

**ENTRANCE FACILITY OPERATIONS
PLAN
For
CENTRAL MAUI LANDFILL**

Prepared by

County of Maui

Department of Environmental Management
Solid Waste Division
2200 Main Street, Suite 225
Wailuku, Hawaii 96793

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1 INTRODUCTION

The Entrance Facility Operation Plan (the Plan) describes the proper operation of the Central Maui Landfill (CML) transfer station and recycling convenience center. It is a part of the facility permit application submitted to the Hawaii Department of Health. Because the facility operating permit is based on performance of the procedures stated in this Plan, facility operators and administrators must adhere to it. Continued operation depends on thorough and effective implementation of the Plan.

All managers, operators, and administrators at the CML must be familiar with facility operations, maintenance, monitoring, and reporting requirements. Proper operation and maintenance of the design features, environmental controls, and monitoring systems will achieve the required performance of the facility.

The Plan outlines the landfill entrance operations and presents information necessary for site permitting. An Operations Plan is required by Hawaii Administrative Rules, Title 11, Chapter 58.1 (11 HAR 58.1) and the site's operating permit.

The Plan will be amended throughout the life of the site based on design improvements, experience, or changed conditions. The County will modify the Plan from time to time as necessary, and submit changes to the Hawaii Department of Health. The affected sections of the Plan will be identified by the revision date.

This Operation Plan must be kept in the CML landfill office for reference by CML landfill operators, Hawaii Health Department inspection personnel, and Maui Department of Environmental Management personnel. general Site Description

1.1 General

The CML is a municipal solid waste (MSW) disposal facility owned by Maui County and operated by the Department of Environmental Management. This plan is prepared for the CML entrance and transfer station and recycling convenience center located at the CML and is considered to be part of the CML facilities.

1.2 Permits and Regulatory Compliance

The CML and the Entrance Facility waste transfer station and recycling convenience center operate subject to conditions and provisions of the Hawaii Administrative Rules Title II, Chapter 58.1 and County of Maui Rules, Chapter 15-3. CML currently operates under Solid Waste Management Permit No. LF-0089-08 issued by the Hawaii Department of Health.

1.3 Location

CML is located as shown in Figure 1, on the isthmus between West Maui and Haleakala, approximately 14,000 feet southeast of the Kahului Airport. The Tax Key Map identification for the site is TMK (2) 3-8-19.

Figure 2 presents an overall site plan for the entrance area illustrating onsite structures, storage areas, offices, waste transfer, recycling drop-off, and maintenance areas. Property boundaries are also identified as well as site drainage.

1.4 Operating Hours

The facility is closed on Sundays and accepts waste and recyclables only during the following hours:

- Monday through Saturday from 6:00 a.m. to 3:00 p.m.
- County of Maui Holidays from 6:00 a.m. to 12:00 p.m.

These hours are posted on the entrance sign along with identification of County of Maui as the owner and operator of the facility and a list of unacceptable wastes.

1.5 Personnel

A minimum of two CML employees should be at the Entrance Facility waste transfer and recycling convenience center during operating hours to manage the incoming waste and recyclables in a safe and efficient manner. This may include a labor, landfill attendant, equipment operator, scalehouse attendant, or Site Supervisor. The landfill Site Supervisor provides management oversight of the waste transfer and recycling drop-off staff and activities, observing operations regularly throughout the day.

Landfill attendants are responsible for screening for unacceptable materials, directing customers to the correct unloading location, and maintaining the unloading areas in a safe, clean, workable condition.

Equipment operators are responsible for shuttling roll-offs from Station 2 to the landfill disposal area, and maintaining roads and drainage.

Laborers are tasked and responsible for litter control and pickup in and around the transfer station and recycling drop-off areas. Labors also provide assistance to other landfill personnel as directed.

Station 2 is to be staffed at all times during working hours. Equipment operators will transport roll-offs to be at the working face as needed.

