LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY

REQUEST FOR PROPOSALS
FOR
HOUSEHOLD HAZARDOUS WASTE SERVICES
TO INCLUDE
PACKAGING, TRANSPORTATION AND TREATMENT/ RECYCLING/DISPOSAL

LCSWMA™
Rethink. Recover. Renew.

NOVEMBER 2023

revised 11/29/2023

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REQUEST FOR PROPOSALS

1.0 REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS

LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY
LANCASTER, PENNSYLVANIA

HOUSEHOLD HAZARDOUS WASTE SERVICES

The Lancaster County Solid Waste Management Authority (LCSWMA) owns and operates a permanent Household Hazardous Waste (HHW) Facility. LCSWMA is requesting proposals to provide packaging, transportation and treatment/recycling/disposal of Household Hazardous Waste for LCSWMA HHW employees.

A mandatory site visit should be scheduled before the RFP submission deadline in the following paragraph. Visits should be scheduled with the contact listed below.

Proposals in response to this Request for Proposals (RFP) must be received on or before **Thursday, December 7, 2023**. Proposals received after this date and time will not be considered. Proposals shall include all of the information requested in the RFP document and be prepared at the cost and expense of the Contractor. Proposals shall be submitted to:

Ms. Kelly Morris
LCSWMA
1299 Harrisburg Pike
PO Box 4425
Lancaster, PA 17604-4425
or
via email to kmorris@lcswma.org

Each Bid must be accompanied by a certified check, bank cashier's check, trust company treasurer's check or bid bond for 10% of the Bid total based on ten percent (10%) of the annual contract value proposed by Contractor. No Bid may be withdrawn until LCSWMA awards the HHW Contract or rejects all Bids.

LCSWMA hereby reserves the right, at its sole discretion, which is understood and agreed to by all Contractors, to reject any and all proposals and to waive any omissions, errors, mistakes, defects, or irregularities in any proposal.

As a municipal authority, LCSWMA is exempt from Pennsylvania sales tax and Contractor shall not charge or collect such tax from LCSWMA.

SECTION 2.0

SCHEDULE

2.0 SCHEDULE

The following tentative dates have been established for this RFP:

Mandatory Site Visit	Contractor to schedule with LCSWMA before Proposal due date
Proposals Due	Thursday, December 7, 2023
Contract Award	Friday, December 15, 2023
Contract Commences	January 1, 2024

SECTION 3.0

PROJECT OVERVIEW

3.0 PROJECT OVERVIEW

3.1 Facility

The HHW Facility is adjacent to the LCSWMA Office at 1299 Harrisburg Pike, Manheim Township, Lancaster, Pennsylvania. The HHW Facility is 6,500 square feet. There is a layout of the HHW Facility under Appendix 1 of this RFP.

3.2 Household Hazardous Wastes

HHW consists of items which are of a composition or nature that would make them hazardous waste under existing law but for the fact that they are generated in households in small quantities, they are exempt from Resource Conservation and Recovery Act (RCRA) regulations. These items include such things as paints, pesticides, household cleaning products, pool chemicals, and other fluids, chemistry sets, photography chemicals and the like.

3.3 Laws and Regulations

During the term of the contract, the Contractor will be expected to understand and comply with the pertinent requirements of all applicable federal, state and local laws and regulations. Currently, the primary Pennsylvania legislation concerning HHW is Act 101 of 1988 and Pennsylvania Department of Environmental Protection (DEP) regulations which implement Act 101. The LCSWMA HHW program is based upon the obligations imposed by Act 101, specifically Section 1512, and its implementing regulations.

3.4 LCSWMA Preparedness, Prevention, and Contingency Plan

The LCSWMA Preparedness, Prevention, and Contingency Plan (PPC Plan) is attached to this RFP as Appendix 1. The PPC Plan defines procedures to be employed in the event of an emergency such as a hazardous material spill, fire, or similar contingency. The PPC Plan provides additional information concerning the LCSWMA HHW program and under the Contract, the Contractor will have certain responsibilities with respect to the PPC Plan.

3.5 Packaging, Transportation and Treatment/Recycling/Disposal

The Contractor shall provide service to the HHW Facility as requested by LCSWMA as needed based on quantities of material received. LCSWMA will provide the Contractor advance notice regarding the approximate quantity of material to be removed and the Contractor will arrive with sufficient numbers of qualified personnel (including chemists and technicians as required) and materials (including drums, packing material, overpack drums, etc.) to secure and pack all materials properly per DOT regulations.

The Contractor will be required to remove and transport the HHW to Contractor owned and operated Hazardous Waste Treatment, Storage and Disposal Facilities (TSDFs) which have all applicable permits and which shall be identified in an attachment to the Contract. The Contractor shall provide to LCSWMA documentation which verifies that all HHW taken from the Facility has been properly treated, recycled and/or disposed of in a legal and environmentally sound manner

at an approved TSDF or recycling facility. The Contractor shall also prepare and provide to LCSWMA manifests, and Land Disposal Restriction Notification and Certification documentation. The Contractor will be required to arrive at the HHW Facility within fifteen (15) working days of notice from LCSWMA, and to have all materials removed from the Facility within 24 hours of the Contractor's arrival.

The Contractor's obligations are defined in the Contract and other sections of this RFP. Contractors should pay particular attention to the discussion in this RFP contained at Section 4.0 “Statement of Work”, Section 5.0 "Procurement Process", and Section 6.0 "Instructions to Contractors".

3.6 ISO 14001 EMS Certification

The LCSWMA is ISO 14001 certified for Environmental Management System (EMS). In accordance with the ISO requirements, the Contractor shall maintain a copy of the LCSWMA’s Environmental Policy on site and shall adhere to the general provisions of an EMS. Such provisions include, but are not limited to, items such as: (a) The Contractor shall provide the LCSWMA with copies of the Safety Data Sheets (SDS) for any chemicals that are planned to be brought to the site. (b) The Contractor shall ensure adequate spill control equipment and materials are on site which can be used immediately in the event of an unforeseen spill, accident or discharge of products which can cause pollution of soil, air or water. (c) The Contractor shall be required to use proper containment procedures and devices (double-walled tanks; lined berms; etc.) for storing petroleum-based fuels. (d) The LCSWMA shall be immediately notified of any spills or incidents which could cause environmental or safety concerns.

3.7 Tobacco-Free Policy

Effective July 1, 2013, LCSWMA is a tobacco-free organization. Specifically, this means that tobacco of all types, including but not limited to, cigarettes, pipes, cigars, electronic cigarettes, snuff, chew, etc. is prohibited. This includes inside all LCSWMA-owned facilities, as well as outside on the grounds and parking lots, and inside LCSWMA-owned or leased vehicles and personal vehicles and personal vehicles on LCSWMA property. This policy applies to all contractors, sub-contractors, and construction workers while present in all buildings and on all properties owned by LCSWMA.

3.8 Health and Safety

Contractor must meet or exceed all OSHA rules and regulations while on LCSWMA property. Contractor must also abide by LCSWMA site personal protective equipment requirements including wearing safety glasses, safety colored outerwear, and safety shoes at all times.

SECTION 4.0

STATEMENT OF WORK

4.0 STATEMENT OF WORK

The Contractor shall have the following responsibilities under the Contract (the Work):

1. Arrive on-site for the preparation, removal and transport of materials from the LCSWMA HHW Facility within fifteen (15) working days of notification of the need for a material pickup. All material must be removed from the Facility within 24 hours of the Contractor's arrival. Contractor must not exceed 90 calendar days between pickup events.
   a. LCSWMA intends to have Contractor on-site monthly pickup events.

2. Provide all containers, labels, markings, placards, and Lab pack, label and seal HHW containers at the LCSWMA HHW Facility according to Federal and State guidelines in preparation for transportation.

3. Transport all HHW to those fully Contractor owned and operated, permitted and licensed Hazardous Waste Treatment, Storage and Disposal Facility(s) (TSDF) or to those fully permitted and licensed Recycling Facility(s) as listed in Contractor's Proposal and attached to the Contract, for the treatment, recycling, storage and disposal of all material collected at the LCSWMA HHW Facility and managed by the Contractor.

4. Complete, distribute and file container content sheets, manifests and any shipping documents and provide the necessary paperwork to LCSWMA.

5. Provide sufficient quantities of empty 55 gallon drums, both closed and open-head, for material consolidation by LCSWMA, as well as all packing materials and drums needed for both bulk-packing and lab-packing of other materials.
   - must include one (1) skid for every four (4) drums needed

6. Provide a health and safety plan.

7. Provide field screening and remove "unknowns" from the facility on a regular basis.

8. Provide Certificates of Disposal or Recycling, or equivalent, to LCSWMA upon disposal or recycling. Contractor must provide completed Uniform Hazardous Waste Manifests within forty-five (45) days of transport, Land Disposal Restriction Notification and Certification. Contractor must also upload and sign manifest documentation to the EPA Database (RCRA info). Contractor must also provide completed PA DEP Hazardous Waste Biennial Reports in the EPA Database (RCRAinfo).

9. Must have a billing statement within thirty (30) days of pickup.

LCSWMA shall have the following responsibilities under the Contract:

1. Receive and unload HHW from the vehicles of generators and manage the materials in preparation for transport by the Contractor.

2. Provide site access to the Contractor for the preparation and shipment of materials.

3. Provide daily management and maintenance of the Facility and equipment.

4. Collect and analyze flammable liquid composite samples for PCB analysis. If the composite sample detects for PCBs, individual drums will be collected and analyzed for PCBs to determine which drum(s) are contaminated with PCBs. LCSWMA will provide laboratory results to Contractor.

SECTION 5.0

PROCUREMENT PROCESS

5.0 PROCUREMENT PROCESS

The RFP is intended to solicit proposals for packaging, transportation, and treatment/ recycling/disposal of HHW. Upon LCSWMA's evaluation of the proposals, LCSWMA intends to award a three (3) year contract for such Work with the option, at its discretion, to extend the contract for up to two additional years upon terms and conditions mutually acceptable to the Contractor and LCSWMA. Good-faith negotiations for any extension year(s) of the contract shall commence by July 1 in year 3 of the initial term or July 1 of year 4 in the case of a one-year extension. The technical and financial capacity of the Contractor to perform the obligations of the Contract, the availability of guaranteed TSDFs, three letters of reference from similar operations, compliance history, seven (7) years' experience providing similar Work, value-added services proposed to be provided by the Contractor and prices submitted will all be considered in evaluating the proposals.

Section 8.0 contains a Price Schedule to be completed by the Contractor. Quantities of materials listed on the Price Schedule are projected annual quantities based on historical information. The quantities of materials to be recycled/treated and/or disposed will vary and shall not be construed by Contractors to be the quantities to which LCSWMA will be contractually obligated. The quantities are to be used to aid Contractors in pricing, for determining bonding requirements, and to assist LCSWMA in evaluating proposals.

The Contractor selected for award of the Contract will be selected on the basis of the best overall mix of technical qualifications, technical proposal, operating experience, compliance history, treatment/recycling/disposal sites, financial capacity, value-added services and price. The selection for award of the Contract will be based upon the proposal deemed by LCSWMA to best fit its needs.

SECTION 6.0

INSTRUCTIONS TO CONTRACTORS

6.0 INSTRUCTIONS TO CONTRACTORS

Submittals made to LCSWMA in response to this RFP shall include the following:

6.1 Cover Letter

The cover letter shall be signed by the Chief Executive Officer or equivalent position of the Contractor and shall include a statement of intent to agree to the indemnification provisions of the Contract (Section 9.0) to this RFP.

6.2 Organizational, Operational and Disposal Sites Information

(a) Describe the legal organization of the Contractor. Identify the involvement of any parents, subsidiaries, partners or joint ventures. Provide the name, address and telephone number of a contact person.

(b) Identify each TSDF which the Contractor proposes to use for treatment, recycling or disposal of HHW. Include the identification numbers of each TSDF and the name, address and telephone number of a contact person at each. Identify Contractor's relationship with the sites, whether the site is owned or operated by the Contractor or a subsidiary or affiliate of the Contractor, or is under contract with the Contractor. Describe the ability of the identified TSDFs to dispose of or treat the anticipated volumes of HHW for the entire term of the Contract with LCSWMA. Include the waste streams handled and the methods of treatment/disposal of each waste stream managed per TSDF. Include a history of regulatory compliance of the TSDF. LCSWMA may make inquiries with federal and state regulatory agencies to verify the accuracy of the information submitted and the compliance record of the TSDFs.

6.3 Technical Information

(a) Describe the Contractor's facilities, vehicles, equipment and materials. Identify USEPA and Pennsylvania transporter identification numbers. Identify all types of hazardous waste for which the Contractor has a valid transporter license. Identify all types of HHW which the Contractor cannot service, and whether it is because of (a) lack of a license, (b) lack of a suitable TSDF, (c) lack of technical expertise, (d) lack of facilities, vehicles, equipment or personnel, or (e) some other reason.

(b) Describe the Contractor's organization and staffing, including chemists and other technical personnel that will be assigned to the LCSWMA HHW program. Provide resumes of key personnel.

(c) Explain operating, safety and emergency procedures and systems.

(d) Provide Regulatory information (including permits, noncompliances in the last 5 years, and the last one (1) year of regulatory inspection reports [in the case of annual or lesser frequency inspections, please provide last inspection report completed]). Provide regulatory agency contact information for inspectors.

(e)Provide a general explanation of the acceptance/disposal process at the TSDF(s) for the materials lab packed, transported, and received at the TSDF.

(f) It is requested that the technical information submitted not be restricted by warnings or markings of confidential or proprietary data. To the extent that any such restricted data is submitted, LCSWMA will use reasonable efforts to preserve the confidentiality of such information.

6.4 Required Forms

Submittals shall include the following forms, completed in full and executed as indicated:

(a) Contractor Identification - Form #7.1 (see Section 7.0 of this RFP)

(b) Letter of Intent - Form #7.2 (see Section 7.0 of this RFP)

(c) Safety Performance Review – Form #7.3 (see Section 7.0 of this RFP)

(d) Non-Collusion Affidavit – Form #7.4 (see Section 7.0 of this RFP)

(e) Bid Bond – Each Bid must be accompanied by a certified check, bank cashier's check, trust company treasurer's check or bid bond for 10% of the Bid total based on ten percent (10%) of the annual contract value proposed by Contractor. No Bid may be withdrawn until LCSWMA awards the HHW Contract or rejects all Bids.

6.5 Receipt of Addendum

Submittals shall include an acknowledgement by the Respondent that any and all addendum issued by LCSWMA prior to receipt of responses to the Request for Proposal have been examined and the requirements of any and all Addendum have been incorporated into the submittal.

6.6 Performance Bond

Submittals shall include an acknowledgement by the Respondent that the Performance Bond required in Section 10.0 of the Request for Proposals shall be submitted to LCSWMA within ten (10) days of LCSWMA's notice to Contractor of their selection of Contractor for award of the Contract. Performance Bond amount shall be no less than 50 percent of the annual contract value proposed by the Contractor.

