

**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
CITY OF CRESCENT CITY  
COUNTY OF DEL NORTE  
STATE OF CALIFORNIA**

**Board of Supervisors Chambers  
Flynn Center 981 H Street  
Crescent City, CA**

**Regular Session**

**Tuesday January 16, 2018**

**3:30 PM**

+++++  
The Solid Waste Management Authority of the City of Crescent City and the County of Del Norte, State of California, is now meeting in Regular Session. Only those items that indicate a specific time will be heard at the assigned time. All items may be taken out of sequence to accommodate public and staff availability.

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All documents referred to in this agenda are available at the Office of the Del Norte Solid Waste Management Authority at 1700 State Street in Crescent City, between the hours of 8 A.M. and 5 P.M. Monday through Friday OR online at [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)  
For more information call 465-1100 or email [dnswwma@recycledelnorte.ca.gov](mailto:dnswwma@recycledelnorte.ca.gov)

**3:30 PM CALL MEETING TO ORDER / ROLL CALL  
PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS:**

**3:30 PM** ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

**OPEN SESSION ITEMS:**

**1. CONSENT AGENDA**

- 1.1 Approve minutes, Special Session, Monday December 11, 2017. \*\*
- 1.2 Approve transfer to Del Norte County in the amount of \$39,853.52 for sub-lease rental payments. \*\*
- 1.3 Approve budget transfer for FY 17/18 in the amount of \$11,601.00 \*\*
- 1.4 Approve payment of claim 8087 in the amount of \$6,300.00 for invoice #9599 from Patel & Associates' audit of the Authority's financial statements for FY 16/17. \*\*

**END CONSENT AGENDA**

**2. TREASURER'S REPORTS**

**Agenda items 2.1 through 2.5 are provided for information only**

- 2.1 Director's Report for January 2018. \*\*

- 2.2 Treasurer/Controller Reports for November 2017 \*\*
- 2.3 Claims approved by Director & Treasurer for December 2017 \*\*
- 2.4 Monthly Cash and Charge Reports for December 2017\*\*
- 2.5 Earned Revenue Comparisons between FY16/17 and FY17/18 \*\*

## **DISCUSSION/ACTION ITEMS**

### **3. LANDFILL POSTCLOSURE**

- 3.1 Discussion and possible action regarding completion of landfill repairs and payment of claim #8086 to Hemmingsen Contracting Company, Inc. for invoice 008331 in the amount of \$42,400.00 for completion of landfill repairs. \*\*

### **4. COLLECTIONS FRANCHISE - No Items**

### **5. TRANSFER STATION**

- 5.1 Discussion and possible action regarding plans for Del Norte County Transfer Station floor and ramp repair by American Restore February 2-4, 2018. \*\*

### **6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS**

- 6.1 Discussion and possible adoption of Ordinance 2018-01 **REPEALING ORDINANCE 97-04 AND ADOPTING NEW INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM CONSTRUCTION COST ACCOUNTING ACT.** \*\*
- 6.2 Discussion and possible adoption of a Professional Service Agreement with Richard D. Taylor for services as Authority Treasurer/Controller. \*\*
- 6.3 Discussion and possible action regarding the Injury Illness Prevention Program Code of Safe Practices, revised January 2018. \*\*

### **7. ABANDONED VEHICLE ABATEMENT SERVICE AUTHORITY**

#### **TIMED ITEM: 3:35 P.M.**

- 7.1 Discussion regarding a status report of activities of the Abandoned Vehicle Abatement Service Authority since August 2017. \*\*

### **8. ADJOURNMENT**

Adjourn to the next Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M. Tuesday February 20, 2018 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

**\*\* Asterisks next to Agenda Item indicates an associated attachment**

**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
CITY OF CRESCENT CITY  
COUNTY OF DEL NORTE  
STATE OF CALIFORNIA  
MINUTES**

**Special Session**

**Monday December 11, 2017**

**3:30 PM**

**PRESENT:**

Commissioner Chris Howard, Vice Chair  
Commissioner Blake Inscore, Chair  
Commissioner Jason Greenough  
Commissioner Lori Cowan  
Director Tedd Ward  
Legal Counsel Martha Rice  
Authority Clerk Kyra Seymour  
Authority Treasurer/Controller Rich Taylor

**ABSENT:**

Commissioner Eli Naffah

**ALSO, PRESENT:**

Jeremy Herber, Recology  
Joel Wallen, Hambro /WSG  
David Slagle, Interim CEO, Hambro/ WSG

**3:30 PM CALL MEETING TO ORDER / ROLL CALL**

Chair Inscore called the meeting to order in special session at 3:30 P.M. The Clerk took roll and Commissioners were present and Commissioner Naffah absent as indicated.

**PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by commissioner Cowan.

**PUBLIC COMMENTS:**

At 3:32 P.M. Chair Inscore called for public comments, as there were no comments the Chair closed public comments.

Director Ward requested an item to be added to the agenda as an urgency item. He stated that this item arose after the posting of the agenda on 06 December 2017, in that our agency had not received this invoice. Also, this item Requires action before the next Board meeting on 16 January 2018, as (1) approval of payment is needed as it is above the \$5,000 threshold that the Director may authorize, and (2) payment is due before the next regular Authority meeting.

1.1

**The following agenda item was suggested be added:**

Discussion and possible action regarding payment of a claim in an amount not to exceed \$26,766 for Invoice WD-0131899, the annual Permit fee for the Crescent City Landfill. Will enter the agenda as item **2.5**

On a motion by Vice Chair Howard and seconded by Commissioner Greenough and unanimously carried on a polled vote the Del Norte Solid Waste Management Authority approved the addition of this item as described above into the agenda.

**OPEN SESSION ITEMS:**

**1. CONSENT AGENDA**

- 1.1 Approve minutes, Special Session, Tuesday November 14, 2017.

**END CONSENT AGENDA**

On a motion by Commissioner Greenough and seconded by Commissioner Howard and unanimously carried on a polled vote the Del Norte Solid Waste Authority approved and adopted the consent agenda consisting of item 1.1

**2. TREASURER'S REPORTS**

**Agenda items 2.1 through 2.4 are provided for information only**

- 2.1 Treasurer/Controller Reports for October 2017  
2.2 Claims approved by Director & Treasurer for November 2017 **031202**  
2.3 Monthly Cash and Charge Reports for November 2017 **201803**  
2.4 Earned Revenue Comparisons between FY16/17 and FY17/18 **201803**

- 2.5 Added Item,** Discussion and possible action regarding payment of a claim in an amount not to exceed \$26,766 for Invoice WD-0131899, the annual Permit fee for the Crescent City Landfill.

On a motion by Commissioner Cowan and seconded by Commissioner Howard and unanimously carried on a polled vote the Del Norte Solid Waste Authority approved item 2.5 regarding payment of a claim of \$26,766 for Invoice WD-0131899, the annual Permit fee for the Crescent City Landfill.

**DISCUSSION/ACTION ITEMS**

**3. LANDFILL POSTCLOSURE**

- 3.1 Discussion and possible action regarding Change Order 2 with Hemmingsen Construction, extending the time to complete the landfill repair work until March 3<sup>rd</sup>, 2018. **120110**

On a motion by Chair Inscore and seconded by Commissioner Howard and unanimously carried on a polled vote the Del Norte Solid Waste Authority, approved Change Order 2 with Hemmingsen Construction, extending the time to complete the landfill repair work until March 3<sup>rd</sup>, 2018.

#### **4. COLLECTIONS FRANCHISE**

- 4.1 Discussion and possible action regarding Policy Clarification that black or opaque trash bags are unacceptable in Recology's recycling programs. **180510, 180516**

Commissioners discussed the table summarizing increasingly aggressive strategies for the reduction of contamination in the Recology Del Norte's recycling programs, with one option being a policy clarification banning the use of black or opaque plastic bags in recycling carts. Consensus direction from the Board was that future publications of this table should clearly indicate that the alternative options described in the table have not been adopted or implemented, and that the title be changed to 'Suggestions to Reduce Trash Contamination in Recology Del Norte's Recycling Programs'.

On a motion by Commissioner Cowan, seconded by Commissioner Greenough and unanimously carried on a polled vote the Del Norte Solid Waste Authority approved a Policy Clarification that on and after February 1<sup>st</sup>, 2018 black or opaque trash bags will be unacceptable in Recology's recycling programs. By consensus, Authority staff were directed to work with Recology Del Norte to inform customers about this change.

- 4.2 Discussion and possible ratification of the Processing Agreement between Recology Del Norte and Recology Humboldt for processing of Recology Del Norte's recyclables. **180516, 180510**

On a motion by Commissioner Cowan, seconded by Commissioner Howard and unanimously carried on a polled vote, the Del Norte Solid Waste Authority ratified the Processing Agreement between Recology Del Norte and Recology Humboldt for processing of Recology Del Norte's recyclables.

#### **5. TRANSFER STATION – No Items**

**6. OTHER GENERAL SOLID WASTE AUTHORITY MATTERS**

6.1 Discussion and possible cancellation of the Regular Authority meeting of December 19, 2017.

By consensus, the Commissioners cancelled the Regular Authority meeting scheduled for December 19, 2017.

**7. CLOSED SESSION ITEMS:**

7.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION  
(Gov't code 54957) Title: Director

The Chair recessed the special meeting of the Del Norte Solid Waste Management Authority and convened in closed session at 4:29 P.M. and the meeting reconvened at 4:45 P.M. Legal counsel Rice announced that the Board took no action during the closed session.

**8. ADJOURNMENT**

Adjourn to the next Regular Meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 P.M. Tuesday January 16, 2018 at the Del Norte County Board of Supervisors' Chambers, 981 H Street, Suite 100 in Crescent City.

\_\_\_\_\_  
Blake Inscore, Chair  
Del Norte Solid Waste Management Authority

Date / /

ATTEST:

\_\_\_\_\_  
Eli Naffah, Secretary  
Del Norte Solid Waste Management Authority

Date / /

Submitted:

\_\_\_\_\_  
Kyra Seymour, Clerk  
Del Norte Solid Waste Management Authority

Date / /



Sub Lease  
 Authority Pays to County of ...  
**EXHIBIT F**

COPY

**BASE RENTAL PAYMENTS**

**NOTE:** The Base Rental Payments below shall conform to the following guidelines:

This schedule is based on an interest rate of 3.32% per annum and indicates what the Base Rental Payments will be over the course of the Facility Sublease. Base Rental Payments shall have an interest only component through July 31, 2006.

The interest component of each Base Rental Payment shall be calculated on the basis of a 360-day year of twelve 30-day months. Any installment of a principal component or an interest component of a Base Rental Payment that is not paid when due shall continue to accrue interest at the lesser of twelve percent (12%) per annum or the maximum rate permitted by law from and including the Base Rental Payment date with respect to which such principal component or interest component is payable to but not including the date of actual payment.

Payment billing statements will be mailed to the Sublessee reflecting the actual amount owed prior to each Base Rental Payment due date. With the exception of the annual fee, any Additional Rental Payments will be billed separately as the cost is incurred.

Payment Date	Principal Component	Interest Component	Base Rental Payment	Additional Rental Payment	Total Payment
1-Aug-04		\$0.00	\$0.00	\$0.00	\$0.00
1-Feb-05		\$58,681.00	\$58,681.00		\$58,681.00
1-Aug-05		\$58,681.00	\$58,681.00	\$10,605.00	\$69,286.00
1-Feb-06		\$58,681.00	\$58,681.00		\$58,681.00
1-Aug-06	\$78,475.09	\$58,681.00	\$137,156.09	\$10,605.00	\$147,761.09
1-Feb-07		\$57,378.31	\$57,378.31		\$57,378.31
1-Aug-07	\$81,080.46	\$57,378.31	\$138,458.77	\$10,369.57	\$148,828.35
1-Feb-08		\$56,032.38	\$56,032.38		\$56,032.38
1-Aug-08	\$83,772.33	\$56,032.38	\$139,804.71	\$10,126.33	\$149,931.04
1-Feb-09		\$54,641.76	\$54,641.76		\$54,641.76
1-Aug-09	\$86,553.57	\$54,641.76	\$141,195.33	\$9,875.02	\$151,070.35
1-Feb-10		\$53,204.97	\$53,204.97		\$53,204.97
1-Aug-10	\$89,427.15	\$53,204.97	\$142,632.12	\$9,615.36	\$152,247.48
1-Feb-11		\$51,720.48	\$51,720.48		\$51,720.48
1-Aug-11	\$92,396.13	\$51,720.48	\$144,116.61	\$9,347.07	\$153,463.69
1-Feb-12		\$50,186.70	\$50,186.70		\$50,186.70
1-Aug-12	\$95,463.69	\$50,186.70	\$145,650.39	\$9,069.89	\$154,720.27
1-Feb-13		\$48,602.00	\$48,602.00		\$48,602.00
1-Aug-13	\$98,633.08	\$48,602.00	\$147,235.08	\$8,783.49	\$156,018.58
1-Feb-14		\$46,964.69	\$46,964.69		\$46,964.69
1-Aug-14	\$101,907.70	\$46,964.69	\$148,872.39	\$8,487.60	\$157,359.99
1-Feb-15		\$45,273.03	\$45,273.03		\$45,273.03
1-Aug-15	\$105,291.03	\$45,273.03	\$150,564.06	\$8,181.87	\$158,745.93
1-Feb-16		\$43,525.20	\$43,525.20		\$43,525.20
1-Aug-16	\$108,786.70	\$43,525.20	\$152,311.89	\$7,866.00	\$160,177.89
1-Feb-17		\$41,719.34	\$41,719.34		\$41,719.34

Balance Due  
5,787,469

4,171,033

COPY

1-Aug-17	\$112,398.41	\$41,719.34	\$154,117.75	\$7,539.64	\$161,657.39
1-Feb-18		\$39,853.52	\$39,853.52		\$39,853.52
1-Aug-18	\$116,130.04	\$39,853.52	\$155,983.57	\$7,202.44	\$163,186.01
1-Feb-19		\$37,925.76	\$37,925.76		\$37,925.76
1-Aug-19	\$119,985.56	\$37,925.76	\$157,911.32	\$6,854.05	\$164,765.38
1-Feb-20		\$35,934.00	\$35,934.00		\$35,934.00
1-Aug-20	\$123,969.08	\$35,934.00	\$159,903.08	\$6,494.10	\$166,397.18
1-Feb-21		\$33,876.12	\$33,876.12		\$33,876.12
1-Aug-21	\$128,084.85	\$33,876.12	\$161,960.97	\$6,122.19	\$168,083.16
1-Feb-22		\$31,749.91	\$31,749.91		\$31,749.91
1-Aug-22	\$132,337.27	\$31,749.91	\$164,087.18	\$5,737.94	\$169,825.11
1-Feb-23		\$29,553.11	\$29,553.11		\$29,553.11
1-Aug-23	\$136,730.87	\$29,553.11	\$166,283.98	\$5,340.92	\$171,624.90
1-Feb-24		\$27,283.38	\$27,283.38		\$27,283.38
1-Aug-24	\$141,270.33	\$27,283.38	\$168,553.71	\$4,930.73	\$173,484.44
1-Feb-25		\$24,938.29	\$24,938.29		\$24,938.29
1-Aug-25	\$145,960.51	\$24,938.29	\$170,898.80	\$4,506.92	\$175,405.72
1-Feb-26		\$22,515.35	\$22,515.35		\$22,515.35
1-Aug-26	\$150,806.40	\$22,515.35	\$173,321.74	\$4,069.04	\$177,390.78
1-Feb-27		\$20,011.96	\$20,011.96		\$20,011.96
1-Aug-27	\$155,813.17	\$20,011.96	\$175,825.13	\$3,616.62	\$179,441.75
1-Feb-28		\$17,425.46	\$17,425.46		\$17,425.46
1-Aug-28	\$160,986.17	\$17,425.46	\$178,411.63	\$3,149.18	\$181,560.81
1-Feb-29		\$14,753.09	\$14,753.09		\$14,753.09
1-Aug-29	\$166,330.91	\$14,753.09	\$181,084.00	\$2,666.22	\$183,750.22
1-Feb-30		\$11,992.00	\$11,992.00		\$11,992.00
1-Aug-30	\$171,853.09	\$11,992.00	\$183,845.09	\$2,167.23	\$186,012.32
1-Feb-31		\$9,139.24	\$9,139.24		\$9,139.24
1-Aug-31	\$177,558.62	\$9,139.24	\$186,697.85	\$1,651.67	\$188,349.52
1-Feb-32		\$6,191.76	\$6,191.76		\$6,191.76
1-Aug-32	\$183,453.56	\$6,191.76	\$189,645.33	\$1,118.99	\$190,764.32
1-Feb-33		\$3,146.43	\$3,146.43		\$3,146.43
1-Aug-33	\$189,544.22	\$3,146.43	\$192,690.65	\$568.63	\$193,259.29
Total Payments:	\$3,535,000.00	\$2,065,800.48	\$5,600,800.48	\$186,668.72	\$5,787,469.19

# Del Norte County Budget Transfer Request FY 17/18

Department Name	Fund	Dept.	Line Item	Description	Budget Transfer Amount(s)	
					Reduce Expenditures or Increase Revenue	Increase Expenditures or Reduce Revenue
Solid Waste	422	421	20236	Security		\$ 8,000
Solid Waste	422	421	20251	Lease - Gasquet Transfer Station		\$ 1
Solid Waste	422	421	20275	Small Tools		\$ 600
Solid Waste	422	421	20290	Travel		\$ 3,000
Solid Waste	422	421	91004	Authority Service Fees	\$ 11,601	
<b>Total Amounts</b>					\$ 11,601	\$ 11,601

Department complete and send to Auditor's Office for transfer number before sending to \_\_\_\_\_

Department Justification - Include cover letter that addresses the following: 1) Reason for request; 2) Why sufficient balances exist to finance transfer; 3) Why request

*Jeff Ward*  
 Department Head Signature \_\_\_\_\_ Date 16 JAN 2018

Auditor's Office: Sufficient balances exist per above  
 (Under \$100 Auditor's Office approves) \_\_\_\_\_

Deputy Auditor-Controller \_\_\_\_\_ Date \_\_\_\_\_

TR No. \_\_\_\_\_ Budget Revision No. \_\_\_\_\_

\_\_\_\_\_ Includes Revenue Appropriation \_\_\_\_\_ Requires 4/5ths Vote \_\_\_\_\_

County Administrative Officer: \_\_\_\_\_ (Under \$1000 - CAO approves)

Recommendation: \_\_\_\_\_ Approve \_\_\_\_\_  
 \_\_\_\_\_ Deny \_\_\_\_\_  
 \_\_\_\_\_ Submit for Board approval \_\_\_\_\_

County Administrative Officer \_\_\_\_\_ Date \_\_\_\_\_

Passed by Board of Commissioners of the Del Norte Solid Waste Management Authority on 16 January 2018.

Ayes: \_\_\_\_\_  
 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_

Attest: Clerk of the Board \_\_\_\_\_

By: \_\_\_\_\_  
 Kyra Seymour

Blake Inscore, Chair  
 Del Norte Solid Waste Management Authority

Vendor Patel & Associates, LLP  
266 17th ST STE 200

Claim ID: 8087  
Page 1 of 1

DEPARTMENT COPY

Oakland CA 94612-4124

Vendor ID:

20027

PBSP Expense

Change of Address

Special  
Warrant  
Routing

COPY

Fund	Dept	Line	Proj	Amount	Description
422	421	20233		\$426.17	INV 9599 Out of Pocket Expenses, 17/18 Audit
422	421	20233		\$5,873.83	INV 9599 Progressive inv for 17/18 Audit

Total Claim: \$6,300.00

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X

DEPARTMENT COPY

1/11/2018

Signature of Department Head/Authorized Deputy

Claim Date

1.4

**Patel &  
Associates, LLP**  
Certified Public Accountants

266, 17th STREET, SUITE 200  
OAKLAND, CA 94612-4124

# Invoice

Tel: (510) 452-5051  
Fax: (510) 452-3432  
email: sharshwal@patelcpa.com

To:

Del Norte Solid Waste  
Management Authority  
1700 State Street  
Crescent City, CA 95531

20027  
-----  
20233

Date	Invoice #
12/18/2017	9599

**Terms**

**Due on receipt**

Service Description	Amount
Progressive invoice for the Audit of Financial Statements for the year ended June 30, 2017	5,873.83
Out of Pocket Expenses	426.17

**RECEIVED**  
JAN 09 2018

DNSWMA

**Total Invoice Amount** \$6,300.00



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531  
Phone (707) 465-1100 Fax (707) 465-1300  
[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Director's Report

Date: 11 January 2018  
To: Commissioners of the Del Norte Solid Waste Management Authority  
From: Tedd Ward, M.S. – Director *Tedd*  
Reporting Period: 13 October 2017 – 11 January 2018  
Attachments: Treecycling Press Release  
Ad copy for opening Hambro Buyback services  
Ad copy for transparent bags in recycling  
Recology Del Norte reports re. recycling contamination  
CERS Summary  
Side Letter between DNSWMA and SEIU Local 1021

File Number: **231501 – Authority Work Plans**

**Summary:** The Del Norte Solid Waste Management Authority continues to operate the Klamath, Gasquet and Del Norte County Transfer Stations and to provide required monitoring, accounting and reports to overseeing agencies. Authority staff provide these services without any financial support from the City of Crescent City or the County of Del Norte, and without receiving a penny of taxes. The rates charged at Authority-managed facilities continue to be lower than any comparable facilities in Humboldt or Curry Counties.

### Consent Agenda Items:

**Agenda Item 1.2** is the second sub-lease payment to Del Norte County for the Del Norte County Transfer Station construction loan. We make a large payment in August each year, and a smaller payment in February. All claims larger than \$5,000 which are not regular monthly payments to Hambro/WSG for transfer station operations services must be separately approved by the Authority Board.

**Agenda Item 1.3** is a budget transfer adding to the amounts for:

- Security, to pay for the camera upgrades at the Del Norte County Transfer Station,
- Travel & Training, to cover additional expenses associated with 40 Hour

2.1

A Joint Powers Authority of  
the City of Crescent City and County of Del Norte

Printed on minimum  
30% post-consumer



100% recycled paper

Hazardous Waste Operations training and certification for Kyra Seymour, and to address increased travel expenses associated with the Director's attending meetings of the Rural County's Environmental Services Joint Powers Authority.

- Small tools, which is a line we use to purchase miscellaneous items costing less than one thousand dollars. We are replenishing this budget line as we may need to purchase a pump for water testing in January.

**Outreach / Events:** This past month, the Del Norte Solid Waste Management Authority issue a press release about Treecycle services available through January (see attachment).

The Authority have been running ads on radio stations KCRE, KPOD and KFUG related to the January 3<sup>rd</sup> opening of Hambro Forest Products' new Buy Back service at the Del Norte County Fairgrounds, Wednesdays – Saturdays from 9 AM to 5 PM.

Finally, the Authority has begun running ads to reduce the proportion of trash in the Recology Del Norte's recycling programs by using only transparent plastic bags to contain office paper, paper shreds, or opened junk mail in recycling carts.

Staff will also be issuing press releases to let people know that the Del Norte County Transfer Station will be closed to the public from Friday February 2<sup>nd</sup> at noon until Monday February 5<sup>th</sup> at 8 AM, to allow for repair of a section of the transfer station floor. On Saturday February 3<sup>rd</sup>, the Gasquet Transfer Station will be open from 10 A.M. until 4 P.M., and on Sunday February 4<sup>th</sup>, the Klamath Transfer Station will be open from 10 to 4.

**Advocacy:** The Authority Director attended the Rural Counties Environmental Services Joint Powers Authority meeting on December 7<sup>th</sup>. On this trip, I also met with CalRecycle staff to submit questions related to the SB 458 Pilot programs to be administered by CalRecycle, and with staff from the California Product Stewardship Council regarding the mattress recycling program administered by the Mattress Recycling Council.

**Facilities:** The Transfer station floor and scale ramp repair project will be done by American Restore February 2<sup>nd</sup> – February 4<sup>th</sup>. We had a pre-construction walkthrough on January 5<sup>th</sup>, reviewing the work to be done, areas to stage supplies, and access to water.

We are also making progress on the installation and upgrading of our security cameras at the Del Norte County Transfer Station. A portion of those costs will be borne by Recology Del Norte as the cameras will be directed to Recology Del Norte's community drop-off bins outside the Transfer Station gate.

**Landfill Postclosure:** Hemmingsen Construction has completed repairs at the Crescent City Landfill, including both the damage from last winter's storms as well as the additional erosion from storms this fall. In the coming weeks, staff plan on submitting documentation to the California Office of Emergency Services for partial reimbursement.

During this past month, Kyra Seymour was trained to use a Bobcat T190 track loader for minor grading and erosion repairs at the landfill, and she spread grass seed over the repaired areas.

Quarterly gas sampling was completed in December and water samples will be collected later this month.

**Collections and Processing:** Attached is copy for a radio ad explaining that starting on February 1<sup>st</sup>, only transparent plastic bags will be acceptable in Recology Del Norte's recycling carts.

**Finances / Audits:** Patel & Associates has completed their field work and interviews associated with their external audit of the Authority for FY 16/17. Staff will prepare comments after receipt and review of a draft audit.

**Agenda Item 6.2** is a draft service agreement with Authority Treasurer Richard D. Taylor, who has served in that role since 1993.

**Compliance:** **Agenda Item 6.3** is the Code of Safe Practices to complement the information in Del Norte County's Illness and Injury Prevention Program (required under Title 8 of the California Code of Regulations, section 3203), and this document has been reviewed with Authority staff at the most recent monthly staff safety meeting.

The Authority's draft Pledge of Revenue Agreement and Resolution are being reviewed by CalRecycle legal staff. During this period, staff completed annual updates to the online submittals associated with the California Environmental Reporting System (CERS).

**Personnel / Staffing:** During this period, seven Authority staff received cardiopulmonary resuscitation (CPR) training provided through the Del Norte County Office of Emergency Services. At this point, all Authority staff are trained in CPR for emergency response.

Attached is a side letter signed by the Director with SEIU 1021 to comply with AB 119. This essentially gives the opportunity for a union representative to present the potential benefits of joining the union to new employees.