1.6 Equipment

Major operating equipment at the Entrance Facility as of February 2017 includes the following:

Equipment Type	Make, Model, County ID No.
Wheel Loader	Case 921 No. 111
Backhoe	Case 580-MT No. 53
Water Truck	Peterbilt No.1506
Service Truck	2007 No.1392
Dump Truck	Dump Truck No.1146
Roll-off Truck	Roll-off Truck No. 1214
	Roll-off Truck No. 1217
	Roll-off Truck No. 1458
	Roll-off Truck No. 1459

At least one roll-off truck shall be in operation at all times.

2 SITE UTILIZATION CONCEPT

2.1 Site Plan

Figure 2 is the overall site plan for CML showing the entrance area, disposal areas, and associated facilities.

Access to Entrance Facility is by an all-weather access road from Pulehu Road hosting structures and activities that are directly related to and supportive of landfill, transfer station and recycling convenience center operations. The Entrance Facility features the following:

- Paved access road
- Gated entrance
- Scale and scalehouse with radiation monitor
- Administration building, including offices, an employee break room, and locker rooms
- Drop boxes for residential self-haul customers to deposit waste
- Residential recycling area with bins for recyclable materials
- Non-Potable water storage tank for domestic and fire control

The following areas host activities associated with the Entrance Facility waste transfer and recycling operation:

- Station 1 – Residential Recyclable Drop-Off Area
- Station 2 – Residential and Commercial Self-Haul Waste Drop-Off and Residential Special Waste Storage Area

2.2 Access

The CML is accessed by an entry from Pulehu Road. The gate at the entrance is to be locked at all times when the site is unattended and during closed hours when the facility is not open to the public. Keys to the gate are limited to landfill employees. Distribution of additional keys must be authorized by appropriate County of Maui employees. The paved road has sufficient queuing for at least 30 self-haul customers when a single lane is occupied.

A sign installed at the entrance will be maintained in good condition and appearance. The sign identifies the CML by name, indicates the operating days and hours, waste materials not accepted, and the name, address and telephone number of the site operator (Maui County Environmental Management Department). It indicates that all non-landfill users entering the facility must check in at the office.

The entrance facility roads has all-weather asphalt paving. It serves the transfer trucks, commercial route trucks, and other vehicles delivering loads directly to Station 1 and 2 as well as the active landfill area. The entrance facility incorporates drainage control and turnouts to the minor access roads. It is to be maintained in good repair to provide trucks and other vehicles easy transit. Dust control is to be practiced as needed. The gates to the entrance facility and operating area are to be closed and locked during non-open hours.

2.3 Utilities

Electrical: Power to the entrance facility is three-phase 120/208 V.

Water: Bottled water is provided for drinking purposes. Non-potable water for domestic use and fire control is delivered to the storage tank by tanker truck from existing off-site domestic supply sources.

Sanitary: Sewage disposal from facilities in the administration building is by on-site septic tank and drain field.

Communications: Telephone service is provided to the site. 2-way radios are currently used for communications between operations personnel.

3 OPERATIONS

This section summarizes information regarding facilities and operating procedures for the residential recycling convenience center and residential and commercial transfer station located in the CML entrance area.

3.1 Waste Acceptance and Storage

The CML Entrance Facility transfer station is permitted to receive household and commercial waste as defined in HAR Section 11-58.1-03. In addition, the Entrance Facility accepts residential construction and demolition waste, and receives and temporarily stores special wastes and source separated recyclable materials from residential sources.

The following waste types are not allowed for disposal:

- Regulated hazardous waste
- Radioactive waste
- PCB waste
- Untreated medical waste/infectious waste
- Liquids in bulk containers (larger than normal household containers)
- Residential loads containing more than 50% green waste
- Scrap automobiles
- Whole motor vehicle items
- Compressed gas tanks
- Regulated asbestos containing material
- Commercial loads containing more than 25% green waste

In Fiscal Year 2016 (July 2015 through June 2016), the Entrance Facility transported approximately 60-tons of waste per day to the CML active landfill.