SECTION 7.0

FORMS

FORM NUMBER 7.1

CONTRACTOR IDENTIFICATION

Name of Contractor: _____

Contractor Address: _____

_____

Principal Place of Business: _____

_____

Date of Incorporation: _____

Location of Incorporation: _____

For Each of The Contractor's Principal Officers And Directors:

Name	Title	Term Expires
1.		
2.		
3.		
4.		

Stockholders in the Contractor's Corporation who own 10% or more of its stock in any class:

Name	Address

All General Partners If A Partnership:

Name	Address

If one or more Stockholders or Partners is itself a Corporation or Partnership, the Stockholders holding 10% or more of that Corporation's Stock, or the individual Partners in that Partnership, as the case may be:

Name	Address

Disclosure statements of Stockholders/Partners must be included with this document.

Witness:_____

Signature:_____

Title:_____

FORM NUMBER 7.2

LETTER OF INTENT

The undersigned, as Contractor, has submitted a proposal in response to a Request for Proposals (RFP) distributed by the Lancaster County Solid Waste Management Authority (LCSWMA).

The Contractor represents that the contents of the Proposal are accurate and complete.

The Contractor reasonably believes that the TSDFs proposed for treatment, recycling, and/or disposal of HHW have the capacity to satisfy the Contract obligations and that the proposed TSDFs are available to the Contractor for the life of the Contract.

To the best of Contractor's knowledge, there is nothing that would prevent the Contractor from securing all valid certificates, permits and licenses required by the appropriate regulatory agencies to provide the Work requested by the RFP.

The Contractor acknowledges that LCSWMA may refuse to consider any Proposal that fails to meet the requirements of the RFP or the items in this Letter of Intent.

The Contractor is able and will provide a Performance Bond in the form at Section 10.0 of the RFP.

The Contractor is able to provide the Certificates of Insurance contemplated by the Contract document at Section 9.0 to the RFP.

The Contractor affirms its ability to meet the environmental laws, regulations and standards applicable to the Work requested in the RFP.

The Contractor acknowledges and agrees that the preparation of a Proposal and the participation in the procurement process called for in this RFP are at the sole cost and expense of the Contractor and that LCSWMA assumes no liability for any such costs.

The Contractor acknowledges that LCSWMA reserves the right, in its sole discretion, to modify the procurement process and schedule at any time.

The Contractor declares that the only persons interested in the proposal as principals are named in the Proposal and that no person other than mentioned in the Proposal has any interest as principal in the procurement process or in any Contract to be entered into; that the Proposal is made without collusion, fraud or other anticompetitive activity; and that the Proposal is submitted in good faith.

Execution by Contractor

Attest: _____
Secretary or
Assistant Secretary

By: _____
Title: _____
By: _____
Title: _____

Name and Address of Contractor:

_____

_____

_____

Date: _____

The full names and addresses of persons or firms interested in the Proposal, as principals, are as follows:

_____

_____

_____

STATE OF _____:

:ss:

COUNTY OF _____:

On this, the _____ day of _____, A.D., 20 ___, before me _____, the undersigned officer, personally appeared _____ and _____, who acknowledged themselves to be the _____ and _____ respectively, of _____ (Contractor) a corporation/partnership, and that they as such _____ and _____, being authorized to do so, executed the foregoing Letter of Intent for the purpose therein contained by signing the name of the corporation/partnership by themselves, as _____ and _____.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.

_____

Notary Public

My Commission Expires:

FORM NUMBER 7.3

SAFETY PERFORMANCE REVIEW

Contractor Name: _____ **Location:** _____

(A) Lost Work Day Index

YEAR	NUMBER	INCIDENCE RATE
2020	_____	_____
2021	_____	_____
2022	_____	_____

(B) OSHA Reportable Cases

YEAR	NUMBER	INCIDENCE RATE
2020	_____	_____
2021	_____	_____
2022	_____	_____

(C) Experience Modification Rate (EMR)

YEAR	MODIFICATION RATE
2020	_____
2021	_____
2022	_____

Signature: _____ Date: _____

_____
(name typed or printed)

_____
(title)

FORM NUMBER 7.4

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

1. This Non-collusion Affidavit is material to any contract awarded pursuant to this Bid. According to the Pennsylvania Antibid-Rigging Act, 73 P.S. §§1611 et seq., governmental agencies may require Non-collusion Affidavits to be submitted together with Bids.

2. This Non-collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the Bid.

3. Bid-rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of Bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the Bid.

4. In the case of a Bid submitted by a joint venture, each party to the venture must be identified in the bid document, and an Affidavit must be submitted separately on behalf of each party.

5. The term "complementary bid" as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of Bids higher than the Bid of another firm, any intentionally high or non-competitive Bid, and any other form of Bid submitted for the purpose of giving a false appearance of competition.

6. Failure to file an Affidavit in compliance with these instructions will result in disqualification to the Bid. A statement that the bidder has been convicted or found liable for an act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract within the last three (3) years does not prohibit LCSWMA from accepting a Bid or awarding the Contract to such bidder, but may be a ground for consideration on the question whether LCSWMA should decline to award the Contract to such bidder on the basis of a lack of responsibility.

NON-COLLUSION AFFIDAVIT

Contract/Bid No. _____
State of _____:
:ss:
County of _____:

I state that I am _____ of _____ and that I
(title) (name of firm)
Am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Bid.
I state that:

(1) The price(s) and amount of this Bid have been arrived at independently and without consultation, communication or agreement with any other bidder or potential bidder.

(2) Neither the price(s) nor the amount of this Bid, and neither the approximate price(s) nor approximate amount of this Bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before Bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a Bid higher than this Bid, or to submit any intentionally high or non-competitive Bid or other form of complementary Bid.

(4) The Bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non-competitive Bid.

(5) _____, its affiliates, subsidiaries, officers, directors and
(name of firm)
employees are not currently under investigation by any governmental agency and have not, in the last three (3) years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the
(name of firm)
above representations are material and important, and will be relied on by the Lancaster County Solid Waste Management Authority in awarding the contract(s) for which this Bid is submitted. I understand and my firm understands that any misstatement in this affidavit is, and shall be treated as, fraudulent concealment from the Lancaster County Solid Waste Management Authority of the true facts relating to the submission of Bids for this contract.

_____
(Signature)

_____
(Name and Company Position)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____ , 20 ____

_____
Notary Public

My Commission Expires _____

SECTION 8.0

PRICE SCHEDULE

8.0 PRICE SCHEDULE

The Price Schedule requests pricing for all categories of wastes and other Work requested with this Contract.

It will be the responsibility of the Contractor to include in its pricing all costs anticipated in the Contract (see page 8-4, Contractor Comments to document additional charges).

PRICE SCHEDULE

Material	LCSWMA Annual Estimated Quantity (lbs)	Price per Pound (USD)
Flammable Liquids/ Oil Based Paints	63,360	
Flammable Liquids with PCBs (TSCA)	Varies	
Fire Extinguishers	7,235	
Poisons (Herbicides, Pesticides, etc.)	43,710	
Poison Aerosols	1,340	
Caustics / Corrosives	11,720	
Oxidizers	1,490	
Mercury / Mercury Containing Devices	45	
Mercury Salts	Varies	
Reactives	Varies	
Road Flares	600	
Non-Hazardous Loose Pack	Varies	
Various Fees	**Frequency**	**Price**
Transportation / Mobilization	monthly	
Reporting	per occurrence	

Unknown Material Field Screening		
4.) Other:_____		
5.) Other:_____		

ADDITIONAL COMMENTS

List any recommendations or options which would reduce LCSWMA disposal costs (i.e. volume discounts, etc.).

_____

_____

_____

_____

_____

_____

VALUE-ADDED SERVICES

List any value-added services provided by Contractor.

_____

_____

_____

_____

_____

_____

SECTION 9.0

CONTRACT

CONTRACT

This Contract is entered into this ____ day of _____, 2024 between the Lancaster County Solid Waste Management Authority (LCSWMA), a municipal authority with its principal office at 1299 Harrisburg Pike, Lancaster, Pennsylvania and _____ ("Contractor").

Background: This Contract is made pursuant to a Request for Proposals for Household Hazardous Waste Services to Include Packaging, Transportation and Treatment/Recycling/Disposal dated November 2023. The Request for Proposals and Contractor's response thereto (collectively the RFP) are incorporated by reference into this Contract as if set forth in full in this Contract.

Intending to be legally bound, LCSWMA and Contractor agree as follows:

1. Definitions. Any capitalized term used in this Contract which refers to a type or category of waste shall have the meaning as set forth in the Solid Waste Management Act, Act of July 7, 1980, P.L. 380, No. 97, the Municipal Waste Planning, Recycling and Waste Reduction Act, Act of July 28, 1988, P.L. 528, No. 101, and the regulations promulgated by the Pennsylvania Department of Environmental Protection.

2. Term. The term of this Contract shall be three (3) years beginning on January 1, 2024. LCSWMA, at its discretion, reserves the right to extend the term of said Contract up to two years based upon terms and conditions mutually agreeable to the Contractor and LCSWMA.

3. Price. LCSWMA shall pay Contractor in accordance with Contractor's Price Schedule as submitted and attached to this Contract. Contractor's prices will be fixed for the term of the Contract. LCSWMA will not pay any additional charges on any item which is listed in the Price Schedule unless specified in the Contractor comments section of this Contract.

4. Work. Contractor shall perform the Work specified in the Statement of Work and RFP attached to this Contract.

5. Insurance. At all times during the term of this Contract, Contractor shall maintain in full force and effect employer's liability, worker's compensation, general and excess liability, property, pollution liability and environmental impairment liability insurance as set forth below. All insurance shall (a) be by insurers and for policy limits acceptable to LCSWMA, (b) be on an "occurrence basis" and (c) name LCSWMA as an additional insured.

Certificates of insurance acceptable to LCSWMA shall be filed with LCSWMA prior to commencing the Work. Certificates shall be signed by a duly authorized officer of the insurance company or an authorized agent or broker. Certificates shall stipulate that LCSWMA shall receive sixty (60) days prior written notice of any change in or cancellation of coverages.

Contractor shall procure and maintain in full force and effect at all times during the term of this Contract, commercially reasonable insurance to cover any liabilities arising from the Work and Contractor's activities at the locations listed, if any in not less than the types and coverages set forth below.

Contractor shall carry at least the following types and amounts of insurance **and list LCSWMA as additional insured**:

	COVERAGES	**LIMITS OF LIABILITY**
1.	Worker's Compensation	Statutory
2.	Employer's Liability	$500,000
3.	General Liability:	
	a. Bodily Injury	$1,000,000 per person per occurrence
	b. Property Damage	$1,000,000 per occurrence
	c. Aggregate	$2,000,000
4.	Excess Liability	$2,000,000 each occurrence
5.	Automobile Liability:	
	a. Bodily Injury	$1,000,000 per person per occurrence
	b. Property Damage	$1,000,000 per occurrence
	c. Aggregate	$1,000,000
6.	Contractors Pollution Liability	$2,000,000
7.	Professional Liability Errors & Omissions	$2,000,000

6. Performance Guarantee. Contractor shall furnish and maintain, for the term of Contractor's obligations under this Contract, a Performance Bond guaranteeing the faithful performance of this Contract. Performance Bond amount shall be no less than 50 percent of the annual contract value proposed by the Contractor.

7. Contractor Warranties. Contractor warrants that it has investigated and satisfied itself as to all conditions affecting the Work, including but not limited to, those bearing upon: (a) federal, state or local legal requirements, permits, licenses and limitations; (b) factors affecting transportation, disposal, handling or storage; (c) availability of labor; (d) uncertainties of weather; (e) the character of equipment and facilities required; and (f) physical conditions at the sites of Work performance.

8. Compliance. Contractor shall perform the Work, and acquit all other duties under this Contract, in complete and good faith compliance with all applicable federal, state and local laws and regulations. Contractor shall advise LCSWMA of all federal, state and local regulatory changes concerning the packaging, collection, storage, transportation, disposal, treatment and handling of household hazardous waste. At all times during the term of this Contract, Contractor shall hold a current, valid Pennsylvania Department of Environmental Protection hazardous waste transporter license and identification number for all types of HHW serviced under this Contract. LCSWMA shall be deemed the generator of all HHW serviced under this Contract for transportation and disposal purposes, as the materials collected under this program are Municipal Solid Waste, not Hazardous Waste.

9. Reliance. LCSWMA shall rely upon the expertise, competence and good faith of Contractor in the performance by Contractor of this Contract, including without limitation (a) identifying, acquiring and maintaining the personnel, procedures, vehicles, equipment and materials which are suitable to perform this Contract and (b) the full compliance with all requirements imposed by federal, state and local laws and regulations.

10. Default, Termination and Damages. In addition any other rights this Contract affords by law, equity or other provisions of this Contract, either Contractor or LCSWMA may terminate this Contract and seek damages for default upon the occurrence of any one or more of the following events: (a) failure of the other party to perform under this Contract and failure to cure the failure within fifteen (15) days after written notice; (b) failure of the other party to perform under this Contract and after being granted the right to cure three (3) previous times; (c) the other party commences a voluntary case under any chapter of the Bankruptcy Code (Title 11, U.S. Code), as now or hereafter in effect, or takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to bankruptcy or insolvency; or (d) the other party admits in writing an inability to pay its debts generally as they become due. In the event Contractor fails to comply with this or any other provision of this Agreement, Contractor shall compensate LCSWMA for all costs, damages and expense incurred or suffered by LCSWMA relating to Contractor's default, including but not limited to any increased costs resulting from obtaining the Work from another source.

11. Reimbursement. Contractor shall reimburse LCSWMA for any actual damages or costs, including both direct and consequential costs and damages, as well as court costs and

reasonable attorney fees, related to or arising out of Contractor's failure to perform Contractor's obligations under this Contract. This remedy shall be in addition to, not in lieu of, any other remedies of LCSWMA provided by law, equity or this Contract.

12. Withholding. In the event that Contractor fails to perform any of Contractor's obligations under this Contract, LCSWMA shall have the right to withhold payments to Contractor to the extent of any amount owed by Contractor under any provisions of this Contract. This remedy is in addition to, and not in lieu of, any other rights of LCSWMA provided by law, equity or this Contract.

13. Changes. LCSWMA shall have the right to order reasonable changes to the scope of Work during the term of this Contract. No change to the Work will be implemented by Contractor in the absence of a written change order received from LCSWMA. Contractor agrees to negotiate in good faith toward agreement upon a change order fee prior to the issuance of any written change order. In the event that LCSWMA deems it in its best interest to issue a change order prior to the conclusion of, or in the absence of, agreement upon a change order fee, Contractor shall be obligated to perform the Work as changed. In any such event, Contractor shall be entitled to reasonable, actual costs plus a reasonable overhead and profit on any change order issued by LCSWMA and Contractor shall submit a written claim (together with detailed itemization of the basis for such claim) for a change order fee within 30 days or the receipt of such change order. If LCSWMA does not accept the amount of the change order fee submitted by Contractor, the parties will attempt in good faith to negotiate the change order fee, and in the absence of an agreement, the change order fee shall be determined by arbitration in accordance with paragraph 19 of this Contract.