# **Public Service Announcement**

**FOR MORE INFORMATION, CONTACT:**

**Kyra Seymour - Facilities and Program Coordinator 465-1100**

**e-mail: [kyra@recycledelnorte.ca.gov](mailto:kyra@recycledelnorte.ca.gov)**

**Del Norte Solid Waste Management Authority**

**Distribution: The Daily Triplicate FAX: 464-5102**

**KPOD - Community Events & PSA's FAX: 464-4303**

**KCRE / KFVR - Community Events & PSA's FAX: 464-4303**

**KHSU / KHSR - Community Events & PSA's FAX: 707-826-6082**

**KXGO - Community Events & PSA's FAX: 707-786-5100**

**Yurok Tribe FAX: 482-1377**

**Run Dates: 26 December 2017 – 31 January 2018**

## **'TIS THE SEASON FOR TREECYCLING'**

The Del Norte Solid Waste Management Authority and Hambro/WSG are once again sponsoring a Christmas tree recycling program. Christmas trees will be accepted at the Del Norte County Transfer Station at 1700 State Street until January 31, 2018. This offer is limited to one free holiday tree per Del Norte family. Lightly flocked trees are OK, but artificial trees, trees with decorations, tinsel or metal or plastic stands will not be accepted for free.

Tedd Ward, Director for the Del Norte Solid Waste Management Authority said "We are grateful to our contractors Hambro/WSG and Recology Del Norte for continuing this free treecycling service for our customers. Since 2006, Del Norte County residents have recycled over 40 tons of trees through this program. Recology customers can even have their tree collected at their curb." Recology Del Norte residential and multi-family customers can have a tree collected for free by calling 464-4181.

For more information, check the Authority's website at [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov), or call them at 465-1100.

## **Radio Ad for Hambro Buy-Back Opening at DNC Fairgrounds**

### **Bi-Coastal media: KCRE & KPOD**

#### **60 second ad:**

Buy-back recycling is back in Del Norte. Hambro Forest Products will provide buy-back recycling services for your aluminum cans, glass and plastic bottles at the Del Norte County Fairgrounds starting January 3<sup>rd</sup>, Wednesdays through Saturdays, from 9 to 5.

Customers will be limited to redeeming up to 100 pounds of aluminum or plastic and 1000 pounds of CRV glass containers per day. So if you have a big stockpile, you may need to make a few trips. Out-of-state containers will not be redeemed. For faster service, we ask that all containers be whole, empty, clean, sorted and free of contamination.

This Buy-back recycling program at the Fairgrounds is for CRV beverage container recycling only. For information about other materials that can be recycled in Del Norte, call the Del Norte Solid Waste Management Authority at 465-1100, or see our website at [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov).

This ad was paid for through a grant from CalRecycle, the California Department of Resources Recycling and Recovery

## **Radio Ad for Transparent Bags in Recology Del Norte's Recycling Carts**

**Bi-Coastal Media: KCRE and KPOD**

### **60 second ad:**

Motor oil over mashed potatoes? A little mayonnaise in your coffee? Some things should never be mixed together. Like trash and recyclables. This is Tedd Ward, Director of the Del Norte Solid Waste Management Authority.

Recyclables collected by Recology Del Norte are now being processed in Humboldt County, and we need your help in reducing the amount of trash in our recycling programs. Starting in February, only transparent plastic bags will be allowed in recycling carts.

There is only one reason to have any plastic bags in your recycling: to bag shredded paper, office paper or opened junk mail. All other recyclable materials, like CRV beverage containers, newspapers and magazines, can be loose and mingled in your recycling cart. Though the plastic bags can't be recycled, keeping those papers clean and separated is important. Customers can purchase clear or transparent plastic bags from Safeway, Home Depot or Wal-Mart.

For information about all the materials that can be recycled in Del Norte, call the Del Norte Solid Waste Management Authority at 465-1100, or see our website at [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov).

This ad was paid for through a grant from CalRecycle, the California Department of Resources Recycling and Recovery.

## Tedd Ward

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**From:** Jeremy Herber <JHerber@recology.com>  
**Sent:** Friday, January 05, 2018 9:04 PM  
**To:** Tedd Ward  
**Subject:** FW: Recology Recycling Weekly Update for December 31st, 2017 to January 6th, 2018

Tedd,

We are continuing to collect approximately 65% - 70% of the recyclable volume in Del Norte. Recycling stream continues to remain in the area of 18%-25% contamination depending on the locations serviced during the week.

The Community bins remain at a high contamination level around 30%-45% depending on location.

The routes that are consistently being processed are the following:

- 131 Residential Curbside Recycling
- 132 Residential Curbside Recycling
- 133 Commercial Recycling

Gasquet and Klamath transfer stations are being processed when full. Last week we also processed both recycling bins from the transfer station on State street.

Recology continues to spot check community bins weekly to see if we notice any changes in contamination levels. The community bins still providing high levels of contamination include both Smith River bins and the Fort Dick location.

Bettendorf's trailer has the ability to carry 136 Yards of recyclables. Our average weight of material being loaded on the truck as recyclables is approximately **9 to 10 tons each load**.

**Last week we delivered 2 loads to Recology Humboldt (Somoa Facility) Due to the Holiday Schedule.**

Most of the cardboard is being removed from the recycling loads and processed in Del Norte County.

Best Regards,

**Jeremy Herber**  
General Manager

**Recology Del Norte™** | P.O. Box 1933 | Crescent City, CA 95531  
T: 707.464.4181 | [jherber@recology.com](mailto:jherber@recology.com)



*Please consider the environment before you print this email.*

## Tedd Ward

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**From:** Jeremy Herber <JHerber@recology.com>  
**Sent:** Tuesday, January 02, 2018 6:38 AM  
**To:** Tedd Ward  
**Subject:** FW: Recology Recycling Weekly Update for December 24th, 2017 to December 30th, 2017.

Tedd,

We are continuing to collect approximately 65% - 70% of the recyclable volume in Del Norte. Recycling stream continues to remain in the area of 18%-25% contamination depending on the locations serviced during the week.

The Community bins remain at a high contamination level around 30%-45% depending on location.

The routes that are consistently being processed are the following:

131 Residential Curbside Recycling  
132 Residential Curbside Recycling  
133 Commercial Recycling

Gasquet and Klamath transfer stations are being processed when full.  
Last week we also processed both recycling bins from the transfer station on State street.

Recology continues to spot check community bins weekly to see if we notice any changes in contamination levels. The community bins still providing high levels of contamination include both Smith River bins and the Fort Dick location.

Bettendorf's trailer has the ability to carry 136 Yards of recyclables. Our average weight of material being loaded on the truck as recyclables is approximately **9 to 10 tons each load**.

**Last week we delivered 2 loads to Recology Humboldt (Somoa Facility) Due to the Holiday Schedule.**

Most of the cardboard is being removed from the recycling loads and processed in Del Norte County.

Best Regards,

**Jeremy Herber**  
General Manager

**Recology Del Norte™** | P.O. Box 1933 | Crescent City, CA 95531  
T: 707.464.4181 | [Jherber@recology.com](mailto:Jherber@recology.com)



*Please consider the environment before you print this email.*

## Tedd Ward

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**From:** Jeremy Herber <JHerber@recology.com>  
**Sent:** Monday, December 11, 2017 8:16 AM  
**To:** Tedd Ward  
**Subject:** FW: Recology Recycling Weekly Update for December 3rd, 2017 to December 9th, 2017.

Tedd,

We are continuing to collect approximately 65% - 70% of the recyclable volume in Del Norte. Recycling stream continues to remain in the area of 18%-25% contamination depending on the locations serviced during the week.

The Community bins remain at a high contamination level around 30%-45% depending on location.

The routes that are consistently being processed are the following:

131 Residential Curbside Recycling  
132 Residential Curbside Recycling  
133 Commercial Recycling

Gasquet and Klamath transfer stations are being processed when full. Last week we also processed both recycling bins from the transfer station on State street.

Recology continues to spot check community bins weekly to see if we notice any changes in contamination levels. The community bins still providing high levels of contamination include both Smith River bins and the Fort Dick location.

Bettendorf's trailer has the ability to carry 136 Yards of recyclables. Our average weight of material being loaded on the truck as recyclables is approximately **9 to 10 tons each load**.

**Last week we delivered 3 loads to Recology Humboldt (Somoa Facility)**

Most of the cardboard is being removed from the recycling loads and processed in Del Norte County.

Best Regards,

**Jeremy Herber**  
General Manager

**Recology Del Norte™** | P.O. Box 1933 | Crescent City, CA 95531  
T: 707.464.4181 | [Jherber@recology.com](mailto:Jherber@recology.com)



*Please consider the environment before you print this email.*

**Del Norte County Transfer Station (CERSID: 10190614)****Facility Information** Submitted Dec 1, 2017Submitted on 12/1/2017 3:06:02 PM by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

- Business Activities
- Business Owner/Operator Identification

**Hazardous Materials Inventory** Submitted Dec 1, 2017Submitted on 12/1/2017 3:06:02 PM by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

- Hazardous Material Inventory (13)
- Site Map (Official Use Only)
  - *Annotated Site Map (Official Use Only)* (Adobe PDF, 138KB)

**Emergency Response and Training Plans** Submitted Dec 1, 2017Submitted on 12/1/2017 3:06:02 PM by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

- Emergency Response/Contingency Plan
  - *Emergency Response/Contingency Plan* (Adobe PDF, 345KB)
- Employee Training Plan
  - *Employee Training Plan* (Adobe PDF, 131KB)

**Site Identification****Del Norte County Transfer Station**

1700 State St  
Crescent City, CA 95531  
County  
Del Norte

CERS ID  
**10190614**

EPA ID Number  
CAH111001107

**Submittal Status**

Submitted on 12/1/2017 by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

**Hazardous Materials**

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive inventory local reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?

Yes

**Underground Storage Tank(s) (UST)**

Does your facility own or operate underground storage tanks?

No

**Hazardous Waste**

Is your facility a Hazardous Waste Generator?

Yes

Does your facility treat hazardous waste on-site?

No

Is your facility's treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?

No

Does your facility consolidate hazardous waste generated at a remote site?

No

Does your facility need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site?

No

Does your facility generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.

No

Is your facility a Household Hazardous Waste (HHW) Collection site?

Yes

**Excluded and/or Exempted Materials**

Does your facility recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)?

No

Does your facility own or operate ASTs above these thresholds? Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers.

No

Does your facility have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?

No

**Additional Information**

No additional comments provided.

**Facility/Site**

**Del Norte County Transfer Station**

1700 State St  
Crescent City, CA 95531

CERS ID  
**10190614**

**Submittal Status**

Submitted on 12/1/2017 by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

**Identification**

Del Norte County Transfer Station

Operator Phone (707) 465-1100  
Business Phone (707) 465-1100  
Business Fax (707) 465-1300

Beginning Date  
Ending Date  
Dun & Bradstreet  
SIC Code  
Primary NAICS

**Facility/Site Mailing Address**

1700 State St  
Crescent City, CA 95531

**Primary Emergency Contact**

**Tedd Ward**  
Title  
Director  
Business Phone (707) 465-1100  
24-Hour Phone (707) 954-0141  
Pager Number

**Owner**

Del Norte Solid Waste Management Authority  
(707) 465-1100  
1700 State St  
Crescent City, CA 95531

**Secondary Emergency Contact**

**Joel Wallen**  
Title  
Hambro/WSG Operations Mgr.  
Business Phone (707) 464-9098  
24-Hour Phone (707) 218-5616  
Pager Number

**Billing Contact**

Del Norte Solid Waste Management Authority  
(707) 465-1100      tedd@recycledelnorte.ca.gov  
1700 State St  
Crescent City, CA 95531

**Environmental Contact**

**Tedd Ward**  
(707) 465-1100      tedd@recycledelnorte.ca.gov  
1700 State St  
Crescent City, CA 95531

Name of Signer Tedd Ward	Signer Title Director	Document Preparer Tedd Ward
Additional Information		

**Locally-collected Fields**

Some or all of the following fields may be required by your local regulator(s).

**Property Owner**

Phone  
Mailing Address

Assessor Parcel Number (APN)  
Number of Employees  
Facility ID

## Hazardous Materials And Wastes Inventory Matrix Report

CERS Business/Org: **Del Norte Solid Waste Management Authority**  
 Facility Name: **Del Norte County Transfer Station**  
 1700 State St, Crescent City 95531

CERS ID: **10190614**  
 Facility ID:  
 Status: **Submitted on 12/1/2017 3:06 PM**

Chemical Location:  
**Hazardous Waste Building**

Hazardous Components  
 (for mixture only)

DOT Code/Fire Haz. Class	Common Name	Unit	Quantities		Annual Waste Amount	Federal Hazard Categories	Component Name	% Wt	EHS CAS No.
			Max. Daily	Largest Cont.					
DOT: 3 - Flammable and Combustible Liquids	<b>Oil-based paints and stains</b>	<b>Gallons</b>	<b>150</b>	<b>5</b>	2300	- Fire - Acute Health	<b>Oil-based paints &amp; stains</b>		
Combustible Liquid, Class II	CAS No: 8052-41-3	Liquid	Storage Container Box	Pressure Ambient	Waste Code				
		Pure	Days on Site: 120	Temperature Ambient					

## Hazardous Materials And Wastes Inventory Matrix Report

CERS Business/Org. <b>Del Norte Solid Waste Management Authority</b> Facility Name <b>Del Norte County Transfer Station</b> 1700 State St, Crescent City 95531	Chemical Location <b>HHW Reuse Shed</b>	CERS ID <b>10190614</b> Facility ID Status <b>Submitted on 12/1/2017 3:06 PM</b>	Hazardous Components (For mixture only) % Wt    EHS    CAS No.
DOT Code/Fire Haz. Class    Common Name    Unit    Quantities    Annual Waste Amount    Federal Hazard Categories			
DOT: 6.1 - Toxic Substances <b>Latex Paint</b> Gallons    120    - Fire			
CAS No.    State    Storage Container    Pressue    Waste Code			
Grid: N9    Liquid    Other    Ambient    291			
Type    Temperature			
Pure    Ambient			
DOT: 6.1 - Toxic Substances <b>Reusable Hazardous Products</b> Gallons    10    - Fire			
CAS No.    State    Storage Container    Pressue    Waste Code			
Grid: N9    Liquid    Other    Ambient    - Reactive			
Type    Temperature			
Pure    Ambient			
DOT: 6.1 - Toxic Substances <b>Home Generated Sharps</b> Gallons    114    - Acute Health			
CAS No.    State    Storage Container    Pressue    Waste Code			
Grid: N9 and X13    Solid    Plastic/Non-metallic Drum    Ambient			
Type    Temperature			
Pure    Ambient			
DOT: 6.1 - Toxic Substances <b>Fluorescent Tubes</b> Pounds    100			
CAS No.    State    Storage Container    Pressue    Waste Code			
Grid: N9 and X13    Solid    Plastic/Non-metallic Drum    Ambient			
Type    Temperature			
Pure    Ambient			
DOT: 6.1 - Toxic Substances <b>Consumer Electronic Devices</b> Tons    4			
CAS No.    State    Storage Container    Pressue    Waste Code			
Grid: N9 and O8    Solid    Tote Bin    Ambient			
Type    Temperature			
Pure    Ambient			

## Hazardous Materials And Wastes Inventory Matrix Report

CERS Business/Orig. **Del Norte Solid Waste Management Authority**  
 Facility Name **Del Norte County Transfer Station**  
 1700 State St, Crescent City 95531

Chemical Location  
**Permanent HHW Facility**

CERS ID **10190614**  
 Facility ID  
 Status **Submitted on 12/1/2017 3:06 PM**

DOT Code/Fire Haz. Class	Common Name	Unit	Quantities			Annual Waste Amount	Federal Hazard Categories	Component Name	Hazardous Components (For mixture only)
			Max. Daily	Largest Cont.	Avg. Daily				
Combustible Liquid, Class III-B, Irritant	<b>Ethylene Glycol - Antifreeze Waste</b>	<b>Gallons</b>	<b>50</b>	<b>100</b>	<b>1</b>	<b>120</b>	- Acute Health - Chronic health		
	CAS No	State	Storage Container	Pressue	Waste Code				
	107-21-1	Liquid	Tank Inside Building	Ambient	121				
	Grid: X14	Type	Days on Site: 120	Temperature					
DOT: 8 - Corrosives (Liquids and Solids)	<b>Lead Acid Batteries Used</b>	<b>Tons</b>	<b>1</b>		<b>1</b>	<b>12.5</b>	- Acute Health - Chronic health	<b>40 %</b> ✓	
	CAS No	State	Storage Container	Pressue	Waste Code				
	NA	Liquid	Other	Ambient	792				
	Grid: X14	Type	Days on Site: 120	Temperature					
DOT: 6.1 - Toxic Substances	<b>Latex Paint Waste</b>	<b>Gallons</b>	<b>120</b>		<b>4.2</b>	<b>1550</b>	- Chronic health		
	CAS No	State	Storage Container	Pressue	Waste Code				
		Liquid	Can	Ambient					
	Grid: W14	Type	Days on Site: 120	Temperature					
DOT: 2.3 - Toxic Gases	<b>Fluorescent Bulbs and Mercury Devices Waste</b>	<b>Pounds</b>	<b>100</b>		<b>8.25</b>	<b>3000</b>	- Acute Health		
	CAS No	State	Storage Container	Pressue	Waste Code				
		Solid	Fiber Drum, Box	Ambient					
		Type	Days on Site: 120	Temperature					
DOT: 8 - Corrosives (Liquids and Solids)	<b>Household Batteries Waste</b>	<b>Pounds</b>	<b>100</b>		<b>10</b>	<b>3600</b>	- Fire		
	CAS No	State	Storage Container	Pressue	Waste Code				
		Solid	Plastic/Non-metallic Drum	Ambient					
	Grid: N9 and X13	Type	Days on Site: 120	Temperature					
DOT: 3 - Flammable and Combustible Liquids	<b>Non-rcra Hazardous Waste Liquid (waste Oil)</b>	<b>Gallons</b>	<b>300</b>	<b>1000</b>	<b>9.7</b>	<b>3475</b>	- Fire - Reactive - Pressure - Release - Acute Health - Chronic health	<b>100 %</b>	
	CAS No	State	Storage Container	Pressue	Waste Code				
	NA	Liquid	Aboveground Tank, Tank Inside Building	Ambient	221				
	Grid: W15	Type	Days on Site: 120	Temperature					
DOT: 3 - Flammable and Combustible Liquids	<b>2-butanone</b>	<b>Gallons</b>	<b>150</b>		<b>20</b>	<b>500</b>	- Fire - Acute Health		
	CAS No	State	Storage Container	Pressue	Waste Code				
	78-93-3	Liquid	Tote Bin	Ambient	223				
		Type	Days on Site: 120	Temperature					

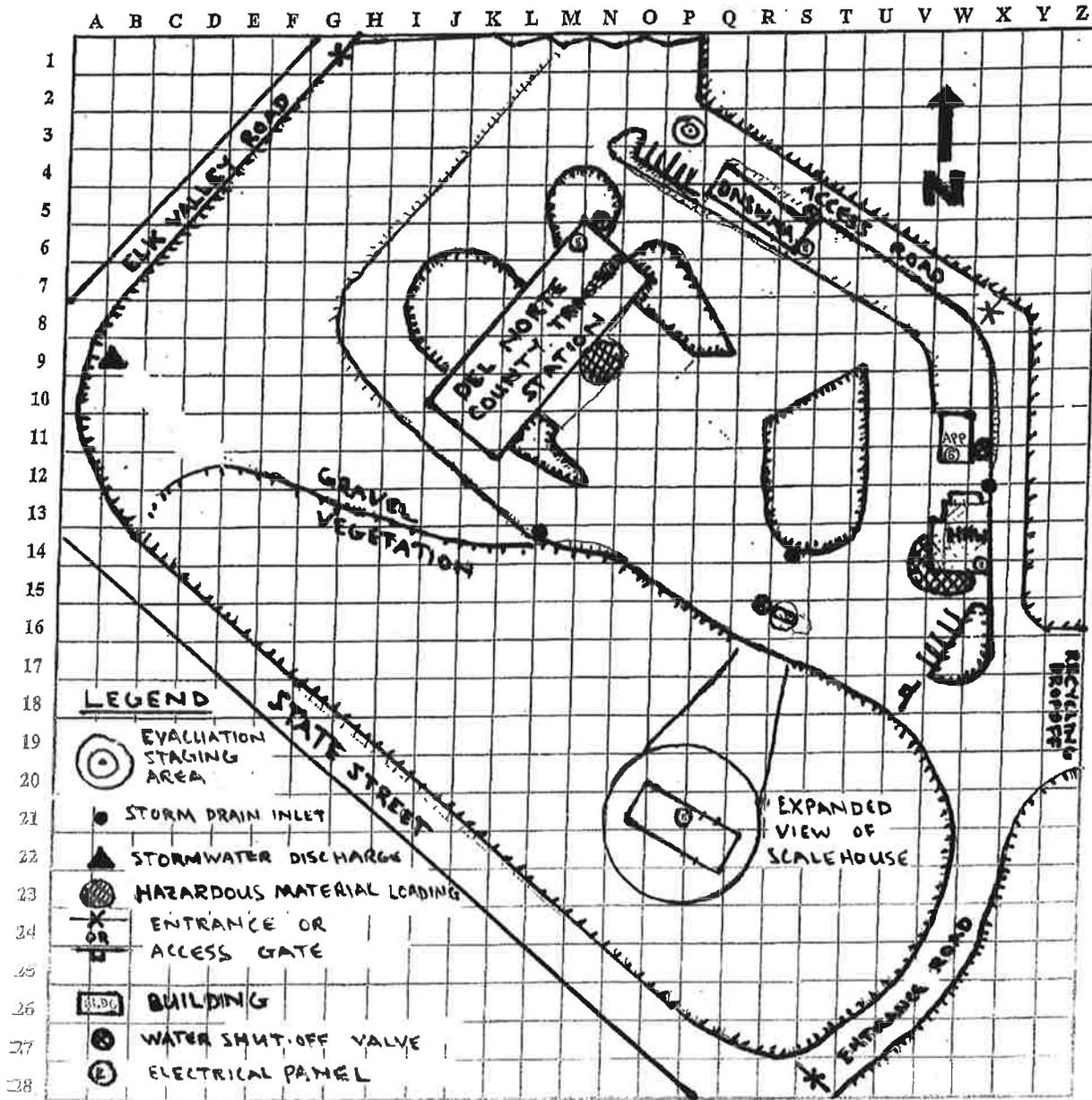
# Facility Site Plan/Storage Map (Hazardous Materials Business Plan Module)

Site Address: 1700 State Street, Crescent City, CA 95531

Date Map Drawn: 8/25/2010

Map Scale: 1 INCH = 100 FEET

Page 10 of 10



Instructions are printed on the following page.

# Emergency Response/Contingency Plan

(Hazardous Materials Business Plan Module)

Authority Cited: HSC§ 25504(b); 19 CCR §2731; 22 CCR §66262.34(a)(4)

Page 5 of 10

All facilities that handle hazardous materials in HMBP quantities must have a written emergency response plan. In addition, facilities that generate 1,000 kilograms or more of hazardous waste (or more than 1 kilogram of acutely hazardous waste or 100 kilograms of debris resulting from the spill of an acutely hazardous waste) per month, or accumulate more than 6,000 kilograms of hazardous waste on-site at any one time, must prepare a hazardous waste contingency plan. Because the requirements are similar, they have been combined in a single document, provided below, for your convenience. This plan is a required module of the Hazardous Materials Business Plan (HMBP). If you already have a plan that meets these requirements, you should not complete the blank plan, below, but you must include a copy of your existing plan as part of your HMBP.

This site-specific Emergency Response/Contingency Plan is the facility's plan for dealing with emergencies and shall be implemented immediately whenever there is a fire, explosion, or release of hazardous materials that could threaten human health and/or the environment. At least one copy of the plan shall be maintained at the facility for use in the event of an emergency and for inspection by the local agency. A copy of the plan and any revisions must be provided to any contractor, hospital, or agency with whom special (i.e., contractual) emergency services arrangements have been made (see section 3, below).

## 1. Evacuation Plan:

a. The following alarm signal(s) will be used to begin evacuation of the facility (check all that apply):

Bells;  Horns/Sirens;  Verbal (i.e., shouting);  Other (specify \_\_\_\_\_)

b.  Evacuation map is prominently displayed throughout the facility.

Note: A properly completed HMBP Site Plan satisfies contingency plan map requirements. This drawing (or any other drawing that shows primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas) must be prominently posted throughout the facility in locations where it will be visible to employees and visitors.

## 2. a. Emergency Contacts\*:

Fire/Police/Ambulance ..... Phone No.: 911

State Office of Emergency Services ..... Phone No.: (800) 852-7550

## b. Post-Incident Contacts\*:

Certified Unified Program Agency (CUPA) ..... Phone No.: (707) 465-0426 x361

Local Hazardous Materials Program ..... Phone No.: (707) 465-1100

California EPA Department of Toxic Substances Control ..... Phone No.: (800) 728-6942

Cal-OSHA Division of Occupational Safety and Health ..... Phone No.: (510) 286-7000

Air Quality Management District ..... Phone No.: (707) 443-3093

Regional Water Quality Control Board ..... Phone No.: (707) 576-2220

\* Phone numbers for agencies in Unidocs Member Agency geographic jurisdictions are available at [www.unidocs.org](http://www.unidocs.org).

## c. Emergency Resources:

Poison Control Center\* ..... Phone No.: (800) 222-1222

Nearest Hospital: Name: Sutter Coast Community Hospital Phone No.: (707) 464-8511

Address: 800 E Washington Blvd City: Crescent City

## 3. Arrangements With Emergency Responders:

If you have made special (i.e., contractual) arrangements with any police department, fire department, hospital, contractor, or State or local emergency response team to coordinate emergency services, describe those arrangements below:

The Crescent Fire Protection District (Steve Wakefield, Chief at 707-464-2421) has held trainings at the Del Norte County Transfer Station to familiarize fire department personnel with our fire control and fire suppression systems.

**4. Emergency Procedures:**Emergency Coordinator Responsibilities:

- a. Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the emergency coordinator (*or his/her designee when the emergency coordinator is on call*) shall:
  - i. Identify the character, exact source, amount, and areal extent of any released hazardous materials.
  - ii. Assess possible hazards to human health or the environment that may result from the explosion, fire, or release. This assessment must consider both direct and indirect effects (*e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, the effects of any hazardous surface water run-off from water or chemical agents used to control fire, etc.*).
  - iii. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
  - iv. Notify appropriate local authorities (*i.e., call 911*).
  - v. Notify the State Office of Emergency Services at 1-800-852-7550.
  - vi. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
  - vii. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous materials at the facility.
- b. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
  - i. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility.
  - ii. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
  - iii. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.
  - iv. Notify the California Environmental Protection Agency's Department of Toxic Substances Control, the local CUPA, and the local fire department's hazardous materials program that the facility is in compliance with requirements b-i and b-ii, above.