3.2 Recyclable Drop-off Area- Station 1

The residential recycling area is located near the site entrance. It accepts only the following source-separated materials:

- Corrugated cardboard
- Newspaper
- Paper Bags
- Glass Containers
- Plastic Containers
- Bi-Metal Containers
- Scrap Metal

These recyclable materials listed above are only accepted if free of fluids and/or contaminants (i.e. paints, oils, solvents, etc.). Leaded glass is not acceptable.

Station 1 constructed with eight unloading positions for four (4) below-grade containers, 2 of which are used for corrugated cardboard and the other 2 for scrap metal. Three large containers are set above-grade for glass, plastics and newspaper, and one small container is provided for bi-

metal cans. The facility generally operates as an unattended convenience station for residents to drop off their source-separated recyclables. Landfill personnel located in the nearby administration building, operations personnel at the scalehouse or residential waste drop-off facility are available to periodically monitor Station 1 and advise customers on locations for recycling materials not accepted.

The County contracts with a commercial collection company to service the facility and haul full bins to a licensed recycler for processing or transport to markets. Landfill and contractor personnel perform routine housekeeping duties to maintain the facility in a clean and orderly condition. Currently, the final disposition for recyclables and scrap metals is Maui Disposal and Hammerhead Metals respectively.

The maximum storage capacity for recyclable materials is as follows:

- Four 20-cubic yard roll-offs or compactors below grade
- Five 20-cubic yard roll-offs at grade

3.3 Self-Haul Waste Drop-off Area – Station 2

Members of the general public who bring refuse to the site are directed to bypass the scales and unload their waste into roll-off bins set below grade. Five bins are provided, each of which is set below two designated stations into which customers back their vehicles for unloading. A landfill attendant inspects loads as they arrive and directs customers to a designated area, and prevents customers from trying to scavenge waste. Unacceptable loads containing greater than 50% green waste are diverted to the EKO green waste processing facility.

Only commercial customers utilizing non-hydraulic vehicles are allowed to dispose of waste at the Station 2 drop-off area. These commercial customers are first directed to scalehouse for initial screening and weighing prior to offloading at Station 2. This is done as a safety precaution to prevent commercial customers from having to manually offload at the active landfill area. After unloading at Station 2 the customer may be directed back over the scale to weigh out or to exit the facility.

When the waste bins are full, the loading stations are blocked off while the bins are pulled, weighed at the scalehouse, hauled to the adjacent landfill, emptied at the active face and returned to the self-haul unloading facility.

Stormwater from the vehicle maneuvering area is collected in the site's general stormwater system and drained to the sedimentation basin at the northeast corner of the Phase IV area. Runoff from the area where the roll-off bins are located is collected in a designated catch basin and drained by gravity to a sump located next to the leachate storage facility. It is transferred by a float-actuated pump from the sump to the leachate storage tanks, and managed along with landfill leachate.

The maximum storage capacity for collected household waste is as follows:

- Household Waste Limit: Eight 20-cubic yard roll-offs

3.4 Special Waste

Station 2 may also accept and store special wastes including used motor oil, scrap tires, white goods, and lead acid batteries from residents using non-commercial vehicles. Commercial customers are prohibited from disposing of special waste at Station 2. The Station 2 attendant and other facility personnel reserve the right to refuse service to customers. Customers attempting to dispose of excessive quantities of special waste, or utilize services frequently will be questioned by the Station 2 attendant and may be denied disposal.

Processing of special wastes such as the removal of refrigerant from white goods is prohibited.

3.4.1 Used Motor Oil

Used motor oil (UMO) is collected, stored and transported in accordance with HAR Section 11-279. UMO is contained in 55-gallon drums on spill pallets, enclosed in a locked shipping container providing overhead cover adjacent to Station 2. Upon confirmation that UMO is from a residential source, the Station 2 attendant will unlock the container and allow the customer to dispose of UMO. The County is currently contracted with Unitek to recycle received UMO.

