue Los Angeles, CA 90058

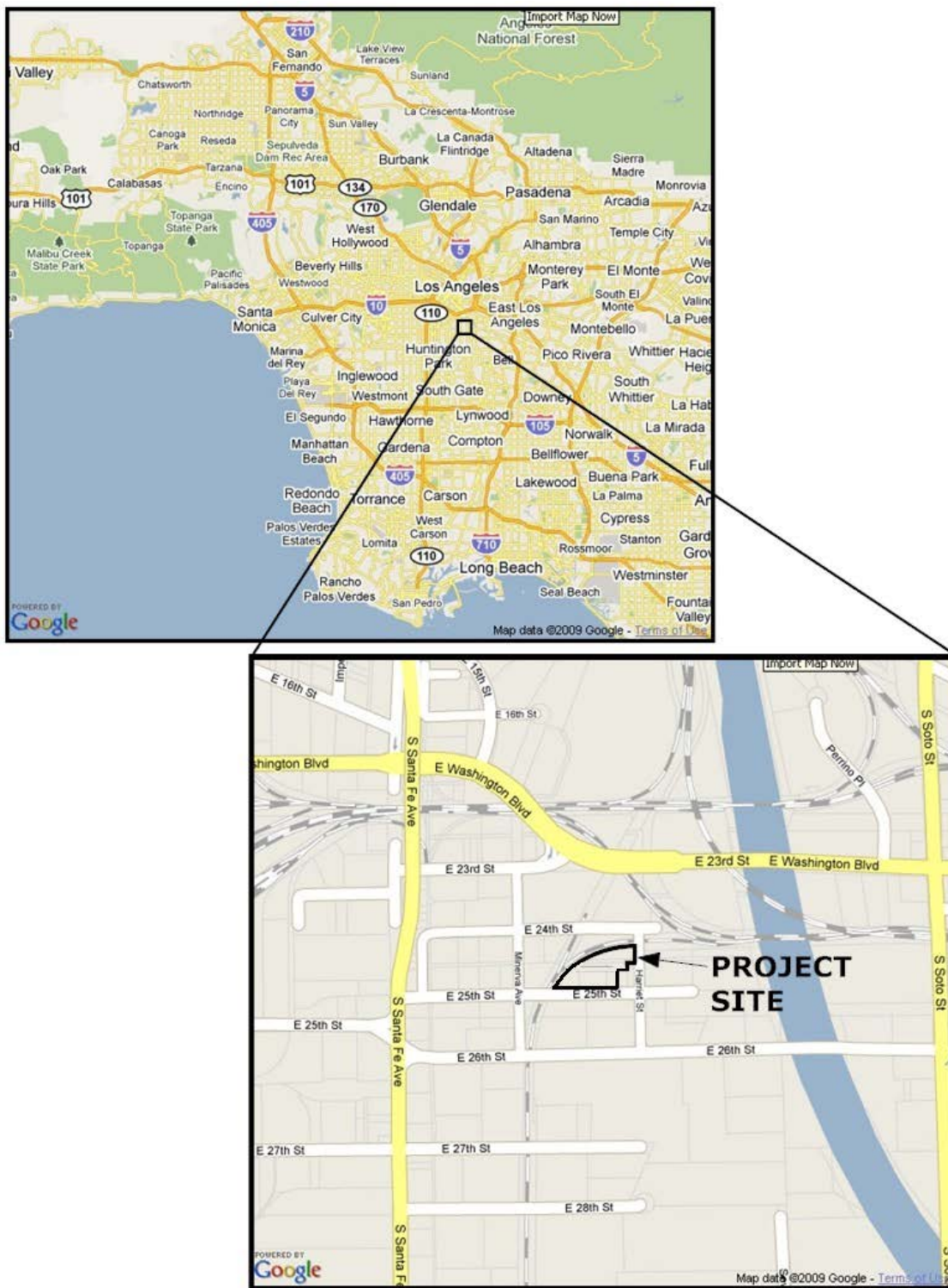
1.2 SITE LOCATION

The facility covers 1.61 acres (70,000 square feet) and is located at 2545 E. 25th Street in the Central City North portion of the City of Los Angeles, just east of Santa Fe Avenue. Major roads providing access to the facility include Santa Fe Avenue, Washington Boulevard, and the 10 Freeway. The regional location of the facility, as well as the surrounding street system, is shown in **Figure 1**, Vicinity Map.

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**FIGURE 1
VICINITY MAP**



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1.3 SITE PLAN DESCRIPTION

1.3.1 Site Plan

As shown in **Figure 2**, Site Plan, the facility consists of two tipping areas, an elevated sort line that includes both mechanical and optical screens as well as manual picking stations, a baler, storage bunkers, and loading dock. (Gray-shaded areas). The primary scales are located on an adjacent City Fibers owned parcel, and the expanded facility footprint includes a second scale that can be used as back-up should the primary scale be inoperable or at times when traffic is heavy at the primary scale.

1.3.2 Adjacent Land Uses

The facility, zoned M3-1 (heavy industrial), is surrounded by compatible M-3 zoned manufacturing and industrial uses as well as rail lines. **Figure 3**, Radius Map, shows the surrounding zoning designations within a 1,000 foot radius of the facility.

Surrounding the site are heavy industrial and transportation uses including warehousing, railroad tracks, manufacturing, and the Los Angeles River channel. Heavy industrial uses in the City of Vernon border the site on the south.

1.3.3 Service Area

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

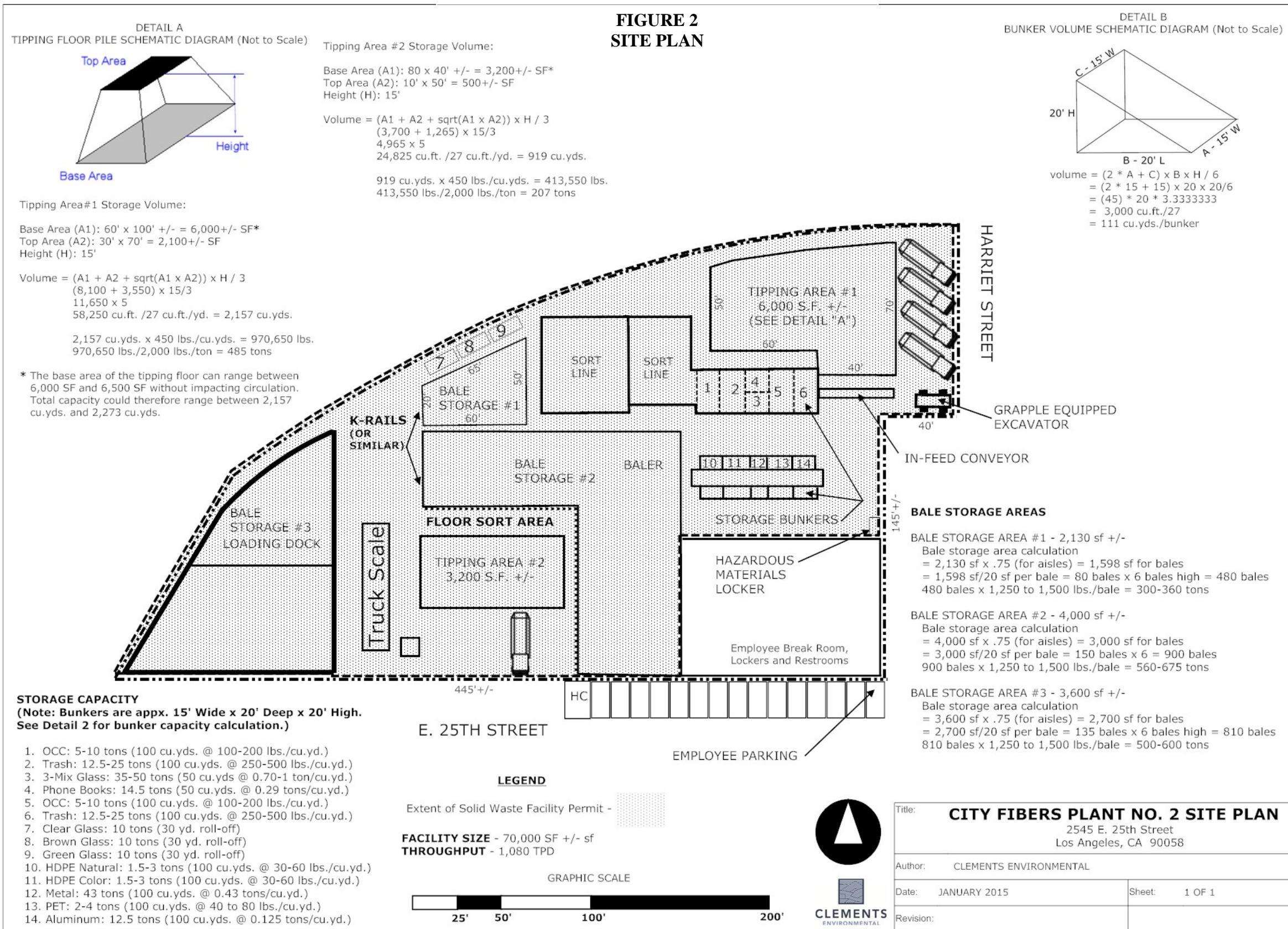
1.4 NATURE AND QUANTITY OF WASTES

1.4.1 Waste Types

The facility will process a maximum of 1,080 TPD of incoming source-separated and select commercial material. Specifically, material accepted at the facility includes: source-separated recyclable materials from curbside-collection programs, multi-family programs, commercial accounts, or other recycling programs, in addition to select loads of commercial MSW. Residual solid waste is generated as a by-product of the material recovery process. Additional waste streams and material may be processed to service future city and regional recycling programs as they are implemented.

No residential MSW, designated, special, medical, liquid, hazardous or radioactive wastes are accepted at the facility. A Hazardous Waste Load Check Program has been implemented to enforce this policy. A copy of this policy is included as **Appendix F**.

FIGURE 2
SITE PLAN



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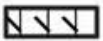

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City of Vernon Zoning

Industrial

OVERLAY DISTRICTS

-  Commercial Overlay District
-  Rendering Overlay District
-  Slaughter Overlay District

City of LA Generalized Zoning

-  OS
-  A, RA
-  RE, RS, R1, RU, RZ, RW1
-  R2, RD, RMP, RW2, R3, RAS3, R4, RAS4, R5
-  ADP, C1, C1.5, C2, C4, C5, CR, CW, LASED, WC
-  CM, MR, CCS, M1, M2, LAX, M3, SL
-  P, PB
-  PF
-  HILLSIDE

**FIGURE 3
RADIUS MAP**

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1.4.2 Waste Quantities

The facility has the design capacity to process approximately 1,080 TPD of material, and the facility will be permitted for a maximum of 1,080 TPD of throughput. The anticipated average annual throughput over the first five years is 236,600 tons, as shown in **Table 1**. This annual projection is an estimate only, and may differ as a result of new or revised waste hauling contracts, legislative mandates, or changes in available landfill disposal capacity and tipping fees.

TABLE 1
ANTICIPATED AVERAGE ANNUAL TONNAGE

YEAR	TONS/DAY	TONS/YEAR*
2016	500	169,000
2017	600	202,800
2018	700	236,600
2019	800	270,400
2020	900	304,200
5-YEAR AVERAGE	700	236,600

* Based on 6.5 days per week x 52 weeks per year operation

The average weekly tonnages are expected to vary by 5 to 10 percent, and seasonal variations are expected to affect the averages by as much as 10 percent, but will not exceed the maximum capacity of 1,080 TPD. Unusual peak loading or emergencies will be handled at the station by adding manpower and equipment, and/or extending the length of shifts. Generally, the first shift runs from 6:00 a.m. to 6:00 p.m. If necessary, a second shift, from 6:00 p.m. to 6:00 a.m. could be added. The station has been designed with a second tipping area to accept and provide temporary storage for unusual peak loadings.

Quantities of each waste type will vary depending on the size and types of accounts serviced by the facility (i.e. multi-family, commercial source separation, etc.). **Table 2** provides a breakdown of the anticipated waste stream based on a maximum throughput of 1,080 TPD.