Responsibilities of Other Personnel:

On a separate page, list any emergency response functions not covered in the "Emergency Coordinator Responsibilities" section, above. Next to each function, list the job title or name of each person responsible for performing the function. Number the page(s) appropriately.

**5. Post-Incident Reporting/Recording:**

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident that triggers implementation of this plan, a written Emergency Incident Report, including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the California Environmental Protection Agency's Department of Toxic Substances Control, the local CUPA, and the local fire department's hazardous materials program. The report shall include:

- a. Name, address, and telephone number of the facility's owner/operator;
- b. Name, address, and telephone number of the facility;
- c. Date, time, and type of incident (*e.g., fire, explosion, etc.*);
- d. Name and quantity of material(s) involved;
- e. The extent of injuries, if any;
- f. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
- g. Estimated quantity and disposition of recovered material that resulted from the incident;
- h. Cause(es) of the incident;
- i. Actions taken in response to the incident;
- j. Administrative or engineering controls designed to prevent such incidents in the future.

**6. Earthquake Vulnerability: [19 CCR §2731(e)]**

As an attachment to this plan, you must identify any areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake-related ground motion.

**7. Hazard Mitigation/Prevention/Abatement [19 CCR §2731(c)]**

As an attachment to this plan, you must include procedures that provide for mitigation, prevention, or abatement of hazards to persons, property, or the environment. These procedures must be scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations.

**8. Emergency Equipment:**

22 CCR §66265.52(e) [as referenced by 22 CCR §66262.34(a)(4)] requires that emergency equipment at the facility be listed. Completion of the following Emergency Equipment Inventory Table meets this requirement.

**EMERGENCY EQUIPMENT INVENTORY TABLE**

1. Equipment Category	2. Equipment Type	3. Locations *	4. Description**	
Personal Protective Equipment, Safety Equipment, and First Aid Equipment	<input type="checkbox"/> Cartridge Respirators			
	<input type="checkbox"/> Chemical Monitoring Equipment <i>(describe)</i>			
	<input type="checkbox"/> Chemical Protective Aprons/Coats			
	<input type="checkbox"/> Chemical Protective Boots			
	<input checked="" type="checkbox"/> Chemical Protective Gloves		O7, W14	
	<input type="checkbox"/> Chemical Protective Suits <i>(describe)</i>			
	<input checked="" type="checkbox"/> Face Shields		W14	
	<input checked="" type="checkbox"/> First Aid Kits/Stations <i>(describe)</i>		O7, W14, S16, S6	
	<input checked="" type="checkbox"/> Hard Hats		Worn	All H/W/SG TS personnel wear hard hats
	<input checked="" type="checkbox"/> Plumbed Eye Wash Stations		N7	Tank Eye Wash at W14
	<input type="checkbox"/> Portable Eye Wash Kits <i>(i.e., bottle type)</i>			
	<input type="checkbox"/> Respirator Cartridges <i>(describe)</i>			
	<input checked="" type="checkbox"/> Safety Glasses/Splash Goggles		O7, W14	
<input checked="" type="checkbox"/> Safety Showers		N 6		
<input type="checkbox"/> Self-Contained Breathing Apparatuses (SCBA)				
<input type="checkbox"/> Other <i>(describe)</i>				
Fire Extinguishing Systems	<input checked="" type="checkbox"/> Automatic Fire Sprinkler Systems	L9	Halon system at W14	
	<input checked="" type="checkbox"/> Fire Alarm Boxes/Stations	L9, S16, W14		
	<input checked="" type="checkbox"/> Fire Extinguisher Systems <i>(describe)</i>			
	<input checked="" type="checkbox"/> Fire Extinguishers <i>(describe)</i>		Q5, S6, W12, X15, N7, S16	Hand-held, wall-mounted
	<input type="checkbox"/> Other <i>(describe)</i>			
Spill Control Equipment and Decontamination Equipment	<input checked="" type="checkbox"/> Absorbents <i>(describe)</i>	W13	Pads and mats	
	<input checked="" type="checkbox"/> Berms/Dikes <i>(describe)</i>	W13	Booms	
	<input type="checkbox"/> Decontamination Equipment <i>(describe)</i>			
	<input type="checkbox"/> Emergency Tanks <i>(describe)</i>			
	<input type="checkbox"/> Exhaust Hoods			
	<input type="checkbox"/> Gas Cylinder Leak Repair Kits <i>(describe)</i>			
	<input type="checkbox"/> Neutralizers <i>(describe)</i>			
	<input type="checkbox"/> Overpack Drums			
	<input type="checkbox"/> Sumps <i>(describe)</i>			
<input type="checkbox"/> Other <i>(describe)</i>				
Communications and Alarm Systems	<input type="checkbox"/> Chemical Alarms <i>(describe)</i>			
	<input checked="" type="checkbox"/> Intercoms/ PA Systems	S16, L9		
	<input checked="" type="checkbox"/> Portable Radios	S16, L9, Q5		
	<input checked="" type="checkbox"/> Telephones	R5, M6, S16, X15		
	<input type="checkbox"/> Tank Leak Detection Systems			
	<input type="checkbox"/> Other <i>(describe)</i>			
Additional Equipment <i>(Use Additional Pages if Needed.)</i>	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			
	<input type="checkbox"/>			

## Employee Training Plan

(Hazardous Materials Business Plan Module)

Authority Cited: HSC, Section 25504(c); 22 CCR §66262.34(a)(4)

Page 8 of 10

All facilities that handle hazardous materials in HMBP quantities must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A blank plan has been provided below for you to complete and submit if you do not already have such a plan. **If you already have a brief written description of your training program that addresses all subjects covered below, you are not required to complete the blank plan, below, but you must include a copy of your existing document as part of your HMBP.**

Check all boxes that apply. [Note: Items marked with an asterisk (\*) are required.]:

### 1. Personnel are trained in the following procedures:

<input checked="" type="checkbox"/> Internal alarm/notification *
<input checked="" type="checkbox"/> Evacuation/re-entry procedures & assembly point locations*
<input checked="" type="checkbox"/> Emergency incident reporting
<input type="checkbox"/> External emergency response organization notification
<input type="checkbox"/> Location(s) and contents of Emergency Response/Contingency Plan
<input checked="" type="checkbox"/> Facility evacuation drills, that are conducted at least (specify): semi-annually (e.g., "Quarterly", etc.)

### 2. Chemical Handlers are additionally trained in the following:

<input checked="" type="checkbox"/> Safe methods for handling and storage of hazardous materials *
<input checked="" type="checkbox"/> Location(s) and proper use of fire and spill control equipment
<input checked="" type="checkbox"/> Spill procedures/emergency procedures
<input checked="" type="checkbox"/> Proper use of personal protective equipment *
<input checked="" type="checkbox"/> Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption) *
<input checked="" type="checkbox"/> Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.) *

### 3. Emergency Response Team Members are capable of and engaged in the following:

Complete this section only if you have an in-house emergency response team

<input type="checkbox"/> Personnel rescue procedures
<input checked="" type="checkbox"/> Shutdown of operations
<input type="checkbox"/> Liaison with responding agencies
<input type="checkbox"/> Use, maintenance, and replacement of emergency response equipment
<input checked="" type="checkbox"/> Refresher training, which is provided at least annually *
<input type="checkbox"/> Emergency response drills, which are conducted at least (specify): (e.g., "Quarterly", etc.)

**Record Keeping**  
(Hazardous Materials Business Plan Module)

All facilities that handle hazardous materials must maintain records associated with their management. A summary of your record keeping procedures is a required module of the Unidocs Hazardous Materials Business Plan (HMBP). A blank summary has been provided below for you to complete and submit if you do not already have such a document. **If you already have a brief written description of your hazardous materials record keeping systems that addresses all subjects covered below, you are not required to complete this page, but you must include a copy of your existing document as part of your HMBP.**

Check all boxes that apply. The following records are maintained at the facility. *[Note: Items marked with an asterisk (\*) are required.]*:

<input checked="" type="checkbox"/>	Current employees' training records <i>(to be retained until closure of the facility)</i> *
<input checked="" type="checkbox"/>	Former employees' training records <i>(to be retained at least three years after termination of employment)</i> *
<input checked="" type="checkbox"/>	Training Program(s) <i>(i.e., written description of introductory and continuing training)</i> *
<input checked="" type="checkbox"/>	Current copy of this Emergency Response/Contingency Plan *
<input checked="" type="checkbox"/>	Record of recordable/reportable hazardous material/waste releases *
<input checked="" type="checkbox"/>	Record of hazardous material/waste storage area inspections *
<input checked="" type="checkbox"/>	Record of hazardous waste tank daily inspections *
<input type="checkbox"/>	Description and documentation of facility emergency response drills

*Note: The above list of records does not necessarily identify every type of record required to be maintained by the facility.*

**Note: The following section applies where local agencies require facility owners/operators to perform and document routine facility self-inspections:**

**A copy of the Inspection Check Sheet(s) or Log(s) used in conjunction with required routine self-inspections of your facility must be submitted with your HMBP. [Exception: Unidocs provides a Hazardous Materials/Waste Storage Area Inspection Form that you may use if you do not already have your own form. If you use the Unidocs form (available at [www.unidocs.org](http://www.unidocs.org)), you do not need to attach a copy.]**

Check the appropriate box:

<input type="checkbox"/>	We will use the Unidocs "Hazardous Materials/Waste Storage Area Inspection Form" to document inspections.
<input checked="" type="checkbox"/>	We will use our own documents to record inspections. <i>(A blank copy of each document used must be attached to this HMBP.)</i>

# EMPLOYEE TRAINING PLAN

## 1. FACILITY INFORMATION

<b>BUSINESS NAME</b> (Same as FACILITY NAME or DBA – Doing Business As) Del Norte County Transfer Station	<b>FACILITY ID</b> 08-AA0018	<b>CERS ID#</b> 10190614
<b>ADDRESS</b>	1700 State Street Crescent City, CA 95531	

## 2. TRAINING FOR PERSONNEL

Not applicable because facility has no employees

**Personnel are trained in the following procedures:**

- Internal alarm/notification
- Evacuation/re-entry procedures & assembly point locations
- Emergency incident reporting
- External emergency response organization notification
- Location(s) and contents of Emergency Response/Contingency Plan
- Facility evacuation drills, that are conducted at least: (Specify: "Quarterly", etc.) **Semi-Annually**

## 3. TRAINING FOR CHEMICAL HANDLERS

**Chemical Handlers are additionally trained in the following:**

- Safe methods for handling and storage of hazardous materials
- Location(s) and proper use of fire and spill control equipment
- Spill procedures/emergency procedures
- Proper use of personal protective equipment
- Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption)
- Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.)

## 4. EMERGENCY RESPONSE TEAM

**Members are capable of and engaged in the following:**

*Complete this section only if you have an in-house emergency response team*

- Personnel rescue procedures
- Shutdown of operations
- Liaison with responding agencies
- Use, maintenance, and replacement of emergency response equipment
- Refresher training, which is provided at least annually
- Emergency response drills, which are conducted at least: (Specify: "Quarterly", etc.)

### 5. RECORD KEEPING

The following records are maintained at the facility (Check all that apply).

*Note: This list of records does not necessarily identify every type of record required to be maintained by the facility.*

<input checked="" type="checkbox"/>	Current employees training records (to be retained until closure of the facility)
<input checked="" type="checkbox"/>	Former employees' training records (to be retained at least three years after termination of employment)
<input checked="" type="checkbox"/>	Training Program(s) (i.e., written description of introductory and continuing training)
<input checked="" type="checkbox"/>	Current copy of this Emergency Response/Contingency Plan
<input type="checkbox"/>	Record of recordable/reportable hazardous material/waste releases
<input type="checkbox"/>	Record of hazardous material/waste storage area inspections
<input type="checkbox"/>	Record of hazardous waste tank daily inspections
<input type="checkbox"/>	Description and documentation of facility emergency response drills

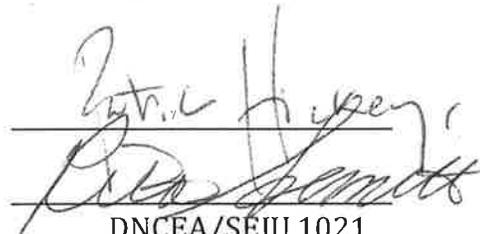
**Side Letter of Agreement  
Between  
Del Norte Solid Waste Management Authority  
and the  
SEIU Local 1021**

3.1 H **New Employee Information and Orientation:** Each new employee in a represented classification shall be given a written statement approved by the Union notifying him or her that the Union is the recognized employee organization for their classification. This statement shall include a space for the new employee's name, signature and contact information. The Union shall have the opportunity to make a 15 **30** minute presentation with new DNSWMA employee(s) as practical during the first month of their employment. The Union President shall not lose any compensation to meet with any new represented employee(s).

Once per quarter, the Union may request a full list of employees in the bargaining unit including the name, job title, department, work location, work, home and personal cellular telephone numbers, home address, and personal and work e-mail addresses in a malleable electronic format.



Del Norte Solid Waste  
Management Authority

  
DNCEA/SEIU 1021

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DNSWMA

Solid Waste  
**Balance Sheet**  
November 30, 2017

**Unaudited**

**ASSETS**

422 010 00000	Cash Solid Waste	1,094,614.66
422 010 00300	Imprest Cash	3,500.00
422 010 00500	Bank Loan Deposit Held by County	198,177.17
422 010 01100	Accounts Receivable	3,047.75
422 010 03200	Land	493,000.00
422 010 03300	Transfer Station	3,266,990.64
422 010 03400	Equipment	158,443.55
422 010 03410	Buildings & Improvements	141,638.89
422 010 03440	Accum Depr Equipment	(157,814.00)
422 010 03450	Accum Depr Bldg & Improv	(113,204.00)
422 010 03460	Accum Depr Transfer Station	(918,877.00)
	Total Assets	<u><u>4,169,517.66</u></u>

**LIABILITIES AND FUND EQUITY**

422 010 05105	Sales Tax Payable	10.65
422 010 05210	Sublease Payable	2,727,290.50
422 010 05300	Compensated Absences Payable	45,281.00
422 010 05400	Deferred Revenue	3,047.75
422 010 05500	Post Closure Liability	2,061,342.00
422 010 05600	Net OPEB Obligation	273,578.00
422 010 07100	Fund Balance	(1,600,276.06)
422 010 09600	Investment in Capital Assets net of related debt	578,198.00
	Revenue	1,351,978.66
	Expenditure	(1,270,932.84)
	Total Liabilities and Fund Equity	<u><u>4,169,517.66</u></u>

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DEC 19 2017

DNSWMA

2.2

## Del Norte Solid Waste Management Authority

## A/R Aging Summary

As of January 5, 2018

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Affordable Home & Rental Rep.	76.30	0.00	0.00	0.00	0.00	76.30
Agricultural Commission(solid waste only)	16.34	69.95	74.26	0.00	0.00	160.55
Alexandre EcoDairy Farms	1,021.69	0.00	0.00	0.00	0.00	1,021.69
Atlas Field Services, Inc.	0.00	93.02	0.00	0.00	0.00	93.02
Babich Construction	41.59	0.00	0.00	0.00	0.00	41.59
Bart Kast Builders	0.00	0.00	-6.24	0.00	0.00	-6.24
Benner Mini Storage	33.61	0.00	0.00	0.00	0.00	33.61
Borges Dairy	301.47	124.75	0.00	0.00	0.00	426.22
Brown, Hector	820.17	0.00	0.00	0.00	0.00	820.17
Cal-Ore LIFE FLIGHT	0.00	3.27	0.00	0.00	0.00	3.27
California Auto Image	348.98	0.00	0.00	0.00	0.00	348.98
California Construction Co.	7.50	0.00	0.00	0.00	0.00	7.50
California Dept. Parks & Rec.	733.04	755.90	0.00	0.00	0.00	1,488.94
Castlerock Countertop's	19.31	0.00	0.00	0.00	0.00	19.31
Cetnar Construction Inc.	28.29	63.86	0.00	0.00	0.00	92.15
City of Crescent City.	31.19	0.00	0.00	0.00	0.00	31.19
Cornerstone Assembly of God	43.08	0.00	0.01	0.00	0.00	43.09
Crescent Ace Hardware.	354.93	0.00	0.00	0.00	0.00	354.93
Crescent City KOA	317.83	0.00	0.00	0.00	0.00	317.83
Crescent City Senior Apt's	18.11	0.00	0.00	0.00	0.00	18.11
Crescent Fire Protection Dist.	25.86	0.00	0.00	0.00	0.00	25.86
Crescent Land Title Co.	10.40	0.00	0.00	0.00	0.00	10.40
Crescent Senior Estates	485.60	0.00	0.00	0.00	0.00	485.60
Custom Construction	0.00	8.91	0.00	0.00	0.00	8.91
Del Norte Ambulance	46.04	0.00	0.00	0.00	0.00	46.04
Del Norte Health Care District	75.00	0.00	0.00	0.00	0.00	75.00
Del Norte Realty	98.24	0.00	0.00	0.00	0.00	98.24
DN Unified School District	1,414.28	0.00	0.00	0.00	0.00	1,414.28
DNC Code Enforcement - Blight	237.41	0.00	0.00	0.00	0.00	237.41
Elk Valley Casino	106.93	22.28	0.00	0.00	0.00	129.21
Elk Valley Rancheria	29.70	0.00	23.76	0.00	0.00	53.46
G. H. Outreach	450.89	181.03	0.00	0.00	0.00	631.92
GR Construction	115.83	0.00	0.00	0.00	0.00	115.83
Green Scapes	44.27	55.17	0.00	0.00	0.00	99.44
Griffin's Furniture Outlet	115.60	0.00	0.00	0.00	0.00	115.60
Hambro/Waste Solutions Group	8.42	0.00	0.00	0.00	0.00	8.42
Hartley Construction	738.13	0.00	0.00	0.00	0.00	738.13
HASP / Jordan Recovery Centers	99.51	3.54	0.00	0.00	0.00	103.05
Hemmingsen Contracting Company	4,254.54	0.00	0.00	0.00	0.00	4,254.54
Hiouchi Community Fellowship	15.00	0.00	0.00	0.00	0.00	15.00
Investment Realty	34.11	0.00	0.00	0.00	0.00	34.11
Kirkland's Lawn & Yard Service	887.64	0.00	0.00	0.00	0.00	887.64
Kraft, Tom & Patti	167.82	0.00	0.00	0.00	0.00	167.82
LNL Design and Construction	200.16	0.00	0.00	0.00	0.00	200.16
Lucky 7 Casino	35.73	0.00	0.00	0.00	0.00	35.73
Madrone Court	16.34	36.80	0.00	0.00	0.00	53.14
Malloroy Construction	83.16	8.91	0.00	0.00	0.00	92.07
Mastaloudis Homes Inc.	57.92	0.00	0.00	0.00	0.00	57.92
McCullough Construction, Inc.	457.39	0.00	0.00	0.00	0.00	457.39
McMurray & Sons, Inc.	1,228.10	0.00	0.00	0.00	0.00	1,228.10
Miller Construction	51.98	0.00	0.00	0.00	0.00	51.98
Mountain Power Tree Co	34.16	0.00	0.00	0.00	0.00	34.16
Mow Blow and Go	33.75	0.00	0.00	0.00	0.00	33.75
Murray Construction	135.22	0.00	0.00	0.00	0.00	135.22
New Dawn Support Services	169.35	0.00	0.00	0.00	0.00	169.35
North Coast Properties	26.88	0.00	0.00	0.00	0.00	26.88
North Woods Realty	780.47	0.00	0.00	0.00	0.00	780.47
Northridge Electric	50.57	0.00	0.00	0.00	0.00	50.57
Orcutt's Landscaping/Lawn Care	16.34	0.00	0.00	0.00	0.00	16.34
Pacific Ocean Park	1,964.01	0.00	0.00	0.00	0.00	1,964.01
PALM Industries, Inc.	81.68	0.00	0.00	0.00	0.00	81.68
Pappas Dry Wall	180.00	0.00	0.00	0.00	0.00	180.00
Pebble Beach Apartments	119.97	0.00	0.00	0.00	0.00	119.97
Plunkett's Family Painting	23.76	0.00	0.00	0.00	0.00	23.76
Ray's Mobile Home Service	233.98	71.28	0.00	0.00	0.00	305.26
Recology Del Norte (Franchise)	102,018.21	0.00	0.00	0.00	0.00	102,018.21

**Del Norte Solid Waste Management Authority**  
**A/R Aging Summary**  
 As of January 5, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Recology Del Norte (Prison)	10,940.03	0.00	0.00	0.00	0.00	10,940.03
Red Sky Roofing	11,440.93	9,876.20	0.00	0.00	0.00	21,317.13
Reservation Ranch	369.77	0.00	0.00	0.00	0.00	369.77
Richard Brown Construction	13.37	0.00	0.00	0.00	0.00	13.37
Richterich & Jones Const	256.91	0.00	0.00	0.00	0.00	256.91
Rick Parker Construction	302.95	0.00	0.00	0.00	0.00	302.95
Ritchie Homes	182.67	0.00	0.00	0.00	0.00	182.67
Rogers, Luu T.	370.58	390.03	0.00	0.00	0.00	760.61
Ron Spitzner	74.25	0.00	0.00	0.00	0.00	74.25
Roy Rook Construction	63.86	0.00	0.00	0.00	0.00	63.86
S.O.S. Construction	65.34	0.00	0.00	0.00	0.00	65.34
Schnacker's *COLLECTIONS*	0.00	0.00	2.32	266.74	565.81	834.87
Seawood Village	2,582.44	0.00	0.00	0.00	0.00	2,582.44
Smith River Equipment	25.25	0.00	0.00	0.00	0.00	25.25
Smith River Fire Prot. Dist.	7.50	0.00	0.00	0.00	0.00	7.50
Sprint Courier Service	7.50	0.00	0.00	0.00	0.00	7.50
Stephen F White Gen.Cont. Inc.	46.45	0.00	0.00	0.00	0.00	46.45
Stone Roofing	8,011.62	0.00	0.00	0.00	0.00	8,011.62
Sutter Coast Hospital	0.00	0.00	37.13	0.00	0.00	37.13
Swanson, Ray C. Construction	31.19	0.00	0.00	0.00	0.00	31.19
Tab & Associates	280.66	0.00	0.00	0.00	0.00	280.66
Tim Haban Construction	56.44	0.00	0.00	0.00	0.00	56.44
Tolowa Dee-Ni' Nation	439.85	580.94	0.00	0.00	0.00	1,020.79
Van Arsdale Construction	1,673.61	0.00	0.00	0.00	0.00	1,673.61
Wetherwell Ranch Inc.	14.85	0.00	0.00	0.00	0.00	14.85
Wigley Contracting	60.89	0.00	0.00	0.00	0.00	60.89
Yurok Economic Dev Corp	398.19	0.00	0.00	0.00	0.00	398.19
Yurok Tribe	98.69	595.56	400.36	0.00	0.00	1,094.61
<b>TOTAL</b>	<b>159,489.57</b>	<b>12,941.40</b>	<b>531.60</b>	<b>266.74</b>	<b>565.81</b>	<b>173,795.12</b>

### CLAIMS APPROVED BY THE DIRECTOR

Del Norte Solid Waste Management Authority

Claims for December 2017

Date Paid	Paid to:	Budget	Amt. Paid	Description	Claim #
12/4/2017	McLellan, Michael	20290	\$ 59.39	Mileage reimb 10/14-11/11/17	8057
12/4/2017	Forest Service, USDA	20251	\$ 680.04	BILL BF051051X0066 Land Use Rental Fee	8058
12/4/2017	G.H. Outreach	20285	\$ 125.00	INV 035655 November 2017 Recycling Services	8059
12/5/2017	Crescent Hay & Feed	20239-001	\$ 263.80	REC 217240 Gulf Annual Rye, landfill	8060
	Crescent Hay & Feed	20239-001	\$ 37.50	REC 217240 Bentgrass-Seaside, landfill	
12/5/2017	Curry Transfer Roto-Rooter	20140	\$ 173.08	INV 65859393 KTS PortaPotty November 2017	8061
	Curry Transfer Roto-Rooter	20140	\$ 173.08	INV 65859392 GTS PortaPotty November 2017	
12/5/2017	DN County Auditor	20121	\$ 119.97	INV 0002080112317 11/19-12/18/17 office telephone service	Interdepartmental
12/7/2017	U S Bank Corp P S	20224	\$ 18.41	ORD 112-8425667-8022650 Stamp, Friendly Reminder	8062
	U S Bank Corp P S	20285-063	\$ 44.49	ORDER S07240470 Oil Filter Wrench, Adjustable	
12/7/2017	Hambro/Waste Solutions Group	20239	\$ 159,949.69	INV 2017-11 Material Management November 2017	8063
12/7/2017	Taylor, Richard D	20235	\$ 120.00	Treasurer/Controller Services November 2017	8064
12/8/2017	DN County Auditor	20237	\$ 1,557.81	Debit/Credit Mo. Lease November 2017	Interdepartmental
12/11/2017	Fleshman, Ronald	20290	\$ 348.29	Mileage reimb 10/21-12/10/17	8065
12/11/2017	SWRCB Accounting Office	20301	\$ 26,766.00	INV WD-0131899 Annual Permit Fee 7/1/17-6/30/18	8066
12/12/2017	Recology Del Norte	20238	\$ 1,329.79	INV 2372 Klamath Beach Rd 11/17 bin pull	8067
	Recology Del Norte	20238	\$ 379.94	INV 2371 Old Gasquet Toll Rd 11/17 bin pull	
12/12/2017	Ward, Tedd	20290	\$ 580.50	Travel Reimbursement - Rural Counties' Meeting 12/07/17	Interdepartmental
12/18/2017	DN Community Development Department	20230	\$ 3,439.93	Reimbursable Time for Landfill	Interdepartmental
12/18/2017	Butcher, Andrew	20231	\$ 750.00	INV 2402 IT Services January 2018	8068
12/18/2017	Black & Rice LLP	20234	\$ 738.00	Statement for November 2017 Legal Fees	8069
12/18/2017	Hi-Tech Security	20236	\$ 72.00	INV 17-12085 Comm Security Monitoring 01-03/18	8070
12/18/2017	United States Cellular	20121	\$ 85.71	INV 0223559924 12/04/17-01/03/18 Cell Service	8071
12/18/2017	Container Recycling Institute	20200	\$ 250.00	INV 505 Membership 2018	8072
12/18/2017	Canon Financial Services, Inc.	20221	\$ 61.35	INV 18097304 Printing charges Nov 2017	8073
	Canon Financial Services, Inc.	20250	\$ 142.02	INV 18097304 Contract rental charges Dec 2017	
12/18/2017	Lawrence & Associates	20231	\$ 210.00	INV 24939 PRO 015063.00 November 2017	8074
12/20/2017	DN County Auditor	20155	\$ 599.50	P, L & MM Insurance, 17/18 2nd Quarter	Interdepartmental
12/20/2017	Mission Linen Supply	20140	\$ 30.86	INV 506385302 Linen service 12/19/17	8075
	Mission Linen Supply	20140	\$ 30.86	INV 506292130 Linen service 12/05/17	
12/20/2017	Sharps Solutions, LLC	20281	\$ 1,350.00	INV SS25862 MAN SS857883 Sharps Containers	8076
12/20/2017	DN County Auditor	20297	\$ 41.14	C. Renner Petroleum fuel charges 12/01-15/2017	Interdepartmental
12/27/2017	Recology Del Norte	20283	\$ 464.58	BILL 05211594 500 Cooper Ave - County Yard	8077
12/27/2017	Recology Del Norte	20288	\$ 611.34	BILL 05211578 1001 Front St - Cultural Center	8078
12/27/2017	Recology Del Norte	20288	\$ 256.34	BILL 05211602 900 Tenth St - City Yard	8079
12/27/2017	Crescent Ace Hardware	20239-001	\$ 23.96	INV 697066 Fuel Charges, Rental	8080
	Crescent Ace Hardware	20239-001	\$ 284.88	INV 696937 Rental Taxable, Bobcat T190 Skid Steer	
	Crescent Ace Hardware	20239-001	\$ 10.60	INV 696937 Environmental Fee	
	Crescent Ace Hardware	20239-001	\$ 26.50	INV 696937 Rental Damage Waiver	
	Crescent Ace Hardware	20239-001	\$ 53.75	INV 696937 Rental Delivery Charges	
	Crescent Ace Hardware	20224	\$ 21.49	INV 696627 Magnetic Pickup Tool 41"	
	Crescent Ace Hardware	20180	\$ (1.61)	INV 694463 Cut Rope or Chain, 3	
	Crescent Ace Hardware	20180	\$ 21.04	INV 694462 Cut Rope or Chain, 1	
	Crescent Ace Hardware	20180	\$ 1.61	INV 694461 Cut Rope or Chain, 3	
	<b>TOTAL</b>		<b>\$ 202,302.63</b>		