14. Independent Contractor. For all purposes (including but not limited to laws and regulations concerning employees' compensation, workers' compensation and other labor matters; the keeping of records, making of reports and payment of taxes and contributions; etc.) Contractor is, and at all times for the term of this Contract shall be and remain, an independent contractor and employing unit. Neither party under this Contract is the agent or employee of the other; and neither party under this Contract is authorized to make any representations or incur any liabilities on behalf of the other party.

15. Indemnification. Contractor shall assume full responsibility for all its officers, employees and agents. Contractor shall indemnify LCSWMA and hold and save LCSWMA harmless from and against all claims, demands, and causes of action which may be asserted by any person (including the officers, employees or agents or Contractor, whether or not otherwise covered under workers' compensation laws), because of any injury to property, injury or death to any person, or any other cause whatsoever, which arises out of or is related to any of the acts or omissions of Contractor or its officers, employees or agents, whether intentional, unintentional, reckless, negligent, or inadvertent. Contractor's obligations for indemnification provided in this Agreement shall apply except to the extent of any sole, concurring or contributing negligence of LCSWMA.

16. Subcontracts. Contractor shall not enter into any subcontracts for the Work to be performed under this Contract, either in whole or in part, without the prior written consent of LCSWMA.

17. Assignments. Contractor shall not assign this Contract and any unauthorized assignment shall be void.

18. Modifications. This Contract shall not be modified except in writing and executed by both parties.

18. Integration. This Contract forms the entire agreement of the parties and supersedes any prior agreements or understandings between the parties.

19. Governing Law. This Contract and any issues as to its validity, construction or performance shall be governed by the laws of the Commonwealth of Pennsylvania. Exclusive venue and jurisdiction for any disputes under this Agreement shall lie in the Lancaster County Court of Common Pleas or in the federal courts of the United States Eastern District of Pennsylvania.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY

CONTRACTOR

By: _____ By _____

Name and Title Name and Title

_____ (SEAL) _____ (SEAL)

Signature Signature

Attest: _____

Signature: _____

[Corporate Seal]

SECTION 10.0

PERFORMANCE BOND

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS, that _____ (hereinafter "Principal") and _____, a surety company legally authorized to do business in the Commonwealth of Pennsylvania (hereinafter "Surety") are held and firmly bound unto the Lancaster County Solid Waste Management Authority (hereinafter "Beneficiary") in the full and just sum of _____Dollars ($_____), lawful money of the United States, to be paid to the Beneficiary, or its representatives, successors or assigns, for which payment well and truly to be made we, the Principal and the Surety, by these presents do bind ourselves, jointly and severally, and our successors and assigns.

WHEREAS, the Principal has entered into a Contract with the Beneficiary dated the_____ day of_____, 20___, which Contract is be reference made a part hereof;

NOW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that is the Principal shall well and faithfully do and perform the things agreed to be done and performed according to all of the terms of said Contract and its conditions, at the time and in the manner therein provided, and such alterations as may be made in the said Contract, and satisfy all claims and demands incurred in or for the same or growing out of the same, or for injury or damage to persons or property in the performance thereof, and shall fully indemnify and save harmless the said Beneficiary from any and all costs, damages and expenses which the said Beneficiary may suffer by reason of failure to do so, and shall fully reimburse and repay the said Beneficiary any and all costs, damages and expenses which it may incur by reason of any such default and shall pay all persons who have contracts directly with the Principal for labor and materials, performed or furnished therein, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Principal and Surety agree that (a) alterations or additions may be made in the terms of the Contract or in the work to be done or materials to be furnished or labor to be supplied or performed there under and (b) the Beneficiary may grant extensions of time for the performance of the Contract, or may forbear in enforcing the Contract; and Principal and Surety further agree that such alterations or additions or extensions or forbearance shall not in any way release the Principal or the Surety, or either of them, or their successors or assigns, from liability hereunder, notice to the Surety of any such additions, alterations, extensions or forbearance being hereby waived.

This Bond shall be construed in accordance with the laws of the Commonwealth of Pennsylvania. The Principal and the Surety agree that exclusive jurisdiction and venue for any litigation concerning this Bond and the transactions contemplated shall exist in the Lancaster County Court of Common Pleas. The Principal and the Surety consent to such jurisdiction and venue and agree that all service of process, including any instrument to institute suit, shall be effective if served in accordance with Pennsylvania law.

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument under their several seals this _____ day of_____, A.D. 20___, the name and corporate seal of the said Surety being affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

_____
Principal

Attest:_____

By: _____
Signature

_____
Name/Title

[Corporate Seal]

_____
Surety

Attest:_____

By: _____
Secretary Signature

_____
Attorney-In-Fact

[Corporate Seal]

(Attach General Power of Attorney)

APPENDIX 1

LCSWMA PPC PLAN

PREPAREDNESS, PREVENTION AND CONTINGENCY (PPC) PLAN

for the

LANCASTER COUNTY SOLID WASTE MANAGEMENT AUTHORITY

HOUSEHOLD HAZARDOUS WASTE FACILITY

LANCASTER, PENNSYLVANIA

Prepared by the

Lancaster County Solid Waste Management Authority
1299 Harrisburg Pike
Lancaster, PA 17603

EMS Document ID: PPC-0004

May 2008
Revised September 19, 2023

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II. CONTACT PERSONNEL

For the HHW Facility:

Facility Supervisor, TSC:	Bob Barton office: (717) 874-4430, Ext 148 cell: (717) 666-8009
HHW Foreman:	Greg Imes office: (717) 735-0169, Ext. 169 cell: (717) 666-8006

For the Transfer Station Complex:

Logistics and Transportation, TSC: Manager	Joseph Frymyer office: (717) 735-0167, Ext. 167 cell: (717) 598-2952
Facility Supervisor, TSC:	Robert Barton office: (717) 874-4430, Ext 148 cell: (717) 666-8009

For the all Facilities Listed Above:

Waste Division Director:	Mike Devaney office: (717) 553-5861, Ext. 197 cell: (717) 480-2967
Chief Operating Officer:	Tom Adams office: (717) 735-0180, Ext. 180 cell: (717) 327-9951
Environmental Compliance Manager:	Dan Brown office: (717) 553-5861, Ext. 195 cell: (717) 465-4193
Safety Manager	Cris Altman Office: (717) 735-0168 Cell: (484) 598-3834

EMERGENCY RESPONSE AGENCIES

Agency	Telephone Number
All Medical and Fire Emergencies	**911**
Fire Department:	
• Southern Manheim Township Fire Co.	(717) 392-4109
Ambulance Service:	
• Manheim Township Ambulance Association	(717) 569-6622
Police Department:	
• Manheim Township Police Department	(717) 569-6401
Hazardous Materials Response Team:	
• Haz Mat 2	911
• Station	(717) 537-4197
Pennsylvania Department of **South Central Regional Office (Harrisburg, PA)**	**1-800-541-2050 (24/7)**
United States Environmental Protection Agency (EPA):	
Region III 1650 Arch Street Philadelphia, PA 19103	(215) 814-5000 **(215) 814-9016 Emergency Spill Response**
CycleChem/ ACV Enviro	**800-7-SPILLS (24/7)** **(410) 368-9170**
CHEMTREC	1-800-262-8200
National Poison Control Center	1-800-222-1222
National Response Center	1-800-424-8802

EMERGENCY RESPONSE AGENCIES (Continued)

Agency	Telephone Number
Hospital:	
• Lancaster General Hospital	(717) 544-5511
Lancaster County Emergency Management Agency	(717) 664-1200 1-800-808-5236
Pennsylvania Emergency Management Association	1-800-424-7362

III. INTRODUCTION

III.1. Purpose

The following constitutes the Preparedness, Prevention and Contingency (PPC) Plan (the Plan) for the Lancaster County Solid Waste Management Authority (LCSWMA, the Authority) Household Hazardous Waste (HHW) Facility. This PPC Plan has been prepared and is being implemented in accordance with the requirements set forth in the Pennsylvania Department of Environmental Protection (the Department) "Guidelines for the Development and Implementation of Environmental Emergency Response Plans" (400-2200-001, September, 2001). This Plan is intended to serve as an effective action plan to minimize and abate hazards to human health and safety and to the environment from fires, explosions or release of toxic, hazardous, or other materials to the air, soil, surface water or groundwater, which are likely to cause pollution.

III.2. Distribution of the PPC Plan

A copy of the current PPC Plan must be maintained on site. All Lancaster County Solid Waste Management Authority (LCSWMA, the Authority) staff responsible for developing, implementing, and maintaining the PPC Plan and all emergency coordinators must review the Plan and be thoroughly familiar with its provisions.

In addition to the Site copy, additional copies of the PPC Plan must be made available to local fire, police, medical services and other local emergency management agencies that may become involved in an actual emergency.

III.3. Implementation of the PPC Plan

The provisions of the PPC Plan must be carried out whenever emergency situations arise which endanger public health and safety, or the environment.

III.4. Revisions to the PPC Plan

This Plan is to be periodically reviewed and updated, if necessary. As a minimum, this shall occur annually or when:

1. Applicable Department regulations are revised; or
2. The Plan fails in an emergency; or
3. The Site changes in its design, construction, operation, maintenance, or other circumstances, in a manner that materially increases the potential for fires, explosions or releases of toxic or hazardous constituents; or which changes the response necessary in an emergency; or
4. The list of emergency coordinators changes; or
5. The list of emergency equipment changes; or
6. As otherwise required by the Department.

III.5. Amendments and Distribution

A record of all amendments to this PPC plan shall be kept in Appendix K of this Plan. The original Plan and all amendments should be distributed to those organizations listed in Appendix L.

1. FACILITY DESCRIPTION

A.1. Description of Industrial/Commercial Activity

In an effort to properly handle and manage the household hazardous waste (HHW) component of Lancaster County's municipal solid waste stream, the Lancaster County Solid Waste Management Authority (Authority, LCSWMA) has established a permanent Household Hazardous Waste (HHW) Facility located at the LCSWMA Transfer Station Complex (see location drawing; Figure 1, page 5 and floor plan, Figure 2, page 6). Solar panels were installed on the roof of the HHW in 2012 (along with solar panel installation on the other operational buildings at the TS complex).The solar panels can provide up to 80% of the entire Complex's energy needs.

The HHW facility offers residents of Lancaster County the ability to properly dispose of their household hazardous wastes on an ongoing basis. As these materials come from households, they are exempt from federal Resource Conservation and Recovery Act (RCRA) hazardous waste regulations. However, due to its operations, the Pennsylvania Department of Environmental Protection (Department, DEP) has classified the HHW as a large quantity generator (LQG) and issued PAD987284932 as the DEP Bureau of Waste Management facility identification number.

The HHW Facility accepts household hazardous materials from households located in Lancaster County. No conditionally-exempt small quantity generator (CESQG) wastes (i.e. materials from entities that generate less than 100 kilograms of hazardous waste per month) are accepted. At some future date, the Authority may decide to accept this material on the condition that sufficient capacity exists in the Facility, as well as Federal and State Regulations allowing such activities without jeopardizing the status of the Facility. It should be noted that the HHW Facility also serves as a collection point for computers, computer peripherals (including a keyboard, mouse, printer, and speakers), televisions, fluorescent bulbs and similar type wastes. These materials are accepted from residents, and municipal entities (Townships, Boroughs, etc.).

Items received at the HHW Facility include, but are not limited to, paint products such as oil-based and latex paints, turpentine, paint thinner, wood preservatives, furniture strippers; pesticide products including insecticides, herbicides, fungicides, rodenticides; household products such as oven cleaners, toilet bowl cleaners, bleach, ammonia-based cleaners, disinfectants, household batteries, pool chemicals, chemistry sets, photographic chemicals; automotive products such as used motor oil, antifreeze, transmission fluid, lead-acid batteries, and fluorescent lamps.

Items received are divided into three (3) separate categories. The first group includes recyclable or reusable materials such as antifreeze, waste oil, lead-acid auto batteries, computers (and peripherals), fluorescent lamps, and a small portion of household batteries. The auto batteries, fluorescent lamps and recyclable portions of the household batteries are temporarily held at the HHW before being

transported off-site for recycling purposes. Paint is consolidated into 55-gallon drums by trained LCSWMA HHW staff and then sent for recycling, reuse or disposal. Computers and peripherals are stored in an enclosed trailer for marketing to a properly licensed recycling firm. The flow of materials through the HHW is further illustrated in the HHW Flow Chart in Appendix M.

The second category includes non-hazardous items such as soiled paper bags and boxes used to bring HHW materials to the Facility, dishwashing liquid, candles, etc., all brought to the Facility by the homeowner. Empty paint cans (including empty aerosol containers) that result from the consolidation of paint are also part of this group. These non-hazardous materials are put into a dumpster in the Facility and disposed of at the LCSWMA Waste-to-Energy Facility (WTE). The paint cans that go to the WTE are recovered for their ferrous metal value at the final stages of ash handling at the WTE.

Non-recyclable household hazardous waste materials make up the final grouping. These materials are sorted, classified, and stored according to their specific hazard category (i.e. flammable, combustible, oxidizers, poison, corrosive, reactive or unknown). Individual containment units separate the different groups of materials to minimize the potential of mixing non-compatible materials (See Chemical Segregation List in Appendix P). Each item received is either bulked into a drum according to its hazard category or placed onto a storage shelf in a containment unit. Appropriate safety precautions are taken throughout every aspect of the program. Note: older flammable liquids (pre-1979) dropped off by homeowners may contain polychlorinated biphenyls (PCBs). Procedures outlined in HHW-0025, Drum Sampling Procedures for Flammable Liquids, should be followed when residents drop-off flammable liquids. Safety equipment and supplies are on-site both for daily operations, as well as for emergency situations.

As materials are received, they are classified and segregated by material type and hazard class. The contracted hazardous waste hauler packs the non-consolidated chemical materials received at the Facility. The contracted hauler is responsible for the removal of the drummed material from the Facility, as well as transporting it to a licensed hazardous waste treatment or disposal facility. The contracted hauler is also responsible for supplying LCSWMA with completed container content sheets and manifests for record-keeping and billing purposes. It is the responsibility of LCSWMA HHW staff to send the appropriate manifests to the respective state agencies. All hazardous waste manifests must be provided to the EPA Manifest system, to which LCSWMA has access.

A.2. Description of Existing Emergency Response Plans

Previously, the PPC Plan for the HHW Facility was included in the Transfer Station PPC (which also included the Maintenance Building and Administrative Office). Beginning in 2007, the HHW PPC Plan was prepared as a “stand alone” document for the HHW Facility only and incorporated changes to the building design and site layout related to completion of construction at the new HHW Facility in 2006.

This 2022 revision includes only minor variations from the 2021 document.

In addition to the procedures identified in this Plan, applicable regulations (e.g. International Building Code; IBC, etc.) are required to be adhered to when necessary. Finally, safety and maintenance procedures recommended by equipment manufacturers will be implemented as standard operating procedures.

A.3. Material and Waste Inventory

Materials received at the HHW Facility may only come from households located in Lancaster County. However, in small quantities, computer equipment (monitors, CPUs, peripherals), televisions, batteries, and fluorescent bulbs may also be received from businesses, schools and municipal entities (Townships, Boroughs, etc.).