Up to eight 55-gallon drums of UMO may be stored at CML.

3.4.2 Used Tires

Only tires free of oil, grease, gasoline and diesel, and other contaminants are accepted in accordance with HRS Section 342 I. Tires are stored in a roll-off container located at Station 2 or next to the landfill gas processing facility. Tires should be stored no longer than 2-weeks to minimize the accumulation of water and associated vectors. The facility may increase the storage time of tires to accommodate a full 20-cubic yard roll-off provided that the roll-off is covered to prevent the accumulation of water and poses no danger to human health or the environment. Whenever possible, the tire storage roll-off shall maintain 30-foot clear buffer for fire protection and emergency access. The County is currently contracted with Unitek for recycling of old tires.

Up to one 20-cubic yard roll-off container of tires may be stored at CML.

3.4.3 White Goods

White goods that enter the facility shall be unloaded properly and stored in an upright position. The facility is not allowed to process (i.e. remove refrigerant, oils, lubricants, etc.) from white goods. Care shall be taken by operations personnel when handling white goods so as to not cause the release of refrigerants during storage or transport. The County is currently contracted with Hammerhead Metals for recycling of white goods.

Up to 25-pieces of white goods are allowed to be received and stored at Station 2 or the area next to the landfill gas processing facility.

3.4.4 Lead Acid Batteries

Lead acid batteries are stored in a locked leak proof shipping container located at Station 2. Customers disposing of batteries will be screened to confirm they are residential, and upon confirmation, unlock the container and store the battery. Batteries may be stored for up to one month at no greater than the floor space of one 20-cubic yard container. Battery collection,

disposal and recycling requirements shall be in accordance with HRS 342I. Cracked or leaking batteries must be managed as hazardous waste in accordance with applicable requirements.

3.5 Operational Issues

A landfill attendant is on duty at Station 2 during all operating hours. The attendant's duties include the following:

- Supervise the vehicle queue and direct customers to a specific unloading station
- Inspect each load before and during dumping into the roll-off bins to prevent unacceptable materials from being discharged. Ensure no burning or smoldering materials are deposited in the bins.
- Direct customers with unacceptable loads or materials to an appropriate alternative location for disposal
- Block off unloading bays when the roll-off bin is full, and communicate with roll-off truck drivers to minimize bay downtime during bin change-out
- Pick up litter in the area as time allows

Station 2 is most heavily used on weekends, when daily volumes of 60 to 80 tons are common, with the average load per vehicle of approximately 200 pounds. During peak weekend hours the County has under consideration the following measures to alleviate the queue of self-haul vehicles waiting to unload to extend all the way back to the site entrance at Pulehu Road:

- A second roll-off truck may be put on duty during peak weekend hours to reduce the amount of time unloading stations are out of service during bin change-out.
- Larger bins may be acquired for use in the facility, to increase the time between bin change-outs and increase the available time for each unloading position
- The bypass lane, which normally is available for customers may be used for queuing during peak hours
- A second landfill attendant may be put on duty during peak weekend hours to improve traffic management and ensure proper supervision of customers is provided
- As a long-term improvement, a facility expansion may be considered.

A permanent wind barricade directly upwind of the residential drop-off area was constructed to mitigate the strong afternoon winds that blow directly across the waste bins toward the customers who are dumping material into the bins.

3.6 Unloading of Waste and Recyclables

The unloading of solid waste will be in one of 5 bays at Station 2 and 4 bays in Station 1.

The unloading of waste and recyclables in unauthorized areas is prohibited. Any material deposited in an unauthorized area will be removed immediately and managed properly. A landfill attendant will be present at Station 2 at all times during operating hours to monitor all incoming loads of waste, and will direct traffic to the appropriate unloading area.

