

Appendix C

Clean Wood
(Including Leaves and Grass Clippings)

Operations and Management Plan

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Operations and Management Plan

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Operations and Management Plan

Part I. General Operating Conditions

The Registrant shall at all times meet the requirements for authorization in Section 3 of the General Permit, the General Permit requirements and the conditions in Section 5 of the General Permit.

A Notifier shall manage Recyclables and other Solid waste in a manner consistent with Best Management Practices (“BMPs”) as provided in the types of Recyclables and other Solid waste specific management conditions contained in this Appendix.

A. Facility Design and Management, Applicable Standards

The Registrant shall ensure that the design, construction, maintenance and operation of the Facility are based on the best engineering practices, including the requirements for managing Solid Waste in accordance with Sections 22a-209-1 through 22a-209-17 of the Regulations of Connecticut State Agencies (“RCSA”), the Connecticut General Statutes (“CGS”) and the requirements of this General Permit.

The Registrant shall maintain an up-to-date Facility Site Plan certified by a Professional Engineer licensed to practice in Connecticut (“P.E.”) on Site at all times and such plan shall be made available to the Commissioner for review upon request.

A Notifier shall maintain a copy of an up-to-date Facility Site Plan certified by a Professional Engineer licensed to practice in Connecticut (“P.E.”) depicting where Recyclables and other Solid waste are managed for storage and transfer from the Site.

B. Facilities Operated by Contractors

Registrants with facilities that are operated by contractors shall at all times keep a current “Duties Statement” on file with the Department. The Duties Statement is a detailed description of the organization of facility staff and assignment of responsibility for operation, management and maintenance of the Facility.

The Duties Statement shall include the title of the Facility lead, the supervisor to whom the lead reports, and a detailed list of the Facility-related tasks assigned to both the contractor and to the Registrant. It shall identify the staff position(s) responsible for: keeping daily records; preparing monthly, quarterly and annual reports for the Department; scalehouse staffing, if any; litter removal; management and transfer from the Facility of **each** Solid Waste type from the Facility; and compliance with the General Permit to Discharge Stormwater Associated with Industrial Activities as applicable. The Registrant shall update its Duties Statement whenever changes in staff organization are made and maintain a copy at the site for the Department’s inspection. Any replacement of the Facility operator shall be reported within five (5) Days of such change to the Department’s Solid Waste Program and certified in accordance with Section 6(e) of this General Permit. A copy of the written agreement between the Registrant and the contractor shall also be kept current and on file with the Department.

C. Local Approvals

The Registrant/Notifier shall ensure that the Facility meets all applicable requirements of the local authorities. Operational changes at the Facility may trigger additional local review.

D. Requirements of the General Permit

The terms and specifications of the General Permit (Section 5 *Conditions of this General Permit*) and this Appendix shall control and be enforceable against the Registrant for all activities authorized under the General Permit.

The terms and specifications, identified as applicable, of the General Permit and this Appendix shall control and be enforceable against the Notifier for all activities authorized under the General Permit.

E. Operating Requirements

1. Management of Clean wood (including Leaves and Grass Clippings)

The Registrant/Notifier shall ensure that all Clean wood, including leaves and grass clippings, accepted at the Facility are:

- a. Managed in compliance with all the requirements of the General Permit and this Appendix;
- b. Managed in such a manner as to prevent contamination or degradation that could render Recyclables unmarketable;
- c. Managed in areas prepared and dedicated for the Receipt, Storage and Processing of such Solid waste types and as designated on the Site Plan required by Section 4 of the General Permit; and
- d. Transferred from the Facility to Markets, Recycling facilities and/or other Solid Waste Facilities which are authorized to accept and Process such Clean wood, including leaves and grass clippings.

2. Documents Available at the Facility

The Registrant shall ensure that a copy of the following documents is available at the Facility at all times for review by Facility Operator(s) and the Department:

- a. The General Permit and this Appendix, which provides operating conditions for the Facility;
- b. A copy of the Connecticut P.E. certified Facility Site Plan submitted to the Department with the Registration and any revisions thereto;
- c. List of types, sizes, number and design parameters of the principal fixed equipment and rolling stock to be used at the Facility including equipment specification and Processing capacities;
- d. Emergency response procedures obtained from the Fire Department;
- e. All records for wastes received, Processed and transferred from the Facility shall be maintained at the Facility for at least three (3) years following the expiration of the

- General Permit; and shall be made available to the Commissioner for review upon request;
- f. The Facility's maintenance schedule developed in accordance with Section E.7. below; and
 - g. A description of OSHA required personnel safety procedures and training pursuant to Section 22a-209-4(b)(2)(B)(iv) of the RCSA and all applicable requirements of Part 1910 and Part 1926 of Title 29 of the CFR resulting from specific on-site operations.