<b>DNSWMA</b>			
<b>GRAND TOTALS</b>			
December 2017			
	Amount to 422-421 91003	Amount to 422-421 91004	TOTAL AMOUNT
	66.53%	33.47%	
<b>DNCTS Cash Total</b>	28,151.54	14,162.51	42,314.05
<b>DNCTS Charge Total</b>	111,034.02	55,859.14	166,893.16
<b>DNCTS Credit/Debit</b>	24,034.50	12,091.31	36,125.81
<b>DNCTS Adjustment</b>	-1,186.23	1,186.23	0.00
<b>DNCTS Totals</b>	162,033.83	83,299.19	245,333.02
Klamath Cash Total		4,310.87	4,310.87
Klamath Charge Total		398.19	398.19
Klamath Adjustment			
<b>Klamath Totals</b>		4,709.06	4,709.06
Gasquet Cash Total		1,336.61	1,336.61
Gasquet Charge Total		0.00	0.00
Gasquet Adjustment			
<b>Gasquet Totals</b>		1,336.61	1,336.61
<b>GRAND TOTALS</b>	<b>162,033.83</b>	<b>89,344.86</b>	<b>251,378.69</b>

2.4

**MONTHLY SPLIT SHEET  
DNSWMA TRANSFER STATION  
MONTH: DECEMBER 2017**

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	AmExp	Credit Card Total	Charges	Grand Total	66.53% 91003	33.47% 91004	20286	Total
1	\$ 1,033.27	\$ 138.35	\$ 1,171.62	\$ 849.53	\$ 17.90			\$ 867.43	\$ 5,916.26	\$ 7,955.31	\$ 779.48	\$ 392.14	\$0.10	\$ 1,171.52
2	\$ 1,243.13	\$ 142.34	\$ 1,385.47	\$ 912.35				\$ 912.35	\$ 579.58	\$ 2,877.40	\$ 921.75	\$ 463.72	\$0.05	\$ 1,385.52
3	\$ 2,034.31	\$ 37.33	\$ 2,071.64	\$ 854.59	\$ 66.91			\$ 921.50	\$ 1,397.47	\$ 4,390.61	\$ 1,378.26	\$ 693.38	\$1.37	\$ 2,073.01
4	\$ 1,505.13	\$ 96.22	\$ 1,601.35	\$ 710.52	\$ 1,076.41			\$ 1,786.93	\$ 8,295.51	\$ 11,683.79	\$ 1,065.38	\$ 535.97	\$0.08	\$ 1,601.27
5	\$ 910.09	\$ 114.84	\$ 1,024.93	\$ 690.33	\$ 55.05	\$ 446.70		\$ 1,192.08	\$ 7,982.91	\$ 10,199.92	\$ 681.89	\$ 343.04	\$0.17	\$ 1,025.10
6	\$ 1,224.93	\$ 124.90	\$ 1,349.83	\$ 797.59	\$ 37.83			\$ 835.42	\$ 4,199.83	\$ 6,385.08	\$ 898.04	\$ 451.79	\$0.79	\$ 1,349.04
7	\$ 1,218.95	\$ 144.06	\$ 1,363.01	\$ 1,107.72	\$ 354.93			\$ 1,462.65	\$ 7,452.00	\$ 10,277.66	\$ 906.81	\$ 456.20	\$10.33	\$ 1,373.34
8	\$ 1,170.82	\$ 197.52	\$ 1,368.34	\$ 1,132.47	\$ 7.50	\$ 43.07		\$ 1,183.04	\$ 7,530.09	\$ 10,081.47	\$ 910.36	\$ 457.98	\$0.26	\$ 1,368.08
9	\$ 1,827.51	\$ 173.39	\$ 2,000.90	\$ 1,155.39	\$ 78.72	\$ 35.64		\$ 1,269.75	\$ 851.14	\$ 4,121.79	\$ 1,331.20	\$ 669.70	\$0.04	\$ 2,000.86
10	\$ 1,174.47	\$ 117.48	\$ 1,291.95	\$ 971.94	\$ 69.95	\$ 131.48		\$ 1,173.37	\$ 1,185.20	\$ 3,650.52	\$ 859.53	\$ 432.42	\$1.23	\$ 1,293.18
11	\$ 1,181.12	\$ 148.79	\$ 1,329.91	\$ 1,930.93	\$ 53.46	\$ 35.64		\$ 2,020.03	\$ 12,457.29	\$ 15,807.23	\$ 884.79	\$ 445.12	\$0.01	\$ 1,329.90
12	\$ 1,404.79	\$ 18.69	\$ 1,423.48	\$ 746.22	\$ 44.70	\$ 14.85		\$ 805.77	\$ 10,642.92	\$ 12,872.17	\$ 947.04	\$ 476.44	\$5.01	\$ 1,428.49
13	\$ 1,418.52	\$ 182.66	\$ 1,601.18	\$ 775.50	\$ 14.85			\$ 790.35	\$ 5,958.62	\$ 8,350.15	\$ 1,065.27	\$ 535.91	\$0.24	\$ 1,601.42
14	\$ 1,082.02	\$ 43.07	\$ 1,125.09	\$ 2,716.13	\$ 597.67	\$ 21.99		\$ 3,335.79	\$ 7,914.20	\$ 12,375.08	\$ 748.52	\$ 376.57	\$0.16	\$ 1,125.25
15	\$ 960.10	\$ 49.56	\$ 1,009.66	\$ 462.76	\$ 37.28	\$ 573.08		\$ 1,073.12	\$ 6,326.05	\$ 8,408.83	\$ 671.73	\$ 337.93	\$9.90	\$ 999.76
16	\$ 1,520.06	\$ 76.85	\$ 1,596.91	\$ 1,180.09	\$ 56.94	\$ 19.31		\$ 1,256.34	\$ 563.70	\$ 3,416.95	\$ 1,062.42	\$ 534.49	\$2.12	\$ 1,599.03
17	\$ 1,377.97	\$ 189.61	\$ 1,567.58	\$ 1,134.73	\$ 99.57			\$ 1,234.30	\$ 1,156.91	\$ 3,958.79	\$ 1,042.91	\$ 524.67	\$0.10	\$ 1,567.68
18	\$ 1,228.03	\$ 545.73	\$ 1,773.76	\$ 734.53	\$ 15.00	\$ 25.32		\$ 774.85	\$ 8,914.51	\$ 11,463.12	\$ 1,180.08	\$ 593.68	\$0.06	\$ 1,773.70
19	\$ 665.41	\$ 86.37	\$ 751.78	\$ 601.23	\$ 29.70	\$ 7.50		\$ 638.43	\$ 7,485.35	\$ 8,875.56	\$ 500.16	\$ 251.62		\$ 751.78
20	\$ 784.76	\$ 46.27	\$ 831.03	\$ 375.54	\$ 29.78		\$ 337.10	\$ 742.42	\$ 7,361.50	\$ 8,934.95	\$ 552.88	\$ 278.15	\$0.97	\$ 830.06
21	\$ 1,087.39	\$ 440.81	\$ 1,528.20	\$ 736.09	\$ 22.35	\$ 7.50		\$ 765.94	\$ 6,735.07	\$ 9,029.21	\$ 1,016.71	\$ 511.49	\$0.62	\$ 1,528.32
22	\$ 1,356.27	\$ 23.91	\$ 1,380.18	\$ 1,060.10	\$ 7.50	\$ 23.76		\$ 1,091.36	\$ 11,140.89	\$ 13,612.43	\$ 918.23	\$ 461.95	\$0.07	\$ 1,380.11
23	\$ 1,141.91	\$ 168.90	\$ 1,310.81	\$ 1,376.17	\$ 113.73	\$ 19.38		\$ 1,509.28	\$ 129.02	\$ 2,949.11	\$ 872.08	\$ 438.73	\$0.86	\$ 1,311.67
24	\$ 510.22	\$ 173.60	\$ 683.82	\$ 387.32				\$ 387.32	\$ 1,620.29	\$ 2,691.43	\$ 454.95	\$ 228.87	\$4.74	\$ 679.08
25	<b>CLOSED</b>													
26	\$ 1,380.06	\$ 420.85	\$ 1,800.91	\$ 1,022.21	\$ 179.76			\$ 1,201.97	\$ 8,159.63	\$ 11,162.51	\$ 1,198.15	\$ 602.76	\$1.31	\$ 1,802.22
27	\$ 1,336.57	\$ 190.73	\$ 1,527.30	\$ 564.11	\$ 38.62	\$ 47.52		\$ 650.25	\$ 6,734.18	\$ 9,111.73	\$ 1,016.11	\$ 511.19	\$1.68	\$ 1,528.98
28	\$ 1,290.12	\$ 164.69	\$ 1,454.81	\$ 1,332.23	\$ 874.51	\$ 41.58		\$ 2,248.32	\$ 5,785.01	\$ 9,488.14	\$ 967.89	\$ 486.92	\$0.01	\$ 1,454.82
29	\$ 1,899.24	\$ 187.12	\$ 2,086.36	\$ 1,207.70	\$ 418.85	\$ 46.04		\$ 1,672.59	\$ 7,984.66	\$ 11,443.61	\$ 1,388.06	\$ 698.30	\$0.07	\$ 2,086.29
30	\$ 1,470.65	\$ 167.81	\$ 1,638.46	\$ 1,237.98	\$ 149.99			\$ 1,387.97	\$ 4,651.33	\$ 7,677.76	\$ 1,090.07	\$ 548.39	\$2.09	\$ 1,640.55
31	\$ 1,141.99	\$ 121.79	\$ 1,263.78	\$ 899.25	\$ 35.64			\$ 934.89	\$ 82.04	\$ 2,280.71	\$ 840.79	\$ 422.99	\$16.42	\$ 1,280.20
<b>TOTALS</b>	\$ 37,579.81	\$ 4,734.24	\$ 42,314.05	\$ 29,663.25	\$ 4,585.10	\$ 1,540.36	\$ 337.10	\$ 36,125.81	\$ 166,893.16	\$ 245,333.02	\$ 28,151.54	\$ 14,162.51	\$ 26.68	\$ 42,340.73

\$11.81 short on VISA,  
card run short

<b>DAILY TICKET REPORT</b>				
<b>DNSWMA TRANSFER STATION</b>				
<b>MONTH: December 2017</b>				
<b>Date</b>	<b>BEGIN</b>	<b>END</b>	<b>VOIDED TICKETS</b>	<b>TICKET COUNT</b>
1	978196	978350	1	154
2	978351	978478		128
3	978479	978663		185
4	978664	978845		182
5	978846	979005		160
6	979006	979156		151
7	979157	979314		158
8	979315	979514	2	198
9	979515	979734		220
10	979735	979909		175
11	979910	980106		197
12	980107	980297	1	190
13	980298	980446	2	147
14	980447	980604		158
15	980605	980746		142
16	980747	980946		200
17	980947	981124		178
18	981125	981312		188
19	981313	981413		101
20	981414	981543		130
21	981544	981699		156
22	981700	981887		188
23	981888	982073	4	182
24	982074	982137		64
25	<b>CLOSED</b>			
26	982138	982364		227
27	982365	982544		180
28	982545	982779		235
29	982780	983000		221
30	983001	983228		228
31	983229	983390		162
<b>TOTAL</b>			<b>10</b>	<b>5185</b>

High  
235

Low  
64

Daily Ave.  
173

DNSWMA KLAMATH TRANSFER STATION - DEPOSITS December-2017										
Date	Cash	Checks	TOTAL Deposit	Over / Short	Sales	TOTAL Sales	Charges	TOTAL Cash + Charge	Tickets	
December 3, 2017	576.65	75.56	652.21	(3.20)	655.41	652.21		652.21	35	
December 6, 2017	326.31	36.75	363.06	0.11	362.95	363.06	234.81	597.87	25	
December 10, 2017	455.93	151.87	607.80		607.80	607.80		607.80	33	
December 13, 2017	200.38	183.46	383.84	(0.99)	384.83	383.84	142.17	526.01	17	
December 17, 2017	465.71	45.61	511.32	1.98	509.34	511.32		511.32	32	
December 20, 2017	271.51	9.00	280.51	0.10	280.41	280.51	21.21	301.72	22	
December 24, 2017	165.77	15.13	180.90	0.26	180.64	180.90		180.90	16	
December 27, 2017	481.42	136.15	617.57	0.21	617.36	617.57		617.57	30	
December 31, 2017	686.43	27.23	713.66	1.89	711.77	713.66		713.66	32	
			0.00		0.00	0.00		0.00		
			0.00		0.00	0.00		0.00		
			0.00		0.00	0.00		0.00		
			0.00		0.00	0.00		0.00		
			0.00		0.00	0.00		0.00		
			0.00		0.00	0.00		0.00		
			0.00		0.00	0.00		0.00		
<b>TOTAL</b>	<b>\$ 3,630.11</b>	<b>\$ 680.76</b>	<b>\$ 4,310.87</b>	<b>\$0.36</b>	<b>\$ 4,310.51</b>	<b>\$ 4,310.87</b>	<b>\$ 398.19</b>	<b>\$ 4,709.06</b>	<b>242</b>	
<b>TOTAL SALES (CASH + CHARGE)</b>										
<b>Date</b>	<b>Wednesday</b>	<b>Friday</b>	<b>Sunday</b>							
December 3, 2017			652.21							
December 6, 2017	597.87									
December 10, 2017			607.80							
December 13, 2017	526.01									
December 17, 2017			511.32							
December 20, 2017	301.72									
December 24, 2017			180.90							
December 27, 2017	617.57									
December 31, 2017			713.66							
<b>TOTALS</b>	<b>\$2,043.17</b>	<b>\$0.00</b>	<b>\$2,665.89</b>							
<b>DAILY AVERAGE</b>	<b>\$510.79</b>		<b>\$533.18</b>							





**AUTHORITY      REVENUE      REPORT      December 2017**

Source      2016/2017

**2017/2018**

**Franchise Fee**      Actual Annual

Budget/Month      Budget/Year  
\$      23,015.25      \$      276,183.00

		2016/2017		Comparison	2017/2018	
		Actual/Month		FY 16/17	Actual/Month	
July	\$	24,594.00	\$	(821.00)	\$	23,773.00
August	\$	22,628.00	\$	3,609.00	\$	26,237.00
September	\$	24,003.00	\$	(1,142.00)	\$	22,861.00
October	\$	22,699.00	\$	1,683.00	\$	24,382.00
November	\$	21,921.00	\$	2,198.00	\$	24,119.00
December	\$	22,566.00	\$	2,029.00	\$	24,595.00
January	\$	20,591.00	\$	-	\$	-
February	\$	22,030.00	\$	-	\$	-
March	\$	21,197.00	\$	-	\$	-
April	\$	22,923.00	\$	-	\$	-
May	\$	23,040.00	\$	-	\$	-
June	\$	23,586.00	\$	-	\$	-
<b>Total</b>	<b>\$</b>	<b>271,778.00</b>	<b>\$</b>	<b>7,556.00</b>	<b>\$</b>	<b>145,967.00</b>

Over/(Under) last year

Over/ (Under) Budget

**Total      \$      145,967.00      \$      7,875.50**



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

www.recycledelnorte.ca.gov

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Staff Report

**Date:** 12 January 2018

**To:** Commissioners of the Del Norte Solid Waste Management Authority

**From:** Kyra Seymour, Facilities and Programs Coordinator  
Tedd Ward, Director  
Del Norte Solid Waste Management Authority

**Attachments:** **Claim #8086 in the amount of \$42,400 to Hemmingsen Contracting Company**  
Notice of Completion.

**File Numbers:** 192001 – Landfill Storm Damage, OES

**Topic:** Crescent City Landfill Storm Damage Repair Project

**Summary / Recommendation:** That the Board approve payment of claim #8086 in the amount of \$42,400.00 for invoice # 008331 from Hemmingsen Contracting Company Construction.

**Background:** The winter storms of 2016 caused damage throughout Del Norte County, and the damage from these storms were significant and declared a State disaster. At the Crescent City Landfill, intense rainfall from these storms caused erosion and damage to drainage structures in three areas.

Authority staff will regularly coordinate such repairs with assistance from the County Engineering and Roads Departments. As the 2016 winter storms caused damage throughout the County, the Roads Department staff did not have capacity to complete the repairs, though the Engineering Department assisted with the damage

assessment and repair strategies and drawings. Staff conducted a formal bid process, received two bids, and in September 2017, hired Hemmingsen Contracting Company to complete the repairs for \$97,650.00.

On the evening of 06 October 2017, there was a fire at the landfill that totaled a County Loader, scorched approximately 5 acres of the landfill mound and damaged some drainage structures. This damage was outside of the scope of Hemmingsen's initial bid and contract, but had burned out drainage structures which required urgent repair to avoid additional potentially severe storm damage. For this reason, a Change Order was adopted to address the additional expenses for the fire-related repairs, in the amount of \$ 14,072.12.

**Analysis:** Hemmingsen Contracting has completed repairs for both the storm-related and fire-related damaged areas. Authority staff have replanted grasses which have taken root as further erosion control.

**Alternatives:** The Board could choose not to pay this claim, if there was reason to do so. Refusal to pay this claim could be subject to legal challenge.

**Fiscal Impact:** A portion of the \$97,650 storm-related repair costs should be reimbursable by the California Office of Emergency Services. In the coming weeks, Authority staff will apply for this reimbursement. The amount of reimbursement will be less than the repair costs as OES only provides partial reimbursements and actual repair costs exceeded initial estimates.

Vendor Hemmingsen Contracting Company, Inc.  
P.O. Box 2115

Claim ID: 8086  
Page 1 of 1

DEPARTMENT COPY

Crescent City CA 95531

Vendor ID:  PBSP Expense  
 Change of Address  
10425

Special  
Warrant  
Routing

**GOPY**

Fund	Dept	Line	Proj	Amount	Description
422	421	20239	001	\$40,280.00	INV 008331 Landfill Storm Damage Rep, 2nd paym
Total Claim:				\$40,280.00	

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X DEPARTMENT COPY

Signature of Department Head/Authorized Deputy

1/11/2018  
Claim Date



**Del Norte Solid Waste Authority**  
**CC Landfill Storm Damage Repair - 2017**

**Hemmingsen Contracting Co., Inc.**

**Progress Pay Estimate**

Today's Date: **December 27, 2007**  
 Pay Estimate No.: **2 - Final**  
 Pay Period Ending Date: **December 15, 2017**

Item #	Description	Unit	Qty	Unit Cost	Total Cost	Qty Complete To Date	Total Cost To Date	Previous Qty Completed	Previous Total Cost	Complete This Period	Total Earned This Period
A1-1	Erosion Repair	CY	70	80.00	5,600.00	70	5,600.00	70	5,600.00	-	0.00
A1-2	Repair Berms - Place Half Pipe	LF	92	50.00	4,600.00	90	4,500.00		0.00	90	4,500.00
A1-3	Underdrain Repair	LS	1	1,000.00	1,000.00	100%	1,000.00	100%	1,000.00	0%	0.00
A1-4	Hauling Soils	CY	70	10.00	700.00		0.00		0.00	-	0.00
A2-1	Erosion Repair	CY	70	80.00	5,600.00	70	5,600.00		0.00	70	5,600.00
A2-2	Repair Berms - Place Half Pipe	LF	80	50.00	4,000.00	80	4,000.00		0.00	80	4,000.00
A2-3	Hauling Soils	CY	70	10.00	700.00		0.00		0.00	-	0.00
A3-1	Erosion Repair	CY	100	80.00	8,000.00	100	8,000.00	100	8,000.00	-	0.00
A3-2	4" Soil Placement	Cy	190	80.00	15,200.00	250	20,000.00	190	15,200.00	60	4,800.00
A3-3	Repair Berms - Place Half Pipe	LF	498	50.00	24,900.00	470	23,500.00		0.00	470	23,500.00
A3-4	Drain Inlet	EA	1	2,500.00	2,500.00	1	2,500.00	1	2,500.00	-	0.00
A3-5	Place 12" HDPE pipe	LF	18	200.00	3,600.00	18	3,600.00	18	3,600.00	-	0.00
A3-6	Eroded Channel Repair	LF	430	45.00	19,350.00	430	19,350.00	430	19,350.00	-	0.00
A3-7	Hauling Soils	Cy	190	10.00	1,900.00		0.00		0.00	-	0.00
<b>TOTAL ORIGINAL CONTRACT</b>					97,650.00	1	\$ 97,650.00	1	55,250.00	0	\$ 42,400.00
<b>CHANGE ORDERS</b>											
<b>TOTAL OF CHANGE ORDERS</b>					0.00		0.00				0.00
<b>TOTAL OF ORIGINAL CONTRACT &amp; CO'S</b>					97,650.00	1	\$ 97,650.00	1	55,250.00	0	\$ 42,400.00
<b>Less 5% Retention</b>							\$ (4,882.50)		\$ (2,762.50)		\$ (2,120.00)
<b>Balance Due This Estimate</b>							\$ 92,767.50		52,487.50		\$ 40,280.00

DN Handtill W/E 12/2/17

Cent # 6-1

eCPR Online Confirmation

---

Your payroll submission request has been processed.

Please review the results of your submission. Should you have any questions please contact the eCPR unit at [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov).

- There is an existing payroll transaction for this contractor on this project for this week ending date.  
Transaction ID for that transaction is: 2516733  
This certified payroll will be treated as an amendment #: 1  
Contractor Name: HEMMINGSEN CONTRACTING CO., INC.  
Contractor Address: 1841 NORTHCREST DRIVE CRESCENT CITY CA 95531  
Awarding Body: DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
Project ID: 218683  
Contract With: HEMMINGSEN CONTRACTING CO., INC.  
Week Ending Date: 2017-12-02  
Payroll Number: 6  
Amendment Number: 1

3 employee payroll record(s) processed

Your Transaction ID is: 2516824

- [Print this Page](#)

Public Works Certified Payroll Reporting Form

Certification under penalty of perjury:

"I, DAVID B YEAGER, the undersigned, am the PROJECT MANAGER (position in business) with the authority to act for and on behalf of HEMMINGSEN CONTRACTING CO., INC. (name of business and/or contractor), certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the week ending 2017-12-02 are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or whatever form to the individual or individuals named. I certify this on 2017-12-06."

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Contractor PWCR: 1000015645 License Type: CSLB License Number 957852

Address: 1841 NORTHCREST DRIVE, CRESCENT CITY, CA 95531 FEIN: 352391746 Contractor Email: DAVE@HEMMCONST.COM

Insurance Number: 9143833-16

Awarding Body: DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY DIR Project ID: 218683 Project Name: LANDFILL STORM DAMAGE REPAIR

Contract With: HEMMINGSEN CONTRACTING CO., INC. County: DEL NORTE Location Description:

Payroll #: 6 - 1 Ctr Payroll #: 6-1 Week Ending: 12/02/2017 Statement of Non-Performance? Final payroll for this project?

Employee: FRED SOARES 335 CHARM LANE, CRESCENT CITY, CA, 95531

SSN: 558112313	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Base Hourly	Total Fringe	Vac/Holiday	Health & Welf.	Pension	Other	Training	Total Hourly Rate
	11/26	11/27	11/28	11/29	11/30	12/01	12/02	6.50	45.66	29.86	4.51	13.78	10.78	0.79	0.92	78.44

NOTE: OPER FRMN 0.00 6.50 0.00 0.00 0.00 0.00 0.00 0.00 6.50 45.66 29.86 4.51 13.78 10.78 0.79 0.92 78.44

Travel & Subsistence 0.00 Total Deductions 230.44

Public Works Certified Payroll Reporting Form

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR

Week Ending: 12/02/2017

Payroll Number: 6-1

Employee: SAM DAVIS 805 ENDERT ST, CRESCENT CITY, CA, 95531

SSN: 557411755

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Base Hourly	Total Fringe	Vac/Holiday	Health & Welf.	Pension	Other	Training	Total Hourly Rate
\$ LABORER	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00	31.79	22.85	2.63	6.00	12.00	0.22	0.45	55.09

NOTE: Travel & Subsistence 0.00 Total Deductions 286.29

Public Works Certified Payroll Reporting Form

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR

Week Ending: 12/02/2017

Payroll Number: 6-1

Employee: TRAVIS GOODLIN 100 N INDIAN RD, SMITH RIVER, CA, 95567

SSN: 615303989

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Base Hourly	Total Fringe	Vac/ Holiday	Health & Welf.	Pension	Other	Training	Total Hourly Rate
S	LABORER	0.00	6.50	0.00	0.00	0.00	0.00	6.50	31.79	22.85	2.63	8.00	12.00	0.22	0.45	55.09

NOTE:

Travel & Subsistence 0.00 Total Deductions 41.28

DN Landfill  
W/E 12-9-17  
Cont # 7

## eCPR Online Confirmation

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Your payroll submission request has been processed.