Landfill attendants will monitor the incoming loads. These personnel will be familiar with the rules and regulations governing the various types of waste that can or cannot be accepted into the facility. The personnel will also have a basic understanding of both industrial and hazardous waste and their transportation and management requirements. The facility is not required to accept any

solid waste that may cause problems in maintaining full and continuous compliance with its permit and applicable regulations.

Personnel have the authority and responsibility to reject unacceptable waste, have unauthorized material removed by the transporter, and/or assess appropriate surcharges, or have the unauthorized material removed by on-site personnel and otherwise properly managed by the facility. Any prohibited waste not discovered until after unloading will be placed back in the offending transporter's vehicle, if possible, or otherwise returned promptly to the transporter or generator of the waste. The driver may be advised where the waste may be managed or disposed of legally and will be responsible for the proper handling of this rejected waste.

Facility personnel will keep vigilant watch for compliance with operating requirements. Signs with directional arrows and/or portable traffic barricades will help to restrict traffic to designated unloading locations. In addition, rules for waste receipt and prohibited waste will be prominently displayed on signs at the facility entrance.

3.7 Storage Requirements

All solid waste, special waste, and recyclables will be stored in such a manner that it does not constitute a fire, safety, or health hazard or provide food or harborage for animals and vectors, and shall be contained or bundled so as not to result in litter.

The Station 1 storage area for source separated recyclable materials is separate from the solid waste transfer station at Station 2. Control of odors, vectors, and windblown waste from the storage areas will be maintained through implementation of good housekeeping practices and use of well-maintained storage bins.

Special wastes received will be segregated and stored in accordance with Section 3.4 in areas indicated in Figure 2.

4 ENVIRONMENTAL CONTROLS

4.1 Leachate Management System

4.1.1 General

Station 2 roll-off bays drain into a central catch basin which is connected to a second catch basin located next to the CML Leachate Tankfarm. The catch basin system is designed to collect water that has contacted waste and percolated from waste received at Station 2. All runoff from Station 2 is gravity fed to the second catch basin where it is then pumped into eight, four-thousand gallon HDPE above-ground storage tanks at the

4.1.2 Leachate Disposal

All leachate resulting from the operation of Station 2 disposed of through one of three following mechanisms:

- Reintroduced into the landfill waste mass*;
- Transported to a Waste Water Treatment Facility*;
- Used for litter control at the active landfill working face*

**For more information and limitations regarding leachate disposal, see CML Operations Plan Section 4.7.*

Contaminated water and leachate will be collected and contained until properly managed.

4.2 Stormwater Management Facilities

A stormwater "Notice of General Permit Coverage" issued by the State of Hawaii Department of Health governs the management and discharge of stormwater from CML operations, which specifies discharge conditions to be met (see CML Operations Plan Appendix B-3). An updated Stormwater Pollution Control Plan was prepared in August 2007 for submittal with the County's application for renewed stormwater discharge permits for Phases I, II and IV. A copy of the plan is contained in Appendix I.

4.3 Waste Screening

The waste inspection program includes the set of waste acceptance criteria listed below. These criteria meet or exceed the state's criteria for solid waste handling. CML will not accept any waste that does not comply with the control criteria. These criteria include at least the following five major components:

- Inquiry by scale house attendant.
- Visual check of loads by scale house attendant.
- Random waste inspections at unloading point.
- Reference to list of unacceptable materials and recording previously rejected materials by source.

If a waste appears to be nonconforming, the waste rejection procedures are implemented. All operations personnel are informed of the implications of accepting nonconforming wastes to CML and themselves.

If unacceptable wastes are identified, they are to be handled in accordance with regulatory requirements for that class of waste. The waste should either be returned to the source, or shipped to a proper disposal facility permitted to accept it. The customer discharging the waste may be notified about the unacceptable material and informed of the waste acceptance criteria. The County will notify the DOH if a regulated hazardous waste or PCB waste is discovered at CML.