No small quantity generator (SQG) waste (100 kg. or more waste generated per month) has been or will be accepted. Additionally, no conditionally-exempt small quantity generator (CESQG) waste, (material from entities that generate less than 100 kilograms of hazardous waste per month), has been accepted. However, at some time, the Authority may decide to accept this material on the condition that sufficient capacity exists in the Facility to handle it, and that accepting CESQG waste would not place additional potential liability issues on LCSWMA.

All potentially hazardous materials stored or used on site by LCSWMA employees are listed on a Right to Know Hazardous Substance Survey Forms (HSSF). The HSSF is posted in the employee lunchroom. Safety Data Sheets (SDS) are maintained by Verisk 3E and accessible 24 hours a day, 7 days a week via phone or internet access.

A.4. Pollution Incident History

None to date.

A.5. Implementation Schedule for Plan Elements Not Currently in Place

All Plan elements are in place and have been implemented for the HHW Facility.

B. PLAN ORGANIZATION/IMPLEMENTATION

B.1. Organizational Structure of Facility for Implementation

The HHW Facility is owned and operated by LCSWMA.

The LCSWMA Director of Operations is fully responsible for all personnel, equipment, policies, and procedures for the safe and efficient operation at the HHW Facility. Facility management is accountable for daily operation of the HHW and response to any emergency conditions in accordance with the PPC Plan. Facility management will designate the person responsible for these duties when not on Site; including any emergency responses that may be required.

Under the direction of the Director of Operations, facility management also has administrative responsibility for development, updating, and compliance with the PPC Plan, in addition to his responsibilities of monitoring all operations of the HHW Facility for compliance with applicable permits, laws, and regulations. Specifically, these responsibilities include the following:

- Identification of materials and wastes handled (Materials Inventory).
- Identification of potential spill sources (Risk Assessment).
- Establishment of spill reporting procedures.
- Review of past incidents, spills, and countermeasures utilized.
- Coordination and implementation of the goals of the PPC Plan.
- Coordination of activities for spill cleanup.
- Notification of appropriate authorities.
- Establishment of training/educational programs.
- Periodic review of the adequacy of the PPC Plan.

- Administration and implementation of appropriate changes at regular intervals.
- Review of new construction and process changes relative to PPC Plan.
- Evaluation of effectiveness of overall PPC Plan and the making of recommendations to management on related matters.
- Visual Inspection Program.
- Implementation of the PPC Plan.

A copy of this Plan, including all employee responsibilities, is maintained at the Site.

B.2. List of Emergency Coordinators

There is at least one (1) employee, either on the facility premises or on call, with the responsibility for coordinating all emergency response measures. Emergency coordinator shall be thoroughly familiar with all aspects of the Preparedness, Prevention, and Contingency (PPC) Plan, all operations and activities, the location and characteristics of all materials to be handled, the location of all records, and the layout of the installation. These individuals shall have the authority to commit the resources necessary to carry out the PPC Plan and for coordinating all emergency response measures.
Facility management are indicated in Contact Personnel. Included are their titles, office telephone extensions, and cellphone numbers.

B.3. Coordinator Duties/Responsibilities

As explained previously, there is at least one (1) employee either at the HHW Facility or on call at all times with the responsibility for coordinating all emergency response measures necessary to minimize or prevent harm to human health or the environment in the event of fire, explosion, emission and/or discharge of dangerous or hazardous materials to the air, soil, surface water or groundwater.

The Emergency Coordinator shall have the authority to utilize all available resources necessary to carry out the PPC Plan. Whenever there is an imminent or actual emergency situation, the Emergency Coordinator will:

- activate Facility alarms or utilize communication systems as needed to notify all facility personnel;
- if necessary, notify the appropriate emergency response authorities and/or call for the assistance of emergency contractors;
- identify the problem;
- assess the potential and/or existing health or environmental hazard;
- take all appropriate measures to bring the situation under control;
- notify, as necessary, other appropriate LCSWMA Crisis Communication Team.

In the event of an emission, discharge, fire or explosion, the Emergency Coordinator shall immediately identify the character, exact source, amount and extent of the emitted or discharged materials, fire or explosion.

Concurrently, the Emergency Coordinator must assess possible hazards to human health or the environment that may result from the emission, discharge, fire or explosion. This assessment shall consider both direct and indirect effects of the emission, discharge, fire or explosion.

If the Emergency Coordinator's assessment of the situation indicates that the Facility has had an emission, discharge, fire or explosion that would threaten human health or the environment, he must **IMMEDIATELY** notify the applicable local authorities and discuss whether evacuation of local areas may be advisable.

For spills or release of materials into the environment, the Department must be notified when the quantities spilled are in excess of the reportable quantities (RQs) published in 40 CFR Parts 302 and 355. Although the RQs vary depending on the type of substance, the Department prefers to be notified for the following "reportable release" situations:

1. All spills in excess of five gallons of any hazardous material (i.e. ethylene glycol, lead, toluene).
2. All petroleum spills of five gallons or more with potential to pollute. NOTE: The National Response Center (NRC) must be contacted if 25 gallons or more of a petroleum spill come in contact with waters of the United States.
3. Air pollution incidents where there may be a release of toxic materials or where smoke from a fire may create a public nuisance.

In the event of such "reportable release" situations, the following agencies must be contacted:

- PA DEP – South Central Office (717) 705-4700; Emergency number (800) 541-2050

In any event when the spill is greater than the RQ published in 40 CFR Part 302 and 355 outside the facility buildings, the following agencies must be contacted:

- PA DEP – South Central Office (717) 705-4700; **Emergency number (800) 541-2050**
- National Response Center – (800) 424-8802
- Lancaster County Emergency Management Agency– (800)-808-5236 or (717)-664-1200

During an emergency, the Emergency Coordinator shall take all reasonable measures necessary to ensure that fire, explosion, emission, or discharge do not spread to other materials or wastes at the installation. These measures shall include (where applicable) stopping operations, collecting and containing released materials or wastes, and removing or isolating containers.

The Emergency Coordinator must ensure that adequate monitoring is conducted for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment, wherever this is appropriate.

Immediately after an emergency, the Emergency Coordinator, with Department approval, shall provide for treating, storing, or disposing of residues, contaminated

soil,
etc., from an emission, discharge, fire, or explosion at the Facility. The Emergency Coordinator shall receive approval from the Environmental Compliance Department before disposing of these materials.

The Emergency Coordinator must ensure that, in the affected areas of the facility, no material or waste incompatible with the emitted or discharged residues is processed, stored, treated, or disposed of until cleanup procedures are completed; and, all emergency equipment listed in the PPC Plan is cleaned and fit for its intended use before normal site operations are resumed.

Within five (5) days after the incident, the Emergency Coordinator must submit a written report on the incident to the Department. The report must include the following:

1. Name, address, and telephone number of the individual filing the report;
2. Name, address, and telephone number of the location of the incident;
3. Date, time and location of the incident;
4. A brief description of the circumstances causing the incident;
5. Description and estimated quantity by weight or volume of materials or wastes involved;
6. An assessment of any contamination of land, water, or air that has occurred due to the incident;
7. Estimated quantity and disposition of recovered materials or wastes that resulted from the incident, and;
8. A description of what actions will be taken to prevent a similar occurrence in the future.

B.4. Chain of Command

In the event of fire, explosion, emission and/or discharge of dangerous materials, the individual who observes the event shall report the condition to his immediate supervisor. The supervisor shall then contact the appropriate Emergency Coordinator as listed in the Emergency Response Agency Information in Section II and Appendix E of this Plan. In the event that Emergency Coordinators are unavailable, the supervisor will act as Emergency Coordinator until the official Emergency Coordinator arrives. The Emergency Coordinator will be responsible for contacting the LCSWMA Crisis Communication Team.

A list of telephone numbers of all those persons who should be contacted in the event of an emergency or spill along with the notification procedure will be posted in conspicuous locations around the Facility.

C. SPILL/LEAK PREVENTION AND RESPONSE

C.1. Pre-Release Planning

The HHW Facility is currently open to the public five (5) days per week and every Saturday. The hours of operation are Monday through Friday 7:00 a.m. to 4:00 p.m., and Saturdays 7:00 a.m. to 11:00 a.m. Based upon public response, the Authority may modify the HHW Facility's operational hours. These changes would be subject to the discretion of LCSWMA.

Sources and Areas Where Spills and Leaks May Occur

Within the HHW Facility, there are places where small spills may occur. Included are the material storage shelf containment units, the paint storage and consolidation area, the utility carts that transfer materials and/or the flammable liquid storage drum area, as well as the waste oil/antifreeze holding tank area (see Figure 3, Materials and Waste Inventory Location, Appendix A; additionally, a typical Quarterly DEP "Record of Operations" Report, which indicates the various materials transported off-site for the referenced period, has been included in Attachment B). Spills that could occur would more than likely result from human error such as accidentally dropping a container or knocking an item off a shelf and breaking it. If such an accident were to occur, the worker on site would assess the severity of the spill according to the material's hazard class, amount spilled and location of the spill.

The 1,000 gallon waste oil tank has an alarm which will sound if the waste oil level exceeds 800 gallons. The 500 gallon antifreeze tank has an audible alarm that goes off at the level of 400 gallons. These alarms are critical to prevent a leak or overflow from the tanks. If an overflow occurs, the pumps feeding the tanks are immediately shut-off to prevent a further spill.

For small spills that can be cleaned up and handled at the Site, the following equipment, or equivalent, is readily available:

- Absorbent material
- Chemical spill control pillows
- Booms
- Shovels/brooms
- Trash bags
- Containment vessels (for storage of spilled material)
- Backhoe; wheel loader; skid loader

- Empty transfer trailers (for storage of spilled material)
- Waste oil tanks (for storage of spilled material)
- Acid cleanup kits
- Mercury cleanup kits

If a large spill were to occur, efforts to contain it would be made by the worker(s) on-duty utilizing the above-mentioned materials. If these efforts were unsuccessful, the worker(s) would contact the Emergency Coordinator who, after assessing the severity of the situation, would contact all appropriate agencies and initiate the emergency response measures detailed in this PPC Plan.

C.2. Material Compatibility

Materials selected for construction of the HHW Facility (floors, floor drains, drain pipes, etc.) were designed to be compatible with wastes accepted at the site. All construction was completed in accordance with local (Manheim Township) and other applicable regulations (International Building Code, National Fire Protection Association Standards, etc.).

Due to the nature of the materials received at the HHW Facility, they are handled with extreme care in order to prevent any potential reactions. Immediately after receipt, materials are separated into their appropriate hazard classification groups by trained staff. Compatible materials are then placed into their respective shelved storage containment unit. Each unit stores only one grouping of materials (i.e., acids, bases, oxidizers, flammables, poisons, reactives or unknowns). Spill containment is provided in each storage unit. Flammables, combustibles, reactives and unknowns are kept in a separate room with an explosion relief system. The entire HHW Facility is equipped with an independent, self-contained ventilation system, as well as a carbon dioxide fire suppression system, two (2) hour fire rated walls, floor and ceiling, and a smoke detection system tied into a site-wide central phone alarm station.

C.3. Inspection and Monitoring Program

A continual inspection program includes regular, scheduled checks and inspections of the equipment, material storage areas and storage tanks. In addition to the following items, an outline of routine inspection programs is included in Appendix C. Where appropriate, on-site spills would be handled by LCSWMA personnel; using the procedures and equipment identified in Section C.1. When additional resources are required, outside emergency support is available as identified in Section E.

Inspection activities include:

1. HHW Facility interior:

Waste Fluid Storage Tanks

- 1,000 gallon waste oil tank
- 500 gallon waste antifreeze tank

Containment Area

- No liquid present in containment area
- Drums sealed, no apparent leakage
- All drums dated and labeled with labels easily visible

Consolidation Area

- Change filter on exhaust fan for paint compressor system monthly

2. HHW grounds:

- Check all equipment and tools being used properly to avoid any safety or potential spill problems.

- Check all drains and sumps to assure proper working conditions.

If required, LCSWMA has portable gas monitoring equipment available. These meters are used to determine the presence of potentially explosive gases and oxygen levels.

C.4. Preventive Maintenance

All equipment in use at the HHW Facility is maintained in accordance with manufacturers' requirements or LCSWMA policy and/or procedures.

In accordance with the National Fire Protection Association standards, the fire suppression system in the HHW Facility will be inspected on a biannual basis and a copy of the inspection report will be submitted to the Environmental Compliance division.

The HHW Facility's ventilation system is inspected semiannually. During the inspection, the bearing is greased and belts are replaced as needed.

C.5. Housekeeping Program

Typical good housekeeping practices are stringently followed. This includes immediate cleaning and disposal of all spills. LCSWMA personnel, when required, using the procedures and equipment identified in Section C.1, will handle spills and leaks. When additional resources are required, outside emergency support is available as identified in Section E.

Due to the type of facility, waste removal is performed daily in all storage, office and employee areas.

In order to keep the HHW Facility clean and operating in the most efficient manner possible, the following activities occur on a routine basis:

- Sweeping the entire Facility.
- Classification and shelving of all materials received from the public.
- Immediate containment of any spill(s) found and the proper disposal and recording of any such incident.
- Removal of all non-hazardous, non-recyclable materials (waste) from the HHW Facility for disposal.

C.6. Security

The front of the Transfer Station Complex, off of Harrisburg Pike, is protected by an ornamental aluminum fence. The back of the property, which abuts the railroad, and the sides are surrounded by six (6) foot high chain linked barbed wire fencing. The HHW Facility is within the fenced area.

Vehicular and personnel access is limited to two (2) gates, which are only open during operational hours. All the gates are locked during non-operational hours.

The HHW Facility has a burglar alarm system tied into all doors. The Facility also has fire alarms, smoke and heat detectors and a sprinkler system. All doors are closed and locked during non-operational hours. Keys to the Facility and access codes to the alarm system are given only to those personnel who are involved with the operations of the Facility.

C.7. External Factor Planning

External factors may affect the operation of the Facility. There are no treatment processes or storage facilities that would require constant monitoring, pumping or treatment.

Snow is the most prominent external factor and its removal is to be completed by LCSWMA personnel. The equipment to aid in removal includes:

- snow shovels
- snow blowers
- de-icers
- backhoe(s) and loader/snow plow(s)
- skid loader
- 4 wheel drive pick-up truck(s)/snow plow(s)

Other external factors which may affect the operation of the HHW Facility include electrical storms and related power outages. If a power outage occurs when the Facility is open, operations would either cease until power was restored or the facility would utilize emergency generator(s) as appropriate.

C.8. Employee Training Program

Each new employee must complete a training program. This program is designed to familiarize each employee with the safety and prevention aspects of his/her job.

New employees at the HHW Facility are trained in all safety aspects of their job. They are required to complete a written employee safety training program. This program is designed to familiarize each employee with the safety and accident prevention aspects of their job. The training programs address other aspects of

the PPC Plan including preventative maintenance, inspection, monitoring, and good housekeeping practices. All full-time and regular part-time HHW staff initially receives 24-hour OSHA training plus an annual eight (8) hour OSHA Refresher Training Course from the contracted hazardous waste hauler or other certified instructor(s). In addition, the Transfer Station Facility Manager and the HHW Foreman are both required to have 40-hour Hazardous Waste Site (HAZWOPER) training and DOT training for Hazardous Waste manifests to comply with DEP regulations.