Please review the results of your submission. Should you have any questions please contact the eCPR unit at [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov).

Contractor Name: HEMMINGSEN CONTRACTING CO., INC.  
Contractor Address: 1841 NORTHCREST DRIVE CRESCENT CITY CA 95531  
Awarding Body: DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
Project ID: 218683  
Contract With: HEMMINGSEN CONTRACTING CO., INC.  
Week Ending Date: 2017-12-09  
Payroll Number: 7  
Amendment Number: 0

3 employee payroll record(s) processed

Your Transaction ID is: 2585901

Public Works Certified Payroll Reporting Form

Certification under penalty of perjury:

"I, DAVID B YEAGER, the undersigned, am the PROJECT MANAGER (position in business) with the authority to act for and on behalf of HEMMINGSEN CONTRACTING CO., INC. (name of business and/or contractor), certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the week ending 2017-12-09 are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or whatever form to the individual or individuals named. I certify this on 2017-12-19."

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Contractor PWCR: 1000015645 License Type: CSLB License Number 957852

Address: 1841 NORTHCREST DRIVE, CRESCENT CITY, CA FEIN: 352391746 Contractor Email: DAVE@HEMMCONST.COM

Insurance Number: 9143833-16

Awarding Body: DEL NORTE SOLID WASTE MANAGEMENT DIR Project ID: 218683 Project Name: LANDFILL STORM DAMAGE REPAIR

Contract With: HEMMINGSEN CONTRACTING CO., INC. County: DEL NORTE Location Description:

Payroll #: 7 - 0 Ctr Payroll #: 7 Week Ending: 12/09/2017  Statement of Non-Performance?  Final payroll for this project?

Employee: FRED SOARES 335 CHARM LANE, CRESCENT CITY, CA, 95531 SSN: 558112313

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Base Hourly	Total Fringe	Vac/ Holiday	Health & Wellf.	Pension	Other	Training	Total Hourly Rate
\$ OPER FRMN	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	45.66	29.86	4.51	13.78	10.78	0.78	0.92	76.44

NOTE: Travel & Subsistence 0.00 Total Deductions 184.97

Public Works Certified Payroll Reporting Form

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR

Week Ending: 12/09/2017

Payroll Number: 7-0

Employee: DARREN LA FAZIO PO BOX 41, SMITH RIVER, CA, 95567

SSN: 551932040

S OPER 6

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Base Hourly	Total	Vac/	Health	Pension	Other	Training	Total
	12/03	12/04	12/05	12/06	12/07	12/08	12/09	Hours		Fringe	Holiday	& Welf.				Hourly Rate
	0.00	0.00	0.00	0.00	6.00	0.00	0.00	6.00	39.69	29.86	4.51	13.78	10.78	0.79	0.92	70.47
NOTE:											Travel & Subsistence		0.00			514.81

Public Works Certified Payroll Reporting Form

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR

Week Ending: 12/09/2017

Payroll Number: 7-0

Employee: MARK MC INTYRE 3431 MOVIE LANE, CRESCENT CITY, CA, 95531

SSN: 552416745

	Sun 12/03	Mon 12/04	Tue 12/05	Wed 12/06	Thu 12/07	Fri 12/08	Sat 12/09	Total Hours	Base Hourly	Total Fringe	Vac/ Holiday	Health & Wellf.	Pension	Other	Training	Total Hourly Rate
S OPER 3	0.00	0.00	0.00	0.00	6.00	0.00	0.00	6.00	43.66	29.86	4.51	13.78	10.78	0.79	0.92	74.44

NOTE:

Travel & Subsistence

0.00

Total Deductions

196.97

DN  
W/E  
Ce-r # 8  
Lansett  
12-16-17

eCPR Online Confirmation

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Your payroll submission request has been processed.

Please review the results of your submission. Should you have any questions please contact the eCPR unit at [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov).

Contractor Name: HEMMINGSEN CONTRACTING CO., INC.  
Contractor Address: 1841 NORTHCREST DRIVE CRESCENT CITY CA 95531  
Awarding Body: DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
Project ID: 218683  
Contract With: HEMMINGSEN CONTRACTING CO., INC.  
Week Ending Date: 2017-12-16  
Payroll Number: 8  
Amendment Number: 0

5 employee payroll record(s) processed

Your Transaction ID is: 2587099

Public Works Certified Payroll Reporting Form

Certification under penalty of perjury:

"I, DAVID B YEAGER, the undersigned, am the PROJECT MANAGER (position in business) with the authority to act for and on behalf of HEMMINGSEN CONTRACTING CO., INC. (name of business and/or contractor), certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the week ending 2017-12-16 are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or whatever form to the individual or individuals named. I certify this on 2017-12-19."

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Contractor PWCR: 1000015645 License Type: CSLB License Number 957852  
 Address: 1841 NORTHCREST DRIVE, CRESCENT CITY, CA 95531 FEIN: 352391746 Contractor Email: DAVE@HEMMCONST.COM  
 Insurance Number: 9143833-16

Awarding Body: DEL NORTE SOLID WASTE MANAGEMENT DIR Project ID: 218683 Project Name: LANDFILL STORM DAMAGE REPAIR  
 AUTHORITY  
 Contract With: HEMMINGSEN CONTRACTING CO., INC. County: DEL NORTE Location Description:

Payroll #: 8 - 0 Ctr Payroll #: 8 Week Ending: 12/16/2017 Statement of Non-Performance? Final payroll for this project?

Employee: FRED SOARES 335 CHARM LANE, CRESCENT CITY, CA, 95531 SSN: 558112313

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hours	Base Hourly	Total Fringe	Vac/ Holiday	Health & Wellf.	Pension	Other	Training	Total Hourly Rate
S	OPER FRMN	0.00	0.00	0.00	0.00	4.00	0.00	4.00	45.66	29.86	4.51	13.78	10.78	0.79	0.92	76.44
NOTE: Travel & Subsistence 0.00 Total Deductions 176.07																

Public Works Certified Payroll Reporting Form

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR

Week Ending: 12/16/2017

Payroll Number: 8-0

Employee: DARREN LA FAZIO PO BOX 41, SMITH RIVER, CA, 95531

SSN: 551932040

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Base Hourly	Total	Vac/	Health	Pension	Other	Training	Total
	12/10	12/11	12/12	12/13	12/14	12/15	12/16	Hours		Fringe	Holiday	& Welf.				Hourly Rate
\$ OPER 6	0.00	3.50	0.00	0.00	2.00	0.00	0.00	5.50	39.69	29.86	4.51	13.78	10.78	0.79	0.92	70.47
											Travel & Subsistence					
													0.00			346.18
																Total Deductions

NOTE:

Public Works Certified Payroll Reporting Form

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR

Week Ending: 12/16/2017

Payroll Number: 8-0

Employee: MARK MC INTYRE 3431 MOVIE LANE, CRESCENT CITY, CA, 95631

SSN: 552416745

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Base Hourly	Total	Vac/	Health	Pension	Other	Training	Total
	12/10	12/11	12/12	12/13	12/14	12/15	12/16	Hours		Fringe	Holiday	& Welf.				Hourly Rate
S OPER 3	0.00	4.00	0.00	0.00	0.00	0.00	0.00	4.00	43.66	29.86	4.51	13.78	10.78	0.79	0.92	74.44

NOTE: Travel & Subsistence 0.00 Total Deductions 77.28

Public Works Certified Payroll Reporting Form

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR

Week Ending: 12/16/2017

Payroll Number: 8-0

Employee: SAM DAVIS 805 ENDERT ST. CRESCENT CITY, CA, 95531

SSN: 557411755

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Base Hourly	Total	Vac/	Health	Pension	Other	Training	Total
	12/10	12/11	12/12	12/13	12/14	12/15	12/16	Hours		Fringe	Holiday	& Well.				Hourly Rate
S LABORER	0.00	3.50	0.00	0.00	0.00	0.00	0.00	3.50	31.79	22.85	2.63	8.00	12.00	0.22	0.45	55.89

NOTE: Travel & Subsistence 0.00 Total Deductions 26.61

Public Works Certified Payroll Reporting Form

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR

Week Ending: 12/16/2017

Payroll Number: 8-0

Employee: TRAVIS GOODLIN 100 N INDIAN RD, SMITH RIVER, CA, 95567

SSN: 615303989

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Base Hourly	Total Fringe	Vac/ Holiday	Health & Welf.	Pension	Other	Training	Total Hourly Rate
S LABORER	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00	31.79	22.85	2.63	8.00	12.00	0.22	0.45	55.09

NOTE:

Travel & Subsistence 0.00 Total Deductions 10.32

**eCPR Online Confirmation**

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Your payroll submission request has been processed.

Please review the results of your submission. Should you have any questions please contact the eCPR unit at [publicworks@dir.ca.gov](mailto:publicworks@dir.ca.gov).

Contractor Name: HEMMINGSEN CONTRACTING CO., INC.  
Contractor Address: 1841 NORTHCREST DRIVE CRESCENT CITY CA 95531  
Awarding Body: DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
Project ID: 218683  
Contract With: HEMMINGSEN CONTRACTING CO., INC.  
Week Ending Date: 2017-12-30  
Payroll Number: 9  
Amendment Number: 0

3 employee payroll record(s) processed

Your Transaction ID is: 2678718

**Certification under penalty of perjury:**

"I, DAVID YEAGER, the undersigned, am the PROJECT MANAGER (position in business) with the authority to act for and on behalf of HEMMINGSEN CONTRACTING CO., INC. (name of business and/or contractor), certify under penalty of perjury that the records or copies thereof submitted and consisting of certified payroll records for the week ending 2017-12-30 are the originals or true, full, and correct copies of the originals which depict the payroll record(s) of the actual disbursements by way of cash, check, or whatever form to the individual or individuals named. I certify this on 2018-01-08."

**Contractor Name:** HEMMINGSEN CONTRACTING CO., INC.      **Contractor PWCR:** 1000015945

**License Type:** CSLB      **License Number:** 967852

**Address:** 1641 NORTHCREST DRIVE, CRESCENT CITY, CA 95531      **FEIN:** 352391746

**Contractor Email:** DAVE@HEMMCONST.COM

**Insurance Number:** 9143833-16

**Awarding Body:** DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY      **DIR Project ID:** 218683

**Project Name:** LANDFILL STORM DAMAGE REPAIR

**Contract With:** HEMMINGSEN CONTRACTING CO., INC.      **County:** DEL NORTE

**Location Description:**

**Payroll #:** 9 - 0      **Ctr Payroll #:** 9      **Week Ending:** 12/30/2017

Statement of Non-Performance?       Final payroll for this project?

**Employee:** FRED SOARES 335 CHARM LANE, CRESCENT CITY, CA, 95531

SSN: 568112313	Sun 12/24	Mon 12/25	Tue 12/26	Wed 12/27	Thu 12/28	Fri 12/29	Sat 12/30	Total Hours	Base Hourly	Total Fringe	Vac/ Holiday	Health & Well.	Pension	Other	Training	Total Hourly Rate
5 OPER FRMN	0.00	0.00	0.00	0.00	0.00	1.50	0.00	1.50	45.86	28.86	4.51	13.78	10.78	0.78	0.92	76.44

**NOTE:**

Travel & Subsistence 0.00      Total Deductions 28.87

Contractor Name: HEMMINGSEN CONTRACTING CO., INC. Project Name: LANDFILL STORM DAMAGE REPAIR Week Ending: 12/30/2017 Payroll Number: 9.0

Employee: LAYTON O'RIELLEY 395 E DENNY LANE, SMITH RIVER, CA, 95567

SSN: 626923823

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Base Hourly	Total	Vac/	Health	Pension	Other	Training	Total
	12/24	12/25	12/26	12/27	12/28	12/29	12/30	Hours		Fringe	Holiday	& Well				Hourly Rate
\$ LAB 1 PIPE	0.00	0.00	0.00	0.00	0.00	1.50	0.00	1.50	31.79	22.85	2.63	8.00	12.00	0.22	0.45	56.09
NOTE:											Travel & Subsistence					
											0.00					52.04

**Contractor Name:** HEMMINGSEN CONTRACTING CO., INC. **Project Name:** LANDFILL STORM DAMAGE REPAIR **Week Ending:** 12/30/2017 **Payroll Number:** 9-0

**Employee:** TRAVIS GOODLIN 100 N. INDIAN RD. SMITH RIVER, CA, 95567

**SSN:** 615303989

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Base Hourly	Total Fringe	Vac/ Holiday	Health & Wellf.	Pension	Other	Training	Total Hourly Rate
<b>S</b> LABORER	0.00	0.00	0.00	0.00	0.00	1.50	0.00	1.50	31.79	22.85	2.63	9.00	12.00	0.22	0.45	\$5.09

Travel & Subsistence 0.00 Total Deductions 89.23

NOTE:



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531  
Phone (707) 465-1100 Fax (707) 465-1300  
[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

January 8, 2018

David Yeager  
Hemmingsen Contracting Company, Inc.  
P.O. Box 215  
Crescent City, CA.  
95531

## Notice of Completion

SUBJECT: CRESCENT CITY LANDFILL STORM DAMAGE REPAIR PROJECT

This letter marks the final close out of the Crescent City Landfill Storm Damage Repair Contract. Final inspection by the Del Norte Solid Waste Management Authority Staff have determined that work at the Crescent City Landfill has been completed, and the terms of the contract have been satisfied.

Sincerely,

Kyra Seymour  
Facilities and Programs Coordinator





# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Press Release

**FOR MORE INFORMATION, CONTACT:**  
**Del Norte Solid Waste Management Authority**  
**Tedd Ward – Director 465-1100**  
**e-mail: [tedd@recycledelnorte.ca.gov](mailto:tedd@recycledelnorte.ca.gov)**

**Distribution: The Daily Triplicate**  
**KPOD**  
**KCRE / KFVR -**  
**KHSU / KHSR -**  
**KFUG**  
**KXGO -**  
**Yurok Tribe**

**For Immediate Release**

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### **DEL NORTE COUNTY TRANSFER STATION CLOSED FOR REPAIRS FEB 3<sup>rd</sup> and 4<sup>th</sup>**

The Del Norte County Transfer Station will be closed to the public starting at noon on Friday February 2<sup>nd</sup> and will remain closed Saturday February 3<sup>rd</sup> and Sunday February 4<sup>th</sup>. The weekend closure is planned so portions of the cement slab inside the transfer station building can be repaired.

Authority Director Tedd Ward explained 'I have seen other transfer station floors in Eureka and Redding that have been repaired by this company. American Restore uses a very specialized concrete product that includes metal, so the finished floor is practically iron clad, and it hardens really quickly so we will only need to be closed one weekend.'

Though the main transfer station in Crescent City will be closed that weekend, Del Norte County residents will still have places to dispose of trash. On Saturday February 3<sup>rd</sup> the small-volume transfer station in Gasquet will be open from 10 A.M. to 4 P.M., and on Sunday February 4<sup>th</sup>, the small-volume transfer station in Klamath will be open from 10 A.M. until 4 P.M.

5.1

**ORDINANCE NO. 2018-01**

**AN ORDINANCE OF THE BOARD OF COMMISSIONERS  
OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
REPEALING ORDINANCE 97-04 AND ADOPTING NEW INFORMAL BIDDING  
PROCEDURES UNDER THE UNIFORM CONSTRUCTION COST ACCOUNTING ACT  
[Public Contract Code Section 22000, et seq.]**

**WHEREAS**, the Del Norte Solid Waste Management Authority (“Authority”) is a Joint Powers Authority of the City of Crescent City and the County of Del Norte formed in part to manage the disposition of solid waste and other discards; and

**WHEREAS**, the Board of Commissioners of the Del Norte Solid Waste Management Authority adopted Ordinance No. 97-04 setting forth procedures for informal bidding under the Uniform Construction Cost Accounting Act (Public Contract Code § 22000, et seq.; hereafter referred to as “PCC”); and

**WHEREAS**, several provisions of Ordinance No. 97-04 have become outdated; and

**WHEREAS**, the Board of Commissioners desires to have an updated ordinance to utilize in accordance with the Act when appropriate.

**NOW, THEREFORE, the Board of Commissioners of the Del Norte Solid Waste Management Authority, Del Norte County, California hereby ordains as follows:**

**SECTION 1. Findings.** The Board of Commissioners of the Del Norte Solid Waste Management Authority adopts the recitals stated herein and finds them to be true.

**SECTION 2. Informal Bidding Procedures.** In accordance with the Uniform Public Construction Cost Accounting Act (the “Act”), the following informal bidding procedures apply to public projects as defined in PCC § 22032(b), as amended from time to time.

2.01 Contractor List. The Authority shall maintain a list of qualified contractors, identified according to categories of work in accordance with PCC § 22034. The Authority may utilize those lists created by the County of Del Norte and/or the City of Crescent City for this purpose.

2.02 Notice to Contractors. When a public project is to be performed pursuant to this ordinance, a notice inviting informal bids must be mailed, faxed or emailed to all contractors for the category of work to be bid as contained in the contractor list maintained by the Authority and to all construction trade journal specified by the Uniform Construction Cost Accounting Commission in accordance with PCC § 22036. If there is no list of qualified contractors maintained by the Authority for the particular category of work to be performed, then the notice must only be sent to the trade journals. All mailing of notices to

contractors must be completed not less than 10 calendar days before bids are due. If the product or service is proprietary in nature, then the notice inviting informal bids may be sent exclusively to the contractor(s) that can provide said product or service.

2.03 Notice Inviting Bids - Content. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

2.04 Award of Contract. The Director is authorized to award informal contracts upon the advance approval of the governing board. If no advance authorization to award the contract is given, then the governing board shall award the contract at a duly noticed meeting.

2.05 Bids in Excess of Threshold. If all bids received are in excess of the authorized amount set forth in PCC § 22032(b), then the governing board may, by passage of a resolution by a four-fifths vote, award the contract to the lowest responsible bidder in accordance with PCC § 22034(d), as amended from time to time, upon a finding that the cost estimate of the Authority was reasonable.

**SECTION 3. Repeal.** Ordinance No. 97-01 is hereby repealed in its entirety.

**SECTION 4. Publication.** The Clerk of the Board shall cause this Ordinance, or a summary thereof, along with the names of the commissioners voting for and against said ordinance, to be published once within fifteen (15) days after its passage in a newspaper of general circulation in the County of Del Norte in accordance with Government Code Section 36933.

**SECTION 5. Effective Date.** This Ordinance will take effect on the 31<sup>st</sup> day after its final adoption.

**SECTION 6. Severability.** If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The Authority hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof, are declared invalid or unconstitutional.

**SECTION 7. CEQA Findings.** The Board of Commissioners finds that this Ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3), Review for Exemption, because it can be seen with certainty that it will not have a significant effect on the environment and therefore is not subject to CEQA.

**INTRODUCED** by the Board of Commissioners of the Del Norte Solid Waste Management Authority on the 16th day of January, 2018 by the following polled vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Blake Inscore, Chair

**ATTEST:**

\_\_\_\_\_  
Kyra Seymour, Clerk

**APPROVED** by the City Council of the City of Crescent City on the \_\_\_\_ day of \_\_\_\_\_, 2018 by the following polled vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Blake Inscore, Mayor

**ATTEST:**

\_\_\_\_\_  
Kymmie Scott, City Clerk

**APPROVED** by the Board of Supervisors of the County of Del Norte on the \_\_\_\_ day of \_\_\_\_\_, 2017 by the following polled vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Chris Howard, Chair

**ATTEST:**

\_\_\_\_\_  
Kylie Heriford, Clerk of the Board

**PASSED AND ADOPTED** by the Board of Commissioners of the Del Norte Solid Waste Management Authority on the \_\_\_ day of \_\_\_\_\_, 2018 by the following polled vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Blake Inscore, Chair

**ATTEST:**

---

Kyra Seymour, Clerk

**APPROVED AS TO FORM:**

---

Martha D. Rice, General Counsel  
Del Norte Solid Waste Management Authority

**PROFESSIONAL SERVICES AGREEMENT FOR TREASURER  
OF DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY**

This Agreement is made by and between Richard D. Taylor ("Taylor"), duly licensed by the State of California as a certified public accountant, and the Del Norte Solid Waste Management Authority ("DNSWMA"), a joint powers authority of the City of Crescent City and the County of Del Norte formed under the California Joint Exercise of Powers Act (Gov. Code § 6500, et seq.).

**Whereas**, the Del Norte Solid Waste Management Authority is a local government agency required to have either the treasurer of one of the contracting parties, the county treasurer, or a certified public accountant to be the depository and have custody of all the money of the agency;

**Whereas**, Richard D. Taylor, CPA has been serving as the treasurer of DNSWMA on a continual basis since August 1993;

**Whereas**, it has come to the attention of the parties that there is no written agreement between the parties and some matters that require clarification; and

**Whereas**, best practices dictate that a written agreement be in place for all professional services.

**NOW, THEREFORE, the parties agree as follows:**

- 1.0 Appointment.** Richard D. Taylor is hereby confirmed and reappointed as Treasurer of the Del Norte Solid Waste Management Authority.
- 2.0 Scope of Services.** While the County Auditor/Controller performs the majority of the services set forth in Government Code Section 6505.5, as amended from time to time, Taylor provides DNSWMA with financial guidance, oversight, and advice as needed.
- 3.0 Compensation.** Taylor will receive \$80.00 per hour as compensation for services rendered.
- 4.0 Statement of Economic Interests.** Taylor is required to comply with all federal, state and local laws regarding the performance of his duties under this Agreement, including the filing of an annual Statement of Economic Interests (Form 700).
- 5.0 Bond.** If Taylor ever receives and holds the money of DNSWMA (money is currently received and held by the County Auditor/Controller), then he shall maintain a bond as required by Government Code Section 6505.5. The cost of the bond will be borne by DNSWMA.
- 6.0 Defense of Claims.** Even though Taylor is not an employee of DNSWMA, DNSWMA agrees that solely for the purpose of defending third party claims against Taylor arising from his performance as Treasurer for DNSWMA, Taylor will be treated as an employee.
- 7.0 Independent Contractor.** Taylor is an independent contractor. Taylor is not an employee of the DNSWMA and therefore not entitled to the rights, benefits and protections of an employee.
- 8.0 Amendment.** Any modification or amendment to this Agreement must be in writing and signed by both parties to be valid and effective.

**9.0 Termination of Services.** Either party may terminate this Agreement, with or without cause, upon 30 days' written notice to the other party.

**10.0 Entire Agreement.** This Agreement constitutes the complete and exclusive statement of the agreement between the parties. All prior written and oral communications are superseded by this Agreement.

**Wherefore,** this Agreement has been duly executed on this \_\_\_\_\_ day of January, 2018.

**Del Norte Solid Waste  
Management Authority**

**Treasurer**

\_\_\_\_\_  
By:

\_\_\_\_\_  
Richard D. Taylor, CPA

Chairperson of the Board

ATTEST:

\_\_\_\_\_  
Kyra Seymour, Clerk of the Board

APPROVED AS TO FORM:

\_\_\_\_\_  
Martha D. Rice, Legal Counsel

# Injury & Illness Prevention Program (IIPP)

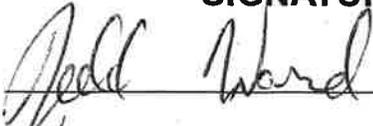
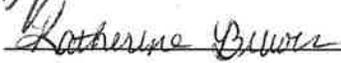
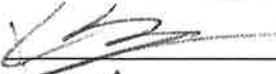
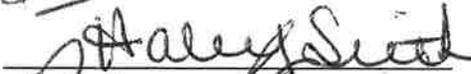
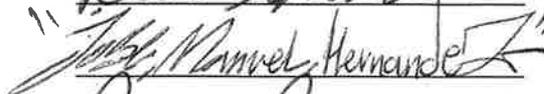
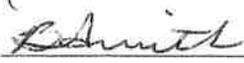
## Del Norte Solid Waste Management Authority

### CODE OF SAFE PRACTICES



6.3

I have received and read a copy of the Del Norte Solid Waste Management Authority's Injury Illness Prevention Program, Code of Safe Practices:

EMPLOYEES NAME:	SIGNATURE:	DATE:
Tedd Ward		09 JAN 2018
Katherine Brewer		01/10/18
Kyra Seymour		01/09/2018
Haley Smith		01-09-2018
Rita Schmitt		01-09-2018
Joseph Hernandez		1-9-2018
Darren Davis		01/09/2018
Michael McLellan	_____	_____
Ron Fleshman		01/09/2018
Bonnie Smith		01-9-18

Revised:  
January 9, 2018

I have received and read a copy of the Del Norte Solid Waste Management Authority's Injury Illness Prevention Program, Code of Safe Practices:

<b>EMPLOYEES NAME:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>
Tedd Ward	_____	_____
Katherine Brewer	_____	_____
Kyra Seymour	_____	_____
Haley Smith	_____	_____
Rita Schmitt	_____	_____
Joseph Hernandez	_____	_____
Darren Davis	_____	_____
Michael McLellan	_____	_____
Ron Fleshman	_____	_____
Bonnie Smith	_____	_____

Revised:  
January 9, 2018

## **INTRODUCTION**

This code of Safe Practices is an integral part of the Solid Waste Injury and Illness Prevention Program. Its purpose is to describe various safe work practices and procedures that will help reduce on-the-job injuries and illnesses. It represents the standard to which all employees are expected to perform, and will be issued to every Authority employee. This Code of Safe Practices is supplemental to Del Norte County's Injury, Illness and Prevention Program, which describes additional procedures for communications, accident/exposure investigations, and recordkeeping. It is not all-inclusive, does not cover every possible work situation, and is therefore, no substitute for good judgment and a positive safety attitude. Undoubtedly, from time to time it will be added to and modified as needed.

It is our intent that the implementation of these safe practices will result in a safer workplace for our customers, employees, and contractors.