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TABLE 2
ESTIMATED DAILY RECYCLABLE MATERIAL TONNAGE

Source	Tons Per Day
Residential curbside recyclables:	260
Multi-family source-separated material:	200
Commercial loads and mixed waste:	620
TOTAL	1,080

1.5 TYPES AND NUMBERS OF VEHICLES

The following types of vehicles will use the facility:

- **Inbound Vehicles:** collection trucks;
- **Outbound Vehicles:** transfer trucks and roll-off trucks for residual waste; and semi-trucks, roll-off trucks, flatbed trucks, or stake bed trucks for recyclable materials;
- **Employee and Visitor Vehicles:** cars, pick-up trucks and vans.

Table 3 summarizes facility traffic at the maximum permitted capacity of 1,080 TPD based on historical records and various assumptions regarding the payload weight and capacity of vehicles using the facility.

Adequate on- and off-street parking is available.

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TABLE 3
ANTICIPATED PEAK DAILY VEHICLES

VEHICLE TYPE	VEHICLES PER DAY⁽¹⁾
<u>Inbound Vehicles</u>	
Collection Trucks (1,080 TPD)	123
<u>Outbound Vehicles</u>	
Roll-off Trucks with residue (78 TPD)	10
Transfer Trucks with residue (300 TPD)	13
Material Marketing Trucks (702 TPD)	36
Employee and Visitor Vehicles ⁽²⁾	40
TOTAL VEHICLES PER DAY	222

⁽¹⁾ Payload weights are assumed as follows:

- Collection Trucks = 8.8 tons
- Material Marketing Trucks (18 Wheel Semi Truck) = 20 tons
- Roll-off Trucks with residue = 8 tons
- Transfer Trucks with residue = 23 tons

⁽²⁾

Many employees carpool, take mass-transit, or ride bikes to work.

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2.0 REGULATORY REQUIREMENTS

2.1. PERMITS AND APPROVALS

The following regulatory requirements apply to the facility:

- **Land Use Permit** - No land use permit is required for this facility. The City of Los Angeles zoning ordinance states that a solid waste transfer station is permitted by right in an M-3 zone provided there is no more restrictive zoning within a radius of 1,000 ft. of the property boundaries. As show in **Figure 3**, the subject property meets this requirement in that there are no more restrictive zones located within 1,000 feet of the project site.
- **Environmental Documentation** – The facility is Categorically Exempt per Class 1, Section 1 of the State CEQA Guidelines - Operation of existing facility with negligible or no expansion of use beyond that existing.
- **Revision of City Non-Disposal Facility Element (NDFE)** - The City of Los Angeles revised the City NDFE to include the FACILITY on March 19, 2010. No further revisions are necessary.
- **Storm Water Permit** – WDID# 4 19I002998. The FACILITY has filed a Notice of Intent (NOI) for a General Industrial Storm Water Permit (NPDES) with the State Water Resources Control Board (SWRCB). A Storm Water Pollution Prevention Plan (SWPPP) and a Monitoring Program Plan (MPP) have been developed for the facility.
- **Hazardous Waste Generator ID Number** – A State of California, California Environmental Protection Agency (EPA) Department of Toxic Substances Control Identification number, reference CAL000351198, has been obtained for the facility. This number will be used for all manifesting, record keeping, and reporting required for hazardous materials discovered through the load-checking program.
- **Solid Waste Facilities Permit** – Solid Waste Facilities Permit (19-AR-1236) for a Large Volume Transfer Processing Facility.

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3.0 FACILITY DESIGN

3.1 DESIGN PLANS

3.1.1 Site Plan

The 1.61 acre facility includes the following major components: Existing Material Recovery Facility (MRF) sort system, tipping areas, storage bunkers and roll-off containers; and bale storage; and loading dock.

3.1.2 Tipping Area

The project will utilize two uncovered, paved areas for tipping incoming loads of material prior to processing (Area #1 = 6,000 sf; Area #2 = 3,200 sf). The tipping areas can accommodate approximately 692 tons of material (calculations shown previously on **Figure 2**).

3.1.3 Storage Areas

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

Recyclables are stored in three areas as shown on the Site Plane. These areas total 9,730 sf and can hold up to 2,190 bales (calculations are shown on the Site Plan) which is approximately 1,642 tons of baled material (each bale weighs approximately 1,500 lbs. with dimensions of 30 inches high x 42 inches wide x 60 inches long) within an overall height of approximately 16 feet.

Recovered material is also stored in a series of three-sided bunkers that are approximately 15 feet wide, 20 feet deep and 20 feet high as well as 3-30 yard roll-off bins. Each bunker, assuming a 1:1 slope, on the open side, can accommodate approximately 100 cy of recovered material.

Figure 2 (p.4) shows the amount of material capacity for each bunker and roll-off as follows: 30 tons of loose old corrugated cardboard (OCC), 50 tons of residual material, 14.5 tons of loose phone books, 35 tons of 3-mix glass, 30 tons of colored glass, 6 tons of HDPE plastic, 43 tons of metal, 4 tons of PET plastic and 12.5 tons of aluminum. The maximum storage time for salvaged material is 30 days.

3.1.4 Circulation Plan

Figure 4 presents the traffic flow at the facility for collection vehicles. **Figure 5** presents the traffic flow for commodities, trucks, and transfer trucks (semis on roll-offs). The Site Plan (**Figure 2**) also shows the location of the tipping areas, processing area, balers, and material storage and load out.

FIGURE 4
COLLECTION TRUCK CIRCULATION PLAN

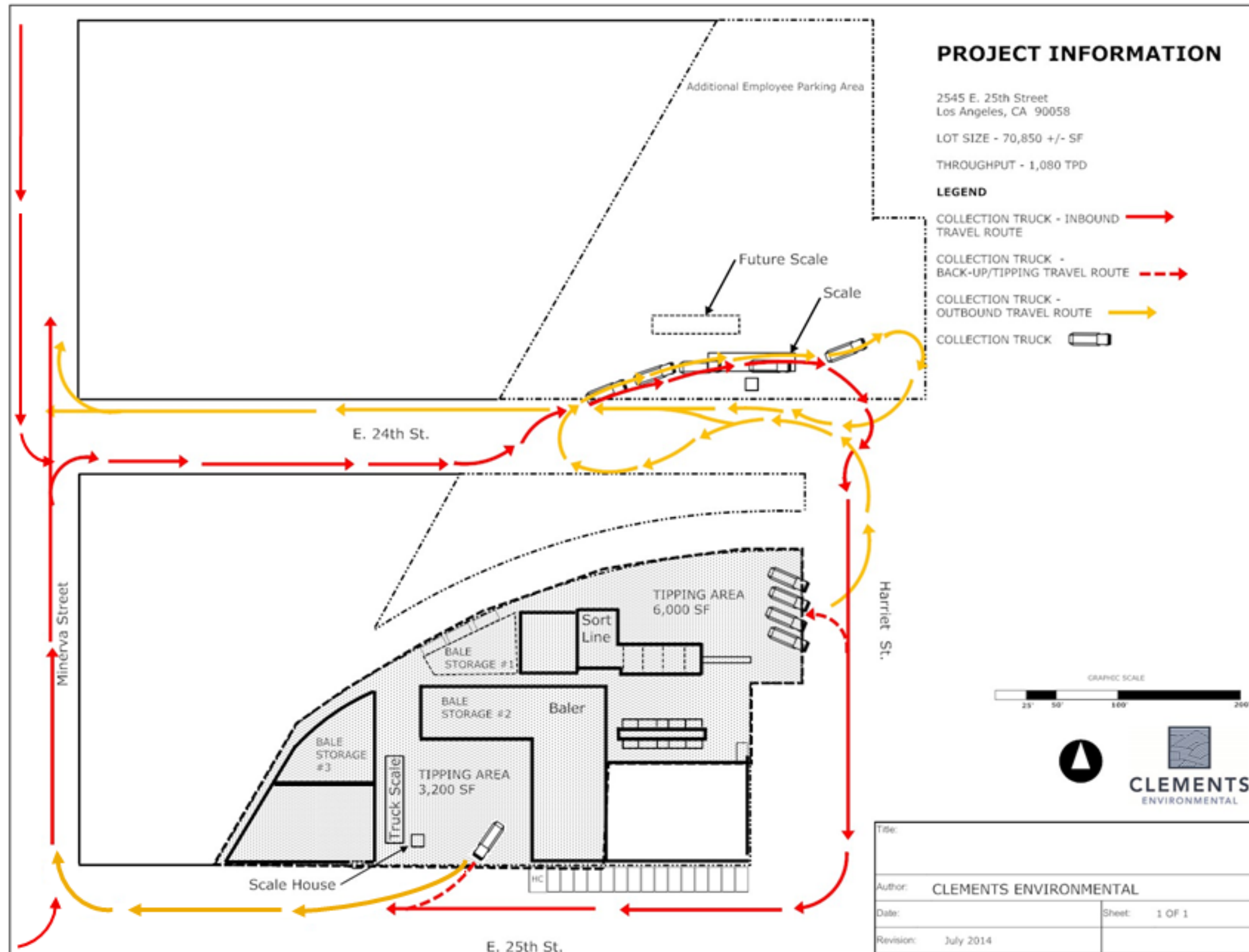
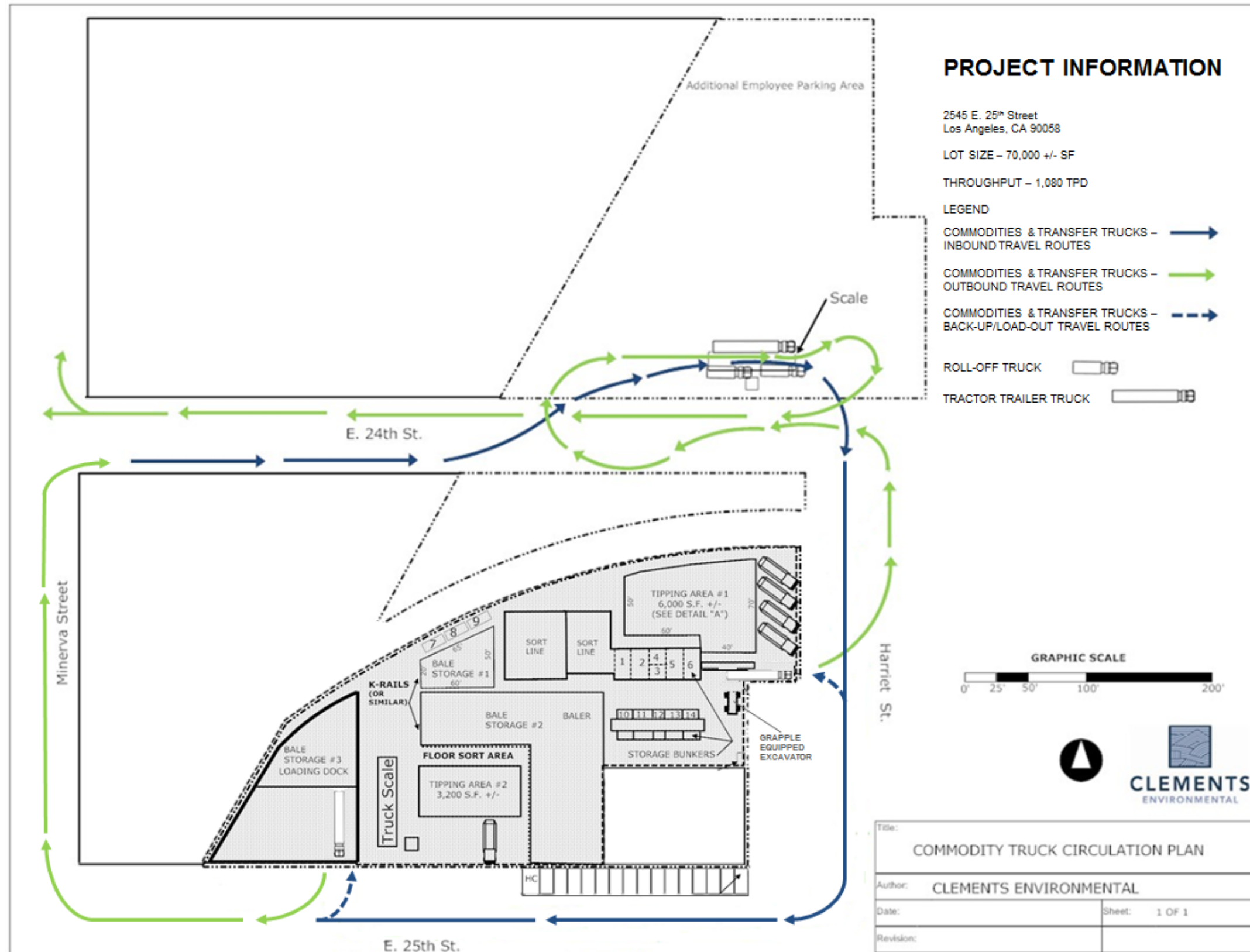


FIGURE 5
COMMODITY AND TRANSFER TRUCK CIRCULATION PLAN



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3.1.5 Parking Areas

Collection and transfer trucks are owned by others and will park off-site. On-site and street parking is adequate to meet the employee and visitors parking demand for the facility at 1,080 TPD. Visitors and employees can park along 25th Street or on the scale house site located off 24th Street.