Employees are given an Employee Handbook, which includes a section on safety. Emergency phone numbers and basic procedures for first aid will be posted throughout the facility. Additionally, First Aid and CPR training is offered to select LCSWMA employees.

Special operating procedures include lock-out/tag-out programs for electrical and hydraulic equipment. These procedures are posted in relevant operating areas.

OSHA and IBC material is received by appropriate LCSWMA staff and implemented when necessary.

Finally, LCSWMA is ISO 14001 certified for its Environmental Management System (EMS). The EMS includes LCSWMA's identification of environmental aspects and puts in place the procedures and policies by which its employees strive to maintain regulatory compliance. As applicable, specific employees are trained in regard to their responsibilities should a response be needed to an environmentally related event.

D. COUNTERMEASURES

D.1. Countermeasures to be Undertaken by Facility

Should a spill or leak occur that would require a response by on-site personnel, the following measures would be employed:

- The release would be contained. Specifically, should a liquid release occur, containment devices such as oil socks would be immediately placed to prevent run-off into uncontaminated areas. Appropriate oil dry materials would be spread and then collected for proper disposal. Given that any such release would occur on paved areas there is minimal concern for mitigation activity.
- Any release of solid wastes would also be immediately contained. Site personnel would be directed to clean up the area and all wastes would be collected and transported for disposal.
- All personnel responding to a spill or leak would be required to wear the necessary personal protection equipment provided by LCSWMA to minimize the potential adverse health effects of handling potentially hazardous materials, as outlined in the "Personal Protection Equipment & Safety Procedures" SOP (HHW-0002).

Should a fire occur, the following measures would be employed:

- Immediately contact OPS Management (Waste Division Director, TSC Management, HHW Foreman, or Trained Designee). OPS Management will assess whether outside emergency services are needed. OPS Management or designee will call 911 if deemed necessary.
- A fire still in its incipient stage may be extinguished with a fire extinguisher by trained personnel
- The fire alarm should be activated and all building occupants must evacuate if fire is too large to extinguish with a fire extinguisher.
- OPS Management will designate someone to flag down Emergency Services when they arrive on site.
- When the fire is completely extinguished and cooled, the material will be loaded into a trailer hauling waste to either the Frey Farm Landfill (FFLF) or Resource Recovery Facility (RRF).
- An Executive Team member will be alerted of the situation by OPS Management if necessary.

If fires on site cannot be contained and extinguished, immediately contact South Manheim Township Fire Company (SMTFC) (911 or 717-392-4109) and follow procedures outlined in sections D.1 and D.5. If a fire occurs when the Facility is closed, contact the SMTFC.

D.2. Countermeasures to be Undertaken by Contractors

Licensed Hazardous Waste contractors are used to pack and transport materials received at the HHW Facility. The only expectation for LCSWMA to have contractors on site at times other than this would be included on a contractual basis for construction related purposes. During these events, the Contract Documents would require the Contractor to provide a site specific Health and Safety Plan (HASP) which would identify applicable items of concern and provide proper recourse.

D.3. Internal/External Communications and Alarm Systems

Internal communications are routinely completed with cell phones.

External communication for the HHW Facility is available via a phone located on the desk in the office (717-735-0169). A listing of emergency phone numbers is posted next to the phone.

D.4. Evacuation Plan

A major explosion or uncontrolled fire would be the most likely cause for a complete evacuation of the site. Otherwise, evacuation would be limited to the specific Facility area where the fire or accidental release of hazardous material occurred.

The evacuation route for the entire Site would be via the main access road.

In the event of an emergency situation, the acting Emergency Coordinator will assess the situation to determine whether a partial or complete evacuation of the Facility should be conducted. If it is determined that an evacuation is necessary, then the Emergency Coordinator will notify the Crisis Communication Team and implement the following evacuation procedures:

1. The Emergency Coordinator shall broadcast evacuation instructions to personnel via mobile phones or radios.

2. Personnel evacuation should proceed as follows:

    - If downwind of incident, evacuate perpendicularly to the wind direction over the most accessible route;
    - If upwind of incident, evacuate in upwind direction.

3. Facility personnel will exit the building according to pre-established exit routes and assemble at pre-established regrouping areas upwind of the incident location until the Emergency Coordinator has accounted for all persons on-site.

D.5. Emergency Equipment Available for Response

Equipment

Appendix F lists the emergency equipment that is available at the Transfer Station, the Maintenance Building, and HHW Facility. The list includes a brief description of the intended use and capabilities of each item. Appendix G provides a list of the supplies that should be included in the first aid kit referenced in Appendix F. Safety equipment is provided for each employee as listed in Appendix H. All equipment is tested regularly and maintained in a ready state at all times. if the equipment becomes contaminated or damaged, it is to be cleaned or repaired as soon as practicable after its use and returned to its proper location. Generally, the equipment can be cleaned with water and/or detergents. Decontamination equipment includes water, detergent, and pressure washers. Routine operations will not resume until all equipment used in an emergency is decontaminated, cleaned, and fit for its intended use.

Fire Protection

Portable fire extinguishers have been selected and distributed based on the classes of anticipated work-place fires and on the size and degree of hazard that would affect their use. The firefighting equipment agents which would be most effective for fires involving the materials at the Site are CO_2 and tri-class Halon extinguishers.

Fire extinguishers are visually inspected and tested by a fire extinguisher service company according to the testing schedule recommended by the manufacturer and by the National Fire Protection Association standards.

All personnel are trained in the use and operation of these portable extinguishers. Portable extinguishers are to be used in an upright position. To check workability, after removing the safety pin, the handle or grip should be squeezed briefly before approaching a fire. For best results, the discharge should be directed near the base of the fire and then progressed forward, the nozzle moving rapidly with a side-to-side sweeping motion.

In addition to portable fire extinguishers and the fire suppression system, hoses, which may be connected to potable and service water supplies, are also available for fire fighting purposes. It shall be emphasized in training programs that water should only be used to extinguish Class A fires (i.e., fires with an ordinary combustible fuel source such as paper, wood or fabrics). Additionally, the Site is served by a public water supply with several fire hydrants located on the property. Refer to Appendix I, “Location of On-Site Fire Service Water Source”.

Gas Monitoring Equipment

LCSWMA owns and maintains portable gas monitoring equipment. This equipment monitors for gases that may be explosive (monitored as percent lower explosive limit) and provides a display of concentrations for oxygen, carbon monoxide, and hydrogen/ sulfur compounds.

E. EMERGENCY SPILL CONTROL NETWORK

E.1. Arrangements with Local Emergency Response Agencies

Outside emergency support personnel such as police, fire, medical and emergency response teams can be expected to take over from the Emergency Coordinator once they arrive at the Site for emergencies requiring medical assistance, fire fighting or evacuation.

Authority personnel using the procedures and equipment identified in Section C.1, however, will handle most on-Site spills. In the event that additional resources are required, the following companies should be contacted for assistance:

South Manheim Township Fire Company (SMTFC)

- Dial 911 or (717) 392-4109
- SMTFC will contact the Hazardous Materials Response Team (HazMat) if the situation warrants their presence

All LCSWMA Emergency Coordinators have full authorization to immediately engage the services of the SMTFC in the event of an emergency spill.

Local Police

The local police department is the Manheim Township Police Department (717-569-6401). During emergency situations, the police shall divert traffic as they deem necessary according to their preplanned traffic control patterns and limit access to the Site to authorized personnel only. The police department, fire department and Authority Emergency Coordinator(s) shall collectively determine whether community evacuation shall be necessary and the extent of evacuation required. The police department would conduct any required evacuation.

Local Fire Department

The local fire department is the Southern Manheim Township Fire Company (717-392-4109) which is equipped with two (2) engines and two (2) squad vehicles. The back-up fire department is the Lancaster City Fire Bureau.

Local Hospital

Lancaster General Hospital (717-544-5511) is located in Lancaster, and is an acute care tertiary hospital that provides full medical services. The hospital is located within 10 minutes of the Facility. The emergency room is properly staffed and available for use 24 hours per day. Specialty medical services are available and on call. The emergency room is equipped to handle patients. The hospital can provide initial aid on severe burn cases. Lancaster General Hospital is equipped with one medical (medic) unit. The hospital is an accredited trauma unit and is equipped with a helicopter landing pad.

Local Ambulance

Manheim Township Ambulance Association-(717-569-6622).

E.2. Notification Lists

If the Emergency Coordinator determines that the Facility has had an emission, discharge, fire, or explosion that could threaten human health or the environment, he shall contact and report, as necessary, his findings to the agencies listed in Section II and Appendix E.

When calling any response agency, the following information shall be given:

- Name and telephone number of reporter;
- Name and address of facility;
- Time and type of incident (e.g., release, fire);
- Name and quantity of material(s) involved, to the extent known;
- The extent of injuries, if any;
- The possible hazards to human health, or the environment, outside the facility.

E.3. Downstream Notification Requirement for Storage Tanks

Not applicable, as the Facility does not have above ground storage tanks with an aggregate volume greater than 21,000 gallons for regulated substances.

E.4. Stormwater Management Practices

The Transfer Complex utilizes both quantitative and qualitative stormwater controls. The site is covered under a General Permit for the Discharge of Stormwater from an Industrial Activity (PAG -03 permit number PAR 403505).

FIGURES

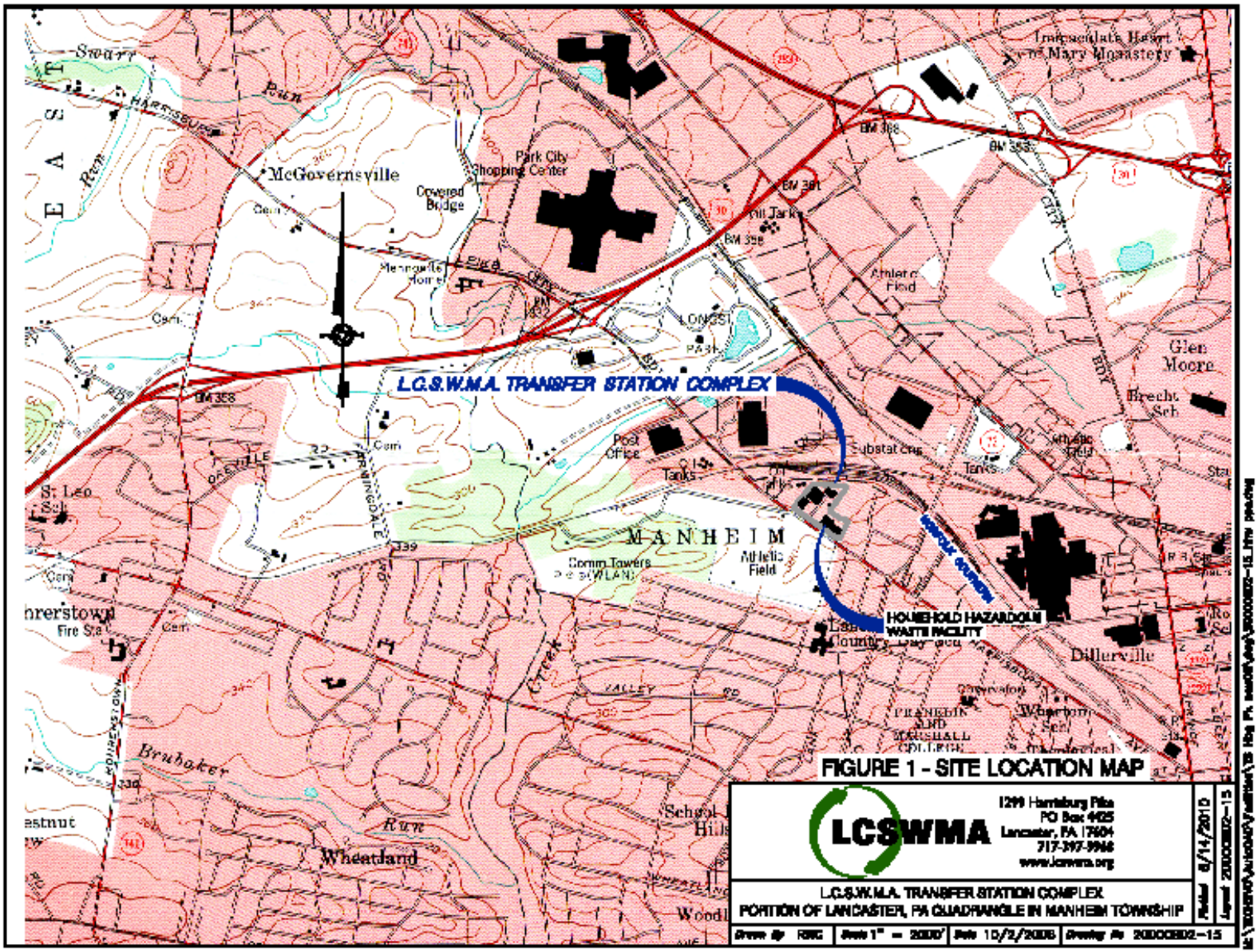

L.C.S.W.M.A. TRANSFER STATION COMPLEX
HOUSEHOLD HAZARDOUS WASTE FACILITY
McGovernsville
Park City Shopping Center
Covered Bridge
Oil Tanks
Athletic Field
Glen Moore
Post Office
MANHEIM
Comm Towers
Fire Sta
Dillerville
Wheatland
Brubaker
Run
Creek
FIGURE 1 - SITE LOCATION MAP
LCSWMA
1299 Harrisburg Pike
PO Box 4425
Lancaster, PA 17604
717-397-9966
www.lcswma.org
L.C.S.W.M.A. TRANSFER STATION COMPLEX
PORTION OF LANCASTER, PA QUADRANGLE IN MANHEIM TOWNSHIP
Drawn By: RBC
Scale 1" = 2000'
Date 10/2/2006
Drawing No 20DOCH02-15
Revised 6/14/2010
Layout 20DOCH02-15