The Notifier shall ensure that a copy of the following documents is available at the Site at all times for review by Facility Operator(s) and the Department:

- h. The General Permit and this Appendix, which provide operating conditions for the Site;
- i. A copy of a Connecticut P.E. certified Facility Site Plan depicting where Clean wood, including leaves and grass clippings, is managed for Storage and transfer from the Site; and
- j. All records for wastes received, Processed and transferred from the Site are maintained at the Site for at least three (3) years following the expiration of the General Permit.

3. Access and Traffic Control

The Registrant shall ensure that;

- a. Appropriate measures are taken to prevent unauthorized entry to the Facility. Appropriate control measures may be accomplished through the use of fences, gates, and/or other natural or artificial barriers;
- b. A prominent sign is posted and maintained at the entrance to the Facility, pursuant to RCSA Section 22a-209-10(3). Such sign shall include the Facility's Registration number, issuance and expiration dates, and a phone number that provides the general public the ability to register questions and complaints twenty-four (24) hours per day. The Registrant shall maintain a log of the calls received and how such calls were addressed or resolved;
- c. All traffic related to the operation of the Facility is controlled in such a way as to mitigate queuing of vehicles off-site and excessive or unsafe traffic impacts in the area where the Facility is located and provides a safe circulation pattern that mitigates any threats to the safety of the users and staff of the Facility;
- d. Unless otherwise exempted, trucks are not left idling for more than three (3) consecutive minutes pursuant to Section 22a-174-18(b)(3) and (c) of the RCSA and that signs are prominently posted and maintained (e.g. at the entrance, scale and unloading areas, etc.) limiting such truck idling time within the Facility; and
- e. The Facility has adequate signage to clearly inform Facility users where to place Clean wood, including leaves and grass clippings, at the Facility.

4. Facility Personnel and Training

The Registrant shall ensure that:

- a. A Certified Operator is present at all times during the operation of the Facility;
- b. Sufficient personnel are present at the Facility at all times to visually inspect incoming waste and to prevent drop-off of unauthorized materials; and

- c. All individuals under the supervision of the Certified Operator shall be given annual training by the Registrant. The training shall include at a minimum safety and emergency procedures, and proper management of Clean wood, leaves and grass clippings received and managed on-site, including inadvertently received Solid wastes.

5. Who Can Use the Facility

Clean wood, including leaves and grass clippings, may be received from businesses and/or residents of the host Municipality or of other municipality(ies) under financial agreement with the Registrant.

Clean wood, including leaves and grass clippings, may be received from any source or generator that has been approved by or is under written agreement with the Registrant.

6. Information to be Provided to Users of the Facility

- a. The Registrant shall provide the users of the Facility information regarding Clean wood, including leaves and grass clippings, management procedures for their use at the Facility to ensure safe operations. Suggested methods to fulfill this requirement include providing a leaflet to customers at the gate or in a mailing, or posted on the Facility's website or social media or an insert with billing. Such information shall be posted at the Facility in an easily visible location. The Facility shall have adequate signage to clearly inform customers where and how to deliver Clean wood, including leaves and grass clippings at the Facility.
- b. The Registrant shall also provide guidance to the users of the Facility in methods that may be used to promote Recycling in accordance with the goals of the *State Wide Solid Waste Management Plan* (www.ct.gov/deep/swmp).