3.1.6 Offsite Traffic Patterns

Trucks will access the facility from Washington Boulevard to East 23rd Street to Minerva Avenue to East 24th Street, or from Santa Fe Blvd. to 25th Street east to Minerva to 24th Street and onto the site's weigh-in scale. Washington Boulevard and Santa Fe Blvd are major truck routes and East 23rd, Minerva Avenue, and East 24th Street are all local streets that serve industrial businesses in the area. East 24th Street terminates east of the project site.

3.1.7 Onsite Traffic Patterns

Figure 4 shows the onsite collection truck traffic pattern. Collection trucks access the weigh-in scale from East 24th Street and exit back onto East 24th Street to Harriet Street where they will back into the tipping area and dump their loads at the head of the sorting line. Alternatively, these trucks can drive down Harriet Street to 25th Street west to tipping area #2. Most trucks and commercial collection vehicles have their tare weights recorded in the scale-house computer and are usually not required to weigh out.

Figure 5 shows the onsite traffics pattern for transfer and commodity trucks. Commodity trucks picking up processed recyclables material and transfer trucks picking up residual waste, pull onto the truck scale off of 24th Street to obtain their empty inbound truck weight, pull forward onto Harriett Street and back into an area adjacent to the sort line in-feed conveyor where they are loaded. These trucks then exit back onto Harriett Street and proceed to the truck scale off 24th Street to weigh-out. From the truck scale, these trucks can stay on 24th Street or proceed to Minerva Avenue. Alternatively, these trucks will back into the loading dock off 25th Street to be loaded with baled commodities or residual material.

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.

3.1.8 Waste Flow and Mass Balance

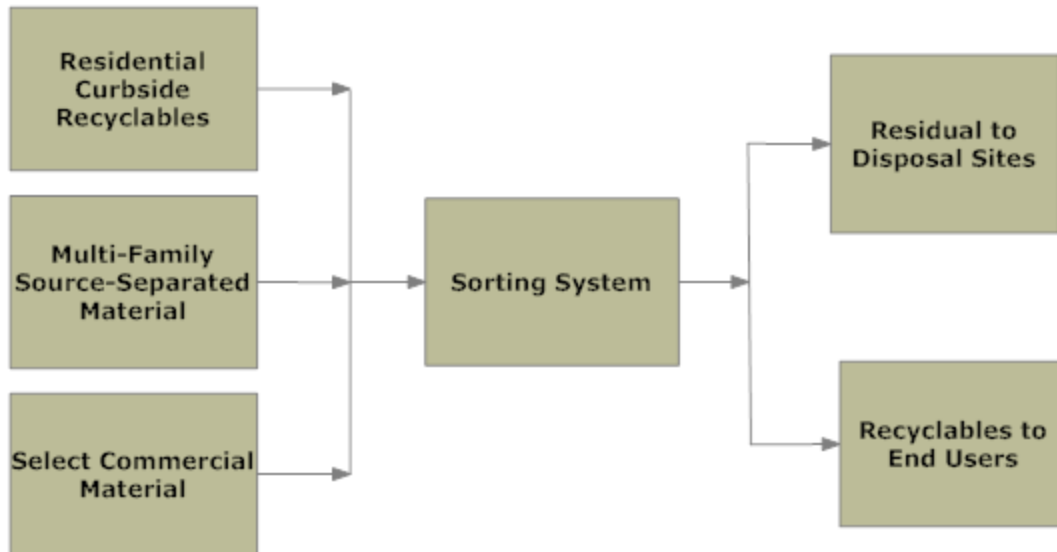
The flow of materials through the facility starts with residential curbside recyclable and multi-family source-separated material collection trucks, and private haulers with select loads of commercial waste unloading onto the tipping floor where the material is moved onto the feed conveyor by a front-end loader or excavator and onto the sorting line which conveys the material through a series of picking stations. On the sort line, materials are classified by commodity and dropped into containers for baling and/or storage. Residual waste material may be conveyed to the baler or directly into a roll-off container or transfer truck for disposal. The mass balance may vary substantially depending on the types and composition of materials received in the future.

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Material handling activities involved in this waste flow are discussed in **Section 5, Operations**. See **Figure 6** for the Material Flow Diagram.

**FIGURE 6
MATERIAL FLOW DIAGRAM**



3.1.9 Surface Drainage and Runoff Control Plan

A drainage and runoff control plan has been submitted as part of the Storm water NPDES Permit application. The purpose is to ensure that runoff does not contain solids or other contaminants; that flooding does not occur, and that erosion is avoided. All surface water runoff is directed to streets and gutters and eventually to the City's storm drain system.

A Notice of Intent has been filed with the State Water Resources Control Board for a General storm water permit. A SWPPP and MPPP Plan have been implemented to manage storm water at the facility. The stormwater permit WDID# is 4 19I002998.

3.1.10 Industrial Wastewater Discharge

Dry clean-up methods are used exclusively at the site; therefore no industrial wastewater is generated.

3.1.11 Utilities

Electrical power to the facility is provided by the Los Angeles Department of Water and Power (DWP). The DWP also supplies water and sanitary sewer service.

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3.2 DESIGN CALCULATIONS

3.2.1 Station Capacity

This section substantiates the facility's ability to process the proposed design capacity of 1,080 TPD without causing environmental harm or safety problems.

3.2.2 Vehicle Loading and Unloading

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

- Queuing

Three collection vehicles can queue before the incoming scale, one on the scale, and several more along East 24th Street which has very little traffic as it dead-ends one block to the east.

- Collection Vehicle Weigh-in/Off-loading

Assuming 60 seconds to weigh-in (30 seconds for weighing and 30 seconds to ascertain jurisdiction of origin), approximately 60 vehicles could weigh-in per hour.

Processing 1,080 TPD of material would result in approximately 123 collection trucks per day. Assuming most incoming vehicles will arrive during the first shift (6:00 a.m. to 6:00 p.m.) this would equate to an average of roughly 10 collection trucks per hour. Even with peak hour traffic at twice the average, which would result in 20 collection trucks per hour, the maximum weigh-in capacity of 60 vehicles per hour would not be exceeded. Assuming collection trucks can tip a load in 10 minutes, and four (4) trucks can unload simultaneously in the tipping area #1, and three (3) in tipping area # 2, a maximum of 42 trucks could unload per hour, which is greater than the peak anticipated hour of 20 incoming vehicles.

- Allocation of Incoming/Outgoing Materials

City Fibers will allocate materials to jurisdictions according to the following procedures:

- As each vehicle weighs in, the scale operator will ask the driver for the origin of the load and note it on the weigh ticket.
- The net tonnage of the load will be divided into a diversion and a disposal tonnage according to a pre-established "template". This template is based on a composition study performed once a year or as needed if conditions change.

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- City Fibers will report total diversion and disposal tonnages for each jurisdiction using the facility per the requirements of the Cal Recycle's Disposal Reporting System for transfer stations, and as required by the LEA and the Los Angeles County Local Task Force.

3.2.3 Waste Transfer

Residual waste is stored in bunkers or piles, loaded into roll-off trucks or transfer trucks and taken to another transfer station or directly to a landfill for disposal. Residual waste will also be baled, loaded into trucks at the loading dock, and hauled to a disposal facility.

In accordance with State law, no residual waste is stored onsite longer than 48 hours; however, the facility does not anticipate waste storage for this extended amount of time. Generally, waste will be transferred from the facility within 24 hours.

3.2.4 Processing

The existing sort line will be used to process source-separated recyclables from curbside programs, multi-family units, or commercial accounts, as well as select commercial loads of MSW.

The following assumptions and calculations support the facility design with respect to the sorting and processing operations at the facility (these assumptions could change during the course of the project):

- Material Processing

The facility will be able to process up to 1,080 TPD of material based on additional new front-end screening to allow an improved throughput capacity of 50 tons per hour for the existing, elevated sorting platform: **50 tons per hour x 24 hours per day = 1,200 TPD.**

Cleaning is conducted a minimum of four times a day coinciding with downtime and always at the end of a shift. The end of a shift varies from day to day depending on tonnage received, equipment breakdown, and other factors. The LEA will be able to verify that the site is clean before the first shift starts at 6:00 a.m.

- Baling

Based on 24 operating hours per day, and a capacity of 50 tons per hour, a total of 1,200 tons per day of material could be processed through the baler in any 24 hour period. In reality, the actual amount of material baled will be less than the permitted capacity since recovered glass and some other commodities are shipped without baling, and up to 300 TPD of residual waste can be top-loaded onto transfer trucks. It is anticipated that during normal operations all material that needs to be baled, will be baled during the 6:00 a.m. to 6:00 p.m. shift.

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3.2.5 Storage of Salvaged Materials

Approximately 2,190 bales can be stored on-site, on roughly 9,730 sf of paved surface. Bale dimensions are roughly 30" high x 42" wide x 60" long. For this calculation, we have assumed that 25% of the space will be reserved for aisles. Recyclable material is shipped out on a constant basis, and is staged no longer than 30 days due to limited storage space.

The outdoor bale storage area is calculated as follows: **20 sf/bale x 2,190 bales x 1/6 bales high x 1.33 (for aisles) = 20 x 2,190 x 0.20 x 1.33 = 9,709 sf required (9,730 sf supplied).**

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4.0 STATION IMPROVEMENTS

4.1 SIGNS

A signage plan, conforming to 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.)

Vehicle Load 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 as are surrounding streets. The concrete tipping floor of the facility is located within a fully fenced and screened portion of the site, and is designed for use by heavy vehicles. Daily sweeping to remove litter and provide dust control does not impact the structural integrity of the site surfaces. The site is accessible during dry and wet weather periods.

4.4 VISUAL SCREENING

The buildings, fencing and walls help screen the operation from view. The site is located in a heavy industrial area where public viewing possibilities are limited.

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5.0 OPERATIONS

5.1 HOURS OF OPERATION

The start of the operating day for purposes of calculating daily amounts of waste received is 6:00 a.m. The following are the proposed hours of operation by activity:

Activity	Hours of Operation
Material Receiving	6:00 a.m. – 7:00 p.m., Monday-Friday and some Saturdays
Material Processing	24 hours, Monday-Friday, some Saturdays; and 6:00 a.m. – 2:00 p.m. some Sundays
Site Maintenance and Cleanup	Occurs at various times throughout the day. LEA verification of clean-up just prior to 6:00 a.m. shift starts.
Visitors	By appointment, M-F.

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

Regulatory agencies (LEA, CalRecycle, RWQCB, SCAQMD, etc.) may come to the site at any time during operating hours. Site personnel who can make operational decisions will be available to assist the regulators during their site visit.

5.2 STATION PERSONNEL

Table 4 lists the facility positions and number of personnel anticipated at the facility at the permitted maximum throughput capacity of 1,080 TPD. At the maximum permitted capacity, two shifts would be required; however, the number and assignments may change to some extent depending on operational requirements. Approximately 40 employees per shift are anticipated at the permitted capacity of 1,080 TPD.

Figure 7 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 H** contains capsule resumes of key employees.

5.2.1 Training

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, a Lockout/Tagout program, 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

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inadvertently included in the loads brought to the facility. Employees receive regular safety briefings.