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## **GENERAL POLICIES AND RESPONSIBILITIES**

### **AGENCY POLICY**

The Del Norte Solid Waste Management Authority (DNSWMA or 'Authority') is committed to providing an Injury and Illness Prevention Program (IIPP) which will help ensure a safe and healthful working environment; consistent with the nature of the work and the hazards involved for the employees of this agency. All levels of management and supervision shall make a positive and continuing effort to see that the program is carried out in accordance with the Code of Safe Practices.

### **DEPARTMENT SAFETY REPRESENTATIVE**

The Department Safety Representative (DSR) is the Director of Solid Waste. The duties and responsibilities are to implement and direct the IIPP. This includes reviewing and recommending safety policies and procedures, assuring that safety training and investigations are performed and that all aspects of the safety program are properly documented.

### **SUPERVISORS**

Supervisors are responsible for implementing the safety program in their respective areas of responsibility. For the purposes of this IIPP, the Authority has three Supervisors: 1) the Director,

- 2) the Facilities and Programs Coordinator, and
- 3) Administrative Assistant – Solid Waste.

Supervisors shall encourage positive attitudes regarding safety among their employees or persons in their charge including volunteers, work crews, customers, contractors' employees, etc. They shall enforce all rules, laws, and codes of safe practices within their work units and generally ensure that work hazards are minimized.

Employee safety includes proper personnel selection, training and supervision; work preplanning to minimize hazards; worksite review and enforcement of rules; using appropriate personal protective equipment as necessary; investigation of accidents; proper selection, use and maintenance of work tools and equipment; regular safety meetings and/or trainings; and promotion of safe work attitudes.

Employee safety shall take precedence over convenience and expedience, including the convenience of the public. No worker shall be required to work in an unsafe place unless for the purpose of making it safe; and then only after proper precautions have been taken to protect the employee while doing such work.

Supervisors shall participate in workplace inspections, investigations, and review of accident reports and initiation of corrective actions that are within their authority to do so.

Supervisors shall be involved in on-the-job training for their employees, and shall ensure that no job assignments are given to employees who have not been sufficiently trained.

Field supervisors shall hold safety and tailgate meetings with their crews prior to beginning a job, using new or unfamiliar materials, equipment, or procedures. They shall prepare notes of their daily activities and instructions given as a log or journal for future reference.

Accident prevention and safety are basic management responsibilities and supervisors will be evaluated on the effectiveness of their safety efforts. This will be included in their annual performance evaluations.

## **EMPLOYEES**

Employees shall follow all safety rules, laws and codes of safe practices, and shall exercise good judgment and positive attitudes. They shall become familiar with the Code of Safe Practices and shall assist in implementing on-the-job training of other employees. They shall not engage in work practices for which they are not trained. They shall also report injuries, illnesses, unsafe conditions, procedures, and work practices to their supervisors. Employees shall not place themselves in situations that would be hazardous to themselves or their fellow employees. Reprisals or job discrimination shall not be taken against any employee who has expressed any concern, suggestion or complaint about a safety-related matter.

Failure to comply with the official safety policies, procedures and safe practices may result in disciplinary action in accordance with the Authority's personnel policy.

## **GENERAL SAFETY RULES**

### **PERSONNEL**

Employees shall not place themselves in positions that will be hazardous to themselves, their fellow employees, customers, contractor's employees, or other personnel working for the department.

Employees shall not work when ill or injured, whether physically or mentally, to the point where they cannot perform their assignments safely and effectively. This includes impairment due to illness, or when under the influence of alcohol or drugs.

There shall be no fighting or horseplay on the job.

Each employee shall keep his work area and equipment in a clean, orderly, and serviceable condition.

Wear proper clothing, including safety vest, hardhat, gloves, eye protection and safety shoes when required by this Code of Safe Practice, as directed by the supervisor, or when common sense suggests use.

Hand tools, power tools, hoists, slings, and other equipment shall be used only for the purpose for which intended.

Smoking is prohibited within 50 feet of the brush pile, or in buildings or in areas (within 50 feet of doorways) where it can drift back into buildings.

Report all emergencies to your supervisor. Supervisors will generally be responsible for calling 911, the fire department, sheriff or police as needed. Emergency fire and evacuation procedures are posted near the main entrances at the Administrative Building and at the scalehouse, and are to be followed after reporting the emergency.

In the case of a fire, large chemical spill, or serious injury, if you cannot reach your supervisor within 15 seconds:

**CALL 911 - DO NOT HANG UP UNTIL TOLD SO BY THE OPERATOR**

Identify the emergency

Give to location of the emergency

Remain at that location, safely away from hazard, to give assistance, direction, or to coordinate help if it is necessary for further involvement

**WORK AREAS**

Work areas for Authority staff include the scalehouse, scales, and ramps and the Administrative Building at the Del Norte County Transfer Station as well as the grounds of the Klamath transfer station and the Gasquet Transfer Station. Though Authority management and staff may observe and make suggestions to improve safety at the Del Norte County Transfer Station, spill response, maintenance and repair at this facility is largely the responsibility of the Transfer Station Operations contractor, Hambro/WSG. The following procedures apply to all work areas for which the Authority staff are responsible.

Floors shall be kept neat, clean, and free of trip hazards.

Objects shall be kept out of aisles, corridors, walkways, and exits.

Material shall be placed on shelves and otherwise stored in such a manner to prevent it from falling.

Floor surfaces shall be kept free of oil, grease, water, and other slippery substances. Spills shall be promptly cleaned up.

All containers shall be labeled as to their contents.

Gasoline shall not be used for cleaning purposes.

Chemicals shall be used and handled in accordance with the instructions on the labels or the Safety Data Sheet (SDS).

Flammables or combustibles shall be kept away from sources of ignition and stored in approved cabinets or containers.

SDS sheets shall be kept current and displayed in the proper location.

### ***CAL/OSHA INSPECTIONS***

On occasion, CAL/OSHA will visit one of the department's facilities for the purpose of making an inspection. Usually the inspector will arrive unannounced and will present his credentials to an employee. The inspection may have been triggered by anything from a complaint to a serious accident. It may also be merely a routine inspection performed on a random basis.

CAL/OSHA needs the Authority's consent to conduct the inspection, and your immediate supervisor must be notified. It is important that such consent be obtained, that the management representative be familiar with the particular work function being inspected, and that that person accompany the inspector. The following procedure shall therefore be followed in the event of a CAL/OSHA inspection.

- Inform the inspector that he must wait for a management representative.
- Contact your immediate supervisor.
- Cooperate with the inspector and your management representative.

The CAL/OSHA inspector may wish to talk to employees in private. Employees have the right to enter into these discussions privately if they so choose. If not, the management representative will be present during all discussions.

### ***AUTHORITY SAFETY MEETINGS***

Each crew will hold general safety meetings in accordance with CAL/OSHA requirements and California Administrative Code Title 8. Any safety matter may be discussed including workplace hazards that need correction, additional protective equipment required, or changes and additions to the Code of Safe Practices. Individual items from the Code of Safe Practices are also excellent items for discussion. The Safety Meeting is one of the principal methods for bringing safety deficiencies to the attention of management and of insuring that they are evaluated. It is recommended that safety-specific discussions be limited to one or two items at each meeting.

The safety meetings will be held on Authority time, at a time when all Authority staff may attend. Items discussed at these meetings shall be documented on the Safety Meeting Report Form and shall be signed by each person in attendance. Original signed agendas for Safety Meetings shall be kept in the Authority files. If an employee misses

a safety meeting, Supervisors will strive to inform each employee regarding issues discussed at that meeting.

The Authority DSR will also strive to attend most or all relevant Countywide Safety Meetings as convened by the Del Norte Human Resources or Personnel Departments, or by the Office of Emergency Services.

### ***FIRE PROTECTION SERVICE***

Fire protection at the Del Norte County Transfer Station consists of an overhead charged sprinkler system, fire extinguishers located throughout the building at appropriate areas, and pull-down fire alarms at the main Transfer Station building. Additional fire alarm pull-downs and hand-held fire extinguishers are at the scalehouse and household hazardous waste building. The hazardous waste building has a Halon fire extinguishing system, and there are at least two hand-held fire extinguishers in the Administrative Building. The Authority vehicle has a fire extinguisher. All fire extinguishers are inspected monthly by Authority or Hambro/WSG staff. Discussion of periodic fire drills, training in the use of extinguishers, and review of fire protection procedures are included as part of regular Safety Meetings.

### ***GENERAL WORK ENVIRONMENT***

All employees are expected to keep all worksites clean and orderly. All spills are be cleaned up immediately, combustible debris removed, equipment stored, and all appropriate safety procedures followed.

**SECURITY OF PERSONAL INFORMATION**

All Authority employees work in locations with security cameras, and are required to sign the following acknowledgement that each person understands that they may be subject to audio or video recording:

**Acknowledgement of Recording**

**By signing below, I hereby acknowledge that I have been notified that during my employment with the Del Norte Solid Waste Management Authority, my movements and activities may be subject to audio or video recording or other methods of tracking associated with my work, or the facilities and/or equipment of this agency.**

**Printed Name:**

**Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Customer information is protected in that Authority records neither capture or record the full credit or debit card numbers for any customer. Similarly, incidental copies of customer driver's licenses or other customer information are shredded when such are no longer needed.

**FIRST AID**

The scalehouse, administrative building, and Authority vehicle are each equipped with a first aid kit and are checked and stocked by the Facilities & Programs Coordinator on a quarterly basis.

Employees are required to report any injury or safety hazard by the end of the working day to the supervisor or safety officer.

## **HAZARDOUS COMMUNICATION PROGRAM**

### **GENERAL**

In accordance with Title 8 CCR 5194, the following written Hazard Communication Program has been established for the Del Norte Solid Waste Management Authority. This program is available in the Authority Administrative Office for review by all employees.

### **CONTAINER LABELING**

The Administrative Assistant – Solid Waste will verify all containers – especially cleaning or sanitation products - received for use by Solid Waste have:

1. Clearly labeled contents.
2. Clearly labeled hazard warnings
3. Visibly Listed name and address of the manufacturer.

No containers will be released for use until the above data is verified.

### **SAFETY DATA SHEETS**

The Facilities & Programs Coordinator will be responsible for establishing and monitoring the procedures of obtaining SDS (Safety Data Sheets) from vendors.

Copies of SDS for all hazardous materials which employees may be exposed to will be kept in the Administrative Building of the Del Norte County Transfer Station.

### **EMPLOYEE TRAINING AND INFORMATION**

The Director, in coordination with the Facilities & Programs Coordinator, will be responsible for developing, implementing, monitoring the employee training and information program.

Before working independently as a Refuse Site Attendant, each new employee will attend a safety class and be given a Hazardous Materials handbook that will have information on:

1. Hazardous materials in the work area.
2. The potential for unknown hazards in customer loads, and how to safely inspect customer loads.
3. How to reduce or prevent exposure to these hazardous materials.
4. What the Authority has done to lessen or prevent worker's exposures to these materials.
5. Procedures to follow if they are exposed to these materials.

After attending the class, each employee will sign a form stating that they received the written materials outlined above and received the safety training.

Before any new potentially hazardous material is introduced into regular use by Authority employees, each employee will be given information in the same manner as during a safety class. The Facilities & Programs Coordinator will be responsible for seeing that the SDS on the new material is available to all employees.

Authority Staff Safety Meetings will be convened monthly, and attendance is mandatory for all employees. At such meetings, proper application of any new hazardous materials to be used by Authority employees will be discussed.

## **CRESCENT CITY LANDFILL**

### ***Introduction***

Final closure construction of the Crescent City Landfill was completed in February 2006.

Post-closure monitoring includes monitoring landfill gas quarterly using a hand-held gas meter, and collection of water samples from surface water and groundwater wells using a combination of dedicated and external mechanical pumps.

Post-closure maintenance can include vegetation control using combines, mowers, weed-whackers, chain saws and pole saws. There are also occasions that require grading using a track loader, excavator, shovel, or tamper. Repair of drainage structures may involve the filling, moving, and placing of sand bags, and the moving of culverts and other drainage structures. Revegetation may include the spreading of seed and straw. These concerns are discussed more fully in the following sections.

### ***Potential for Injuries Associated with Landfill Monitoring***

The likelihood of injury associated with landfill monitoring operation is essentially the same as would be the case in a construction operation. The most likely sources of injury are trips and falls, injury during lifting, and hand injuries opening and closing gates.

1. **Falls** – Trips and falls can occur during inspection of landfill, or while carrying monitoring-related equipment to or from a monitoring location. This work requires walking over uneven terrain and climbing hills.

At the landfill, falls are most likely associated with:

- Walking over uneven terrain, or stepping in a gopher hole
- Falls from equipment

Wearing proper footwear, and watching where one is walking are the usual means of preventing falls.

2. **Injury during lifting** – Lifting injuries can include back injuries and damage to fingers and toes if items are mishandled or dropped.

A Supervisor will provide instruction about proper lifting techniques before assigning any employee to lift any object heavier than 50 pounds. Employees assigned such duties are provided an allowance every two years to purchase steel toed boots, which must be worn as PPE by employees engaged in tasks associated with regularly lifting objects over 50 pounds.

3. **Hand injuries, cuts or punctures** -These can occur when opening or closing gates, when lifting or moving equipment, or when operating vehicle doors and trunk lids.

The risk for these injuries is greatly reduced by use of suitable work gloves. Staff should also use caution when unlocking, opening, closing and re-locking gates, as these activities can result in pinches, scrapes and other hand injuries if one is not careful.

### ***Potential for Injury Associated with Landfill Maintenance***

Landfill maintenance involves vegetation control using combines, mowers, weed whackers, chain saws and pole saws, and grading using a track loader, shovels, rakes, and tampers. Drainage structure repair can also involve the moving of culverts and other drainage structures and/or the filling, lifting and placement of sand bags. Revegetation involves walking over slopes and over uneven terrain using a seed spreader or carrying straw. Major repairs can additionally involve work crews from the Alder Camp CDF facility, the Road Department and other contractors. This document addresses potential risks to Authority employees but does not address safety practices for other parties such as Alder Camp, the Road Department, or contractors' employees.

In addition to the precautions to reduce the potential injuries discussed in the prior section, when Authority employees are at the landfill, the following risks are also considered:

1. **Vehicle Dangers** – As this is an unstaffed facility, on many occasions, the Authority Director or Facilities & Programs Coordinator will be alone or working together in the same area on the same task. These Authority staff usually drive the Authority vehicle to and on the landfill property.

Authority employees are approved to use the Authority vehicle with a valid California driver's license after being added to the Authority's vehicle insurance policy and signing a pledge to drive only when wearing a safety belt and not under the influence of any

intoxicant. Safe driving tips for icy winter conditions are addressed annually at one of the monthly safety meetings.

When an Authority employee is the only one present at this facility, safety vests are not required, though a functioning cell phone is required for emergency communication if necessary.

2. **Dangers of other Equipment Operated by Authority Staff** – Authority employees may also on occasion operate a rented track loader, weed whackers, shovels, rakes, tampers, and seed spreaders, portable generator, dedicated pump driver, mechanical trash pump, and hand balers.

Authority employees must wear eye protection and closed toed shoes before using weed whackers. Authority employees are trained in safe and effective operations of the track loader before work assignments on the track loader, including wearing of seat belts and harnesses, identifying obstacles near drive paths, and potential risks and responses associated with tipping when the loader bucket is full and lifted high.

3. **Dangers of other Equipment Operated by Others** – Work crews from the Alder Camp CDF facility, the Road Department and other contractors may provide services at the landfill under the direction and/or supervision of Authority staff.

When other parties or equipment operators are present, Authority staff each wear a safety vest to increase visibility. Though Authority staff do not train other work crews in safe and proper use of equipment, Authority employees are expected to promptly report any condition or practice that could lead to an illness or injury, and to warn co-workers of the same. Authority employees are instructed to keep a safe distance from all equipment such as mowers, saws and weed whackers that can be associated with projectiles or falling limbs of vegetation. Employees are expected to report any and all injuries immediately.

## **DEL NORTE COUNTY TRANSFER STATION**

### ***Potential for Injuries Associated with normal operations at the Del Norte County Transfer Station***

Authority employees at the Del Norte County Transfer Station work primarily in either the administrative building or the scalehouse, and may walk between these buildings. As needed, the Facilities and Programs Coordinator and Director may also inspect or conduct work-related activities anywhere on the property, including the permanent household hazardous waste building, the appliance building, or any of the storage containers on site. These two Authority employees are the only ones that regularly

have reasons to be working anywhere at the DNCTS other than the scalehouse or the administrative building.

1. **Traffic and Vehicle Dangers** – Customer vehicles at this facility can drive in unpredictable ways or at unsafe speeds. Additional vehicles on site may be driven by contractors, family members, elected officials or members of the public.

Authority employees are instructed to wear safety vests at all times at the scalehouse, and at all times when walking in or near traffic areas. Visitors to the Del Norte County Transfer Station must sign in and are provided a safety vest if such visitors have reason to walk in traffic areas, and are provided a hard hat if they have reason to go inside the main transfer station building.

The transfer station floor is a hardhat area. All employees and visitors are required to wear hard hats and safety vests while on the floor. No employees or guests are allowed to walk over trash piles. There is an eye wash station and emergency shower inside the main transfer station building.

During the process of loading brush and stumps into outbound trailers, limbs may fall outside the trailers. During the brush loading process, customers are kept away from the loader and the trailer. Authority staff walking in the area are instructed to stay at least 40 feet away from these vehicles during the brush loading process.

2. **Dangers Associated with Load Checking** - The Transfer Station operations contractor Hambro/WSG has primary responsibility for load checking on the floor of the main transfer station building. On a daily basis used motor oil, oil filters, car batteries, used anti-freeze, household batteries, fluorescent bulbs, paints, stains and lacquers, home generated sharps in proper FDA-approved containers, and household fats, oils and greases are all accepted at the Del Norte County Transfer Station. Authority refuse site attendants are, however, required to assess charges for the materials being disposed and will regularly assess and verify customer loads prior to disposal.

Authority employees are instructed to ask customers if they have any liquid or hazardous materials to dispose. There is the potential for customers to bring hazardous materials in their loads, to include unacceptable hazardous materials, and these materials can spill during transport. Authority employees are instructed not to open plastic bags or move containers that might spill during load assessment. Barehanded handling of waste--particularly waste that cannot be clearly seen or identified--is not permitted.

3. **Potential Fire Hazards** – The potential for fires at the Del Norte County Transfer Station are associated with:

- a. **Disposal of ashes** – Customers can dispose of ashes containing smoldering embers. When exposed to oxygen or flammable materials, such embers can ignite.
- b. **Spilling or mixing of hazardous materials** – Some hazardous materials can ignite upon mixing, or oxidizers can enflame a smoldering embers.
- c. **Vehicle and operational hazards** - Flammable materials can be ignited by sparks from vehicles or equipment.

All Authority staff review fire communication, response and evacuation procedures, with maps and written procedures posted near the main door at the scalehouse and the administrative building.

### ***Procedures if the Alarm sounds at the Del Norte County Transfer Station***

1. Close both incoming gates. If the fire is in the gatehouse, use the phones and walkie talkies to ask for help. Use the fire extinguisher on small fires. If you need to evacuate the gatehouse and can do so safely, shut down the computer, disconnect all wires, and take the computer (central processing unit, or CPU) with you. Close the register drawer, take the key, lock the doors if there is time, and move to the designated location.
2. DO NOT allow any additional customers to enter facility until the H/WSG staff give an 'all clear' signal.
3. If H/WSG staff confirm that there is an emergency requiring evacuation of the station, call the Director, Administrative Assistant, Facilities & Programs Coordinator, or whoever is in the Authority office to notify them. If necessary, use the small office walkie talkie to communicate.
4. If the Director or Administrative Assistant asks you to do so, call 911 to report the emergency. Unless it is the weekend or no one is in the office, the gate attendant will not usually need to phone in the emergency.
5. As part of the alarm system, High Tech Security (800-318-9486 or 487-0526 or 218-6021) will automatically call the fire department. To confirm the alarm, generally their staff will call the Authority office, and if there is no answer, then the Director.
6. If H/WSG believes there would be no additional risk to customers, all customers inside the transfer station gate will exit over the outbound scale and pay as they complete their transactions. If there is a delay in servicing customers or if the alarm continues to sound, the Director will direct a DNSWMA staff person to walk the lines and inform customers about the situation.
7. You should only allow customers to exit without paying if directed to do so by The Director or Administrative Assistant, or the H/WSG operations manager. If H/WSG staff

recommend evacuating the scalehouse and you have time to do so safely, shut down the computer, disconnect all wires, and take the CPU with you. Close the register drawer, take the key, lock the doors if there is time, and move to the designated location. If the scalehouse is to be evacuated, all customers inside the transfer station will be asked by H/WSG staff to leave immediately - and these customers may be directed to leave by a route which avoids any potentially toxic smoke.

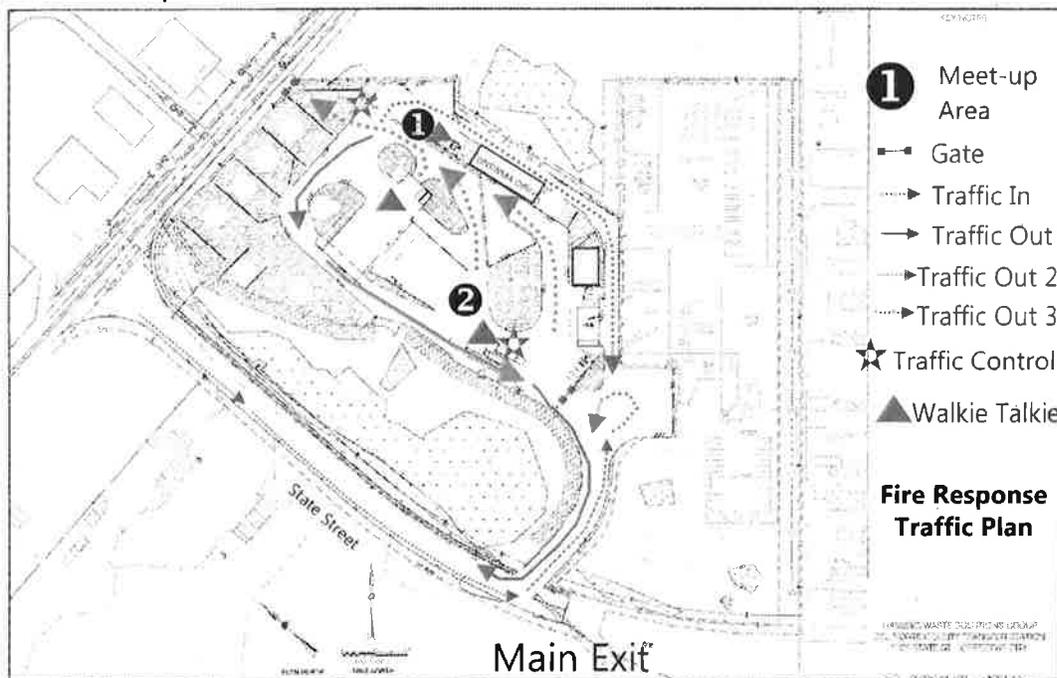
8. If you are not asked to leave the scalehouse, stay there as you will be the point person to relay communications between those with walkie-talkies (H/WSG staff) and those with telephones (DNSWMA staff, fire and police).

9. If the transfer station remains closed to customers for more than 10 minutes, put down the swing-arm gates, close the scalehouse and talk with each of the customers waiting in line to inform them about the situation and when it might be resolved. If the Transfer station is likely to remain closed for more than 15 minutes, ask customers waiting in line to move their cars back out to the far right lane of State Street outside the first entrance gate, and tell them we will re-open the Transfer Station as soon as it is safe to do so.

10. Upon receiving the 'All Clear, resume operations' signal from H/WSG staff, return to the scalehouse, open the gates, and resume operations. The incident gets reported on the Incident Log for that day.

**Last updated: 06 June 2017 by Director Tedd Ward**

### Backup Exit



## **Procedures if there is an Earthquake or Tsunami at the Del Norte County Transfer Station**

Generally, the Del Norte County Transfer Station is just outside the tsunami run-up zone, so in most cases, there will not be a need to evacuate the Transfer Station. Still, to be on the safe side, here are some steps to follow in case of earthquake.

### **1. If you feel an earthquake:**

As soon as you feel an earthquake, protect yourself by crouching under a desk or standing in a doorway. If there is time, run outside and away from anything that might fall on you.

After the shaking has stopped, be aware that a tsunami could follow the earthquake. If there is an earthquake which lasts longer than 15 seconds or so, and you felt the earthquake strongly at the Del Norte County Transfer Station, there is a pretty good chance there will be a tsunami coming very soon, and you should EVACUATE IMMEDIATELY (see step #4).

### **2. If you know a big earthquake happened, but did not feel it.**

Generally, Crescent City is more vulnerable to tsunamis from earthquakes to the north, such as the 1964 tsunami generated by the great Alaska earthquake. Keep in mind that the Alaska earthquake (9.2 magnitude) could not be felt in Crescent City. The first tsunami waves from that quake reached Crescent City about four hours after the quake, and the fourth and largest waves were about 20 feet in height. That tsunami did not reach the level of the Del Norte County Transfer Station.

If you did not feel the quake, find out if a tsunami is coming our way. Turn the radio to KCRE (94.3 FM) or KHSR (91.9 FM) to check for news updates. If the internet is available, check this website:

<http://wcatwc.arh.noaa.gov/>

Notice that this website primarily uses 'Greenwich Mean Time' also referred to as the Universal Time Clock or UTC. Near the top of the page it says 'Your local time is HH:MM / UTC is HH:MM' You may need to know the local UTC to interpret the information on when the tsunami is expected to reach Crescent City.

### **3. If there is a tsunami likely, but it will be 10 feet in height or less by the time it reaches Crescent City.**

If you are sure that the largest tsunami wave is 10 feet or less, it will not reach the Del Norte County Transfer Station, and there is no need to evacuate. If there is time, the DNSWMA office person should check the tide tables (at <http://tbone.biol.sc.edu/tide/tideshow.cgi> ). If the tide will be high at the time the tsunami

hits (>+5), it may be appropriate to evacuate if the largest tsunami wave is projected to be 15 feet or higher. Keep in mind that the tide table uses a 24 hour clock.