7. Sanitation and Maintenance

- a. The Registrant shall ensure that:
 - i. The Facility is operated and maintained in a safe and nuisance-free manner to control and/or prevent: fire; dust emission levels; odor; noise; spills; accumulation of litter; ponding of water and the harboring, feeding or breeding of vectors; and in continuous compliance with all applicable requirements;
 - ii. A maintenance and inspection plan that includes a schedule with a minimum frequency for inspections of once per week is developed;
 - iii. Such plan is implemented to ensure proper operating conditions at the Facility in accordance with the General Permit, and which achieves the standards in condition number E.7.a.i. above;
 - iv. Such plan includes but is not limited to the maintenance and inspection of: the designated Storage areas; Containers of Clean wood, leaves and grass clippings; and the Clean wood, leaves and grass clippings, stored therein;
 - v. Any release or imminent threat of a release to the environment of any Clean wood, leaves and grass clippings, or any constituents thereof is immediately remedied upon discovery;

- vi. Fugitive dust emissions and odors are controlled in accordance with Sections 22a-174-18 “Control of Particulate Matter and Visible Emissions” and 22a-174-29 “Control of Odors” of the RCSA;
 - vii. The Facility's premises shall be maintained and any litter shall be removed on a daily basis;
 - viii. All Clean wood, including leaves and grass clippings, are placed in the appropriate Storage areas by the end of each operating Day;
 - ix. Equipment is maintained on a regular basis according to manufacturer’s specifications and/or as needed;
 - x. Spills or leaks are cleaned up immediately and any cleanup materials are placed into a Container that is covered and compatible with the contents. Such cleanup materials shall be transferred from the Facility within forty-eight (48) hours to an authorized Recycling or disposal facility;
 - xi. Clean-up materials and equipment are readily available on-site at all times; and
 - xii. Facility staff immediately notifies **the Department’s Emergency Response and Spill Prevention Division at 1-866-DEP-SPIL (1-866-337-7745) or 860-424-3338** if there are any spills.
- b. The Registrant shall maintain compliance with current OSHA required personnel safety procedures and training pursuant to Section 22a-209-4(b)(2)(B)(iv) of the RCSA; all applicable requirements of Part 1910 and Part 1926 of Title 29 of the CFR resulting from specific on-site operations; and the General Permit.

8. Transfers from the Facility

The Registrant shall ensure that:

- a. All Clean wood, including leaves and grass clippings, received at the Facility are transferred on a first in/first out basis;
- b. All Processed Clean wood, including leaves and grass clippings, are loaded into appropriate Containers and are transferred from the Facility to Markets, Recycling Facilities and/or other Solid Waste Facilities within forty eight (48) hours of the Container(s) becoming full with the exception of legal holiday weekends or as may otherwise be specified in Part II. of this Appendix. **In no event shall Solid Wastes be stored at the Facility for greater than twelve (12) months;**
- c. All Clean wood, including leaves and grass clippings, are transferred from the Facility to Markets, Recycling Facilities and/or other Solid Waste Facilities, authorized in accordance with all federal, state, and local requirements, to receive and Process such Clean wood, including leaves and grass clippings; and
- d. All Clean wood, including leaves and grass clippings, are transferred from the Facility in a manner that prevents leaks, spills and discharges to the ground.

9. Management of Unauthorized and Unprocessable Recyclables and Other Solid Wastes

The Registrant shall ensure that any Recyclables and other Solid Wastes that are unauthorized for acceptance at the Facility (inadvertently received), or that is authorized but **cannot be managed (unprocessable) at the Facility, shall be managed in accordance with all applicable requirements** of the General Permit and as follows:

- a. **Management:** Unauthorized Solid waste shall immediately be sorted, segregated, and stored in a manner that is both consistent with applicable law and protective of the environment until transferred from the Facility. **Unprocessable Recyclables and other Solid waste shall be managed in accordance with the requirements of this Appendix;**
- b. **Storage Containers:** At least one (1) dedicated Storage Container each for inadvertently received and for unprocessable Recyclables and other Solid Wastes shall be maintained at the Facility at all times;
- c. **Volume:** No more than twenty (20) cubic yards of inadvertently received Recyclables and other Solid Wastes shall be allowed to accumulate at the Facility, no more than ten (10) cy of which may be inadvertently received putrescible MSW;
- d. **Transfer:** Unauthorized Recyclables and other Solid Wastes and unprocessable Recyclables and other Solid Wastes shall be transferred from the Facility within two (2) business Days from when the Recyclables and other Solid Wastes are received at the Facility. However, putrescible MSW shall be transferred from the Facility within forty eight (48) hours of its receipt. Such Recyclables and other Solid Wastes shall be Recycled or disposed of only at a facility that is authorized to accept such Recyclables and other Solid Wastes; and
- e. **Reporting:** Unauthorized Recyclables and other Solid Wastes and unprocessable Recyclables and other Solid Wastes shall immediately be recorded in the daily log and included in the required quarterly reports submitted to the Department.