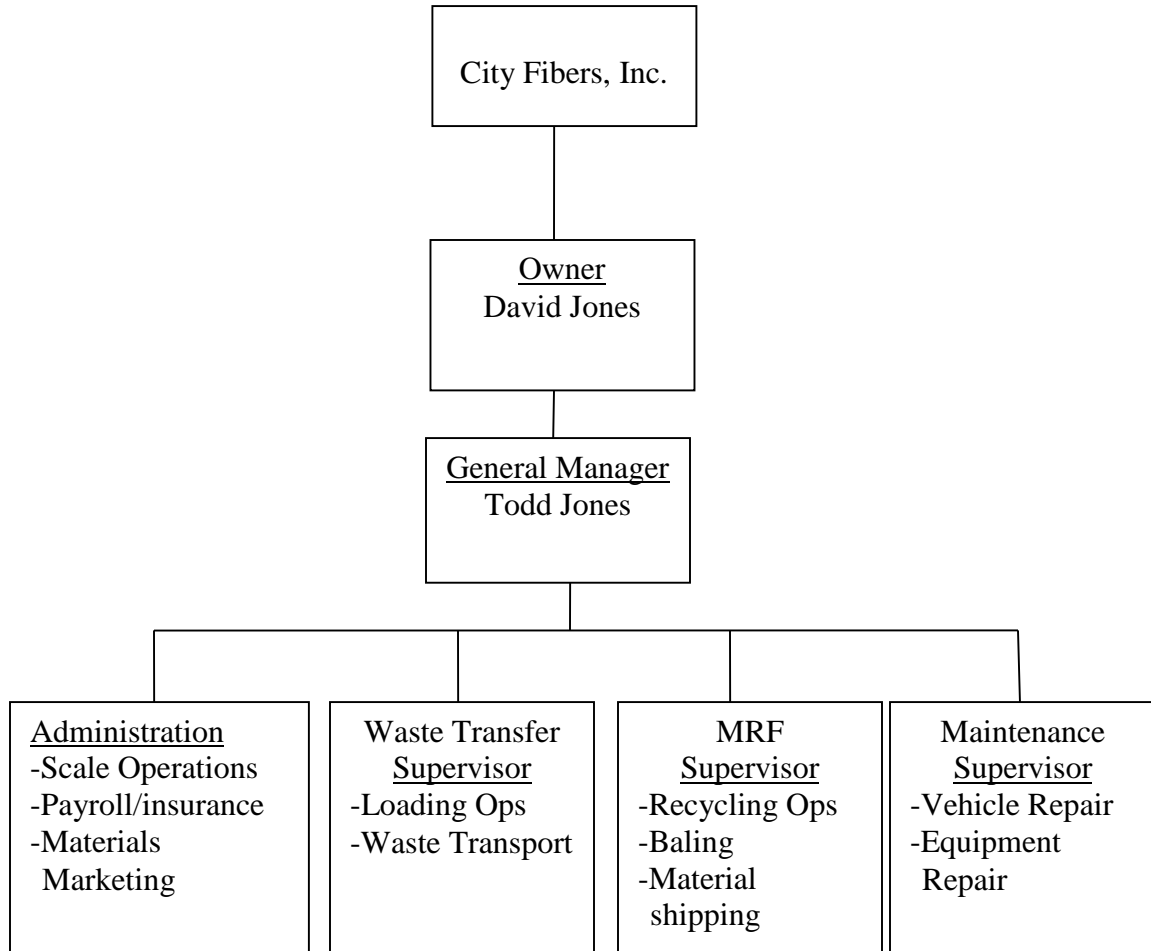
**TABLE 4
FACILITY STAFFING**

Position	Estimated Total Number of Employees per Shift (1,080 TPD)
<i>Facility Management</i>	
Operations/Safety Manager	1
<i>Administration/Clerical (covered from another location)</i>	
<i>Operations</i>	
Supervisor/Foreman	1
Sorters	
Floor	10
Platforms	14
Equipment Operators	
Forklift Operators	2
Loader Operators	2
Baler Operators	2
Sweeper Operator	1
Traffic Spotters	4
Scale house Attendants	1
<i>Maintenance</i>	
Mechanics	2
TOTAL	40

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**FIGURE 7
ORGANIZATIONAL CHART**



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5.2.2 Emergency Contact List

Table 5 and Table 6 contain emergency contact information.

**TABLE 5
CORPORATE EMERGENCY CONTACT LIST**

Name	Office Phone	Cell Phone
David Jones	(323) 583-1013	
Todd Jones	(323) 583-1013	(213) 220-9048

**TABLE 6
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) 485-6217
Explosives	LAPD and City Fire Department	911 (213) 485-2563 (Police) (213) 485-6217 (Fire)
Security	LAPD	911 or (213) 485-2563
Hazardous/Suspected Hazardous Waste, Unknown Sludges, Slurries and Liquids	City of Los Angeles Fire Department	(213) 485-6217
Medical Waste	City of Los Angeles Fire Department or Los Angeles County Environmental Health Division	(818) 756-8677 (213) 890-4089
Injuries/Non-Emergency Medical Assistance	U.S. HealthWorks 1313 West 8th St. Ste. 100 Los Angeles, CA 90017	(213) 401-1970
Radiation	LA County Health Services Radiation Management Program	(888) 700-9995
Any of the above, also contact	City of Los Angeles Local Enforcement Agency (LEA)	(213) 252-3348

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5.3 STATION EQUIPMENT

Table 7 lists the type of equipment and estimated number of units anticipated to process 1,080 TPD of material. See **Appendix I** for a general layout of the MRF equipment. Details of the equipment and layout are proprietary.

- **Collection Transfer and Roll-Off Trucks:** These trucks and drivers will be provided by outside contractors and will not be based at the facility.
- **Commodity Trucks:** These trucks and drivers will be provided by outside contractors and will not be based at the facility.

TABLE 7
ESTIMATED STATION EQUIPMENT

Equipment Type	No. of Units (1,080 TPD)
Transfer Truck and Trailers ¹	NA
Loaders	4
Forklifts	4
Baler with Loading Conveyor	1
Bollegraaf Machinery Company Material Recovery System including, sorting screens, OCC and paper sorters, eddy current magnets, ferrous magnets, optical sorters and picking stations.	1
Excavator (mobile)	1

¹ Supplied by others

5.4 MAINTENANCE PROGRAM

An equipment preventative maintenance program has been implemented at the facility to ensure the reliability of all equipment and vehicles. The schedule is approximately as follows:

- Loaders, Excavator and Forklifts: every 250 hours
- Conveyors: bi-weekly lube and alignment
- Trailers: weekly brake examination and adjustment; welding as needed
- Balers: monthly inspection and service

All vehicle maintenance is preformed off-site.

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5.4.1 Standby Equipment

To assure ongoing operations, the following back-up equipment, beyond that listed in **Table 7**, is kept at the facility, or is available from off-site sources on an on-call basis:

- One (1) loader
- One (1) forklift

To assure fast repair, adequate parts and supplies are kept on-site and maintenance contracts are established with local equipment vendors. While there are few critical spare parts necessary to maintain facility operations, it is anticipated that the following equipment may be stored at the facility for emergency purposes: shipping containers, spare baler parts, electric conveyor motor, and conveyor parts. For the quick replacement of mobile equipment, local equipment rental companies in Los Angeles can provide same day delivery of loaders, excavators and forklifts.

5.4.2 Hazardous Waste Handling Equipment

Hazardous waste discovered on the tipping floor or on the sorting platforms will be handled in accordance with the facility's hazardous waste handling plan. 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, Nitril 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 are used, along with overpack drums, and a portable hazardous waste storage locker with secondary containment and lockable doors. Hazardous materials are labeled with the date received, and placed in the locker. All material in this area is to be removed within 90 days of the first item put into the locker. Manifesting of waste being shipped off-site to an appropriate TSDF is kept on site and available for regulatory agency review.

e-Waste is collected and sent to a recycler. e-Waste is not dismantled onsite.

5.5 MATERIALS HANDLING ACTIVITIES

The following section describes waste handling activities.

5.5.1 Material Recovery Facility (MRF)

Material will be tipped in the area adjacent to the sort line, and loaders on the excavator will move the material onto the in-feed conveyor which leads to the elevated sorting platform. Material conveyed down the sorting platform is processed by mechanical equipment (magnets, screens, air knife) then recovered by material type by sorters and dropped through the platform into bunkers or bins below. Conveyors or loaders move the material from beneath the sorting platforms to the baler line. Selected loads of clean cardboard, newspaper and other recyclable

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materials may be sent directly to the baler. Recovered materials are baled and/or stored in the bale storage areas.

After tipping their loads, trucks exit the facility via the main gate back onto Harriett Street. Most truck tare weights will be coded into the scale house computer so repeat customers do not have to weigh-out when they exit. Any truck without a tare weight will weigh-out. Select loads of commercial recyclables delivered in roll-off containers will also need to weigh out because of the differences in the tare weights of the containers.

5.5.2 Waste Storage and Transfer

Waste residue from material recovery operations will be top-loaded into roll-off bins or transfer trucks and hauled to a landfill. Some of the residue from the existing MRF sorting operation will also be baled and shipped to disposal sites. Waste storage time will be no longer than 48 hours, but is typically 24 hours.

5.5.3 Collection of Fees

City Fibers employees staff the scale house, and the Company manages all fee collections and accounting.

5.5.4 Storage of Recyclables

Recovered recyclable materials are stored in bunkers, roll-off containers, or bales in several locations. Under full project development, approximately 2,190 bales of recyclables can be stored on site. Typically, all grades of paper, plastics, and scrap metals are baled. This material is shipped out on a continuous basis as truckloads accumulate. With the capacity to store approximately 2,190 bales on site, and bunker and roll-off storage for approximately 225 tons of recyclable material, practicality necessitates a maximum storage time of less than 15 days. As storage capacity is reached onsite, bales and roll-off containers may be transferred off site to other warehouse facilities owned or controlled by City Fibers, or shipped to commodity markets and end users, in order to make room for material being processed.

5.5.5 Hazardous Waste Load Check Program

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

The hazardous wastes are containerized, inventoried, and temporarily stored in a Hazardous Waste Locker located south of the incline belt, and outside the tipping area and away from on-site traffic patterns (See **Figure 2**). Also, all hazardous materials are labeled as to when

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they were put into the hazardous waste storage locker. The hazardous materials collected during load check are removed every 90 days from the start of the accumulation date. e-Waste is not dismantled in any manner on site prior to being sent to a permitted e-waste recycling facility. All Federal, state and local hazardous waste laws and regulations are followed in the handling and storage of hazardous materials.

5.5.6 Hazardous Waste Storage

Hazardous wastes discovered as part of the hazardous waste load-checking program are locked-up, properly stored/secured and isolated in the hazardous waste storage locker as described above.

5.6 STATION MAINTENANCE

A comprehensive station maintenance program has been implemented at the facility. The program features a Self-Inspection Checklist, which is completed on a regular basis. The Checklist entails the monitoring of the General Work Environment, Worker Right-To-Know, Hazardous Waste Procedures, Personal Protective Equipment, Facility Equipment, and Facility Structure Evaluation. Elements of the Self-Inspection Checklist are monitored on a daily, weekly, or monthly basis. Items found to be in need of maintenance are brought to the attention of the Operations Manager.

Cleaning is conducted a minimum of four times a day coinciding with downtime and always at the end of shift. The end of shift varies from day to day depending on tonnage received, equipment breakdown, and other factors. There is no trash at the site until the incoming material is processed, collected in a bunker, and then loaded into a roll-off container. The bunker is cleaned at the end of the shift and residual material placed in the roll-off. Site clean-up can be verified by the LEA before the first shift starts at 6:00 a.m.

5.7 HEALTH AND SAFETY PROGRAM

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

- Employee Safety Training Program
- Injury and Illness Prevention Program (IIPP) (See **Appendix B**)
- Emergency Procedures and Contingency Plan
- Hazard Communication Program
- Energy Control (Lockout/Tag out) Program
- Respiratory Protection and Hearing Conservation Programs

5.7.1 Water Supply and Sanitary Facilities

DWP provides the potable water supply. Water fountains and other potable water dispensers and sanitary facilities are located in the break room for operations employees. The break

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room is located in the brick building adjacent to the MRF. See **Figure 2**, Site Plan shown previously on page 4.

5.7.2 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 and loader operators are equipped with two-way radios.