4.4 Hazardous Waste Exclusion Program

The County has implemented a Hazardous Waste Exclusion Program at CML. This program was developed to comply with 40 CFR 258.20 and involves waste acceptance procedures that prohibit the receipt of hazardous wastes. A copy of this program is included in *Appendix F* in the *Central Maui Landfill Operations Plan*.

4.5 Fire Protection

Station 2 is equipped with Type ABC fire extinguishers at locations recommended by the local fire department. Each fire extinguisher will be fully charged and ready for use at all times. Each extinguisher will be inspected on an annual basis and recharged as necessary. A qualified service company will perform these inspections, and all extinguishers will display a current inspection tag. Inspection and recharging will be performed following each use. The receiving gatehouse, and all waste management equipment and vehicles will be equipped with fully charged fire extinguishers.

4.6 Spill Prevention and Control

Storage and areas are designed to control and contain spills and contaminated water from leaving the facility.

4.7 Materials along the Route to the Facility

The facility operator will take steps to encourage that vehicles hauling waste to the facility are enclosed or provided with a tarpaulin, net, or other means to effectively secure the load in order to prevent the escape of any part of the load by blowing or spilling. The operator will take actions such as posting signs, reporting offenders to proper law enforcement officers, adding surcharges, or similar measures.

4.8 Control of Windblown Material and Litter

Windblown material and litter will be controlled through several methods, including proper unloading procedures, the orientation of the facility to the prevailing wind direction, landscaping, and adequate staffing. Personnel and contractors will police the facility, including fences, access roads, and the entrance gate, every operating day to pick up and return windblown material and litter to the facility and perform such other litter control measures, as necessary.

4.9 Vector Control

Vectors are animals or insects capable of distributing pathogenic materials from the landfill to human receptors outside of the facility. The term primarily refers rodents and insects, and less commonly, dogs, deer, or other wildlife species. The measures described are applicable both at

the active area of the fill and the public transfer facility. The fencing around the landfill is intended to discourage entry by people and larger animals. The gates must be closed and locked at the end of each operating day.

4.10 Odor Control

The Entrance Facility is open air providing adequate ventilation for odor control and employee safety. The County will prevent nuisance odors from leaving the boundary of the facility. If nuisance odors are found to be passing the facility boundary, the facility operator may suspend operations until the nuisance is abated or immediately take action to abate the nuisance.

4.11 Rodent Control

Control of rodents is accomplished by eliminating food supplies and shelter or harborage. Adequate compaction, complete covering of wastes, and maintaining a clean facility without shelter for rodents is a priority assignment of landfill personnel. Traps will be set in areas where rats or mice have been observed.

4.12 Insect Control

Flies are controlled by compacting waste soon after it is placed. Complete covering of exposed waste at the end of the operating period and cleaning the containers at the entrance transfer facility is also required. Chemical controls may be used with the approval of the Solid Waste Division Chief for control of peak seasonal populations.

Mosquitoes are prevented by managing surface water to avoid stagnant puddles remaining for any period of time following rain events. The drainage system, including stormwater basins and channels in the Phases I and II area as well as the Phase IV active landfill, are inspected periodically to ensure that mosquitoes are not breeding in these facilities. If so, standing water is pumped to the on-site drainage control facilities.

4.13 Other

In the event feral dogs or cats are seen consistently using the site, the Maui Humane Society or other agency will be contacted for assistance with trapping and removing the animals.

5 RECORD KEEPING

CML will maintain an operating record in a designated area of the landfill office, including the categories of records and documents listed below.

5.1 Daily Operating Records

Each load of refuse delivered to the active landfill area is recorded by operations and weighed. On high volume days, transfer station roll-offs are assessed a unit weight in order to better service the community. Records of each load are maintained on a daily basis and are accumulated for annual reports.

5.2 Daily Log

Any unusual occurrence at the site is documented in a daily log record maintained at the site. Operations personnel are trained to report and document incidents of unacceptable waste being identified in incoming loads, accidents, severe weather conditions, fires or other unusual events. Daily logs are maintained on site for a minimum of three years.