Figure 1

Figure 2

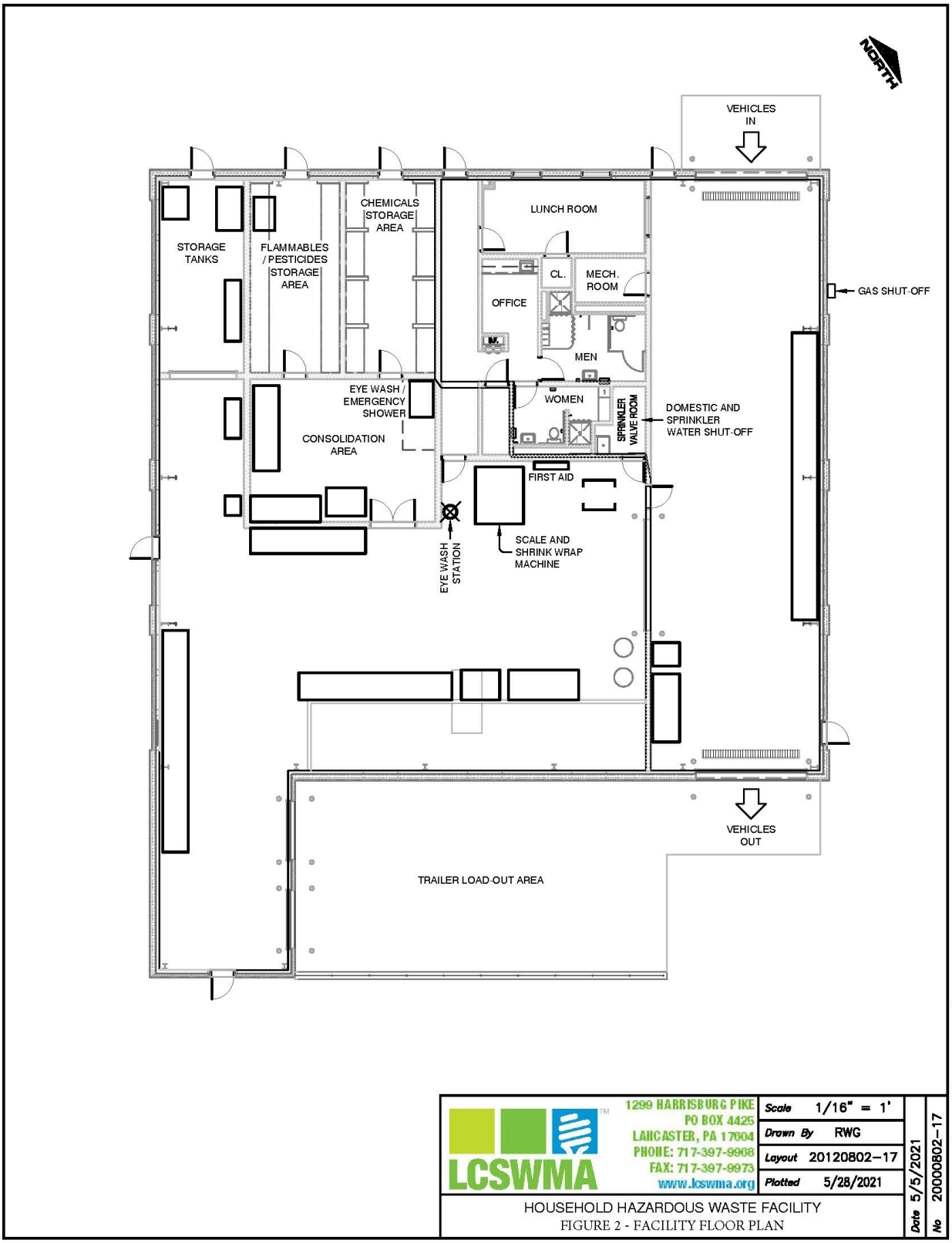
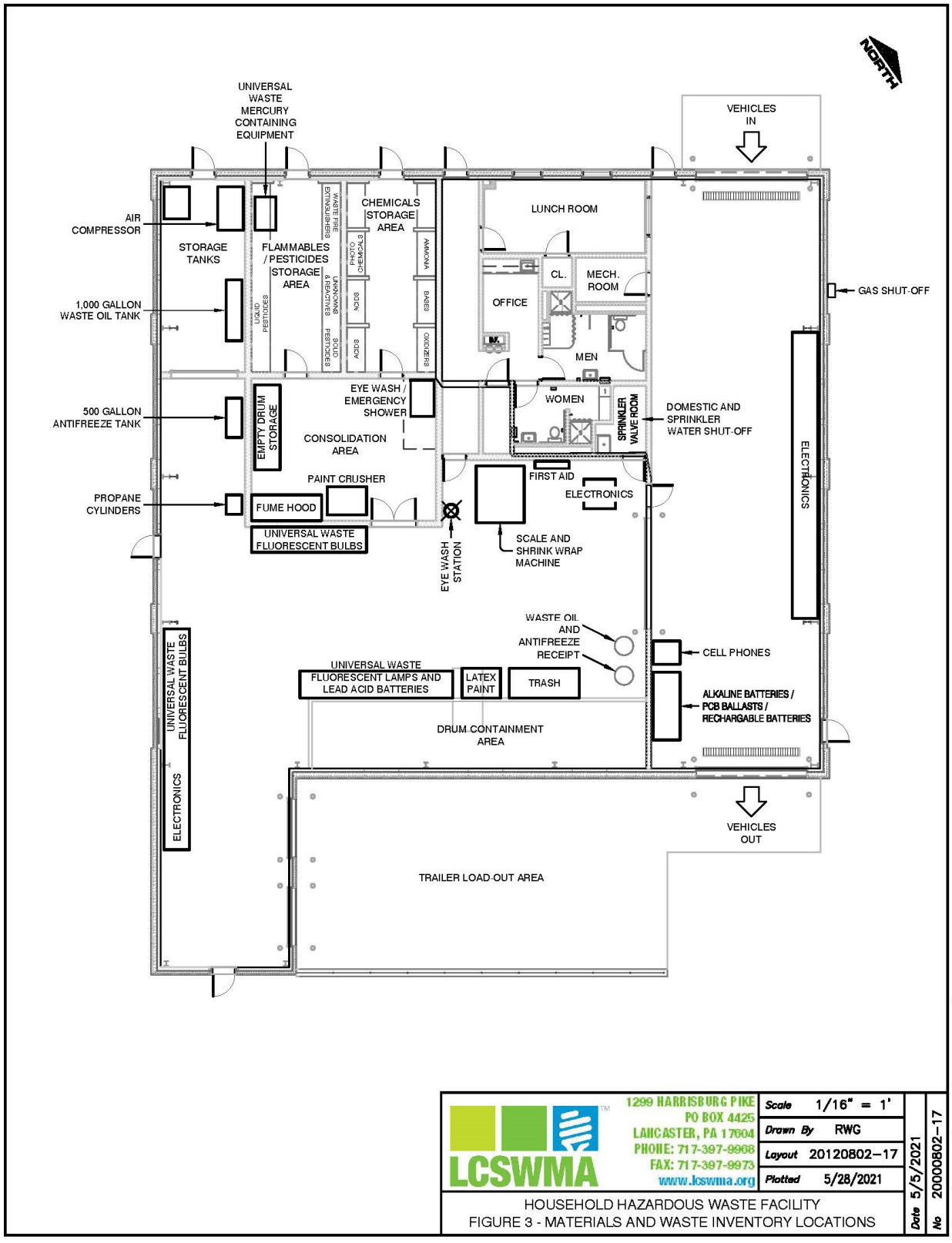

NORTH
VEHICLES IN
STORAGE TANKS
FLAMMABLES / PESTICIDES STORAGE AREA
CHEMICALS STORAGE AREA
LUNCH ROOM
CL.
MECH. ROOM
OFFICE
MEN
WOMEN
GAS SHUT-OFF
EYE WASH / EMERGENCY SHOWER
CONSOLIDATION AREA
SPRINKLER VALVE ROOM
DOMESTIC AND SPRINKLER WATER SHUT-OFF
FIRST AID
EYE WASH STATION
SCALE AND SHRINK WRAP MACHINE
VEHICLES OUT
TRAILER LOAD-OUT AREA
LCSWMA
1299 HARRISBURG PIKE
PO BOX 4425
LANCASTER, PA 17604
PHONE: 717-397-9968
FAX: 717-397-9973
www.lcswma.org
Scale 1/16" = 1'
Drawn By RWG
Layout 20120802-17
Plotted 5/28/2021
HOUSEHOLD HAZARDOUS WASTE FACILITY
FIGURE 2 - FACILITY FLOOR PLAN
Date 5/5/2021
No 20000802-17
Q:\AC3D\Facilities\TS Lanc\PPC drawings\2021-05_TS_LCSW_PPC HHW facility.dwg

Figure 3


NORTH
UNIVERSAL WASTE MERCURY CONTAINING EQUIPMENT
VEHICLES IN
AIR COMPRESSOR
STORAGE TANKS
FLAMMABLES / PESTICIDES STORAGE AREA
CHEMICALS STORAGE AREA
LUNCH ROOM
CL.
MECH. ROOM
OFFICE
MEN
WOMEN
GAS SHUT-OFF
1,000 GALLON WASTE OIL TANK
500 GALLON ANTIFREEZE TANK
EMPTY DRUM STORAGE
EYE WASH / EMERGENCY SHOWER
CONSOLIDATION AREA
SPRINKLER VALVE ROOM
DOMESTIC AND SPRINKLER WATER SHUT-OFF
ELECTRONICS
PAINT CRUSHER
FIRST AID
ELECTRONICS
PROPANE CYLINDERS
FUME HOOD
UNIVERSAL WASTE FLUORESCENT BULBS
EYE WASH STATION
SCALE AND SHRINK WRAP MACHINE
WASTE OIL AND ANTIFREEZE RECEIPT
CELL PHONES
UNIVERSAL WASTE FLUORESCENT LAMPS AND LEAD ACID BATTERIES
LATEX PAINT
TRASH
ALKALINE BATTERIES / PCB BALLASTS / RECHARGABLE BATTERIES
DRUM CONTAINMENT AREA
UNIVERSAL WASTE FLUORESCENT BULBS
ELECTRONICS
VEHICLES OUT
TRAILER LOAD-OUT AREA
LCSWMA
1299 HARRISBURG PIKE
PO BOX 4425
LANCASTER, PA 17604
PHONE: 717-397-9968
FAX: 717-397-9973
www.lcswma.org
Scale 1/16" = 1'
Drawn By RWG
Layout 20120802-17
Plotted 5/28/2021
HOUSEHOLD HAZARDOUS WASTE FACILITY
FIGURE 3 - MATERIALS AND WASTE INVENTORY LOCATIONS
Date 5/5/2021
No 20000802-17
Q:\AC3D\Facilities\TS Lanc\PPC drawings\2021-05_TS_LCSW_PPC HHW facility.dwg

APPENDICES

APPENDIX A

SUMMARY OF MATERIAL AND WASTE INVENTORY

WASTE MINIMIZATION PLAN

Waste Minimization Plan

Background

Although the Household Hazardous Waste (HHW) Facility does not "generate" waste, given the quantities of wastes that may be in the facility at any given time, the Pennsylvania Department of Environmental Protection (DEP) has issued a hazardous waste generator ID number for the facility (PAD987284932).

The Uniform Hazardous Waste Manifest which is completed when wastes are transported from the HHW Facility requires that the "Generator/Offeror" sign a certification statement indicating the waste minimization statement identified in 40 CFR 262.27 is true.

40 CFR 262.27 states: "A generator who initiates a shipment of hazardous waste must certify to one of the following statements in Item 15 of the uniform hazardous waste manifest: (a) I am a large quantity generator. I have a program in place to reduce the volume and toxicity of the waste generated to the degree I have determined to be economically practicable and I have selected the practicable method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment, or (b) I am a small quantity generator. I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford." This Waste Minimization Plan has been prepared to meet the requirements of 40 CFR 262.27(a) and is the document being referred to when a LCSWMA employee signs the Uniform Hazardous Waste Manifest. Note: DOT training is required before LCSWMA employees sign the uniform hazardous waste manifest form, 49 CFR Subpart H, Hazardous Materials Regulations.

On-Site Practices

LCSWMA does not generate hazardous waste onsite, with the exception of potential spill response materials. Therefore, the waste minimization efforts are focused on reducing the packaging volume of the waste, versus reducing the volume of waste generated. LCSWMA implemented procedures for reducing the packaged volume of waste requiring transport for off-site processing, disposal or recycling. These procedures include consolidation (small volumes of liquids such as waste oil, antifreeze and flammables are transferred to larger tanks or drums prior to removal from the HHW Facility); recycling (rechargeable and lead acid batteries, compressed gas cylinders, computers and computer peripherals and televisions) and energy recovery (latex paint, miscellaneous packaging materials such as cardboard boxes, plastic containers, empty containers, etc. are taken to the LCSWMA Waste-to-Energy Facility where they are processed by incineration to produce electricity). Additionally, LCSWMA utilizes recyclable metal and polyfiber drums for waste consolidation purposes.

Public Education/Outreach Efforts

In addition to providing the HHW Facility for the collection and proper disposal or recycling of these types of wastes, LCSWMA utilizes various methods to assist with educating the public towards waste reduction and environmental awareness. This includes distribution of materials such as the guide titled: "*Trash; Your Renewable Energy*". This brochure highlights LCSWMA's activities as a whole, and features the Household Hazardous Waste Facility and outlines what is acceptable at HHW. LCSWMA's web site has a page on *Household Hazardous Waste Alternatives* which describes many environmentally-friendly

alternatives to everyday household cleaners. LCSWMA will continue public outreach efforts directed towards proper management of HHW materials; both towards minimization and processing/disposal.

APPENDIX B1

REPORT: QUARTERLY DEP RECORD OF OPERATIONS; HHW COLLECTION PROGRAM

Rethink. Recover. Renew.

LCSWMA

1299 HARRISBURG PIKE | LANCASTER, PA 17603
PHONE: 717-397-9968 | FAX: 717-397-9973
www.lcswma.org

July 26, 2023

Certified Mail

PA Department of Environmental Protection
Bureau of Waste Management
PO Box 8472
Harrisburg, PA 17105-8472

RE: LCSWMA Household Hazardous Waste Facility
EPA ID # PAD987284932
Record of Operations Report – 2nd Quarter 2023

Enclosed is the Lancaster County Solid Waste Management Authority's (LCSWMA) Record of Operations Report for the **2nd Quarter 2023**, for LCSWMA's Household Hazardous Waste (HHW) Facility. The facility served **11,585** customers visit this quarter.

If you have any questions or comments regarding this submission, please contact me at bbarton@lcswma.org.

Sincerely,

Robert Barton
Transfer Station Site Supervisor

Enclosures
cc: LCSWMA: Tom Adams, Mike Devaney, Greg Imes, Environmental, Accounting
PA DEP: Randy Weiss

2520-FM-BWM0084 Rev. 8/2015

pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

Record of Operations

Household/Small Business Hazardous Waste Collection Program

If you have questions filling out this form, please call your regional office listed in the directions that accompanied this form or call (717) 787-7382.

This form must be completed by all sponsors of collection events. The form must be submitted within 30 days of each non-permanent event. Permanent programs should submit this form on a quarterly basis and indicate the reporting period in question #1. If more than one location was utilized for the event, a separate form should be completed for each collection location.