5.7.3 Lighting

The facility has indoor and outdoor lighting sufficient to conduct operations during non-daylight hours. Outdoor lighting consists of building-mounted fixtures directed to the interior of the site to reduce glare.

5.7.4 Fire

A fire prevention system has been installed in the existing buildings, and fire extinguishers are located per the requirements of the Fire Marshal. Existing fire hydrants are located around the perimeter of the site at the northeast corner of Harriett Street and 25th Street, mid-block on the north side of 25th Street and on the south side of 24th Street near Minerva Street.

5.7.5 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) on a daily basis 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.

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5.7.6 Emergency Provisions for Power Failure

If electrical power to the site is temporarily lost, there is adequate capacity on the tipping floor to accommodate the facility's maximum permitted daily capacity. If power is lost for an extended period of time, the material will continue to be delivered to the facility and then transferred to the City Fibers West Valley facility for processing, or the collection trucks will be sent directly to other permitted MRFs in the area.

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6.0 STATION CONTROLS

6.1 BURNING WASTES AND OPEN BURNING (17407.1)

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 tipping area on paved ground, and then put it out with portable extinguishers.
- 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.

6.2 CLEANING (17407.2)

Litter crews police the site daily, focusing on all paved areas, driveways, and the frontage sections of 24th Street, 25th Street and Harriett Street as needed. In addition, the sorting line, building, baler and other stationary equipment is 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 amounts of water used will be absorbed in the residue material going to landfill, or simply evaporates.

Cleaning is conducted a minimum of four times a day coinciding with downtime and always at the end of shift. The end of shift varies from day to day depending on tonnage received, equipment breakdown, and other factors. There is no trash at the site until the curbside material is processed, collected in a bunker and then loaded into a roll-off container. The bunker is cleaned at the end of the shift and residual material placed in the roll-off container. Site clean-up can be verified by the LEA before the first shift starts at 6:00 a.m.

6.3 DRAINAGE CONTROL (17407.3)

Wastewater generated by the facility will be minimized as a result of dry sweeping methods employed at the facility. 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.

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6.4 DUST CONTROL (17407.4)

Dust will be controlled by limiting the tipping and processing of waste and recyclable material to within the fenced portion of the site.

Employees working in the tipping, processing and baling areas will be required to wear dust masks. Hand sweeping will be used to clean the paved surfaces to minimize accumulation of dust and dirt, and therefore reduce dust kicked up by vehicles. Speed limits for trucks are set at five (5) MPH to minimize dust.

6.5 HAZARDOUS, LIQUID, AND SPECIAL WASTES (17407.5)

This facility will not intentionally accept hazardous materials including batteries, oil, paint, or 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.

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. e-Waste will not be dismantled at this site to recover the metal housing, or any other component of the e-waste.

6.6 LITTER CONTROL (17408.1)

Litter will be controlled at the site in several ways:

- All unloading, processing and loading of material occurs within the fenced portions of the site;
- A litter crew polices the site once per day, or more frequently if needed, picking up litter from the site perimeter, driveways, and along the frontage;
- Hand sweeping patrols police the site, cleaning paved surfaces, driveways and the frontage along 25th Street, 24th Street, Minerva Street and Harriet Street on an as needed basis; and,
- 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 G** for a copy of the Litter Control Program.

6.7 MEDICAL WASTES (17408.2)

The facility does not accept medical waste. If the medical (red bag) waste has been treated by autoclaving, then it is handled as normal MSW. Should untreated medical waste be discovered, site personnel will immediately call the California Department of Health Services, Medical Waste Management Program at (213) 897-7570 or (916) 324-6999. If prudent, loaders will isolate the material in a corner of the tipping area and it will be cordoned off to eliminate all contact with

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employees or users of the facility. The area of the tipping floor where the material was discovered will be treated with disinfectant. In addition, City Fibers will notify the LEA and backtrack the waste to try to determine the generator. This type of event would be included in the Log of Special Occurrences.

If body parts are discovered, the County Coroner's Office will be notified.

6.8 NOISE CONTROL (17408.3)

The facility is located in a heavy industrial M-3 zone and has operated without complaints from neighboring industries. On-site vehicles (forklifts, excavators, loaders) are muffled.

6.9 NON-SALVAGEABLE ITEMS (17408.4)

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.

6.10 NUISANCE CONTROL (17408.5)

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 a heavy industrial area also mitigates potential nuisances. (See the Dust and Odor Control Section for more nuisance control measures.) See **Appendix E** for the Alternate Odor Management Plan.

6.11 MAINTENANCE PROGRAM (17408.6)

See **Section 5.4**.

6.12 PERSONNEL HEALTH AND SAFETY (17408.7)

See **Section 5.7**.

6.13 PROTECTION OF USERS (17408.8)

Commercial haulers are directed by spotters to the tipping floor. The commercial haulers will typically be repeat customers and will therefore be familiar with onsite traffic circulation, tipping areas and procedure.

6.14 ROADS (17409.1)

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

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6.15 SANITARY FACILITIES (17409.2)

See **Section 5.7.2.**

6.16 SCAVENGING AND SALVAGING (17409.3)

Scavenging is prohibited. Salvaging of recoverable material such as cardboard, wood, glass, paper, and metal is an integral part of the operation. This salvaging is confined to specific areas of the site as noted on the Site Plan. Storage bunkers are provided for the storage of salvaged materials.

6.17 SIGNS (17409.4)

See **Section 4.1.**

6.18 LOAD CHECK (17409.5)

See **Section 7.3** and **Appendix F.**

6.19 PARKING (17409.6)

Onsite as well as street parking is available for all employees, company vehicles and all users of the site. All collection and transfer trucks are provided by others and park off-site at other facilities.

6.20 SOLID WASTE REMOVAL (17410.1)

Solid waste is removed continually from the site on a first-in first-out policy and in all cases within 48 hours of receipt.

6.21 SUPERVISION AND PERSONNEL (17410.2)

See **Section 5.2.**

6.22 TRAINING (17410.3)

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 at the site during all business hours. Site personnel will be able to provide information and records, as requested, during any announced or unannounced agency inspection.

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6.23 VECTOR, BIRD, AND ANIMAL CONTROL (17410.4)

To eliminate any attraction for rodents, birds, and insects, non-salvageable wastes will be loaded into roll-off containers on a first-in, first-out basis. At no time will waste be stored onsite longer than 48 hours. Baled and recyclable materials will be shipped out on a regular basis. A pest control company visits the site as needed to set rodent traps and inspect the facility. Periodic spraying for flies and insect control is conducted, as needed.

6.24 RECORD KEEPING (17414)

See **Section 7.1**.

6.25 DOCUMENTATION OF LEA ACTIONS (17414.1)

The operator will maintain a record of LEA approvals, determinations, and other requirements. This information will be kept near the break room at the manager's desk.

6.26 COMMUNICATIONS EQUIPMENT (17415.1)

See **Section 5.7.2**.

6.27 FIRE FIGHTING EQUIPMENT (17415.2)

See **Section 5.7.4**.

6.28 HOUSEKEEPING (17416.1)

All aisles/walkways behind the sorters on all sort lines, and all stairways on all sort lines, shall be free of any trash, paper, and debris. Also see Station Maintenance in **Section 5.6**, as well as Litter Control in **Section 6.6**.

6.29 LIGHTING (17416.2)

Adequate lighting is provided to ensure the facility's proper operation as well as to ensure worker safety, and to prevent adverse effects to public health, safety and the environment.

6.30 EQUIPMENT (17416.3)

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. See **Section 5.3**.

6.31 SITE SECURITY (17418.1)

The site is secured by a wall, fence, or combination of the two as a means of providing security and prohibiting unmonitored dumping of loads. Access is controlled through the gated

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entrance/exit. During hours when waste is not received, entrance gates are closed. Also, see Section 4.2.

6.32 SITE ATTENDANT (17418.2)

An attendant will be on duty during waste receiving hours.

6.33 TRAFFIC CONTROL (17418.3)

Traffic at the facility is comprised of collection trucks, transfer trucks, roll-off trucks, recyclable material trucks, and employee vehicles. Collection vehicles include, but are not limited to: roll-offs; side-loading; rear-loading; and front-loading trucks. Access to the site is through 24th Street to Harriet Street to 25th Street.

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

- enforced speed limit of five (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 or traffic spotters

6.34 VISUAL SCREENING (17449.1)

The facility operation is screened by buildings, walls, and fencing around the site perimeter.

6.35 WATER SUPPLY (17419.2)

The potable water supply is provided by Los Angeles Department of Water and Power.

6.36 UNUSUAL PEAK LOADING

In the event of unusual peak loading, such as after a natural disaster, operations will be extended, and stand-by equipment will be brought on-line, including loaders, forklifts, and transfer trailers. Material could also be taken to the City Fibers West Valley Plant for processing. In no case will the maximum daily capacity of 1,080 TPD be exceeded, unless given specific emergency approvals by the City and the LEA.

6.37 FINAL DISPOSAL

All solid waste residue will be taken to a local transfer station, a permitted sanitary landfill such as Chiquita Canyon, Sunshine Canyon, Simi Valley, El Sobrante, Lancaster, or Palmdale, or the SERRF or Commerce WTE plants.

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In the future, rail haul operations may allow access to more distant landfills in the California high desert and elsewhere, or the material could be delivered to a local conversion technology facility if and when they are developed.

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7.0 RECORDS AND REPORTING

7.1 WEIGHT/VOLUME RECORDS

The facility will implement a monitoring and reporting program that will reflect the requirements of the Solid Waste Facility Permit.

7.2 SPECIAL OCCURRENCES

A Special Occurrences Log will be kept on a daily basis to document the following: any loads refused entry to the facility, fires, vectors, injuries, property damage, inspections, notices of violations, and other occurrences as needed. The log will be completed by the facility operator and kept in the office. Reports of all special occurrences and the operator's actions in response will be reported to the LEA within 24 hours.

On days where there are not any special occurrences, "N/A", "None" or something similar will be noted in the Special Occurrences Log.

7.3 HAZARDOUS WASTE LOAD CHECK PROGRAM

A record will be maintained of the results of the hazardous waste load check 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. A record of waste loads rejected will be included. This information will be reported within 30 days of the end of each quarter, and sent to the LEA.

7.4 COMPLAINTS

A record of all complaints regarding this facility will be maintained along with the operator's actions taken to resolve these complaints.

City Fibers will record any written public complaints received, including:

- The nature of the complaint;
- The date the complaint was received;
- The name, address, and telephone number of the person making the complaint (if available);
- Any actions taken to respond to the complaint,
- The LEA will be notified immediately of any written complaints; and,
- The complaint log will be readily available for review during normal business hours.

7.5 INSPECTION OF RECORDS

Facility records will be maintained near the break room at the manager's desk, and are available for inspection at any time during normal business hours.

**APPENDIX A
(TPR)**

**SOLID WASTE FACILITY
PERMIT
(PENDING)**

APPENDIX B
(TPR)

INJURY AND ILLNESS
PREVENTION PLAN

INJURY AND ILLNESS PREVENTION PLAN

CITY FIBERS PLANT NO. 2 MRF

CITY FIBERS

MANAGEMENT POLICY STATEMENT

To All Employees:

As Chief Executive Officer, I, David Jones, accept responsibility for overall safety and health in our operations. Arturo Morales will report 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.

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CITY FIBERS 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 1, 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 City Fibers do the very best job to insure 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?

- 1) 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 well being, 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.

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- 2) 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 insure 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 well being is of utmost importance to us. By your returning the form to us, we can insure that any benefits such as medical or disability payments can begin.

PLEASE NOTE: As with reporting injuries, failure to return the DWC-1 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-1 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.

Hospital: Los Angeles Community Hospital
Address: 4081 E. Olympic Bl.
Los Angeles, CA 90023-3300
Telephone: (323) 267-0477

Signature _____
Date _____

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CITY FIBERS IDENTIFICATION OF PLAN ADMINISTRATORS

The following person(s) responsible for implementing the accident prevention plan for City Fibers.

NAME/TITLE

Todd Jones/Operations Manager – (323) 583-1013

RESPONSIBILITIES

MANAGERS:

In effectively executing their safety responsibilities, managers will:

- 1) Familiarize themselves with the safety program and insure it's 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 insure 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 to employees prior to the assignment of duties;
- 3) Consistently and fairly enforce all company safety rules;
- 4) Investigate injuries to determine cause, then take action 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;
- 6) Inspect work areas often to detect unsafe conditions and work practices. Utilize required company self-inspection checklists to achieve this.