5.3 Records Related to Hazardous Waste Exclusion

CML maintains records of the date, content and names of employees attending annual training events related to the hazardous waste exclusion program. Any reports or other detail related to waste load inspections or incidents of unacceptable waste discovered at the landfill, in addition to information in the daily log, are placed in the hazardous waste exclusion files of the operating record. For more information please reference the *Central Maui Landfill Operations Plan*.

5.4 Closure and Post-closure Plans and Data

The Entrance Facility shall be secure upon closure minimizing the potential for adverse environmental impacts. Structures not essential to post-closure maintenance may be removed or relocated. Please reference the *Central Maui Landfill Closure Plan* or more information regarding closure.

5.5 Access Control Documentation

Daily sign-in sheets for public visitors and other records documenting how CML controls access to the site and prevents unauthorized dumping will be maintained.

5.6 Training Records

Copies of employee training program agendas and attendance sheets will be maintained. Applicable training programs include those related to hazardous waste exclusion, safety, environmental compliance, emergency procedures and other elements of facility operation.

5.7 Litter Control Records

A daily record will be kept of litter control activities, and maintained in the operating record. The log will contain information on the wind conditions each day, the number of litter control personnel on site, and the volume or weight of litter collected.

5.8 Emergency Condition Reports

Any emergency incident or condition at CML is required to be documented in an incident report that will be maintained in the operating record. Emergency conditions that would be documented in the record would include fires, hazardous material spills, injury accidents, natural disasters such as floods or violent storms, and any other event that threatened the safety or security of personnel and facilities.

5.9 Adequate Storage Procedures

CML is required by permit to maintain records documenting secure storage and handling of any green waste, tires or white goods brought to the site. Documentation must show that these materials, which are prohibited from disposal, were stored, managed and removed from the site in accordance with applicable regulations. Records should include documentation of any removal and management of CFCs or other fluids from white goods prior to removal from the site to recycling facilities.

6 REPORTING

This section describes the reports that CML is obligated to submit to the Hawaii Department of Health, including special reports and regularly scheduled reports.

6.1 Incident Reports

By permit, the County must submit an Incident Report to the Department of Health whenever there is an incident that could threaten human health or the environment. Such incidents would include a fire, explosion, or release of a regulated hazardous or toxic material. Such incidents must be reported by phone or fax within 8 hours, if possible, but no longer than 24 hours after discovery of the occurrence. A written report must be submitted by mail within three days and include:

- Name, address, and telephone number of the owner and operator;
- Name, address, and telephone number of the facility at which the incident occurred;
- Name and quantity of material(s) involved;
- The extent of injuries, if any;
- Date, time and type of incident (i.e. fire, explosion, release, etc.);
- An assessment of actual or potential hazards to human health or the environment, where applicable; and
- Estimated quantity and disposition of recovered and unrecovered material that resulted from the incident.

Reports are filed using the Special Occurrences Report Form contained in Appendix K.

6.2 Non-Compliance Reports

CML must submit to DOH a written Incident Report of any occasion on which the landfill is unable to comply with any condition or limitation of the site's solid waste permit. Verbal notification of such occasions must be given to DOH within 24 hours of the occurrence, and the written Incident Report must be filed within three days of the occurrence. Each Incident Report must contain the following information, at a minimum:

- A description of the occurrence and its cause;
- The actual or anticipated time the period of non-compliance will continue; and
- Steps taken or being taken to reduce, eliminate and prevent recurrence of the non-compliance.

Reports are filed using the Special Occurrences Report Form contained in Appendix K.

6.3 Annual Operating Report

A single Annual Operating Report for the Central Maui Landfill will be submitted to the Director no later than thirty days after June 30 of each year. The annual report will detail the weight of solid waste and recyclables received at the facility, and their final disposition.