10. Record-Keeping and Reporting Requirements

The Registrant shall establish a system for measuring, recording, and reporting site activities, as follows:

- a. **Records**

Daily records shall be maintained in a manner acceptable to the Commissioner and be made available to Department staff for inspection at any reasonable time. Such records shall be maintained at the Facility for the life of the General Permit. Records of the following, at a minimum, shall be kept:

 - i. Types, capacities and quantities of all Containers of Clean wood, leaves and grass clippings, received and transferred from the Facility, and unauthorized Recyclables and other Solid Wastes or unprocessable Clean wood that have been received and/or rejected;
 - ii. Dates of receipt of all Clean wood, leaves and grass clippings, and origin of all Clean wood, including leaves and grass clippings, received at the Facility including hauler name;
 - iii. Destination to which all Processed Clean wood, leaves and grass clippings, including, unacceptable Recyclables and other Solid wastes or unprocessable Clean wood, leaves and grass clippings, transferred from the Facility were

- delivered for Disposal or Recycling, including quantities delivered to each destination facility;
- iv. All inspection logs, including emergency and spill reports, which shall include at a minimum the name of inspector, date of inspection, observations made and any remedial actions taken and their date;
 - v. Log of scheduled and unscheduled shutdowns;
 - vi. Operators' training records for Facility staff and Department certifications; and
 - vii. Facility and equipment maintenance schedule, including activities undertaken to control dust, litter, vectors, etc.

The Notifier shall use or establish a system for measuring, recording and reporting Site activities, sufficient to provide the information required on the reporting forms prescribed by the Commissioner, as follows:

- viii. Types, quantities and destination facility for all Recyclables and other Solid waste received and transferred from the Site to out of state facilities authorized to receive such Recyclables and other Solid waste.

b. Reporting of Clean wood, leaves and grass clippings, Managed at the Facility

- i. Based on the daily records as required by the RCSA Section 22a-209-9(p); the RCSA Section 22a-209-10(13); the CGS Section 22a-208e; or the CGS Section 22a-220 as appropriate, the Registrant shall be responsible for the preparation of monthly summaries which shall include, but not be limited to, the types, capacities and quantities of all Clean wood, leaves and grass clippings, received at the Facility, including unauthorized and unprocessable recyclables and other Solid wastes; the municipality of origin; and the destination to which the Solid waste received at the Facility were subsequently delivered for Processing, disposal or Recycling.
- ii. Based on monthly summaries, the Registrant shall be responsible for the submittal to the Department of quarterly reports no later than January 31, April 30, July 31, and October 31, of each year which shall provide information required by condition Part I. E.10 of this Appendix pertaining to all Clean wood, leaves and grass clippings, received. Such reports shall be submitted on forms prescribed by the Department (as may be amended from time to time).
- iii. Tiers II and III Facilities shall submit quarterly reports to the Department.
- iv. Send reporting summaries to:
SOLID WASTE PROGRAM - RECYCLING
BUREAU OF MATERIALS MANAGEMENT AND COMPLIANCE
ASSURANCE
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET, HARTFORD, CT 06106-5127

The Notifier shall be responsible for the submittal to the Department of annual reports, reporting semi-annual totals no later than July 31 of each year, which shall provide information required by condition number Part I. E.10 of this Appendix pertaining to all Recyclables and other Solid wastes received. Such reports shall be submitted on forms prescribed by the Department to the address in condition number Part I.E.10.b.iv. of this

Appendix. Persons operating at Tier I capacities shall operate in accordance with the requirements for a Notifier contained in the General Permit and this Appendix.

11. Emergency Incidents, Reporting Emergencies to the Department

- a. The Registrant shall notify staff of the Department's Waste Engineering and Enforcement Division of any emergency incident(s) at the Facility that disrupts facility operations, such as explosion(s), accident(s) or fire(s), including but not limited to any incident(s) that:
 - i. Significantly damages equipment or structures;
 - ii. Interrupts the operation of the Facility for more than twenty-four (24) hours;
 - iii. Results in an unscheduled facility shutdown or forced diversion of Clean wood, including leaves and grass clippings, to other Solid Waste facilities; or
 - iv. Can reasonably be expected to create a source of pollution to the waters of the state; or otherwise threatens public health and the environment.