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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_____

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CITY FIBERS SAFETY RULES

For the protection and safety of all employees, City Fibers 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;

- 1) 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

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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 _____

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GUIDE “SAFE PRACTICES AND OPERATIONS CODE”

THE FOLLOWING MUST BE POSTED AT THE WORKPLACE IN AN AREA VISIBLE TO ALL WORKERS:

General:

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

1. Hard hats shall be worn where there is a hazard from falling or flying materials.
2. Wear proper footwear with substantial soles.

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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:

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

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- 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 starting 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.

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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 method described below.

HOW TO GET READY - TO INSTRUCT

- 1) Have a Timetable- How much skill you expect them to have by a certain date.
- 2) Break Down the Job- List important steps pick out the key points (*Safety* is always a key point).
- 3) Have Everything Ready- Correct equipment, materials and supplies.
- 4) 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.

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NEW EMPLOYEE SAFETY 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 explained use and care. _____
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 safety data sheets and how to read MSDS. _____
11. Reviewed evacuation procedures and any specific duties _____
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 _____ DEPT. _____

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

SUPERVISOR'S SIGNATURE _____ DEPT. _____

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.

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CITY FIBER 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.

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SAFETY INSPECTION REPORT

INSPECTION CONDUTED BY: _____

DATE: _____ DEPT: _____ PLANT: _____

SAFETY PRACTICES

-Are Employees Wearing the Required Safety Equipment?
Yes() No() 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() No() Explain _____

-Is Equipment & Material Neatly And Safely Kept and Stored?
Yes() No() 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 _____

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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 () No () Explain _____

-Is Flammable Waste And Rubbish Being Properly Disposed?

Yes () No () Explain _____

-Are Overhead Fans Clean?

Yes () No () Explain _____

-Are Electrical Wiring, Connections, Boxes And Controls in Good Condition? (Covers, Doors, etc.)

Yes () 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?

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Yes () No () Explain _____

-Other Comments _____

GENERAL CONDITION

-Is There Adequate Ventilation?

Yes () No () Explain _____

-Is Dust Control Adequate?

Yes () No () Explain _____

-Are Hand Tools Properly Maintained and in Good Condition?

Yes () No () Explain _____

-Are Storage Racks in Good Condition And Earthquake Safe?

Yes () No () Explain _____

-Are Employees Aware of Safety Rules And Procedures?

Yes () No () Explain _____

-Is The Non-Smoking Policy Being Enforced?

Yes () No () Explain _____

-Are Bathrooms Clean And in Good Working Order?

Yes () 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 () No () Explain _____

-Other Comments _____

General Comments and Recommendations _____

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CITY FIBERS

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.

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SAFETY COMMITTEE MEETINGS

COMPANY: _____ DATE: _____

COMMITTEE MEMBERS PRESENT: _____

COMMITTEE GUESTS: _____

MINUTES TAKEN BY: _____

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 OURSIDE AGENCIES:
(Insurance carrier, fire department, Cal-OSHA, ect.): _____

7. NEW BUSINESS: _____

Committee Chairperson

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CITY FIBERS ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of City Fibers 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:

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- 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_____

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Plant or Job	Name of injured or driver
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Supervisor's Accident Investigation Report

EST. AGE	Married? <input type="checkbox"/> Yes <input type="checkbox"/> No	Occupation	Employment Date	Date of Injury/Time <input type="checkbox"/> AM <input type="checkbox"/> PM
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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)

<input type="checkbox"/> Operating without authority; failure to secure or warn <input type="checkbox"/> Operating or working at unsafe speed <input type="checkbox"/> Making safety devices inoperative <input type="checkbox"/> Using unsafe equip. hands instead of equip, or equip. unsafely <input type="checkbox"/> Failure to use safe attire or personal protective equipment <input type="checkbox"/> Improper: <input type="checkbox"/> turn <input type="checkbox"/> lane usage <input type="checkbox"/> backing <input type="checkbox"/> interval <input type="checkbox"/> interval <input type="checkbox"/> signal <input type="checkbox"/> judgment <input type="checkbox"/> Other	<input type="checkbox"/> Unsafe loading, placing, mixing, combinin <input type="checkbox"/> Taking unsafe position or posture <input type="checkbox"/> Working on moving or dangerous equipme <input type="checkbox"/> Lack of job training or instruction <input type="checkbox"/> Lack of job training or instruction <input type="checkbox"/> Lack of job training or instruction
---	---

UNSAFE CONDITIONS

<input type="checkbox"/> Improper guarding (unguarded, inadequately guarded, guard removal, etc.) <input type="checkbox"/> Defective substances or equipment (broken, poor design, slippery, etc.) <input type="checkbox"/> Hazardous arrangement (unsafely piled material, poor layout, poor lighting) <input type="checkbox"/> Housekeeping. (No aisle markings, etc.) <input type="checkbox"/> Improper dress or apparel (goggles, gloves, shoes, masks, sleeves, etc.) <input type="checkbox"/> Defective: <input type="checkbox"/> brakes <input type="checkbox"/> motor <input type="checkbox"/> wipers <input type="checkbox"/> steering <input type="checkbox"/> tires <input type="checkbox"/> tires <input type="checkbox"/> wheels or rims <input type="checkbox"/> Other:	<input type="checkbox"/> Improper illumination (none, glaring light, etc.) <input type="checkbox"/> Improper ventilation (poor, dusty, gassy, high humidity, etc.) <input type="checkbox"/> Poor road or visibility condition
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STEPS TAKEN TO PREVENT A RECURRENCE

Unsafe Act:

<input type="checkbox"/> Instructed employee condition to: <input type="checkbox"/> Warned employee <input type="checkbox"/> Other action	<input type="checkbox"/> Supplied safeguard <input type="checkbox"/> Supplied personal equipment	<input type="checkbox"/> Eliminated condition <input type="checkbox"/> Repaired condition <input type="checkbox"/> Guarded machine <input type="checkbox"/> Other action	<input type="checkbox"/> Reported
---	---	---	-----------------------------------

SUPERVISOR'S SIGNATURE	DATE
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INJURY AND ILLNESS PREVENTION PLAN

CITY FIBERS PLANT NO. 2 MRF

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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

The types of extinguisher used here are:

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 employees and visitors of the existence of a fire. 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,

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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 visitors.
- 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.
- Ensure that the fire department is notified (even if the fire was put out). The facility manager will advise the fire Department of the facility name and address, and advise as to the type of fire, if known (chemical, electrical, paper) and if there are any known injuries. Also advise as to where employees and visitors will be regrouping. Let them know if someone is trying to extinguish the fire.
- The facility manager should be contacted after the Fire Department has been called. The facility manager or their designee will decide who should be notified,
- The department managers should report IMMEDIATELY to the facility manager for instruction.
- Once the fire Department arrives, the captain should be told where the emergency box is located.

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- The facility 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.

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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 01 the will be directed to the regrouping area (SEE PAGE 23). Guests 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 make a decision 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.

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ACCOUNTABILITY

The employee(s) designated by the facility 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.

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CITY FIBERS 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:

- 1) 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 _____

INJURY AND ILLNESS PREVENTION PLAN

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CITY FIBERS 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, City Fibers 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 CER 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 (ACGIH); or
- Those hazardous substances prepared pursuant to Labor Code Section 6382.

LABELS AND OTHER FORMS OF 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.

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MATERIAL SAFETY DATA SHEETS (MSDS)

The management of City Fibers 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 City Fibers 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.

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CITY FIBERS 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 plant population.
- 10) Warn about specific work activities that increase the likelihood of a loss.

Signature_____

Date_____

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CITY FIBERS EMERGENCY ACTION PLAN

Major disasters must be anticipated and procedures must be developed and mastered if the well being 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 other 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:

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.

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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.

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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. Sound 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:

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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

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.

EARTHQUAKE

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:

Los Angeles Community Hospital
4081 E. Olympic Boulevard
Los Angeles, CA 90023-3300
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);

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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. The safety goals and policies should be sent to all employees.

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

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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

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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 by employees including:
 - 1) 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; 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;

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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-Nitrosodimethylamine

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

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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:

- 1) 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 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 1 (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 (1) member shall be in a position of authority, which shall act as the chairperson. Employees selected shall be from various working levels and should be familiar with their jobs and general operations. The committee shall:

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- 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. Written records of such discussion and approved recommendations shall be kept in the form of minutes;
- 4) Study the causes of accidents occurring since the last meeting for the purpose of devising methods to prevent recurrence; and
- 5) 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 (1) 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:

- 1) Meet monthly for a minimum of thirty minutes.
- 2) Review and act on the safety inspector's reports and the Workers' Committee reports;
- 3) 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;
- 4) Study the causes of accidents occurring since the last meeting for the purpose of devising methods to prevent recurrence;
- 5) 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.
- 6) A Workers' Safety committee shall consist of not less than three (3) workers, or less than one (1) per one hundred (100) employees, whichever is greater.

This committee shall:

- A) Meet monthly;
- B) Make not less than one (1.) inspection each month;

INJURY AND ILLNESS PREVENTION PLAN

CITY FIBERS PLANT NO. 2 MRF

- 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
- D) 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
- 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 (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 of ten (20). This committee shall:

- A) Meet monthly;
- B) Make not less than one (1) inspection each month; and

INJURY AND ILLNESS PREVENTION PLAN

CITY FIBERS PLANT NO. 2 MRF

- 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 C
(TPR)

NDFE LISTING

NDFE LISTING

CITY FIBERS PLANT NO. 2 MRF

This facility was not previously required to obtain a permit. The 3.8-acre site will continue to be used as a MRF for processing source separated and select commercial loads of recyclable material. Incoming loads are sorted, and the various recyclable materials stored and subsequently baled for transport to commodity markets and end users. Due to the contamination rates of the materials received, the facility is classified as a Large Volume Transfer/Processing Facility. A temporary Solid Waste Facility Permit (SWFP), issued on July 16, 2008, allowed the facility to continue operation as a MRF with a residual contamination rate greater than 10%. The owners have applied for a permanent SWFP as a large volume transfer and processing facility and increase the daily processing volume to 1,500 TPD. The facility has the option of operating 24 hours per day and 7 days per week.

NDFE Facility #66

LOCATED WITHIN THE CITY OF LOS ANGELES AND RECOVERING APPROXIMATELY 70%: CITY FIBERS, INC. – DOWNTOWN PLANT NO. 2	
TYPE OF FACILITY	Large Volume Transfer Processing Facility and Material Recovery Facility (MRF)
FACILITY CAPACITY	1,500 TPD
ESTIMATED AMOUNT OF WASTE SENT TO FACILITY	320 TPD
PARTICIPATING JURISDICTIONS	City of LA, Vernon, Maywood, Huntington Park, County unincorporated areas
DIVERSION RATE	Approximately 70%
LOCATION	2545 East 25th Street, Los Angeles, CA 90058
ZONING	M-3, Heavy Industrial
PERMIT NUMBER AND DATE	19-AR-1236 (July 16, 2008)

2 City of Los Angeles. 2009 NDFE Amendment

CITY OF LOS ANGELES
CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

JUNE LAGMAY
City Clerk

HOLLY L. WOLCOTT
Executive Officer

Office of the
CITY CLERK

Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
General Information - (213) 978-1133
Fax: (213) 978-1040

www.cityclerk.lacity.org

April 8, 2010

To All Interested Parties:

The City Council adopted the action(s), as attached, under
Council file No. 10-0226, at its meeting held March 19, 2010.