#### **4. If we need to EVACUATE.**

The decision to evacuate or not will be made by the senior person present in the Authority office. If the decision is made to evacuate, follow these steps:

- A. DNSWMA Office notifies the gate attendant that we are EVACUATING.
- B. Gate attendant uses walkie talkie to notify H/WSG staff that we are immediately evacuating the DNC Transfer Station, anticipating a tsunami. HWSG staff close the rolling gate across both inside entrance lanes. HWSG staff confirm with the Gate attendant exactly how many customers and how many HWSG staff are on-site and must be evacuated.
- C. If there is more than 30 minutes before the first tsunami wave is anticipated, all customers on-site will be directed by H/WSG staff to weigh out, pay, and leave. If there is less than 30 minutes before the tsunami is anticipated, direct all customers to leave the site immediately (don't weigh, don't pay, just leave) and get to high ground.
- D. DNSWMA Office person turns off and then unplugs all devices from the computer labeled 'Server' in the Computer room, and loads that computer into the vehicle that person will use to evacuate themselves. DNSWMA Senior Office person is responsible for confirming that all DNSWMA staff safely evacuate. If there is time, DNSWMA Office staff may also empty the contents of the safe into the petty cash lockbox, which then should also be loaded into their evacuation vehicle. If the DNSWMA office person does not have the combination to the safe, then only the lockbox should be loaded onto their vehicle. As they leave, the senior DNSWMA office person locks the Authority offices.
- E. If time allows, gate attendant empties cash from register drawer into cash bag, turns off and then disconnects all devices connected to the gatehouse computer. Gate attendant loads the cash bag and gatehouse computer into their vehicle prior to locking the gatehouse and leaving.
- F. After all H/WSG and DNSWMA staff have exited onto State Street, H/WSG staff lock the wooden entrance gate on State Street. Other doors and gates may be closed if time allows. If time allows, a handwritten note saying "CLOSED FOR TSUNAMI WARNING - EVACUATE TO HIGH GROUND" may be placed on the wooden gate.
- G. If time allows, HWSG and DNSWMA staff carry walkie talkies and exchange cell phone numbers to maintain communications.
- H. DNSWMA Office person calls Recology Del Norte at 464-4181 to notify them that the Del Norte County Transfer Station is closed for the Tsunami warning. Recology Del Norte can defer collections of customers as necessary due to the Transfer Station closure. If Klamath is open, the DNSWMA office person also calls the Klamath/Gasquet Transfer Station phone at 954-6777, and direct the attendant to evacuate and close the station and go to high ground.
- I. All HWSG and DNSWMA staff evacuate to high ground by walking or driving up Howland Hill Drive to the top of the hill.

J. All HWSG and DNSWMA staff return to the DNC Transfer Station after the 'All Clear' signal has been issued, (which may be the following business day.) Keep in mind that a tsunami may have several waves.

K. The DNSWMA office person calls Recology Del Norte and the Klamath Transfer Station after the 'All Clear' signal has been issued, to let them know we are once again open for business.

### ***Safety-related housekeeping associated with normal operations at the Del Norte County Transfer Station***

#### **If a customer's vehicle is leaking motor oil, how should staff respond?**

Many vehicles will release a drop or two of oil occasionally, and in most cases such leaks are so slow they will often go unnoticed. If you notice a leak in progress, it is likely large enough to warrant concern. Under law, only clean water and feathers from live birds can be released from a vehicle travelling down the road. By definition, a leaking vehicle is an 'unsafe' vehicle according to the highway patrol, and if materials from their load are released it is a 'spill.'

#### **Customer Relations**

If the refuse site attendant sees a stream of liquid leaking from a vehicle, they should direct the customer to get off the scale and park by the recycling bins outside the gate. Inform the H/WSG staff that they should bring oil boom and other cleanup materials to the same location to contain the spill.

If the refuse site attendant observes leaking fluids (not water) dripping while a customer is on the scale, let them know they are dripping, and that will need to fix the leak before their next visit to our facility. Write their license number on the form on the following page so other gate staff know this customer has been warned. If you have already warned a customer, you can either give them one final warning or have one of the office staff call the Highway Patrol immediately at 707-465-3117 to report the 'unsafe vehicle' (for a leak) or a 'spill' for materials coming from a load.

As always, call a Supervisor if any customer has problems with the idea that their vehicles should not leak while they are using our facilities. We would be glad to talk with them.

#### **Spill Containment and Cleanup**

If you observe an oil slick or other indicator of a leak or spill, put some absorbent on it or report it immediately to someone who can put some absorbent on it (usually H/WSG staff unless the oil is on the scale). To clean up oil spills on the scales during wet weather, use absorbent pads rather than the granulated spill absorbent. If the visible

slick has potential to be washed toward any stormdrain, oil boom or oil-absorbent pads should be placed in between the oily water and the stormdrain.

## **‘HOME-GENERATED SHARPS’ (HGS) EXPOSURE PLAN**

The Del Norte County Transfer Station does not accept home-generated sharps unless they are in FDA-approved sharps containers, and does not accept untreated medical waste, nor does it accept infectious waste, so the likelihood of illness from pathogens is slight. A puncture or other wound could carry the risk of blood-borne infection, such as tetanus, hepatitis, or HIV.

### **Plan Overview**

The purpose of this exposure plan is to:

- Eliminate or minimize employee occupational exposure to blood or certain other body fluids.
- Comply with the Cal/OSHA Blood borne Pathogen Standard, CCR-T8, 5193.

### **General Plan**

In accordance with the Cal/OSHA Blood Borne Pathogens Standard, the following exposure control plan has been developed:

The State of California (Cal/OSHA) requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or Other Potentially Infectious Material (OPIM). The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.). At this facility, the following job classifications are in this category:

#### **Job Classification**

Refuse Site Attendant  
Account Clerk – Solid Waste  
Administrative Assistant – Solid Waste  
Facilities & Programs Coordinator  
Director

#### **Task/Procedure**

1. May inadvertently be exposed to sharps by virtue of load check program
2. Lock & unlock consolidation receptacles for containerized sharps

### **Compliance Methods**

*Cal/OSHA also requires that this plan include the methods of implementation for the various requirements of the standard. The following complies with this requirement.*

Universal precautions will be observed at this facility in order to prevent contact with blood or Other Potential Infectious Material (OPIM). All blood or OPIM will be considered infectious regardless of the perceived status of the source individual.

Work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, Personal Protective Equipment (PPE) shall also be utilized. At this facility the following and work controls will be utilized:

1. Employees shall not knowingly accept or handle recognizable hazards unless failure to do so would constitute an immediate hazard. In the event that an employee observes there are sharps not properly sealed in a container and/or in a location not determined to be the Home Generated Sharps Consolidation Container, such employee shall not touch the sharps, but shall immediately notify the Director or Facilities & Programs Coordinator.
2. Del Norte County residents are authorized to bring sharps in sealed FDA-approved sharps containers to the Del Norte County Transfer Station. When residents bring such sharps containers to the facility, Authority staff shall direct residents to the labeled, red biosafety consolidation container(s), located on the inside wall of lane 6 the self-haul unloading area. Residents shall self-deposit their container(s) in the biosafety consolidation container(s).
3. In the event that a Del Norte County resident brings sharps in a non-FDA approved container such as a coffee can, staff instruct the customer that sharps need to be in FDA-approved containers, and where such containers may be purchased.
4. Residents shall not bring non-containerized (loose) sharps to the Del Norte County Transfer Station.
5. The home-generated sharps disposal service at the Del Norte County Transfer Station is only accessible to residents during regularly scheduled operational hours.
6. Refuse Site Attendants who complete the Daily Log of Special Occurrences will report any incident when an employee or customer has a needle stick or other direct exposure to potential blood-borne pathogen.
7. The Director or Facilities & Programs Coordinator will occasionally consolidate home-generated sharps containers into larger 38 gallon containers prior to

collection from the Del Norte Community Health Center, the Del Norte Senior Center, or when the sharps disposal contractor collect these containers from the Del Norte County Transfer Station. During such consolidation, no Authority employee will touch or lift any open or unsealed container.

Attachment C to this Code of Safe Practices describes the permitting and procedures for consolidating home generated sharps at the Del Norte County Transfer Station. The above controls will be examined, maintained and evaluated on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

The Director or designee shall review the effectiveness of the above controls quarterly, unless an emergency allows for more frequent reviews.

### ***Work Area Restrictions***

Cal OSHA states that in work areas where there is reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not kept in any location or area where blood or other potentially infectious materials are present. The above activities shall take place only in the designated areas provided for such activities, such as the break and rest rooms.

### ***Contaminated Equipment***

It is not anticipated that any equipment used at this facility will become contaminated with blood or OPIM.

### ***PPE (Protective Personal Equipment) Use***

Employees shall use required PPE at all times when performing their duties. In the specific instance that the use of PPE would prevent the delivery of health care or pose an immediate or increased health hazard to the safety of an employee or employees, this requirement may be waived. When an employee or Supervisor makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future. Employees should immediately notify their Supervisor if PPE is worn or in need of replacement. Staff shall clean their hands with hand cleaner after unlocking & locking HGS consolidation container(s). Staff shall observe universal precautions at all time while managing sharps.

### ***PPE Accessibility***

The Director or Department Safety Representative (DSR) shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the Solid Waste facility at all times.

Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

### ***PPE Replacement/Disposal***

The Director/designee makes arrangements for the replacement of safety glasses for all employees at no cost to employees. Nitrile and latex gloves and protective clothing are the single use disposable types. Employees shall discard these PPE in the event they become contaminated. Authority employees are responsible for washing their rain gear and safety vests as needed. It is not anticipated that PPE worn by program staff will become contaminated with blood or other potentially infectious materials.

### ***Vaccinations***

The Del Norte Solid Waste Management Authority shall make available the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure, and post exposure follow-up to employees who have had an exposure incident. The Director or DSR through Del Norte Solid Waste Management Authority shall ensure that all medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow-up are:

Made available at no cost to the employees.

Made available to the employee at a reasonable time and place.

Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional.

Provided according to the recommendations of the U.S., Public Health Service.

An accredited laboratory at no cost to the employee shall conduct all laboratory tests.

As described elsewhere in this document, employees shall not knowingly accept sharps that are not in a sealed FDA-approved sharps container.

Hepatitis B vaccination shall be made available to all other Authority program staff that may be, although remotely, occupationally exposed to blood or OPIM.

If an employee initially declines Hepatitis B vaccination but at a later date, while still covered under the standard decides to accept the vaccination, the vaccination shall then be made available.

### ***Post Exposure Evaluation and Follow-Up***

All exposure incidents shall be reported, investigated, and documented. If an employee incurs an exposure incident, it shall be immediately reported to the Director. Following a report of an exposure incident, the exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route of exposure, and the circumstances under which the exposure incident occurred
2. Identification and documentation of the source individual if possible or practical, unless it can be established that the identification is infeasible or prohibited by State or local law
3. If a source individual can be identified, an attempt shall be made to obtain a consensual blood sample in order to determine Blood borne Pathogens infectivity
4. In the event a source individual is already known to be infected with HBV or HIV, tests need not be repeated
5. Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual

Collection and testing of blood for HBV and HIV serological status will comply with the following:

1. The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained
2. The employee will be offered the option of having their blood collected for testing for HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the Cal/OSHA standard.

### ***Information Provided to the Health Care Professional***

The Director/designee shall ensure that the health care professional responsible for the employee's Hepatitis B vaccination and evaluating an employee after an exposure incident is provided the following additional information:

1. A description of the exposed employee's duties as they relate to the exposure incident
2. Documentation of the route of exposure and circumstances under which exposure occurred
3. Results of the source individual's blood testing, if available
4. All medical records relevant to the appropriate treatment of the employee including vaccination status.

### Health Care Professional's Written Opinion

The Director/designee shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation. The health care professional's written opinion for HBV vaccination and post exposure follow-up shall include the following information:

1. Whether vaccination is indicated for employee and if employee has received such vaccination
2. A statement that the employee has been informed of the results of the evaluation
3. A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

### ***Labels and Signs***

The Director/designee shall ensure that biohazard labels shall be affixed to the sharps storage containers. The label shall include the universal biohazard symbol and the legend BIOHAZARD.

### ***Information and Training***

The Director/designee shall ensure that training is provided to the employees at the time of initial assignment to tasks where occupational exposure may occur, and that it shall be repeated within twelve months of the previous training. Training shall be provided at no cost to the employee and at a reasonable time and place. Training shall be tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following elements:

- a. An accessible copy of the standard and an explanation of its contents
- b. A discussion of the epidemiology and symptoms of blood borne diseases
- c. An explanation of the modes of transmission of blood borne pathogens
- d. Explanation of the Del Norte Solid Waste Management Authority blood borne Pathogen Exposure Control Plan and a method of obtaining a copy
- e. The recognition of tasks that may involve exposure
- f. An explanation of the use and limitations of methods to reduce exposure, for example work practices and personal protective equipment (PPE)
- g. Information on the types, use, location, removal, handling, decontamination, and disposal of PPEs
- h. An explanation of the basis of selection of PPEs
- i. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge
- j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIM

- k. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
- l. Information on the evaluation and follow-up required after an employee exposure incident
- m. An explanation of the signs, labels, and color-coding systems.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who have received training on blood borne pathogens in the twelve months preceding the effective date of this policy shall only receive training in provisions of the policy that were not covered.

Additional training shall be provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

### ***Medical Records***

The Director is responsible for maintaining incident reports related to occupational exposures as indicated below. These reports will be kept at the Del Norte County Human Resources office. Medical records shall be maintained in accordance with T8 California Code of Regulation Section 3204. These records shall be kept confidential, and not disclosed without an employee's written consent and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- a. The name and social security number of the employee
- b. A copy of the employee's HBV vaccination status, including the date of vaccination and ability to receive vaccination
- c. A copy of all results of examination, medical testing, and follow-up procedures
- d. A copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure
- e. A confidential copy of the health care professional opinion.

### ***Training Records***

The Director is responsible for maintaining training records. These records will be kept at the Del Norte Solid Waste Management Authority administrative office. Training records shall be maintained for at least three years from the date of training. The following information shall be documented:

- a. The dates of the training sessions
- b. An outline describing the material presented
- c. The names of persons conducting the training
- d. The names of all persons attending the training sessions.

### ***Record Availability***

The employee's records shall be made available to the employee or to his designated representative for examination and copying upon request in accordance with T8CCR-GISO Section #3204. All employee records shall be made available to the Chief of the Department of Occupational Safety and Health (DOSH) and the National Institute for Occupational Safety and Health (NIOSH).

### ***Transfer of Records***

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Chief of DOSH shall be contacted for final disposition in accordance with Section #3204.

### ***Evaluation and Review***

The Director is responsible for annually reviewing this program and its effectiveness, and updating the program as needed.

## **SMOKING**

There is no smoking allowed inside the Administrative building, the permanent household hazardous waste building, or the scalehouse. There is no smoking permitted within a 50 foot radius of any petroleum containment areas, including, but not limited to the hazardous waste storage containers and the used motor oil containment tank.

## **Code of Safe Practices**

All employees shall follow these safe practices; shall strive to maintain a safe workplace; and shall report any unsafe condition, equipment, or practices to the Director or Facilities & Programs Coordinator immediately.

All employees shall be given frequent instruction regarding safe work practices. Such instruction shall be given at least once each month.

No employee shall work while under the influence of any intoxicating beverage, narcotic or medication. Any employee under such influence is a hazard to himself and others and will not be allowed to remain on the job.

There shall be no acts of horseplay, practical jokes, or any other action on the part of any employee that could result in injury to himself, another employee, or any member of the public. (Action taken to counter an actual or threatened act of violence is an exception.)

Work shall be so planned and executed that hazards associated with heavy equipment, materials handling or working with others that injuries are prevented to the fullest extent possible. An obvious example of this rule is work in an area where the heavy equipment operator is working. Every employee is expected to know at all times where the equipment is and which way it is moving. It is not enough precaution to assume that the operator can see employees on the ground.

No employee shall be knowingly allowed to work if his or her ability to perform duties is impaired by fatigue, illness or other causes that could predispose the employee to injury.

No employee shall enter a confined space unattended. This rule includes any manholes, enclosed bins, holes, trenches over 4' deep, tanks, silos or any other places receiving little ventilation.

Because of the risk of fire or explosion, no employee shall smoke or employ an open flame or spark producing equipment inside or within 50' of the outside of the permanent hazardous waste storage building.

No employee shall handle any type of waste without the use of appropriate safety clothing and equipment for the material being handled. These may include work gloves, rubber gloves, safety shoes, protective coveralls, hardhat, safety glasses or goggles. Keep in mind that there could be sharps (needles, scissors, knives), unauthorized infectious waste or broken glass in any bag of trash. For this reason, Authority refuse site attendants should NEVER tear open a customer's trash bag.

No employee shall be allowed into the facility without shoes appropriate for the nature of the work to be performed.

Refuse Site Attendants may direct private vehicles with trailers to unload inside the main transfer station building, but will do so in such a way that safety is maintained for vehicles and pedestrians, such as maintaining awareness of how many customer vehicles have recently been directed to unload the transfer station floor, and notifying the operations staff as each additional customer is directed to unload inside the transfer station building. Generally, only one self-haul customer should be unloading on the transfer station floor at a time. If two self-haulers are directed to unload on the transfer station floor at the same time, the second customer should be advised to stay at least 10 feet away from other customers or vehicles at all times.

Employees shall wash thoroughly after handling any hazardous substances, before eating, and before leaving the workplace.

No employee shall use any chainsaw or other motorized cutting tool without training, maintaining such tool in a safe working condition, using proper personal protective equipment including safety goggles, and making certain that other persons are well out of the way of any cutting surfaces or the path of any debris. At no time shall tree felling be conducted in such a location or in such a manner that there is a risk of the cut tree contacting electrical power lines or falling onto a vehicle or any person.

No employee shall utilize a ladder, pole saw, crane, "cherry picker" or other tool or device where such use could cause contact with electrical power lines, nor shall he/she allow a contractor or member of the public to do so. The only exception allowable is work to be carried out by employees of the power company.

If a fire should occur at the facility, do not attempt to put it out unless you have the equipment and expertise to do so, and unless it is small enough to combat. If you are unsure of your capability to put it out, or if it involves chemicals, structures or vehicles, have a Supervisor call the fire department immediately. Apart from employees who have completed the 40 Hour HAZWOPER training, staff are instructed to NEVER approach the hazardous waste storage area if you observe smoke or fumes coming from that building. Call 9-1-1 and report such an occurrence.

Do not eat in an area where waste materials from the general public, hazardous or otherwise, are present.

Do not move or allow members of the public to look through appliances, electronics, or metals for parts salvage without prior permission from the operations contractor Hambro/WSG.

Do not overload the electric receptacles in the entry booth. Keep electrical cords safely out of the way or tape them down.

Black bears, elk, raccoons, foxes, deer, possums, elk, and stray cats or dogs are occasional visitors to the facility. Though there are rat traps on site which are regularly serviced, mice and rats collected with trash are unloaded onto the transfer station floor on a daily basis. All animals can potentially be dangerous if approached. Do not feed, approach, or get into a confrontation with wild animals, and do not permit any member of the public to do so. Signs at the Del Norte County Transfer Station instruct customers that children and animals are to remain in vehicles. The Del Norte County Animal control department will be contacted if a stray dog or cat is found to be wandering at the Del Norte County Transfer Station for an extended period.

Injury and Illness Prevention Plan

**ATTACHMENT A**

***A REFUSE SITE ATTENDANT'S GUIDE TO HANDLING HAZARDOUS WASTE***

***BY THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY***

This guide is provided to protect Refuse Site Attendants' to avoid unnecessary exposure to hazardous materials at the transfer stations.

**What is Hazardous Waste?**

Hazardous waste is defined by law as any material that is toxic, corrosive, reactive, flammable or radioactive. Obviously, you don't want to be exposed to anything that is any of these things, and we don't want them to be improperly disposed.

**What are some examples of hazardous waste that I am likely to see?**

Toxics: Paints, solvents, antifreeze, pesticides, household batteries, PCB's (found in fluorescent light ballasts), waste motor oil, hydraulic fluid, herbicides, rat poison

Corrosives: Auto battery acid, drain cleaners, oven cleaner, methanol (sometimes used as a gasoline additive), paint strippers, swimming pool acid ("chlorine"), chloroform (used as a degreaser in electronics)

Reactives: (creates an explosive or produces deadly vapors): Paint strippers, oxidizers, any mixture of bleach and ammonia-based cleansers

Flammables: Any petroleum products, spot removers, or oil-based paints and varnishes

Miscellaneous: Asbestos, nuclear waste (discarded smoke detectors)

**How could these hurt me?**

Toxics are poisonous; they can be dangerous if swallowed, and some are dangerous if they are inhaled or absorbed through the skin.

Corrosives are harmful because they can burn your skin or fumes cause irritation of your eyes or lungs.

Flammables are hazardous because they burn easily, often creating high-temperature blazes.

Reactives can cause an explosion when mixed with air or other substances, can create dangerous fumes when mixed with other substances, or can turn a smoldering ember into a blazing fire.

Asbestos damages the lungs if it is inhaled in dust or powder form.

Nuclear materials can cause damage to bone, blood and reproductive tissues – especially if swallowed.

### **Why can't they be disposed with other trash?**

The landfill operated by Rogue Valley Disposal where Del Norte's materials are disposed is engineered to be a Class III disposal site. That means that it is designed to contain materials that are either harmless or contain such small amounts of hazardous waste that the consequences of an escape of this material are slight. If hazardous materials are placed in the landfill, portions could escape into the groundwater and cause serious health problems to anyone or anything that uses the water. Furthermore, companies and agencies that placed trash in that landfill could be at least partially liable for cleanup costs.

### **So how do I keep hazardous waste out of the transfer station and landfill?**

There are several ways to keep hazardous waste out of the landfill. The refuse site attendant can ask incoming customers whether they are bringing any petroleum products, acids, cleaners, paints or similar materials. If the user says they are, the materials can be identified and the customer can be directed accordingly. Transfer station operations staff conduct regular random load checks. At the Del Norte County Transfer Station, these are conducted by Hambro/WSG staff, and at the Klamath and Gasquet small-volume transfer stations, load checks are conducted by Authority staff. Load checks do not have to be random: Whenever a refuse site attendant is suspicious of a customer's load, Transfer Station operations staff can also be requested to check any specific load.

### **What is a random load check, and how do I do one?**

It has been found that checking random loads coming into the transfer stations is a good way to spot and divert incoming hazardous waste. Many people don't realize what hazardous waste is, and, unfortunately, some do know, but don't want to be bothered with dealing with it. A random load check serves as a double check and as an opportunity to educate the public. Not every load is going to be subjected to a check. At least one load check is conducted each day a transfer station is open. Here's how to do a load check in at a small-volume transfer station such as Gasquet or Klamath:

1. The refuse site attendant selects a random customer. The refuse site attendant can also pick any vehicle that appears "suspicious".

2. When the vehicle reaches the gate shack, the refuse site attendant informs the driver that they have been selected for a random load check. Explain that this is only to locate and divert hazardous waste--not to snoop into private matters. If the customer wants to withdraw anything they wish to keep private, respect their wishes. Everything else gets looked at by the attendant, and any hazardous waste found is set aside. The Attendant informs the customer about the proper method, location and time for disposing of the hazardous material. Remember that we are not here to enforce environmental laws or punish anyone, but each of us have a role in making sure items are disposed properly.

3. Attendant completes the Load Check form and submits with daily paperwork.

When you're all done, thank the user for his or her time and cooperation.

### **What should be done with abandoned or dumped hazardous materials?**

As an Authority employee, you will likely encounter hazardous waste at some point. Such materials may be dumped near or at a disposal facility. If you can do so safely (i.e. transport sealed containers and materials in a way that the materials do not leak, spill, or mix), Authority employees may haul up to 45 pounds of hazardous wastes to bring those materials for temporary storage at the hazardous waste building at the Del Norte County Transfer Station.

If you are not certain that the abandoned hazardous materials can be safely collected and transported, call and consult with a Supervisor about what should be done with the materials. Generally, hazardous materials that are abandoned or found on the transfer station grounds are stored in the hazardous waste building until collection can be arranged.

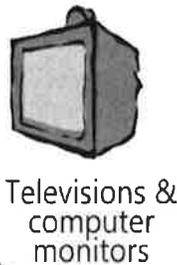
### **What materials are accepted and stored at the permanent hazardous waste facility at the Del Norte County Transfer Station?**

The following graphic shows what materials are accepted daily for no charge at the Del Norte County Transfer Station. Televisions and computer monitors are stored in the appliance building, and all other materials listed below are stored in the permanent hazardous waste building.

Customers with these materials are directed to the hazardous waste building. Hambro/WSG transfer station operations staff are contacted to help the customer unload the materials and to assure that only acceptable materials are unloaded.

# FREE EVERY DAY

Household Hazardous Waste Recycling Mon-Fri: 8 AM- 5 PM, Sat & Sun: 9 AM - 5 PM  
At the Del Norte County Transfer Station, 1700 State Street, off Elk Valley Road



Generally, if not listed above, then the only time each year when household hazardous materials can legally be disposed in Del Norte is during the annual Household Hazardous Waste Collection Event (generally held on a Saturday between Labor Day and mid-October each year).

Customers will often be interested in the most convenient and cost-effective way to legally dispose of their materials. Empty containers that once held hazardous materials may be disposed in the trash. Authority staff will also advise customers of the following legal methods of managing some hazardous materials at home.

## ***Managing Hazardous Materials at Home:***

**Paints, Stains and Varnishes:** Clean metal paint cans, (including aerosols) may be recycled with steel cans if there is no product left in the container. These materials are acceptable on a daily basis only if they are in their original non-leaking container with the original label.

If there is very little product in the can, customers can take the lid off and let the product dry. When paints, stains, varnishes, or roofing tar are allowed to dry out so

that the surface is dry to the touch and when the container is turned upside down nothing moves, then those cans and their contents can be disposed in the trash.

Medicines: Pill bottles may be emptied into a bag of used kitty litter, used coffee grounds, or cold fireplace ashes, that bag may be tied shut and placed in the trash - though we recommend disposing of the pill bottles separately. Liquid medicines can be poured into clumping kitty litter. Though medicines can potentially be brought to the annual hazardous waste collection event, this is less convenient and (at least for this agency) a considerably more expensive disposal method.

Medicines should never be flushed down the toilet or drain, as these compounds are not treated in septic tanks or at wastewater treatment plants. In other words, flushing medicines has similar impacts to pouring them into our rivers, streams and groundwater. Many medicines have been shown to impact fish and other aquatic species.

Sometimes the City Police Department or Sheriff's Department will also have one-day prescription collection events. The Authority does not have any role in these events.

All medicines received at Authority facilities are wastes, even if they are in their original unopened containers. At this time there are no legal programs for reuse, recycling, or re-allocation of unused medicines. Injectable medicines in their original containers can be managed as home-generated sharps.