- b. **Emergency Reporting of Facility Incident(s)**

The Registrant shall ensure compliance with the emergency reporting of Facility incidents(s) as follows:

 - i. **Initial Report:** The Registrant shall report a significant emergency incident(s) within twenty-four (24) hours to the appropriate local authorities and Solid Waste Enforcement Program in the Waste Engineering and Enforcement Division, Bureau of Materials Management and Compliance Assurance, by telephone at (860) 424-3366 or fax at (860) 424-4059.
 - ii. **Final Report:** Within thirty (30) days of an emergency incident(s), a written report certified in accordance with Section 6(e) of the General Permit "Certification of Documents", detailing the cause and effect of the incident(s), and the remedial steps taken, shall be submitted to:
SOLID WASTE ENFORCEMENT PROGRAM
WASTE ENGINEERING AND ENFORCEMENT DIVISION
BUREAU OF MATERIALS MANAGEMENT AND COMPLIANCE ASSURANCE
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127
 - iii. **Report Log:** A significant emergency incident(s) shall be recorded in a log of emergency incident(s) maintained at the Facility.

- c. **Other Reporting of Facility Incident(s)**

The Registrant shall comply with all other applicable or required reporting of an emergency incident(s) including but not limited to, reporting required by Section 22a-450 of the CGS.

- d. **Reporting Leak and Spill Incident(s)**

The Registrant shall ensure that Facility staff immediately notifies **The Department's Emergency Response and Spill Prevention Division at 1-866-DEP-SPIL (1-866-337-**

7745) (toll free) or at 860-424-3338 if there are any uncontained spills of used oil, antifreeze, other hazardous materials, or unidentified fluids.

12. Surface Water and Groundwater Management

The Registrant shall ensure that:

- a. The Facility is operated so as to prevent pollution to surface and groundwater;
- b. The Facility meets the applicable surface water and groundwater requirements of all local, state and federal authorities for any existing or proposed stormwater and wastewater collection, treatment and discharge systems and any facility located in a coastal, wetland and aquifer protected (regulated) area; and
- c. The Registrant shall use covers over waste, secondary containment, Impervious surfaces, and other measures as needed to prevent pollution.

13. On-site Roads, Outdoor Operational Areas

The Registrant shall ensure that:

- a. On-site roads and outdoor Processing and Storage areas are constructed of materials suitable for heavy vehicles and designed to withstand expected traffic and loads in all weather conditions; and
- b. Movement of vehicles is unobstructed and there is adequate drainage to prevent the accumulation of water.

14. Days and Hours of Operation

The Registrant shall operate the Facility no earlier than 7:00 a.m. and no later than 6:00 p.m. Monday through Friday and Saturday no earlier than 7:00 a.m. and no later than 3:30 p.m. unless otherwise further restricted by local authorities.

15. Fire Prevention

The Registrant shall ensure that:

- a. An outside and inside fire protection system is maintained in accordance with the local Fire Marshall;
- b. Sufficient source(s) and quantities of water are available;
- c. Adequate equipment is provided to control fires; and
- d. Routine maintenance and inspections of all fire control equipment are conducted in accordance with the specifications of the manufacturer(s) and in no case less than annually.

16. Safety

The Registrant shall:

- a. Design, construct, maintain and operate the Facility so as to reasonably ensure the safety of users, employees and the surrounding neighborhood;
- b. Prepare and maintain a description of OSHA required personnel safety procedures and training pursuant to Section 22a-209-4(b)(2)(B)(iv) of the RCSA and all applicable requirements of Part 1910 and Part 1926 of Title 29 of the CFR resulting from specific on-site operations;

- c. Promptly clean up all spills and breakage;
- d. Prevent the public from scavenging Recyclables and other Solid Waste, that is, from searching through waste to remove useful material;
- e. Organize and direct indoor and outdoor traffic patterns to minimize conflicts between pedestrians and vehicles; and
- f. Ensure that pedestrians are not endangered at loading and unloading areas or at any operational area of the Facility.

17. Containers and Covers

The Registrant shall ensure that:

- a. All Containers are compatible with the unauthorized and unprocessable waste stored within;
- b. All Containers are routinely inspected for corrosion or degradation;
- c. Any Containers found to be degraded (i.e. they can no longer contain the Clean wood, or leaves and grass clippings,) are removed from service at the Facility; and
- d. Where covers over Containers are required, they are of a material that is Impervious to precipitation.