City Clerk
OS

An Equal Employment Opportunity - Affirmative Action Employer

NDFE LISTING

CITY FIBERS PLANT NO. 2 MRF

Mayer's Time Stamp
OFFICE OF THE MAYOR
RECEIVED
2010 MAR 23 PM 3:51
CITY OF LOS ANGELES

City Clerk's Time Stamp
RECEIVED
CITY CLERK'S OFFICE
2010 MAR 23 PM 3:51
CITY CLERK
BY _____ DEPUTY

SUBJECT TO THE MAYOR'S APPROVAL

COUNCIL FILE NO. 10-0226

COUNCIL DISTRICTS 4, 9, 12, 14 & 15

COUNCIL APPROVAL DATE MARCH 19, 2010

RE: THE SEPTEMBER 2009 AMENDMENT TO THE NON-DISPOSAL FACILITY ELEMENT

LAST DAY FOR MAYOR TO ACT APR 02 2010
(10 Day Charter requirement as per Charter Section 341)

DO NOT WRITE BELOW THIS LINE - FOR MAYOR USE ONLY

APPROVED


*DISAPPROVED

*Transmit objections in writing
pursuant to Charter Section 341

DATE OF MAYOR APPROVAL OR DISAPPROVAL APR 01 2010


MAYOR

Steno/100226 .ml

RECEIVED
CITY CLERK'S OFFICE
2010 APR - 1 PM 4: 21
CITY CLERK
BY _____ DEPUTY

2

File No. 10-0226

**TO THE COUNCIL OF THE
CITY OF LOS ANGELES**

Your ENERGY AND ENVIRONMENT Committee

reports as follows:

ENERGY AND ENVIRONMENT COMMITTEE REPORT and RESOLUTION relative to the September 2009 Amendment to the Non-Disposal Facility Element (NDFE).

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. ADOPT the accompanying RESOLUTION authorizing the September 2009 Amendment to the NDFE.
2. AUTHORIZE the Bureau of Sanitation (BOS) to submit the NDFE Amendment to the California Integrated Waste Management Board for its approval.

Fiscal Impact Statement: The Board of Public Works (Board) reports that the September 2009 Amendment to the City NDFE has no fiscal impact.

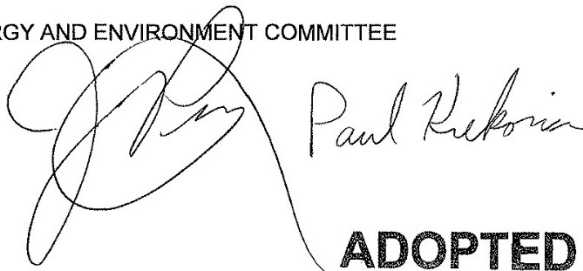
Community Impact Statement: None Submitted

Summary:

At its February 16, 2010 meeting, your Committee considered a Board transmittal and a report from the BOS relative to the September 2009 Amendment to the NDFE. The November 18, 2009 BOS report, attached to the Council file, provides background information and additional details on this issue. During the discussion of this item, the BOS representative provided an overview of the Department's report and responded to related questions posed by the Committee members. After providing an opportunity for public comment, the Committee recommended that Council approve the BOS recommendations as reflected above. This matter is now submitted to Council for its consideration.

Respectfully submitted,

ENERGY AND ENVIRONMENT COMMITTEE



Paul Kerkorian

MEMBER	VOTE
PERRY	YES
CÁRDENAS	ABSENT
ALARCÓN	YES
KORETZ	YES
KREKORIAN	YES

MLE
10-0226_rpt_ee_02-25-10
CDs 4, 9, 12, 14, and 15

ADOPTED

MAR 19 2010

LOS ANGELES CITY COUNCIL

- Not Official Until Council Acts -

MAYOR WITH FILE

RESOLUTION

WHEREAS, the California Integrated Waste Management Act of 1989 (AB 939) required all cities in California to reduce the amount of waste they send to landfills by 25% by the year 1995, and by 50% by the year 2000, and the City of Los Angeles has met and surpassed that goal, having a year 2000 waste diversion rate of over 60%; and

WHEREAS, the City of Los Angeles has further adopted a goal of 70% waste diversion by the year 2020; and

WHEREAS, one of the components of a successful waste diversion program is that of utilizing facilities which reuse or recycle waste rather than disposing of it; and

WHEREAS, one of the necessary steps in receiving a Solid Waste Facilities Permit for a solid waste facility which reuses or recycles waste, is to include that facility in the City's Non Disposal Facilities Element (NDFE), a part of the City's Solid Resources and Recycling Element. **Adding a facility to the NDFE does not bind the City to any action regarding approval of the proposed facility.** The last Amendment to the City's NDFE was approved by the City Council in 2007; and

WHEREAS, any amendments to the City's NDFE must receive final approval from the Los Angeles County Integrated Waste Management Task Force, and the California Integrated Waste Management Board, a process that will require approximately 120 days;

I THEREFORE MOVE, that the City Council, subject to the review and approval of the Mayor:

1. Adopt the 2009 Amendment to the City's Non Disposal Facilities Element, containing six proposed non disposal facilities;
2. Forward the amendment to the Los Angeles County Integrated Waste Management Task Force and the California Department of Resources Recycling and Recovery for final approval.

NOW THEREFORE BE IT RESOLVED, that by adoption of this Resolution, with the concurrence of the Mayor, that the Council authorizes the Director of the Bureau of Sanitation, or his/her designee, to add the six facilities contained in the 2009 Amendment to the City's Non Disposal Facilities Element, and to forward the Amendment to the appropriate County and State Agencies.

I CERTIFY THAT THE FOREGOING RESOLUTION WAS ADOPTED BY THE COUNCIL OF THE CITY OF LOS ANGELES AT ITS MEETING OF MAR 19 2010 BY A MAJORITY OF ALL ITS MEMBERS. MAR 19 2010

PRESENTED BY _____



JUNE LAGMAY
CITY CLERK
BY Sharon Bruce
DEPUTY

SECONDED BY _____

**APPENDIX D
(TPR)**

FIRE PREVENTION PLAN

FIRE PREVENTION PLAN

CITY FIBERS PLANT NO. 2 MRF

FIRE PREVENTION CONTROL AND MITIGATION PLAN

for

City Fibers
Large Volume Material Recovery Facility
2545 E. 25th Street, Los Angeles, CA 90058

A Description of the measures the operator will take to prevent fires and to control and extinguish fires at the site;

- Provide employee training on fire prevention, control and mitigation.
- Prohibit all open flame operations nearby flammable materials.
- Install fire extinguishers.
- Prohibit use of flammable solvents and chemicals around recycling and transfer operations.

B Identification and description of the equipment the operator will have available (on site and readily available off-site) to control and extinguish fires;

- Portable fire extinguishers.

C Description of the measures the operator will take to mitigate the impacts of any fire at the site to the public health and safety and the environment;

- Prohibit the use of flammable solvents and chemicals from around the recycling, storage, and transfer operations.
- Train employees on handling hazardous and flammable materials.
- Store sufficient quantity of absorbent material, shovels and personnel protective equipment.

D Description of the arrangements the operator has made with the local fire control authority having jurisdiction to provide fire prevention, control and suppression;

- The operator will provide the local fire control authority updated detailed site plan showing all buildings, structures, parking lots, storm & sanitary sewers, and adjacent property uses.

FIRE PREVENTION PLAN

CITY FIBERS PLANT NO. 2 MRF

FIRE PREVENTION CONTROL AND MITIGATION PLAN

- Identify all materials stored onsite, access to each storage area, location of emergency equipment, general purpose of other areas within the facility, and location of all aboveground and underground tanks to include sumps, vaults, below-grade treatment systems, piping, etc.
 - Map Key. Provide the following on the map:
 1. A list of hazardous materials, including wastes.
 2. Hazard class of each hazardous waste.
 3. The maximum quantity for hazardous materials.
 4. Include the contents and capacity limit of all tanks at each area and indicate whether they are above ground or below ground.
 5. List separately any radioactives, cryogenics and compressed gases for each facility.
- E Discussion of the ability of the local fire control authority to suppress fires at the site in light of the authority's personnel, expertise and equipment, the availability of water, access to the site and to flammable materials on the site, the nature of flammable materials on site, the quantity and dimensions of materials on the site, and the potential for subsurface fires in accumulations of flammable materials on the site.**
- Local fire station situated less than one mile away is equipped with a single engine fire truck that could dispense water at 1500 GPM.
- F Evidence that the operator has submitted the Plan to the local fire control authority for review and that the authority has found it to be in compliance with the authority's applicable requirements.**
- Fire prevention, control and mitigation plan prepared for Direct Disposal was submitted to the local fire control authority.

FIRE PREVENTION PLAN

CITY FIBERS PLANT NO. 2 MRF

FIRE PREVENTION CONTROL AND MITIGATION PLAN

EMERGENCY-RESPONSE PLAN

1. In the event of an emergency, the following shall be notified:

A. On-site Responders:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
David Jones	President	(323) 583-1013
Todd Jones	Vice-President	(323) 583-1013

B. Method of Notification to Responder:

- Automatic Alarm
- Manual Alarm
- Phone
- Verbal

C. Agency Phone Number

Fire Department: 911/ (213) 485-6225 non emergency

2. Designated Local Emergency Medical Facility:

<u>Name</u>	<u>Address</u>	<u>Phone (24 hours)</u>
U.S. Healthworks	1313 W. 8 th St., Ste. 100, LA, CA	(213) 401-1970

3. Mitigation Equipment:

A. Monitoring Devices:

- Toxic or flammable gas detection, GasTech
- Fluid detection

B. Spill Containment:

- Absorbents

C. Spill Control and Treatment

- Mechanical Ventilation
- Secondary Containment

4. Evacuation:

- Immediate area evacuation routes posted
- Entire building evacuation procedures developed
- Assembly areas preplanned
- Evacuation maps posted

FIRE PREVENTION PLAN

CITY FIBERS PLANT NO. 2 MRF

FIRE PREVENTION CONTROL AND MITIGATION PLAN

EMERGENCY-RESPONSE TRAINING PLAN

1. Person responsible for the emergency-response training plan:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
Todd Jones	Vice-President	(323) 583-1013

2. Training Requirements:

A. All employees trained in the following as indicated:

- Procedures for internal alarm/notification
- Procedures for notification of external emergency-response organization
- Location and content of the emergency-response plan

B. Chemical handlers are trained in the following as indicated:

- Safe method for handling and storage of hazardous materials
- Proper use of personal protective equipment.
- Locations and proper use of fire- and spill-control equipment
- Specific hazards of each chemical to which they may be exposed

C. Emergency-response team members are trained in the following:

- Procedures for shutdown of operations
- Procedures for using, maintaining and replacing facility emergency and monitoring equipment

3. The following records are maintained for all employees:

- Verification that training was completed by the employee
- Description of the type and amount of introductory and continuing training
- Documentation on and description emergency-response drills conducted at the facility

4. A more comprehensive and detailed emergency-response training plan is maintained on site.

Location : Office of Todd Jones

Responsible Person: Todd Jones

Phone: (323) 583-1013

APPENDIX E
(TPR)

ALTERNATIVE ODOR
MANAGEMENT PLAN

CITY FIBERS MATERIAL RECOVERY FACILITY

L.A. PLANT NO. 2

ALTERNATIVE ODOR MANAGEMENT PLAN

March 2016

This Alternative Odor Management Plan (AOMP) has been prepared in accordance with South Coast Air Quality Management District (SCAQMD) Rule 410(g)(3), and is incorporated into the TPR as an appendix.

The AOMP will be posted in the City Fibers offices for all personnel. Copies of the AOMP, along with, approval from the LEA and all other documents pertaining to AOMP will be provided to inspectors by request.

CONTENT ELEMENTS

1. Housekeeping Activities

a. Tipping Floor

The open, uncovered, tipping floor is located in a fenced area that minimizes the potential for blowing litter. All trash is removed from the facility daily, and in no case will it remain on site for more than 48 hours. In addition the facility is swept daily by hand with brooms. Detergents are not used.

b. Commodity Storage Areas

Station personnel will patrol the commodity bunkers and bale storage areas as well as the entire site area each day, to collect litter and potential sources of odor. Dry methods will be used to clean all tipping areas, pavement, driveways, and adjoining street.

2. Community Response Procedures

a. Contact Sign (See detail at end of the AOMP)

A sign with all relevant contact information will be installed at the facility's front entrance gate. This includes: the facility, the Local Enforcement Agency (LEA), and the SCAQMD. See page 5 of this AOPM for detail of sign.

b. Community Coordinator

At City Fibers the community coordinator is Todd Jones.