1. Sponsor's Name **Lancaster County Solid Waste Management Authority (LCSWMA)**

   Address **1299 Harrisburg Pike, Lancaster, PA 17603**

   Lead contact Person and Title: **Robert Barton, Transfer Station Site Supervisor**

   Telephone Number: **(717) 874-4430**

   Date(s) of event From **April 2023** To **June 2023** Quarter (if applicable) **2nd Quarter 2023**

   Location(s) of event **LCSWMA Household Hazardous Waste Facility**
   1299 Harrisburg Pike, Lancaster, PA 17603

2. **Certification**
   This is to certify that I have personally examined and am familiar with the information in this application and attached documents. I have reviewed the legislation and regulations that pertain to household/small business hazardous waste collection and disposal programs and I am aware of the Department of Environmental Protection's requirements for this application. To the best of my knowledge, the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.
   Sworn to and subscribed before me

   this 26th day of **July**, **2023**

public notary

signature of sponsor's authorized official

COMMONWEALTH OF PENNSYLVANIA - NOTARY SEAL
Teresa Maria Barnett, Notary Public
Lancaster County
My Commission Expires 07/29/2023
Commission Number 1353948

3. Waste Information

Location Name Lancaster County Solid Waste Management Authority (LCSWMA)

Type of Waste	Collector EPA ID	EPA Haz Waste ID	Number of Participants		Lbs Collected	Management Method
			household	business/other		
1. Latex Paint	PA0000103713	NONE			150,740	Incineration
2. Oil Based Paint	See item #8					
3. Paint Products/Turpentine	See item #8					
4. Corrosives/Caustics	PAD067098822	D001/D002			2,309	Chemical/Wastewater Treatment
5. Pesticides/Poisons	PAD067098822	NONE			11,785	Incineration
6. Chlorine Products	See item #4					
7. Used Oil	PAR000041277	NONE			32,280	Recycle
8. Flammable Liquids	PAD067098822	D001/D018/D 035			18,330	Fuel Blending
9. Antifreeze	PAR000041277	NONE			9,544	Recycle
10. Lead Acid Batteries	PAD987367216	NONE			9,078	Recycle
11. NiCad Batteries	MIK241575671	NONE			2,738	Recycle
12. Other						
Alkaline Batteries	N/A	101389			10,060	Landfill
Ballasts	PAD987367216	NONE			74	Recycle
Fluorescent Lamps	PAD987367216	NONE			3,552	Recycle
Mercury	PAD067098822	NONE			36	Recycle
Fire Extinguishers	PAD067098822	NONE			1,890	Recycle
13. Computers	PAR00052228	NONE			26,451	Recycle
14. Computer Monitors	PAR00052228	NONE			17,335	Recycle
15. Computer Peripherals	PAR00052228	NONE			28,061	Recycle
16. Televisions	PAR00052228	NONE			157,639	Recycle
17. Other Electronics	PAR00052228	NONE			24,970	Recycle
TOTALS			**11,585**		**506,872**	

Conversions
Assume 8 pounds equals 1 gallon
For lead acid batteries, assume 20 pounds per battery

4. Management Information

	Collector's EPA ID	Management Facility EPA ID	Name of Treatment/ Disposal Facility	Address of Treatment/Disposal Facility
1.	PAD067098822	SAME	CycleChem, Inc. /	550 Industrial Drive, Lewisberry, PA 17339
2.	PAD987367216	SAME	AERC / Clean Earth	2591 Mitchell Avenue, Allentown PA 18103
3.	PAR000041277	SAME	Eco-Maxx	170 Transport St, Bedford, PA 15522
4.	MIK241575671	SAME	Battery Solutions LLC	4930 Holtz Drive, Wixom, MI 48393
5.	PAR000522284	SAME	ECOvanta	445 South St, 4th Floor, Morristown, NJ 07960
6.	N/A	101389	Frey Farm Landfill	3049 River Road, Conestoga, PA 17516
7.	PA0000103713	400592	Resource Recovery Facility	1911 River Road, Bainbridge, PA 17502
8.				
9.				
10.				

DEPARTMENT USE ONLY

Received by _____ Date _____

Reviewed by _____ Date _____

Approved by _____ Date _____

Disapproved by _____ Date _____

APPENDIX B2

REPORT: BIANNUAL EPA WASTE GENERATION AND MANAGEMENT (GM FORM); HAZARDOUS WASTE REPORT

EPA ID Number	P	A	D	9	8	7	2	8	4	9	3	2

OMB# 2050-0024; Expires 04/30/2024

United States Environmental Protection Agency

HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description	**Labpacks from non-acute sources**					
B. EPA Hazardous Waste Code(s)	D001	D003	D019	F002	U211	D013
	D002	D009	D039	U210	U122	D016
C. State Hazardous Waste Code(s)						
D. Source Code **G61**	Management Method (G25)			Country Code (G62)		
E. Form Code **W001**	F. Waste Minimization Code **X**			G. Radioactive Mixed ☐ Y ☑ N		
H. Quantity **56418**	UOM **1**	Density		☐ lbs/gal ☐ sg		

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**56418**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

Additional waste codes: D020, U036, U061, U129, U240

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description **Lead-acid Batteries**						
B. EPA Hazardous Waste Code(s)	D002					
	D008					
C. State Hazardous Waste Code(s)						

D. Source Code **G61**	Management Method (G25)	Country Code (G62)
E. Form Code **W309**	F. Waste Minimization Code **X**	G. Radioactive Mixed ☐ Y ☑ N
H. Quantity **30**	UOM **1**	Density ☐ lbs/gal ☐ sg

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**30**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description	**Labpacks from acute sources**					
B. EPA Hazardous Waste Code(s)	D004					
	P012					
C. State Hazardous Waste Code(s)						
D. Source Code **G61**	Management Method (G25)			Country Code (G62)		
E. Form Code **W004**	F. Waste Minimization Code **X**			G. Radioactive Mixed ☐ Y ☑ N		
H. Quantity **1**	UOM **1**	Density		☐ lbs/gal ☐ sg		

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**1**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description **Liquid Mercury**						
B. EPA Hazardous Waste Code(s)	D009					
	U151					
C. State Hazardous Waste Code(s)						
D. Source Code **G61**	Management Method (G25)			Country Code (G62)		
E. Form Code **W117**	F. Waste Minimization Code **X**			G. Radioactive Mixed ☐ Y ☑ N		
H. Quantity **10**	UOM **1**	Density		☐ lbs/gal ☐ sg		

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**10**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description **Bulked Paints and Flammable Liquids**						
B. EPA Hazardous Waste Code(s)	D001	D035				
	D018					
C. State Hazardous Waste Code(s)						

D. Source Code **G61**	Management Method (G25)	Country Code (G62)
E. Form Code **W209**	F. Waste Minimization Code **X**	G. Radioactive Mixed ☐ Y ☑ N
H. Quantity **64939**	UOM **1**	Density ☐ lbs/gal ☐ sg

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.		
Site 1			
B. EPA ID of facility to which waste was shipped		C. Management Method Code	D. Total Quantity Shipped
PAD067098822		**H141**	**64939**
Site 2			
B. EPA ID of facility to which waste was shipped		C. Management Method Code	D. Total Quantity Shipped
Site 3			
B. EPA ID of facility to which waste was shipped		C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description **Methyl Ethyl Ketone Peroxide**						
B. EPA Hazardous Waste Code(s)	D001					
	U160					
C. State Hazardous Waste Code(s)						
D. Source Code **G61**	Management Method (G25)			Country Code (G62)		
E. Form Code **W210**	F. Waste Minimization Code **X**			G. Radioactive Mixed ☐ Y ☑ N		
H. Quantity **8**	UOM **1**	Density		☐ lbs/gal ☐ sg		

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**8**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description **Paint Spill Cleanup**						
B. EPA Hazardous Waste Code(s)	D001					
	D035					
C. State Hazardous Waste Code(s)						
D. Source Code **G32**	Management Method (G25)			Country Code (G62)		
E. Form Code **W310**	F. Waste Minimization Code **X**			G. Radioactive Mixed ☐ Y ☑ N		
H. Quantity **400**	UOM **1**	Density		☐ lbs/gal ☐ sg		

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**400**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description **Calcium Hypochlorite Pool Shock**						
B. EPA Hazardous Waste Code(s)	D001					
C. State Hazardous Waste Code(s)						
D. Source Code **G61**	Management Method (G25)			Country Code (G62)		
E. Form Code **W316**	F. Waste Minimization Code **X**			G. Radioactive Mixed ☐ Y ☑ N		
H. Quantity **45**	UOM **1**	Density		☐ lbs/gal ☐ sg		

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**45**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description **Road Flares**						
B. EPA Hazardous Waste Code(s)	D001					
C. State Hazardous Waste Code(s)						
D. Source Code **G61**	Management Method (G25)			Country Code (G62)		
E. Form Code **W316**	F. Waste Minimization Code **X**			G. Radioactive Mixed ☐ Y ☑ N		
H. Quantity **180**	UOM **1**	Density		☐ lbs/gal ☐ sg		

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**180**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

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HAZARDOUS WASTE REPORT 2022 (reporting cycle)

WASTE GENERATION AND MANAGEMENT (GM) FORM

1. **Waste Characteristics**

A. Waste Description **Aerosol Cans**						
B. EPA Hazardous Waste Code(s)	D001					
C. State Hazardous Waste Code(s)						
D. Source Code **G61**	Management Method (G25)			Country Code (G62)		
E. Form Code **W801**	F. Waste Minimization Code **X**			G. Radioactive Mixed ☐ Y ☑ N		
H. Quantity **1340**	UOM **1**	Density		☐ lbs/gal ☐ sg		

2. **On-site Generation and Management of Hazardous Waste**

☐ Y ☑ N	Was any of this waste that was generated at this facility treated, disposed, and/or recycled on-site? If yes, continue to On-site Process System 1.	
Process System 1	Management Method Code	Quantity
Process System 2	Management Method Code	Quantity

3. **Off-site Shipment of Hazardous Waste**

☑ Y ☐ N	A. Was any of this waste that was generated at this facility shipped off-site for treatment, disposal, or recycling? If yes, continue to Site 1.	
Site 1		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
PAD067098822	**H141**	**1340**
Site 2		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped
Site 3		
B. EPA ID of facility to which waste was shipped	C. Management Method Code	D. Total Quantity Shipped

4. **Comments**

APPENDIX C

OUTLINE OF INSPECTION PROGRAMS

- Daily
  - Visual inspection of all storage shelf containment areas for breakage, leakage or spillage of any material(s).
  - Visual inspection of the floor for leakage or spillage of any materials.
  - Visual inspection of the loading bay containment area for spillage or leakage of any material(s).
  - Visual inspection of the waste oil/ antifreeze holding area for any leakage or spillage.
  - Visual inspection of fluorescent lamp storage racks.
  - Visual inspection of the battery storage area for leakage.
  - Visual inspection of the used cooking oil tote for any leakage or spillage
  - Visual inspection of exterior doors and windows.

- Weekly
  - Inspection of the containment area and filled drums for leakage and that all drums are labeled with the fill date and that labels are visible.

- Monthly
  - Perform safety inspection.
  - Check emergency showers and eye wash stations.
  - Check all fire extinguishers.
  - Check all personal employee safety equipment.
  - Test alarms on waste oil and antifreeze tanks.

APPENDIX D

FACILITY ALARMS

The LCSWMA fire and security system consists of the following detection components:

Fire:

1. Heat and smoke detectors throughout the building.
2. Manual pull stations at all exit doors.
3. Smoke detectors in the ventilation ductwork.
4. Heat activated sprinkler system.
5. Flow alarm and main valve tamper alarm for the sprinkler system.
6. Low temperature alarm (to keep the sprinkler pipes from freezing).

Security:

1. All exterior doors, if opened, will activate alarm and LCSWMA's security company receives a signal.

Major components of the entire system are:

1. The security company monitors the entire system and keeps logs of all activity via telephone connection directly with the system.
2. At all times, the fire department is dispatched immediately for a fire alarm.
3. For supervisory alarms, a contact from the LCSWMA security call list (see #5 below) is notified of an alarm by the security company and advised that an alarm situation is happening. Supervisory alarms include "valve tamper"; inoperable sensor", etc. the security company calls a LCSWMA staff person on the security call list and not the fire or police department.
4. The system has a battery back-up, which is good for several hours in case of loss of power. The security company is aware of when LCSWMA is using the battery system. The system also includes a CO_2 suppression system as well as a dry chemical system (over the flammable drum storage area).
5. Key LCSWMA staff have a combination number for setting and disarming the security system in the HHW Building. The LCSWMA employees listed below have a security code number to give the security company to cancel the police or fire department from being dispatched or make changes to security system.

Bob Barton	(717) 666-8009 (cell)
Joseph Frymyer	(717) 598-2952 (cell)
Mike Devaney	(717) 480-2967 (cell)
Tom Adams	(717) 327-9951 (cell)

APPENDIX E

EMERGENCY COORDINATORS AND RESPONSE AGENCIES

EMERGENCY RESPONSE AGENCIES

Agency	Telephone Number
All Medical and Fire Emergencies	911
Fire Department:	
• Southern Manheim Township Fire Co. (Fire House)	(717) 392-4109
Ambulance Service:	
• Manheim Township Ambulance Association	(717) 569-6622
Police Department:	
• Manheim Township Police Department	(717) 569-6401
Hazardous Materials Response Team:	
• Haz Mat 2	911
• Station	(717) 537-4197

EMERGENCY RESPONSE AGENCIES (Continued)

Agency	Telephone Number
Hospital:	
• Lancaster General Hospital	(717) 544-5511
Lancaster County Emergency Management Agency	(717) 664-1200 1-800-808-5236
Pennsylvania Emergency Management Association	1-800-424-7362
Pennsylvania Department of Environmental Protection:	(717) 783-2300 (daytime hours) 1-800-541-2050 (24/7)
South Central Regional Office (Harrisburg, PA)	**1-800-541-2050 (24/7)**
United States Environmental Protection Agency (EPA):	
Region III 1650 Arch Street Philadelphia, PA 19103	(215) 814-5000 **(215) 814-9016 Emergency Spill Response**
CHEMTREC	1-800-262-8200
CycleChem/ ACV Enviro	**800-7-SPILLS (24/7)** **(410) 368-9170**
National Poison Control Center	1-800-222-1222
National Response Center	1-800-424-8802

APPENDIX F

EMERGENCY EQUIPMENT

EMERGENCY EQUIPMENT

Item	Intended Use
Absorbent Materials materials.	To contain or clean spills of oil or other
Acid Spill Kit	To contain or clean acid spills.
Air Compressor	To keep electronic motors clean.
Backhoe	Used to clean up spills, or objects harmful to machinery or your health.
Brooms and Shovels	Used to clean up solid spills.
Cell Block	Used to extinguish rechargeable battery fires.
Chemical Resistant Rubber Gloves	Used to protect employees from chemical spills and splashes. Note: See Personal Protection Equipment and (PPE) and Safety Procedures (HHW-002).
Eye Wash	Used to wash foreign objects or liquids from the eyes.
Fans	Used to eject excessive fumes.
Fire Extinguishers	Refer to Section D.5.
First Aid Kits	Contains medical supplies used to treat injuries at the Site. Appendix H provides a list of the supplies which should be contained in the first aid kit.
Flashlights	Used to provide illumination in dark areas or during power outages.
HazCat Kit (or equivalent)	Used to test unknown chemical materials.
Industrial Protective Goggles	Used to protect eyes from injury from flying objects and liquids.
Jacks	Used as lifting devices.
Ladder	Many miscellaneous safety uses.