18. Compliance Audits

The Registrant shall, no later than sixty (60) days from the acknowledgement of a Registration and/or issuance date of the Approval of Registration, perform semi-annual compliance audits for the life of the General Permit. Compliance Audits required by this condition shall consist of a thorough and complete assessment of the Registrant's compliance with Sections 22a-209-1 through 22a-209-17 of the RCSA and with the terms and conditions of the General Permit.

a. Compliance Audit Schedule and Auditor

The compliance audits required by this condition shall be performed semi-annually during the second (2nd) and fourth (4th) quarters. The compliance audits may be a self-certification conducted by the Facility's Certified Operator or a P.E. or consultant approved in writing by the Commissioner.

The Registrant shall, prior to the Commissioner's approval of the P.E. or consultant, submit for the Commissioner's evaluation a detailed description of the consultant's credentials (education; experience; training) which are relevant to the work required under this condition and certify to the Commissioner that such P.E. or consultant:

- i. Is not a subsidiary of or affiliated corporation to the Registrant or Registered Facility;
- ii. Does not own stock in the Registrant or any parent, subsidiary, or affiliated corporation;
- iii. Has no other direct financial stake in the outcome of the compliance audit(s) outlined in the General Permit;
- iv. Has expertise and competence in environmental auditing and the regulatory programs being addressed through the General Permit, including evaluation of compliance with requirements specified in Sections 22a-209-1 through 22a-209-17 of the RCSA and with the terms and conditions of the General Permit; and

- v. Within ten (10) days after retaining any P.E. or consultant other than the one originally identified pursuant to this condition, notify the Commissioner in writing of the identity of such other P.E. or consultant by submitting the information and documentation specified in this condition. Nothing in this condition shall preclude the Commissioner from finding a previously acceptable P.E. or consultant unacceptable.

b. Scope of Compliance Audits

Compliance audits shall detail the Registrant's compliance with the requirements of this General Permit and all applicable provisions of Sections 22a-209-1 through 22a-209-17 of the RCSA.

c. Compliance Audit Report

The results of each compliance audit shall be summarized in a Compliance Audit Report. At a minimum such report shall include:

- i. The names of those individuals who conducted the compliance audit;
- ii. The areas of the Facility inspected;
- iii. The records reviewed to determine compliance;
- iv. A detailed description of the Registrant's compliance with this General Permit and applicable regulations;
- v. The identification of all violations of this General Permit and applicable regulations;
- vi. The findings regarding the inspections conducted in accordance with this condition during the day of the compliance audit;
- vii. A description of the actions taken by the Registrant to correct the violation(s) identified in each compliance audit; and
- viii. The Registrant's certification of compliance with the regulations and documentation demonstrating such compliance pursuant to this General Permit. In cases where multiple counts of the same violation are discovered, the report shall include a listing of each count.

d. Responses to Compliance Audit

The Registrant shall:

- i. Correct all violations immediately. Should the Registrant be unable to immediately correct the violation(s), within seven (7) days of the date the Registrant was notified of the violation(s), the Registrant shall submit for the review and written approval of the Commissioner, a detailed plan to correct all violations noted. Such plan shall also include a schedule for implementation of the corrective actions required or recommended;
- ii. Ensure that, within five (5) days of the Compliance Audit, the Department is notified of all violations identified during the audit; and
- iii. Ensure that the Compliance Audit Report, within fifteen (15) days of the Compliance Audit, is submitted to the Department. A copy of the Compliance Audit Report shall be maintained at the Facility for the life of the General Permit or for such other timeframe specified by the Commissioner.

- e. The Registrant shall cease accepting all Clean wood at the Facility in the event that the Registrant fails to submit in a timely manner the plan and schedule required by condition number Part I.E.18.d. of this Appendix or fails to correct the violations noted by the inspection(s) in accordance with the approved plan and schedule.
- f. **Submittal of Compliance Audit Reports**
Registrants of Tiers II and III Facilities are required to submit Compliance Audit Reports to the Department. Tier I Facilities are required to prepare and maintain Compliance Audit Reports at the Facility however, the submission of such reports to the Department is not required by Tier I Registrants.
- g. **Documentation Submittal Deadlines**
The documents required to be submitted pursuant to this condition shall be submitted semi-annually no later than January 31 and July 31 directly to the Solid Waste Enforcement Section, Waste Engineering and Enforcement Division, Bureau of Materials Management and Compliance Assurance, Department of Energy and Environmental Protection, 79 Elm Street, Hartford, CT 06106-5127.