ALTERNATIVE ODOR MANAGEMENT PLAN

CITY FIBERS PLANT NO. 2 MRF

c. Complaint Response Protocol

If an odor complaint is received, staff will go to the location of the complaint to verify the presence and intensity of the odors within two hours of the complaint. If the odor can be detected at the complainant's home or business, staff will trace the odor by conducting a survey of odor checks around the general vicinity. The survey will be conducted at four separate locations in a complete radius around the site. If the odor is determined to be generated offsite, staff will contact the complainant notifying them of the source of the odors. If however, staff determines that the odor is generated by the facility, staff will immediately identify the source of the odor and mitigate.

All odor complaints will be entered in an Odor Complaint Log, and the LEA will be notified within 24 hours. All complaints will be logged as to the time, date, location, ambient air temperature, cloud cover, wind direction and speed, and nature of complaint. An example of the Odor Complaint Log is provided below.

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 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. All meetings with the LEA/ complainants will be recorded in the Odor Complaint Log, for future reference. The LEA will be notified of the meeting and invited to attend.

The presence of odor is also monitored at the site boundary prior to commencing and closing daily operations. Staff will determine whether the odor is emanating from an on-site or off-site source. City Fibers has no authority over off-site odor sources. However, if the source is nearby and identifiable, City Fibers will attempt to ameliorate the situation so as not to get "blamed" for the odor. All presence of odor will be recorded in the Odor Complaint Log.

The level of offensiveness from on-site odors at the property boundary is based on a scale of 1 to 5 as follows:

1. No noticeable odor.
2. Slight odor
3. Moderate odor (noticeable)
4. Strong odor (objectionable)
5. Stench (noxious)

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

ALTERNATIVE ODOR MANAGEMENT PLAN

CITY FIBERS PLANT NO. 2 MRF

- These remedies include:
 - Trucking of the odiferous material to the landfill as soon as possible, typically in the next roll-off load hauled out.
 - Absorption of any standing water
 - Clean up of any food or other organic residues on the tipping floor
- 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 for no less than two years in an Odor Complaint Log. The log is available for review near the break room at the manager's desk.

e. Odor Survey Procedures

In order to assess potential odor impacts at the locations of possible odor receptors, a facility employee will drive past these locations at the beginning and close of the working day. The level of offensiveness will be measured and action will be taken, if needed, as discussed above. The odor receptor locations will be identified and recorded in the Odor Complaint Log. Possible odor receptors include residents of the mobile home park, to the east of the transfer station.

CONTROL STRATEGIES

Odor Sources

There are three sources of odor at the City Fibers facility:

- Tipping floor;
- Residual waste bins; and,
- Commodity storage bunkers and bales storage areas.

Tipping Floor

The tipping floor is located outside, but is surrounded by 12 foot fencing that prevents material from blowing off site. The walls also act as a wind barrier, minimizing odor travel.

Residual Waste Bins

Residual material is processed in a "first - in, first – out basis and is taken to a local transfer station for disposal at a landfill.

ALTERNATIVE ODOR MANAGEMENT PLAN

CITY FIBERS PLANT NO. 2 MRF

Recyclable Storage Bunkers and Bale Storage Areas

The facility is a material recovery facility that processes recyclable material from source separated, single-stream, curbside, multi-family, and select commercial loads. The storage of this recyclable material could be a source of odor. If a recyclables storage area is the source of an offensive odor, the material will be removed from the site as soon as possible.

Protocol for Handling Odiferous Loads

Residual material is processed in a “first - in, first – out basis. If odiferous recyclable material is received, it will be transferred and shipped out as quickly as possible, typically in the next commodity truck load out.

Covering Trucks and Trailers

All outbound residual waste is loaded in roll-off containers which are tarped prior to exiting the facility.

Supplementary Content Elements

Buffer Zone

The facility is located within a highly industrialized area and no residential uses are located within a 1,000-foot radius of the site.

ENFORCEABILITY

“I am voluntarily submitting this Odor Impact Minimization 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 Odor Impact Minimization Plan and understand that the Odor Impact Minimization 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.”

Name (print)

Signature

Date

ALTERNATIVE ODOR MANAGEMENT PLAN

CITY FIBERS PLANT NO. 2 MRF

Alternate Odor Management Plan Sign

For questions and complaints call:

TODD JONES
City Fibers Operations Manager
(323) 583-1013

LOCAL ENFORCEMENT AGENCY
(213) 252-3939

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

ALTERNATIVE ODOR MANAGEMENT PLAN

CITY FIBERS PLANT NO. 2 MRF

Odor Complaint Log

Date of Event: _____ Time of Event: _____

Date of Complaint: _____ Time of Complaint: _____

Outdoor Temperature at Time of Complaint: _____

Weather Conditions: _____

Wind Speed: _____ Wind Direction: _____

Description of Odor: _____

Name of Complainant: _____

Phone Number: _____

Description of Odor Source: _____

Odor Survey Results: _____

APPENDIX F
(TPR)

LOAD CHECK PROGRAM

CITY FIBERS MRF

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. See Appendix A, page 7, of this section for an outline of the training program.

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, Appendix B.

IV. Dumping Procedure

- A. Dump selected trucks apart from the other haulers in a clean area of the station.
- B. Dumping area must be separated from the other site operations.

LOAD CHECK PROGRAM

CITY FIBERS PLANT NO. 2 MRF

V. Sorting Procedure

- A. Each load will be visually inspected by a trained spotter.
- B. Loads will be spread out with loaders and hand rakes. Particular items such as drums, 5 gallon containers, 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. If the transporter is still on the premises:
 - a. Obtain driver's license number, vehicle license number, vehicle identification number, and bin number if roll-off.
 - b. Contain material and notify the Los Angeles County, Health & HazMat Division: (213) 890-4089
 - 2. If transporter is identified, but has already left the facility:
 - a. Transporter's company should be contacted and notified of findings.
 - b. Transport trucks from that company may be subject to regular inspections.
 - 3. If transporter is not identified:
 - a. The FACILITY is responsible for proper disposal of the hazardous material. Transportation and disposal of the materials will be accomplished using their EPA identification number.
- 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 one of two regrouping areas
 - 1. Regrouping Area A - Located at the tipping area entrance/exit.
 - 2. Regrouping Area B - Located at the scale house.
 - 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.

LOAD CHECK PROGRAM

CITY FIBERS PLANT NO. 2 MRF

4. As soon as possible, the Site Manager, or his designee, will contact the Local Fire Department, 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 not 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 (1-800) 424-8802
and
 - * California Office of Emergency services at (1-800) 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, Appendix C 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.

- * Health & HazMat Division, Los Angeles County
(323) 890-4045
- * Fire Department, City of Los Angeles
(213) 978-3680

LOAD CHECK PROGRAM

CITY FIBERS PLANT NO. 2 MRF

* City of Los Angeles LEA
(213) 978-0892

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.

- 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 which 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 Department of Health Services.

VI. Labeling and Record Keeping

- A. Log Sheet: Enter the following information on a log sheet - to be used later to prepare manifest:

LOAD CHECK PROGRAM

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1. waste category,
 2. list as much information about the chemical as possible (including the brand name),
 3. number of containers, and
 4. volume or weight of each container.
- B. Manifest: Must be prepared if wastes are to be transported (manifest forms available from the Department of Health Services).
- 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, so as 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.
- 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 Department of Health Services.

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- E. Manifest must be prepared if wastes are to be transported.
1. Manifest forms are available from the Department of Health Services
 2. Prepare five copies:
 - * The FACILITY keeps two.
 - * One copy to transporter.
 - * Legible copy to Department of Health Services and Bureau of Sanitation within 30 days of each shipment.
 3. Within 35 days of shipment, the FACILITY must receive copies of manifest signed by the operator of the disposal facility. If not, the FACILITY 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 Health Services).
 4. The FACILITY is to keep copies of manifests for three years.
 5. Transporter - Only EPA-permitted facilities can transport hazardous wastes.

APPENDIX A CITY FIBERS MRF

HAZARDOUS WASTE LOAD CHECK TRAINING PROGRAMS

I. Training Personnel

- A. Sorters: Only those trained in the use of personal protective equipment, emergency response, identification of hazardous materials and proper handling and procedures are allowed to sort refuse.
- B. Training is required at the time of the employee's INITIAL ASSIGNMENT AND WHENEVER A NEW HAZARD IS INTRODUCED into the work place.
- C. Supervisors will train regarding specific aspects of the load check program.
- D. Training is to be reinforced once a year.

II. Personal Protective Equipment

- A. Respiratory Protection:
 - * training is required before a worker is allowed to wear respirators.
 - * the safety officers is responsible for insuring all site workers are respirator certified, and
 - * certificates must be kept up to date/renewed annually, and copies must be kept available for inspection.
- B. Eye Protection:
 - * safety glasses or goggles must be worn when handling hazardous wastes, and
 - * packers must wear full face shield.
- C. Body/Hand Protection:
 - * coveralls and steel toed boots will be worn to protect the body and feet.
 - * chemical, abrasion, puncture and tear resistant butyl or neoprene gloves will be worn by all employees coming in direct contact with waste (i.e. sorting).
- D. Dust Masks:
 - * must be provided and additional protection must be available upon request.

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APPENDIX B CITY FIBERS MRF

LOAD INSPECTION RECORD

Date: _____ Time: _____

Name of Inspector: _____

Hauling Company Name: _____

Truck No.: _____

Route No.: _____

Hazardous Material Found?: Yes ____ No ____

Description of Hazardous Material, if found:

Supervisor notified: Yes ____ No ____

Action Taken:

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Appendix C CITY FIBERS MRF

SPECIAL/UNUSUAL OCCURRENCES REPORT FORM

Date _____

Name of employee completing report form

Name of employee who discovered incident

Type of Incident

<input type="checkbox"/> Chemical spill	<input type="checkbox"/> Earthquake
<input type="checkbox"/> Personal injury	<input type="checkbox"/> Unknown hazardous waste
<input type="checkbox"/> Fire	<input type="checkbox"/> Other _____

Description of incident _____

• Time _____ • Location _____
• Date _____ • Source _____

Chemicals involved _____

Action taken _____

Extent of injury (if any) _____

Emergency equipment used _____

Response Agencies notified _____

Facility Manager's signature _____ Date _____

LOAD CHECK PROGRAM

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Appendix D CITY FIBERS MRF

COMPLAINT RECORD LOG

Date: _____ Time: _____

Name of Person Filing Complaint: _____

Phone No.: _____

Address: _____

Name of Person Taking Complaint: _____

Complaint:

Supervisor notified: Yes ____ No ____

Action Taken:

APPENDIX G
(TPR)

LITTER CONTROL PROGRAM

LITER CONTROL PROGRAM

CITY FIBERS PLANT NO. 2 MRF

LITTER CONTROL PROGRAM

PURPOSE

To promote a clean environment through a Litter Control Program which encourages 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.

LITTER CONTROL PROGRAM

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Facility Containment

Litter is controlled primarily by restricting waste unloading and processing operations to inside the building. If litter blows out, a fence and wall surrounds the facility, providing a secondary barrier and preventing any litter from blowing off site. Recyclables are stored inside the building and hauled to market on a regular basis.

Vehicle Containment

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 recyclable 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

The facility and surrounding areas are cleaned daily. Tipping areas, driveways, internal roads, yard area, and the immediate perimeter of the facility are swept as needed.

Monitoring And Recording

Scale house employees are trained in monitoring vehicles to ensure the loads are properly covered. Any loaded transfer, commercial or self-haul 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.

APPENDIX H
(TPR)
RESUMES

RESUMES

CITY FIBERS PLANT NO. 2 MRF

David Jones

Mr. Jones has been in the recycling business for over 35 years and is owner and President of City Fibers, Inc. He is experienced in all aspects of the business and overseas operations at both the West Valley and the LA Plant 2 facilities as well as all corporate business. He is also responsible for corporate liaison with franchise jurisdictions.

Todd Jones

Mr. Jones has been in the recycling business for over 18 years. As General Manager of both the West Valley and LA Plant 2 facilities, he is responsible for operations, contracts, equipment selection and procurement, pricing, marketing of recyclable materials, and all other aspects of the day-to-day operations.

APPENDIX I
(TPR)
MRF EQUIPMENT LAYOUT

MRF EQUIPMENT LAYOUT

CITY FIBERS PLANT NO. 2 MRF

The City Fibers Downtown Plant No. 2 material recovery facility sorting equipment layout is proprietary information. Please see the LEA for additional information concerning operation of the material recovery facility and the layout of sorting equipment.