

# Town of Piermont, NH

## Solid Waste Transfer & Recycling Facility

### Operating Plan



NH DES Permit #DES-SW-LP-95-502

April 2023



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## Introduction

The purpose of this plan is to provide guidelines of day-to-day operations for all transfer station operators specifically for the Piermont Solid Waste Transfer and Recycling Center. The guidelines should provide enough detail that personnel can figure out how to appropriately respond to any situation.

This should be a living document that is updated on a regular basis. It is provided in a three-ring binder so new information can be inserted when needed.

If anyone finds that the information is not detailed enough, then the personnel should have a conversation to agree on the needed information and add it to this document.

A copy of this plan is maintained at the Facility at all times. Appropriate solid waste rules from NH DES and state laws are included in this binder for reference as are all Best Management Practice information sheets from NH DES.



## Section 1: Facility Identification and General Description

|                                |   |
|--------------------------------|---|
| <i>Facility Name:</i>          | Town of Piermont Solid Waste Transfer and Recycling Center                  |
| <i>Owner/Operator:</i>         | Town of Piermont  |
| <i>NH Permit Number:</i>       | DES-SW-LP-95-502  |
| <i>Physical Address:</i>       | 21 Bedford Road, Piermont, NH   |
| <i>Mailing Address:</i>        | 130 RT 10 Piermont NH 03779   |
| <i>Transfer Station Phone:</i> | 603-272-4828  |
| <i>Facility Supervisor:</i>    | Wayne Godfrey   |
| <i>Facility Type:</i>          | Municipal transfer station for waste and recycling                          |
| <i>Capacity of Facility:</i>   | Not to exceed 150 tons a week per permit.                                   |
| <i>Facility Service Type:</i>  | Public  |
| <i>Facility Service Area:</i>  | Residential and non-residential waste generated within the Town of Piermont |
| <i>Property Description:</i>   | Owned by the Town of Piermont   |



## Section 2: Authorized and Prohibited Waste

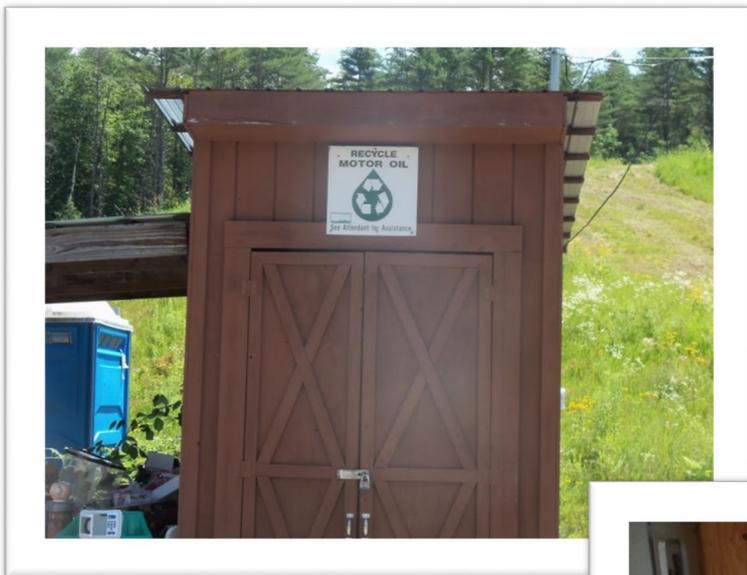
### A. Authorized Waste

#### ***QUICK LIST:***

| Material                          | Collection |    | Details   |
|-----------------------------------|------------|----|---|
|                                   | Yes        | No |   |
| <i>Universal Wastes:</i>          |            |    |   |
| Antifreeze                        |            | √  | Tell people to save for HHW days  |
| Batteries, Automotive             | √          |    | Stored in covered trailer; collected for recycling sales  |
| Batteries, Rechargeable & Button  | √          |    | Shipped by UPS to <b>Call2Recycle</b> ; button batteries shipped with fluorescent bulbs   |
| Batteries, Alkaline               |            | √  | Tell customers to put in trash  |
| Batteries, Other                  |            | √  | Lithium metal batteries taken by customer to HHW collection   |
| Cathode Ray Tubes (CRTs)          | √          |    | Collected for recycling by <b>NRRA</b>  |
| Fluorescent Lamps                 | √          |    | Collected for recycling by <b>NRRA</b>  |
| Mercury-Containing Devices        | √          |    | Thermostats <b>Thermostat Recycling Corporation</b> box. thermometers sent to <b>Complete Recycling Solutions</b>   |
| <i>Household Hazardous Waste:</i> |            | √  | Tell people to save for HHW collections   |
| <i>Recycling:</i>                 |            |    |   |
| Waste Oil                         | √          |    | Collect oil and filters on-site; oil to <b>Safety Kleen</b> for recycling. Filters in metal once drained  |
| Zero-Sort                         | √          |    | Plastic, steel, foil, paper collected by <b>Casella</b>   |
| Electronics                       | √          |    | Stored in trailer in gaylords; collected by <b>Good Point Recycling</b> for recycling   |
| Glass, porcelain                  | √          |    | Place in glass bunker; no safety glass  |
| Scrap Metal & Appliances          | √          |    | Freon-containing appliances are stored separately for removal of refrigerants prior to recycling (paint slash mark on serviced units); includes empty propane tanks and fire extinguishers. Metals in container collected by <b>Evergreen</b> . |
| Aluminum Cans                     | √          |    | Cans placed in locked shed and collected by <b>Smitty's Metals</b> .  |
| Fabric & Clothing                 | √          |    | Place in <b>Helpsy</b> containers bagged and tied   |
| Tires                             | √          |    | Stored in covered trailer see attendant for payment   |
| Brush & Yard Debris               | √          |    | Clean brush and wood under 5' diameter; no plywood, painted wood or stumps; only take on first and last Saturday of month; burn pile at transfer station see attendant before unloading   |