The Notifier may conduct Compliance self-audits on an annual basis. Such self-audits should evaluate the management of Recyclables and other Solid waste for consistency with the BMPs contained in the General Permit and this Appendix. If audits are conducted, the Notifier shall address any violations of the General Permit and the Appendices immediately. The findings of such Compliance self-audits and any corrective actions taken in response to the self-audit shall be made available to the Commissioner upon request.

19. Fire Protection

The Registrant shall ensure that the Facility has access to an adequate source of water or other suppressant sufficient to control any potential fires. The Registrant shall contact and seek guidance from the local fire protection agency to provide services when needed.

20. Emergency Planning

The Registrant shall plan for the appropriate management of solid waste at the Facility in the event of emergencies such power failure, equipment failure or natural disasters. The Registrant shall also plan for appropriate responses to fire, flood and medical emergencies including coordination with local medical, police and fire protection agencies.

Appendix C Part II. Capacity Limits and Management Requirements

The Notifier shall manage Clean wood, leaves and grass clippings consistent with the conditions specified in this Appendix and shall implement the conditions as BMPs.

A. Maximum Receipt Limit

1. The Registrant/Notifier may receive Clean wood, leaves and grass clippings, at the Facility as follows:
 - a. Tier I and Notifiers no more than a total of 10 tons per day (40 cubic yards);
 - b. Tier II no more than a total of 20 tons per day (80 cubic yards); and
 - c. Tier III no more than a total of 50 tons per day (200 cubic yards).
2. The Registrant/Notifier shall Process leaves and grass for transfer only. Processing does not include composting.

B. Storage Table for Clean Wood, leaves and grass clippings: Maximum Storage Capacity and Cover Requirements

Type of Solid Waste	Part II.C. Management Requirement No.	Maximum Volume (cubic yards)	Waste Stored Under Cover ¹
Wood, Clean – unprocessed Tier I Tier II Tier III	1	100 250 3,000	No
Wood, Clean – Processed (wood chips) Tier I Tier II Tier III	1	300 750 2,500	No
Leaves and Grass Clippings	2	200	No
Waste, Unauthorized and Unprocessable	Part I E.9. of this Appendix	20	Yes

¹See Part I.E.17. and Part II.C. Management Requirements of this Appendix for additional information on cover requirements.

C. Management Requirements

1. Clean Wood

a. Receipt

The Registrant shall ensure that only Clean wood as defined in the General Permit such as brush, stumps, logs, Land clearing debris, woodchips and pallets made from untreated wood are received at the Facility.

b. Storage

The Registrant shall ensure that:

- i. Clean wood is stored in dedicated areas as specified on the Site Plan;

- ii. Clean wood is managed on a first in/first out basis and shall be confined to the areas specifically prepared for such use as designated on the Site Plan;
- iii. Appropriate piles shall not exceed 1,000 cubic yards;
- iv. Piles of unprocessed Clean wood do not exceed twenty-five (25) feet in height and shall be shaped to promote stormwater run-off. For elongated piles, orientation shall be perpendicular to the contours of the ground surface;
- v. Woodchip piles, shall be placed in piles that do not exceed fifteen (15) feet in height and are shaped to promote stormwater run-off. For elongated piles, orientation shall be perpendicular to the contours of the ground surface; and
- vi. A permanent or mobile indicator post is installed or available at the Facility to ensure authorized pile heights are not exceeded;
- vii. **Clean Wood Processing and Woodchip Storage:** Wood chipping and woodchip Storage takes place on base pads that are:
 - A. Constructed of well compacted and well drained material that can support heavy equipment use during all seasons;
 - B. Constructed to provide positive drainage. For elongated piles, piles must be oriented so that the length of the pile runs perpendicular to the contours of the ground surface to promote stormwater runoff; and
 - C. Sloped at 2%-3% and not exceeding 5% to promote drainage and prevent ponding of water;
- viii. A twenty-five (25) foot wide access lane for emergency vehicles surrounds each pile; and
- ix. Fire Suppression:
 - A. The moisture content is maintained above forty percent (40%) within the pile and adequate ventilation is maintained to release heat;
 - B. Unprocessed Clean wood and Processed wood chip piles are monitored on a weekly basis to minimize the potential for spontaneous combustion by:
 - 1. Locating by temperature, hot spots within the pile. Temperature shall be monitored as close to the internal center of the pile(s) as possible in multiple locations. If temperatures approach 165 degrees Fahrenheit, then the hot spot shall be addressed in accordance with proper emergency response procedures pursuant to Part II.C.1.b.ix.C. of this Appendix; and
 - 2. Locating vents which could propel a hot spot to a fire and also monitoring for any smoke or burnt smell;
 - C. If spontaneous combustion occurs, immediately contact the appropriate emergency response team (fire, police, etc.). For fires within the pile, the Registrant shall not aerate the pile unless otherwise instructed by the fire department. Under no circumstances should equipment operators climb on top of the pile when a fire is suspected; and
 - D. Proper emergency response procedures for managing fires or other emergencies shall be maintained at the Facility in writing and shall be developed with the input of the local fire department. Such procedures shall be made available for review by the Commissioner.