EMERGENCY EQUIPMENT (Continued)

Item	Intended Use
Mercury Cleanup Kits	Used to cleanup and contain spillage of liquid mercury
Metal Saw parts.	Used in emergency to remove excess metal
Oversized Containment Vessels	Used to repack broken or leaking containers. Also used to contain spent spill containment materials such as absorbents, etc.
Portable Gas Meter	Used to measure levels of gases in the air such as oxygen and methane.
Portable Generator	Used where needed to supply electricity.
Radio	Used in all trucks, to keep people notified in case of an emergency.
Shower	Used to wash off harmful materials that may get on a worker's body or clothing.
Telephone	Used to contact Emergency Response Teams in the event of an emergency.
Tool Box	Contains tools useful in various emergency situations.
Tyvex Clothing	Used for protection from chemical spills or splashes
Warning Signs	Used to identify potentially dangerous areas or activities (e.g., "No Smoking").
Welding/Cutting Equipment	Used for emergency entry.

APPENDIX G

INDUSTRIAL FIRST AID KIT

INDUSTRIAL FIRST AID KIT

At a minimum, the main first aid kit shall include the following:

- Triangle Bandages
- Elastic Bandage
- Ammonia Inhalants
- Preptic Swabs-Sterile
- Butterfly Closures
- 3” x 3” Adaptic Non-Adhering Dressing
- First Aid Guide Book
- Band-Aids
- Tube First Aid Cream/Antiseptic Ointment
- First Aid Cleansing Wipers
- Sterile Pads
- Bottles Eye Aid
- Gauze Bandages
- Tweezers
- Scissors
- Wire Splint
- Adhesive Tape
- Burn Ointment
- Insect Sting Relief Capsules

APPENDIX H

EMPLOYEE SAFETY EQUIPMENT

EMPLOYEE SAFETY EQUIPMENT

- Tyvek clothing or coveralls
- Chemical resistant gloves (PVC or Nitrile)
- Safety glasses with side shields or goggles
- Dust Masks
- Above the ankle laced safety boots
- Ear protection (plugs and muffs)
- Leather work gloves

This PPE is designed to minimize the possible of adverse health impacts associated with the handling of potentially hazardous materials. All-PVC or All-Nitrile Gloves must be worn AT ALL TIMES when operating the paint machine, opening containers of liquid, transferring liquids from one container to another, and when cleaning up spills. The half-nitrile / half-cotton gloves may ONLY be used when collecting items from customers and when handling closed containers. Other types of chemical resistant gloves shall be worn as needed or when determined by the Facility Management and/or the Safety Department.

APPENDIX I

LOCATION OF ON-SITE FIRE SERVICE WATER SOURCE


Administration Building
Transfer Station Building
Office
Small Vehicle Drop-Off Building
Scale Facility
MAIN ACCESS ROAD
HARRISBURG PIKE
HHW Building
Maintenance Building
FH
FH - FIRE HYDRANT
AS - AUTOMATIC SPRINKLER
FIGURE 6
LCSWMA
1299 Harrisburg Pike
PO Box 4425
Lancaster, PA 17604
717-397-9968
www.lcswma.org
TRANSFER STATION COMPLEX
ON-SITE WATER SOURCE
Drawn By RWG
Scale 1" = 100'
Date 04/15/08
Drawing No 20080401-10
Plotted 7/1/2011
Layout 20080401-10

APPENDIX J

UNACCEPTABLE MATERIALS CONTACT INFORMATION

1. Explosives, ordnance materials:
(in order of notification)

   1. Manheim Township Police Department
      (717) 569-6401

   2. Lancaster City Police Department
      (717) 664-1180

   3. PA Army National Guard
      (717) 299-7406 Queen Street Facility

2. Infectious, biological or medical wastes:

Transporter	**Primary Processing Facility**
Stericycle	Stericycle , Morgantown, PA (215) 286-6996

1. Radioactive Waste:

Department of Environmental Protection
Bureau of Radiation Protection
South Central Regional Office
909 Elmerton Ave.
Harrisburg, PA 17110
(717) 705-4700
1-800-541-2050 (24/7)

APPENDIX K

PPC PLAN REVISIONS

PPC PLAN REVISIONS

Date of Revision	Pages Revised	Pages Added	Reasons for Revision	Responsible Person
05/25/07			First release of PPC Plan exclusively for the HHW Facility	Brooks K. Norris
05/2008	Minor number		Annual Update	Brooks K. Norris
09/2009	Minor number		Annual Update	Brooks K. Norris
05/2010	Minor number		Annual Update	Emily Kauffman
08/2010	Minor number		Title changes	Emily Kauffman
08/2011	Minor number		Annual Update	Emily Kauffman
06/2012	Minor number		Annual Update	Emily Kauffman
10/2013	Minor number		Annual Update	Emily Kauffman/ Dan Brown
10/2014	Minor number		Annual Update	Dan Brown
8/2016	Minor number		Annual Update	Dan Brown
10/2020	Minor Number		Annual Update / Firefighting countermeasures	Dan Brown
4/2021	Minor Number		Annual Update	Dan Brown
8/2022	Minor Number		Annual Contact Updates	Dan Brown
1/6/2023	Minor Number		Added Emergency Response Agency Contact in Section II	Dan Brown
9/19/2023	Minor Number		Annual Contact Updates	Dan Brown

APPENDIX L

PPC PLAN DISTRIBUTION LIST

PPC PLAN DISTRIBUTION LIST

1. Pennsylvania Department of Environmental Protection

   - Bureau of Waste Management
     PA DEP
     Bureau of Waste Management
     909 Elmerton Avenue
     Harrisburg, PA 17110-8200

2. Southern Manheim Township Fire Company
   1396 Orchard Street
   Lancaster, PA 17601

3. Manheim Township Police Department
   1840 Municipal Drive
   Lancaster, PA 17601

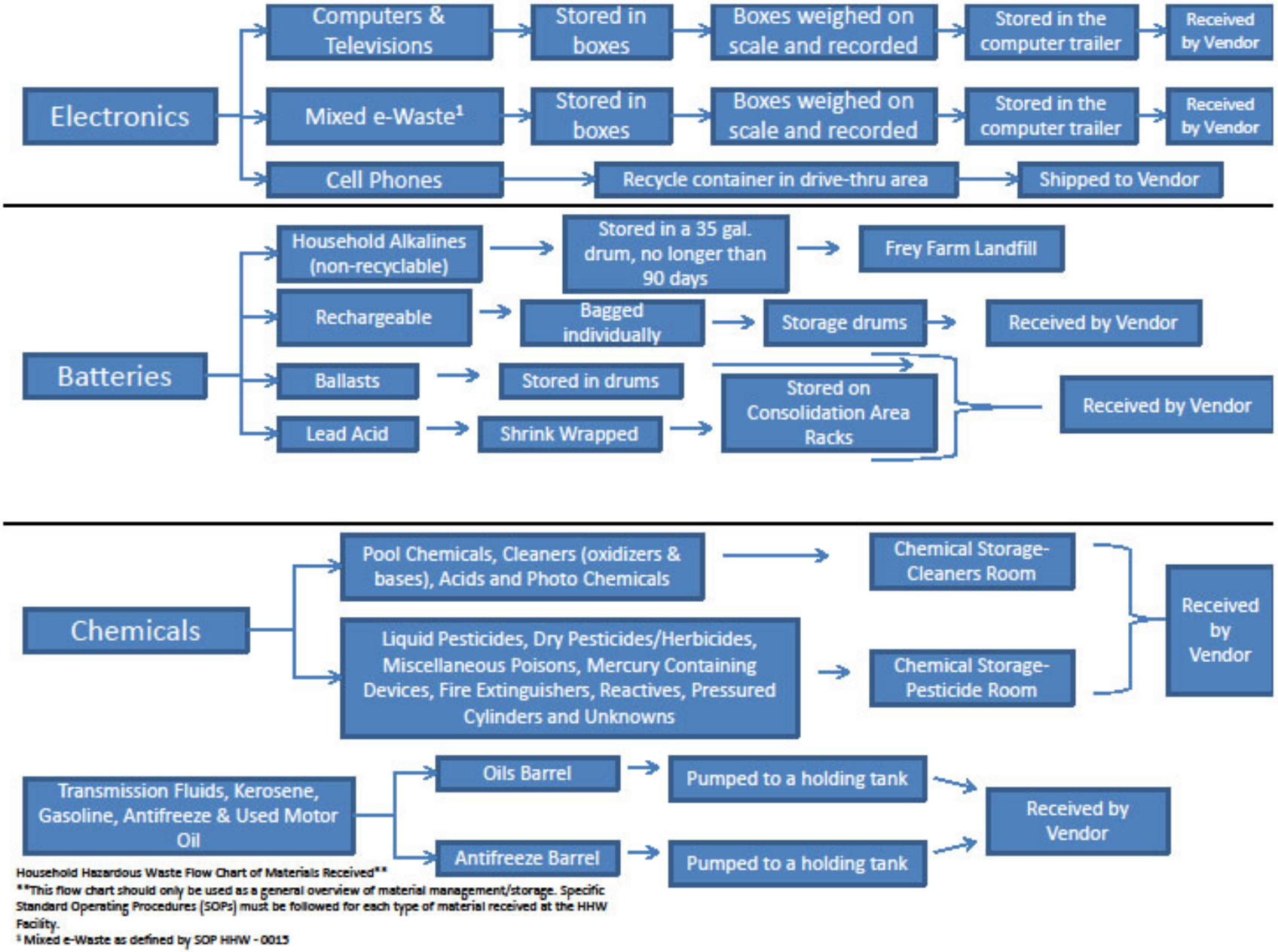
4. Lancaster County Hazardous Materials Response Team
   HAZ MAT 2-9
   101 Champ Blvd
   Manheim, PA 17545

5. Lancaster County Emergency Management Agency
   PO Box 219
   Manheim PA, 17545

6. Manheim Township Ambulance Association
   1820 Municipal Drive
   Lancaster, PA 17601

APPENDIX M

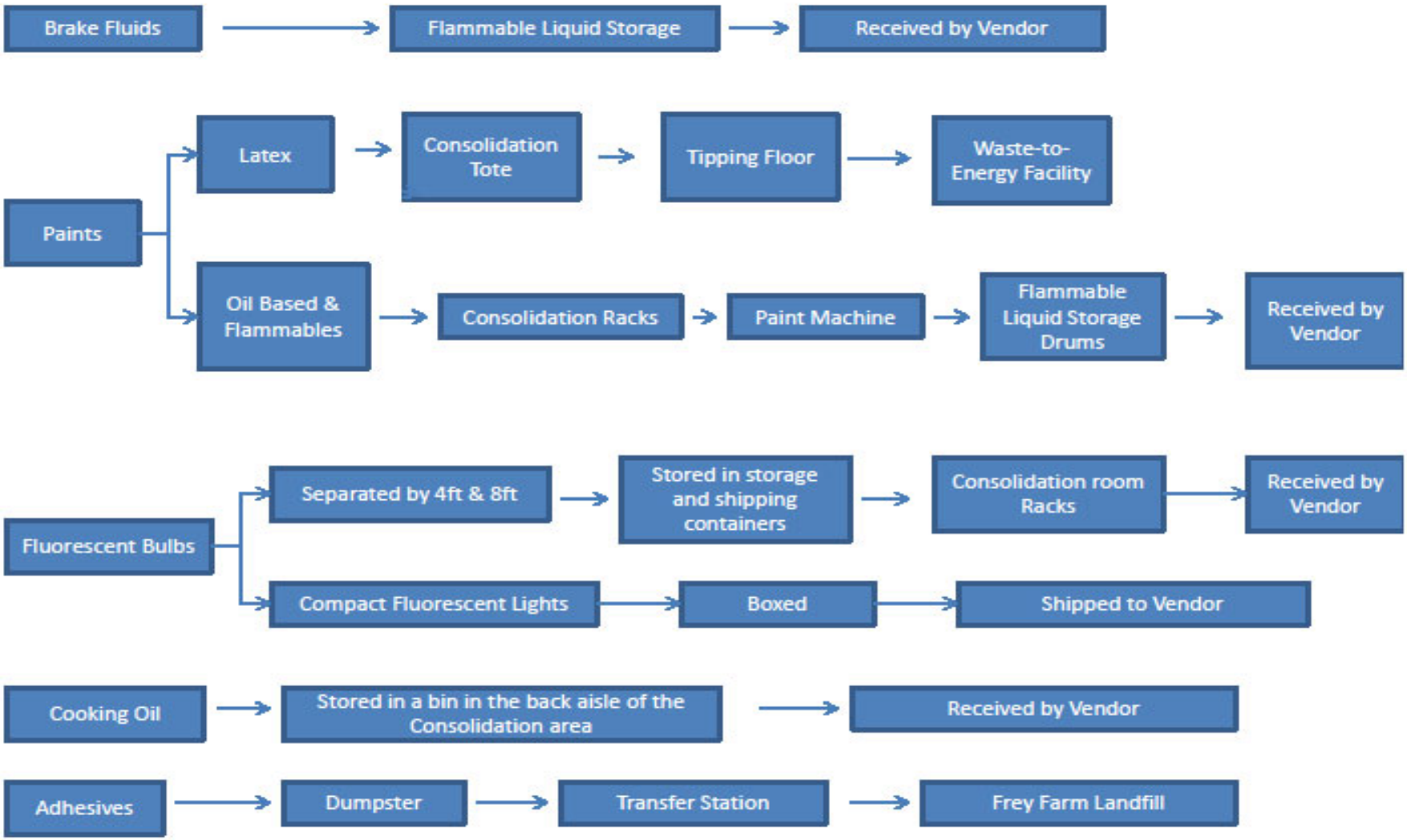
HHW Flow Chart of Materials Received



Household Hazardous Waste Flow Chart of Materials Received**

****This flow chart should only be used as a general overview of material management/storage. Specific Standard Operating Procedures (SOPs) must be followed for each type of material received at the HHW Facility.**

[1] **Mixed e-Waste as defined by SOP HHW - 0015**



Household Hazardous Waste Flow Chart of Materials Received**
****This flow chart should only be used as a general overview of material management/storage. Specific Standard Operating Procedures (SOPs) must be followed for each type of material received at the HHW Facility.**

APPENDIX N

Chemical Segregation List

Common Household Products Segregation List
Lancaster County Solid Waste Management Authority

Acids (Low pH)

- Liquid Fire
- CLR
- Acidic Drain Opener (Containing Sulfuric Acid)
- Toilet Bowl Cleaner
- Lime-Away
- Muriatic Acid
- Battery Acid
- Deck Cleaner (Containing Oxalic Acid)
- Fixer
- Stop Bath

Any products that have ingredients such as hydrochloric acid, boric acid, sulfuric acid, acetic acid, will also fall into the “Acids” category.

Bases (High pH)

- Drain-O (containing Sodium Hydroxide)
- Windex
- Fantastik
- Oxyclean Liquid
- Deck Cleaners (containing Sodium Hydroxide)
- Developer

Any products that have ingredients such as sodium hydroxide, potassium hydroxide, and any “amines”, will also fall into the “Bases” category.

Ammonia

- Ammonia containing products

Oxidizers

- Most Pool Chemicals
- Stump Remover
- Oxyclean Solid
- Clorox and any other bleach

Any products that have ingredients such as chlorites, chlorates, nitrites, and nitrates will also fall into the “Oxidizers” category.