### **Can customers take hazardous products for reuse?**

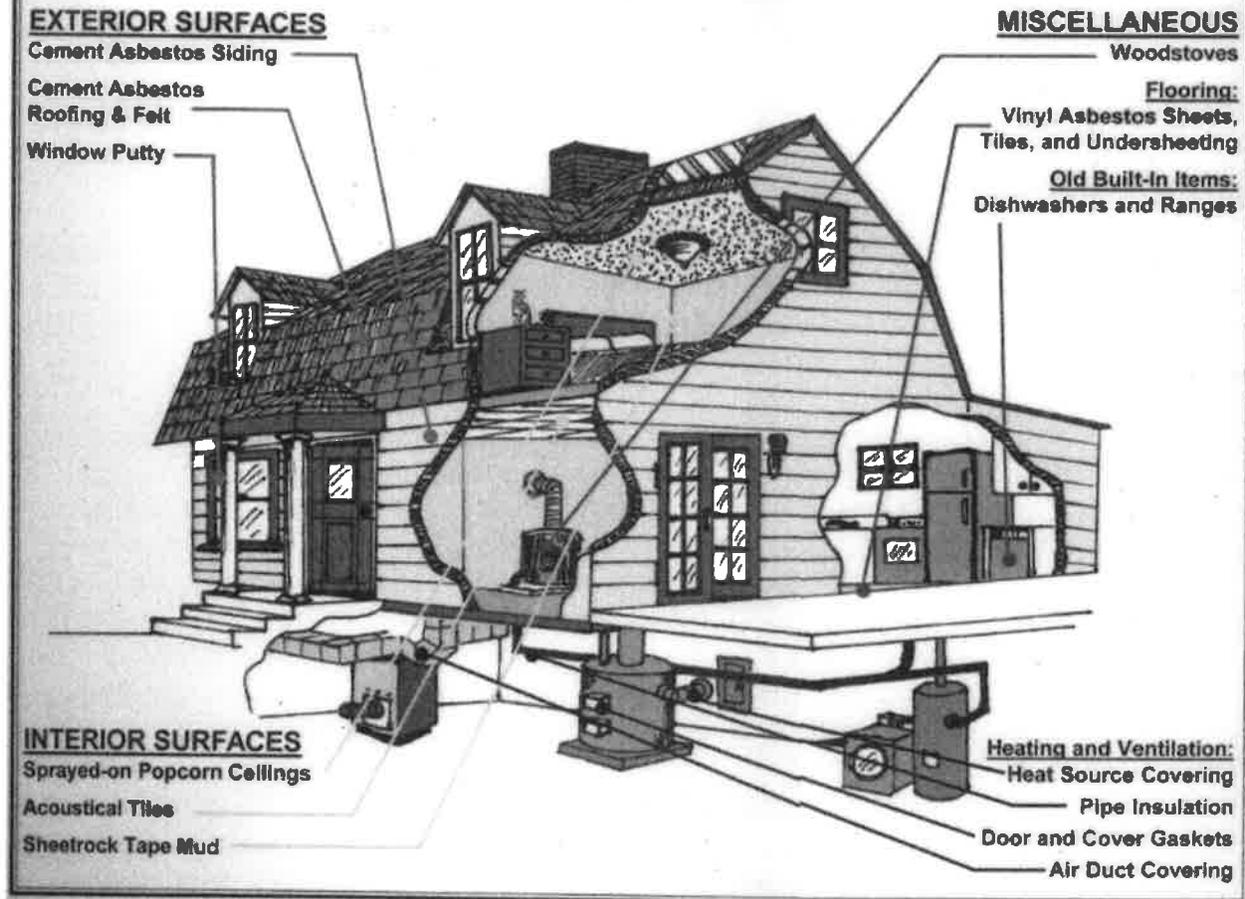
Yes. At times customers or Hambro/WSG employees will place usable hazardous materials in the Reuse shed. If a customer wants to take such materials, the Refuse Site Attendant has them sign a liability release form before taking the materials for no charge. Such customers wanting to return unused portions of hazardous materials they take from the Del Norte County Transfer Station must follow procedures appropriate to that type of hazardous waste.

### **How do we direct customers to handle asbestos?**

As illustrated in the following drawing, asbestos has been used in a variety of household products. Generally, there are two types of asbestos: friable and non-friable. Friable asbestos can release microscopic fibers if broken or crushed. Generally friable asbestos was used as a flame-resistant insulation product, but a trained professional is required to say for sure if a product has friable or non-friable asbestos. Friable asbestos is not accepted for disposal at any location in Del Norte County.

# ASBESTOS

**CALL DEQ BEFORE RENOVATING OR DEMOLISHING.**  
Don't put yourself or others at risk of exposure.



Non-friable asbestos may be disposed at the Del Norte County Transfer Station. Customers must first purchase special extra-thick plastic bags from Hambro/WSG. Non-friable asbestos products (such as hardiplank siding) are to be double-bagged in these extra-thick bags, with each being less than 60 pounds. Properly bagged non-friable asbestos is stored in a container on the property of the Del Norte County Transfer Station until an amount has accumulated that is suitable for separate hauling and disposal.

**How do we direct customers to dispose of smoke detectors?**

Some smoke detectors contain a small amount of radioactive material. Provided the battery is removed, the amount of radioactive material is small enough that such smoke detectors can be disposed in the trash.

**How do we direct customers to dispose of empty butane or propane containers?**

Pressurized aerosol cans, fire extinguishers, or fuel containers are only accepted during the annual household hazardous waste collection event. Empty butane and propane containers that are smaller than five gallons can be disposed or recycled with steel cans if one can see inside the container.

For disposing of propane containers larger than 5 gallons, customers can be referred to a propane dealer such as Blue Star Gas, Suburban Propane. Propane containers and gas cylinders can be recycled as metals if the valve has been removed and one can see inside the tank.

Customers will also inquire about the disposal of old kerosene or similar larger tanks that have held liquid fuels. These larger (i.e. > 50 gallon) tanks must first be cut in half to be managed at the Del Norte County Transfer Station. There can be an explosion hazard when cutting such tanks, and that is not a service our agency or Hambro/WSG provides.



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531  
Phone (707) 465-1100 Fax (707) 465-1300  
www.recycledelnorte.ca.gov

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## ATTACHMENT B – EMPLOYEE COMPANY VEHICLE USE AGREEMENT

### EMPLOYEE COMPANY VEHICLE USE AGREEMENT

I acknowledge that I have read and understand the Policy and Procedure handout for Del Norte Solid Waste Management Authority vehicle use.

As a condition of my using the Del Norte Solid Waste Management Authority vehicle, I agree to a check of my driving record. I also understand that my driving record will be checked on a reoccurring basis.

I agree to inform my supervisor whenever any negative change in the status of my driving record may occur, such as license revocation, restriction, or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving a Del Norte Solid Waste Management Authority owned vehicle.

I further understand that the use of a Del Norte Solid Waste Management Authority vehicle by me if I am under the influence of alcohol or drugs is strictly forbidden. Family members may not ride in the work vehicle. Work vehicles are not to be used for non- Del Norte Solid Waste Management Authority business mileage. Any such vehicle use by me will be considered a violation of work rules and may subject me to a disciplinary action up to and including discharge.

Driver's Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Driver EMAIL: \_\_\_\_\_

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Name (print): \_\_\_\_\_ EMAIL: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do not write below this line – Office use only

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

Vehicle Dispatcher: \_\_\_\_\_ Date: \_\_\_\_\_



## **ATTACHMENT C – HOME-GENERATED SHARPS CONSOLIDATION**



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531  
Phone (707) 465-1100 Fax (707) 465-1300

06 April 2012

Mr. Brian McNally, Local Enforcement Agent  
Del Norte County Department of Environmental Health  
981 H Street, Suite 110  
Crescent City, CA 95531

SUBJECT: Limited Quantity Hauling Exemption Application Packet

Dear Mr. McNally:

Our agency is applying for a limited quantity hauler exemption (LQHE) for the purpose of collecting sharps from at least two locations in Del Norte, and bringing the sharps for storage and/or consolidation at the Del Norte County Transfer Station inside the permanent household hazardous waste building.

As we have discussed on several occasions, the Del Norte Solid Waste Management Authority (Authority) would like to have the Open Door Clinic, the Del Norte Senior Center and the Del Norte County Transfer Station be officially designated as 'home generated sharps consolidation points' as described in California Health and Safety Code 117904 (quoted below):

*"117904. (a) In addition to the consolidation points authorized pursuant to Section 118147, the enforcement agency may approve a location as a point of consolidation for the collection of home-generated sharps waste, which, after collection, shall be transported and treated as medical waste.*

*(b) A consolidation location approved pursuant to this section shall be known as a "home-generated sharps consolidation point."*

*(c) A home-generated sharps consolidation point is not subject to the requirements of Chapter 9 (commencing with Section 118275), to the permit or registration requirements of this part, or to any permit or registration fees, with regard to the activity of consolidating home-generated sharps waste pursuant to this section.*

*(d) A home-generated sharps consolidation point shall comply with all of the following requirements:*

*(1) All sharps waste shall be placed in sharps containers.*

*(2) Sharps containers ready for disposal shall not be held for more than seven days without the written approval of the enforcement agency.*

*(e) An operator of a home-generated sharps consolidation point approved pursuant to this section shall not be considered the generator of that waste.*

*(f) The medical waste treatment facility which treats the sharps waste subject to this section shall maintain the tracking documents required by Sections 118040 and 118165 with regard to that sharps waste."*

I have confirmed through the website of the California Department of Public Health website ([www.cdph.ca.gov](http://www.cdph.ca.gov)) that you are the local enforcement agent empowered to approve this application, though for consistency, I have used or referred to forms available through the CDPH website to provide you the information you need for your review and future reference. For example form CDPH 8664 provides a checklist to track this application process. Based on that checklist, the contents of this application include:

1. Home Generated Sharps Consolidation Applications (CDPH 8663) for:
  - a. The Del Norte County Transfer Station
  - b. The Open Door Clinic
  - c. The Del Norte Senior Center
2. Application for the Limited Quantity Hauling Exemption for specific staffpersons from the Del Norte Solid Waste Management Authority.
3. The 'Need' Statement on the following page.
4. Fee payment of \$25.

**Additional program information:**

**Sharps Collections:** Authority staff have attached and application for a Limited Quantity Hauling Exemption for Sharps using form CDPH 8664 to collect 38 gallon sharps containers from these locations for consolidation at the Del Norte County Transfer Station. Each full 38 gallon sharps container is estimated to hold up to 19 pounds of sharps. Authority staff will collect one container at a time and provide empty containers at the time of collection.

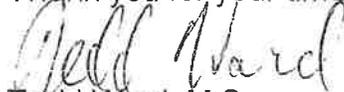
**Building where sharps will be stored and consolidated: the permanent household hazardous waste building. The home generated sharps consolidated at this facility will not be treated in any way prior to collection for disposal by a licensed medical waste hauler.**

**Copies of form CDPH 8664 will be used as a Medical Waste Log,** to record sharps collections by Authority staff, per California Health and Safety Code section 118030. Completed log sheets will be stored inside the HHW building at the Del Norte County Transfer Station for at least three years.

Under California Health and Safety Code 117904 (d) (2) quoted on the previous page, 38 gallon containers at the home generated sharps consolidation points will be 'ready for disposal' when they are filled. Sharps consolidation containers from kiosks accessible to the public will be collected by Authority staff within seven days of receiving notice that such containers are full.

**Requested maximum period of time from the time sharps are first accumulated at the Del Norte County Transfer Station until such sharps are collected: Nine (9) months.** The Authority requests this extended period for consolidation to improve the economics of collecting the consolidated sharps for disposal, and controlling program costs is essential if we are to provide sustainable convenient locations for people to legally dispose of their home-generated sharps. The location where the sharps consolidation containers will be stored awaiting collection is not accessible to the general public.

Thank you for your time and consideration,

  
Tedd Ward, M.S.  
Program Manager



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

**Need Statement:** The Del Norte Solid Waste Management Authority (Authority), a joint powers authority of the City of Crescent City and the County of Del Norte, administers all solid waste and recycling programs in Del Norte County. As of March 2012, the Authority-administered Del Norte County Transfer Station at 1700 State Street in Crescent City is the only agency or business accepting home-generated sharps such as needles and lancets in Del Norte County. As the Program Manager for the Authority, one of my roles is administration of permit responsibilities, compliance, and related documentation for all solid waste facilities in Del Norte County, including the Del Norte County Transfer Station. The Authority is working to increase the convenience of proper disposal of home-generated sharps by establishing additional Sharps Drop-off Points in Del Norte County, our agency needs a Limited Quantity Hauling Exemption (LQHE). Under an approved LQHE, I or another member of the Authority staff would collect sharps from designated public Sharps Drop-off locations using the Authority's vehicle for delivery to the Del Norte County Transfer Station, where those sharps would be stored and/or consolidated by our contractor. These home-generated sharps would then periodically be collected by Sharps Solutions, 3563 Investment Blvd. #6, Hayward, CA 94545 ((510)265-0742) authorized under the California Department of Public Health as Medical Waste Transporter #5997.



## California Medical Waste Management Program HOME-GENERATED SHARPS CONSOLIDATION APPLICATION

Applicant Information	Transporter
Applicant <b>Del Norte Solid Waste Management Authority</b>	Name <b>Sharps Solutions</b>
Contact Person/ Title <b>Tedd Ward, Program Manager</b>	Contact Person <b>Larry McCarty</b>
Address <b>1700 State Street Crescent City, CA 95531</b>	Address <b>3563 Investment Blvd #6, Hayward, CA</b>
Phone <b>(707) 465-1100</b> FAX <b>(707) 465-1300</b>	Phone <b>(510) 265-0742</b>
Application Type <input type="checkbox"/> Pharmacy <input type="checkbox"/> Clinic <input type="checkbox"/> Hospital <input type="checkbox"/> Lab <input type="checkbox"/> Landfill <input checked="" type="checkbox"/> Household Hazardous Waste Facility <input checked="" type="checkbox"/> Transfer Station <input type="checkbox"/> Other	Hazardous Waste Registration Number <i>Medical Waste Transporter</i> <b>5997</b>

Site Name (if different from above) <b>Del Norte County Transfer Station</b>	Accept waste from <input checked="" type="checkbox"/> General Public <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Members <input type="checkbox"/> Patients <input type="checkbox"/> Others _____
Address <b>1700 State Street, Crescent City, CA 95531</b>	Days of Operation <input type="checkbox"/> 5 days/week <input checked="" type="checkbox"/> 7 days/week <input type="checkbox"/> Other _____
Contact Person/ Title <b>Tedd Ward, Program Manager</b>	
Phone <b>(707) 465-1100</b> FAX <b>(707) 465-1300</b>	
Type of Collection Unit <input checked="" type="checkbox"/> Kiosk <input type="checkbox"/> Wall-mounted <input type="checkbox"/> Mail-Back Sharp System: (Company) _____ <input checked="" type="checkbox"/> Other _____	
Description of Secured Storage Area: <b>Permanent Household Hazardous Waste Building</b>	

List this consolidation point on the CDPH website?  yes     no    Public Contact Phone: **707 465-1100**

Applicant Signature PRINT NAME: <b>TEDD WARD</b> SIGNATURE: <i>Tedd Ward</i>	Please notify the Department if you stop accepting home-generated sharps at an approved consolidation point. TITLE: <b>Program Manager</b> DATE: <b>06 APR 12</b>
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**\*NOTE:** If pick-up from the consolidation point is to be less frequent than once every thirty (30) days, this document will serve as a request that the Department approves less frequent service by the transporter. Department approval of this application is your authorization to extended storage.

The Board of Pharmacy does authorize pharmacies to accept the return of sharps waste in an approved sharps container.

For more information, the Medical Waste Management Act (California Health and Safety Code, Section 117600, et seq. is available at <http://www.cdph.ca.gov/certlic/medicalwaste>) states the operational requirements for Home-Generated Sharps Consolidation Points in Sections 117904 and 118147.

If you are a registered medical waste generator, the Medical Waste Management Act, Section 118147, provides a mechanism for your facility to accept home-generated sharps. Please contact your enforcement agency for more information.

Upon completion, mail this form to: **California Department of Public Health  
Medical Waste Management Program, MS 7405  
P.O. Box 997377, Sacramento, CA 95899-7377**

### FOR DEPARTMENT USE ONLY

Reviewed by	Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
		Reason:	



## California Medical Waste Management Program HOME-GENERATED SHARPS CONSOLIDATION APPLICATION

Applicant Information	Transporter
Applicant <u>Del Norte Solid Waste Management Authority</u>	Name <u>Del Norte Solid Waste Management Authority</u>
Contact Person/ Title <u>Tedd Ward, Program Manager</u>	Contact Person <u>Tedd Ward, Program Manager</u>
Address <u>1700 State Street Crescent City, CA 95531</u>	Address <u>1700 State Street, Crescent City, CA 95533</u>
Phone <u>(707) 465-1100</u> FAX <u>(707) 465-1300</u>	Phone <u>(707) 465-1100</u>
Application Type <input type="checkbox"/> Pharmacy <input type="checkbox"/> Clinic <input type="checkbox"/> Hospital <input type="checkbox"/> Lab <input type="checkbox"/> Landfill <input type="checkbox"/> Household Hazardous Waste Facility <input type="checkbox"/> Transfer Station <input checked="" type="checkbox"/> Other <u>Senior Center</u>	Hazardous Waste Registration Number <u>Limited Quantity Hauler Exemption</u>

Site Name (if different from above) <u>Del Norte Senior Center</u>	Accept waste from <input checked="" type="checkbox"/> General Public <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Members <input type="checkbox"/> Patients <input type="checkbox"/> Others _____
Address <u>1765 Northeast Drive</u>	Days of Operation <input checked="" type="checkbox"/> 5 days/week <input type="checkbox"/> 7 days/week <input type="checkbox"/> Other _____
Contact Person/ Title <u>Amarda Haney, Manager</u>	
Phone <u>(707) 464-3069</u> FAX <u>(707) 464-5096</u>	

Type of Collection Unit  
 Kiosk    Wall-mounted    Mail-Back Sharp System: (Company) \_\_\_\_\_    Other \_\_\_\_\_

Description of Secured Storage Area:

List this consolidation point on the CDPH website?    yes    no      Public Contact Phone: 707 464-3069

Applicant Signature PRINT NAME <u>TEDD WARD</u>	Please notify the Department if you stop accepting home-generated sharps at an approved consolidation point. TITTLE <u>Program Manager</u>
SIGNATURE <u>Tedd Ward</u>	DATE <u>06 APRIL 2012</u>

**\*NOTE:** If pick-up from the consolidation point is to be less frequent than once every thirty (30) days, this document will serve as a request that the Department approves less frequent service by the transporter. Department approval of this application is your authorization to extended storage.

The Board of Pharmacy does authorize pharmacies to accept the return of sharps waste in an approved sharps container.

For more information, the Medical Waste Management Act (California Health and Safety Code, Section 117600, et seq. is available at <http://www.cdph.ca.gov/certlic/medicalwaste>) states the operational requirements for Home-Generated Sharps Consolidation Points in Sections 117904 and 118147.

If you are a registered medical waste generator, the Medical Waste Management Act, Section 118147, provides a mechanism for your facility to accept home-generated sharps. Please contact your enforcement agency for more information.

Upon completion, mail this form to: **California Department of Public Health**  
 Medical Waste Management Program, MS 7405  
 P.O. Box 997377, Sacramento, CA 95899-7377

FOR DEPARTMENT USE ONLY			
Reviewed by	Date	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
		Reason:	



## California Medical Waste Management Program HOME-GENERATED SHARPS CONSOLIDATION APPLICATION

Applicant Information	Transporter
Applicant <u>Del Norte Solid Waste Management Authority</u>	Name <u>Del Norte Solid Waste Management Authority</u>
Contact Person/ Title <u>Tedd Ward, Program Manager</u>	Contact Person <u>Tedd Ward, Program Manager</u>
Address <u>1700 State Street Crescent City, CA 95531</u>	Address <u>1700 State Street, Crescent City, CA 95531</u>
Phone <u>(707) 465-1100</u> FAX <u>(707) 465-1300</u>	Phone <u>(707) 465-1100</u>
Application Type <input type="checkbox"/> Pharmacy <input checked="" type="checkbox"/> Clinic <input type="checkbox"/> Hospital <input type="checkbox"/> Lab <input type="checkbox"/> Landfill <input type="checkbox"/> Household Hazardous Waste Facility <input type="checkbox"/> Transfer Station <input type="checkbox"/> Other	Hazardous Waste Registration Number <u>Limited Quantity Hauler Exemption</u>

Site Name (if different from above) <u>Open Door Community Health</u> Address <u>550 E. Washington Blvd</u> Contact Person/ Title <u>Sharadeen Murphy or Hilda Contreras</u> Phone <u>(707) 465-6925</u> FAX <u>(707) 465-1285</u>	Accept waste from <input checked="" type="checkbox"/> General Public <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Members <input type="checkbox"/> Patients <input type="checkbox"/> Others _____  Days of Operation <input checked="" type="checkbox"/> 5 days/week <input type="checkbox"/> 7 days/week <input type="checkbox"/> Other _____
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Type of Collection Unit  
 Kiosk     Wall-mounted     Mail-Back Sharp System: (Company) \_\_\_\_\_     Other \_\_\_\_\_

Description of Secured Storage Area:  
Locked kiosk for receiving home generated sharps

List this consolidation point on the CDPH website?     yes     no    Public Contact Phone: 707 465-6925

Applicant Signature PRINT NAME <u>TEDD WARD</u> SIGNATURE <u>Tedd Ward</u>	Please notify the Department if you stop accepting home-generated sharps at an approved consolidation point. TITLE <u>Program Manager</u> DATE <u>06 APRIL 2012</u>
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If you are a registered medical waste generator, the Medical Waste Management Act, Section 118147, provides a mechanism for your facility to accept home-generated sharps. Please contact your enforcement agency for more information.

Upon completion, mail this form to: **California Department of Public Health  
 Medical Waste Management Program, MS 7405  
 P.O. Box 997377, Sacramento, CA 95899-7377**

### FOR DEPARTMENT USE ONLY

Reviewed by	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Reason:
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# APPLICATION AND CONDITIONS



This Limited Quantity Hauling Exemption (LQHE) Application applies pursuant to Health and Safety Code (HSC), Division 104, Part 14, Section 118030, if any facility personnel are authorized to transport regulated medical waste from the point of generation to a point of storage or treatment. Your facility must also be registered as a LQG or a SQG. LQHE is obtainable if the following conditions are met:

1. An agency that generates less than 20 pounds of medical waste per week per staff member, each of who transports less than 20 pounds of medical waste at one time as specified in Section 118030. **OR**
2. A healthcare professional whose practice generates less than 20 pounds of medical waste per week per staff member, each of who transports less than 20 pounds of medical waste at any one time as specified in Section 118030. **AND**
3. The practice or agency maintains **tracking document or log sheet** with the required contents as specified in Section 118040. (See example.)
4. The generator or a designated staff member of your facility transports the medical waste to a permitted medical waste treatment facility, permitted transfer station, or another point of consolidation as defined in Sections 118140 or 118145. Home healthcare facilities may accept medical waste only from their staff members operating under this exemption.
5. A copy of a current LQHE certificate, a staff list, and **tracking document/log sheet, MUST** be in the specified employee's possession while transporting the medical waste.
6. The practice or agency notifies the Department of any changes in the information supplied on this form.
7. The practice or agency completes this form and submits **Need Statement** describing the relationship between your facility, the person(s) transporting the waste and the point of waste consolidation.
8. The practice or agency submits an annual fee along with this application. Annual renewals are billed at the same rates.

Limited Quantity Hauling Exemption fees:

1-4 names = \$25      5-9 names = \$5 additional per name      10 or more names = \$50 total fee

9. Consolidation arrangements other than pick-up by a permitted medical waste transporter (such as deposit for consolidation with another facility not part of your organization) must be verified with a letter of acknowledgement from that facility. Please ensure that this letter includes the full name, address, and telephone number for the facility, as well as the name of a contact person, and submit a copy with this application.

Generator Information (LQG or SQG)		Permitted Treatment Facility	
Name Del Norte Solid Waste Management Authority		Name	
Address Del Norte County Transfer Station: 1700 State Street		Address	
City, State, ZIP code Crescent City, CA 95531		City, State, ZIP code	
County Del Norte County		Transporter to treatment facility (if applicable)	
Telephone number 707-465-1100	Fax number 707-465-1300	Name Sharps Solutions	Telephone number 510-265-0742

Location of consolidation for pick-up : Del Norte County Transfer Station 1700 State Street, Crescent City, CA 95531

**Employees authorized to transport medical waste:**

1. Tedd Ward	3.
2. Kyra Seymour	4.

*(If additional names are to be added, attach separate sheets as needed.)*

Signature of Generator <i>Tedd Ward</i>	Date 06 APRIL 2012
Name of generator (please print or type) TEDD WARD	Title Program Manager



**COUNTY OF DEL NORTE**  
COMMUNITY DEVELOPMENT DEPARTMENT

981 "H" Street, Suite 110  
Crescent City, California 95531

Fax (707) 465-0340

Planning (707) 464-7254	Engineering & Surveying (707) 464-7229	Roads (707) 464-7238	Building Inspection (707) 464-7253	Code Enforcement (707) 464-7254	Environmental Health (707) 465-0426
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**DATE:** 1/10/2018 **AGENDA DATE:** 1/16/2018  
**TO:** Del Norte County Abandoned Vehicle Abatement Service Authority  
**FROM:** Dominic Mello, Code Enforcement Officer  
**SUBJECT:** Quarterly Report for First Quarter Abatement Activities.

**RECOMMENDATION FOR BOARD ACTION:** Approve and Accept the Quarterly Report

**SUMMARY/DISCUSSION**

See attached Exhibit A for first quarter report for the AVA Service Authority.

Cost figures are expenses paid during the quarter specified. The number of vehicles represents actual number of vehicles abated by means of tow or voluntary abatement during specified quarter.

Number of automobiles/trailers/RV's voluntary abatement in first quarter: 2

Number of automobiles towed in first quarter: 1

Number of trailers/recreational vehicles towed in first quarter: 3

Abatement funds available at the end of the first quarter: \$ 27,247.96

Once the State Controller's Office has posted the second quarter revenue, staff will return with an updated report. While the first quarter ended with a \$27,247.96 balance, expenditure for second quarter indicate a \$ 23,782.16 balance as of the writing of this report.

7.1