c. Processing

The Registrant shall ensure that:

- i. Clean wood Processing is conducted in area(s) as designated on the Site Plan and such area(s) are located at least 500 feet from any off-site residential building(s). For the purposes of this Appendix, the only Processing of Clean wood at the Facility shall consist of Receipt, Storage, sorting, grinding, chipping, and shredding for the purpose of volume reduction, and transfer from the Facility;
- ii. The Clean wood Processing area(s) consist of base pads constructed in accordance with Condition No. Part II.C.1.b.vii. of this Appendix;
- iii. Processing of Clean wood does not generate noise, dust, fumes, smoke, vibrations or odors higher than their background levels at the Facility property lines; and
- iv. For Clean wood management and chipping activities located on a closed landfill, all appropriate approvals such as "Postclosure Use of Landfill" have been obtained from the Department for the activity prior to starting such activities.

d. Transfer

The Registrant shall ensure that any destination to which Clean wood is transferred from the Facility to Markets, Recycling Facilities and/or other Solid Waste Facilities which are authorized to accept and Process Clean wood in accordance with all federal, state and local authorities.

e. Management of Pest Infested Clean Wood

The Registrant shall ensure that any Clean wood received is visibly inspected immediately upon Receipt for signs of possible pest infestations including the presence of the Asian Longhorn Beetle and the Emerald Ash Borer.

- i. Signs indicating possible Asian Longhorn Beetle infestation can be found at the CT DEEP webpage: <http://www.ct.gov/deep/alb>;
- ii. Signs indicating possible Emerald Ash Borer infestation can be found at the CT DEEP webpage: <http://www.ct.gov/deep/eab>;
- iii. Any Clean wood suspected of being infested by either the Asian Longhorn Beetle or the Emerald Ash Borer should be identified at the source of generation and managed in accordance with existing quarantine agreements. Such waste shall be managed separately from other types of waste; and
- iv. If signs of infestation are observed:
 - A. Digital photos and careful identification notes shall be provided to the Connecticut Agricultural Experiment Station (Deputy State Entomologist direct phone line: 203-974-8474; e-mail CAES.StateEntomologist@ct.gov);
 - B. The infested green waste shall be: segregated from other green waste; marked as segregated; securely stored and kept reasonably intact;
 - C. Any handling activities (chipping; moving) shall be postponed until an investigator from, or designated by, the Connecticut Agricultural Experiment Station, has examined the potentially infested green waste; and
 - D. Any truck load tickets and other documentation of deliveries shall note whether a pest infestation assessment has occurred.

2. Leaves and Grass Clippings

a. Receipt

The Registrant shall ensure that leaves and/or grass clippings are received separated or commingled, but neither shall be commingled with any other Recyclables and Solid wastes. Leaves and grass clippings may be received loose, in paper bags or compostable bags which meet [ASTM standard D 6400](#) for compostability and which have been approved for use by the Recycling or composting facility.

b. Storage

The Registrant shall ensure that:

- i. Leaves and grass clippings are stored and confined a dedicated area(s) as specified on the Site Plan; and
- ii. The run-off from piles of leaves and grass clippings does not discharge directly into any storm water system or surface water body.

c. Processing

The Registrant shall ensure that the only Processing of leaves and grass clippings consists of Receipt, Storage, and transfer from the Facility.

d. Transfer

The Registrant shall ensure that leaves and grass clippings are, at a minimum, transferred once per week to an authorized Recycling or composting facility.