| <i>Waste:</i>                             |   |  |  |
|---|---|--|--|
| Municipal Solid Waste                     | √ |  | Collected by <b>Whitcher Rubbish</b>   |
| Construction & Demolition and Bulky Items | √ |  | Asphalt shingles and tar paper; painted, stained or clean wood; fiberglass and Styrofoam insulation; bulky items such as furniture; mattresses and box springs. Collect with MSW (we do not accept large amounts of Construction and Demolition). People are asked to get their own dumpster. Collected by <b>Whitcher Rubbish</b> |
| Medical Sharps                            | √ |  | Collect in container with warning label for proper disposal (See sharps flyer)   |

This list was last updated on: April 2023



**B. Prohibited Waste**

This facility is not permitted to accept asbestos, explosive waste, contained gaseous waste, infectious waste, animal carcasses, contaminated soils or other absorbent materials, or any waste generated outside of Piermont.



### Section 3: Routine Operations Plan

#### A. Hours of Operation

As required by *Env-Sw 1105.08 Hours of Operation*, all active and routine facility operations, including waste disposal, facility inspections, maintenance, repairs and monitoring, shall occur between 6:00 am and 6:00 pm.

| Day of the Week | Public Hours   |
|-----------------|--|
| Monday          | Closed   |
| Tuesday         | Closed   |
| Wednesday       | Late May to early September:<br>5:30 – 7:30 pm; closed other times |
| Thursday        | Closed   |
| Friday          | Closed   |
| Saturday        | 10:00 am – 2:00 pm   |
| Sunday          | Noon – 3:00 pm   |

#### B. Facility Access Control and On-Site Traffic Patterns

The facility has a fence and lockable gate along Bedford Road and part way along both sides. The sides and rear of the facility property are inaccessible due to trees, rough terrain, and wetland. The gate is locked during non-operational hours, and there is a sign stating “Restricted Access.” And no trespassing signs along outer perimeter. All buildings are locked during closed hours. Figure 1 shows the traffic pattern of the facility with one-way traffic looping around the materials containers. See *Env-Sw 1103.03* regarding required *Access Control*.

Upon entry, signage indicates counterclockwise traffic pattern and speed limit. First the recycling shed on the right for miscellaneous items, straight ahead is the metal recycling container. Then the glass bunker. Propane tanks are stored in an outdoor area. The trash compactor is in the middle of the traffic flow, with a recycling compactor for zero-sort beside trash compactor with two lanes of traffic for each one. and the tire trailer is next the burn pit is the last station before the exit.

#### C. Waste Acceptance and Rejection Procedures

The facility personnel generally assist the public with their recycling and trash drop off so they are able to evaluate materials as they come in. Only authorized wastes, as specified in the permit shall be accepted at the facility. If personnel find inappropriate materials, such as hazardous waste, they can direct the resident how to appropriately manage that waste.

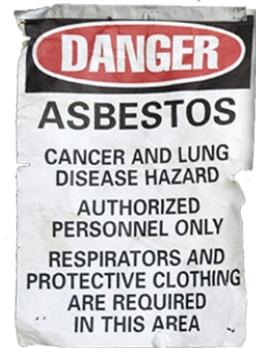
There is a notice of the disposal ban for mercury-added products as required by RSA 149-M:58(V) located at the waste compactor. Also notice for tv ban.

For unauthorized waste that is discovered at the facility, the operators should log this in and report it to the Facility Supervisor. There are Best Management Practices from NH DES in this binder as part of these guidelines for Antifreeze, Asbestos, Batteries (universal waste), Brush Pile, Construction and Demolition Debris, Electronic Waste, Food Waste Composting, Glass, Household Hazardous Waste, Household Sharps, Leaf & Yard Waste Composting, Mercury Containing Devices & Lamps/Bulbs (universal waste), Paint, Refrigerants, Scrap Metal, Scrap Tires, Universal Waste, and Used Oil & Filters. Generally, procedures are listed below:

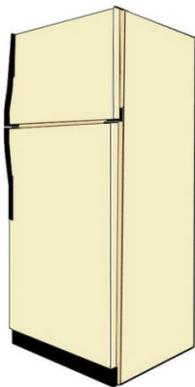


**Aluminum Cans** – Aluminum beverage cans are placed in a separate barrel in the Recycling Shed. These go to Smitty’s metals.

**Asbestos** - Do not accept any asbestos materials. This can include many types of construction and demolition debris including wrapped pipes, floor and ceiling tiles and many other items. It can be impossible to tell visually. Ask where the materials came from and what year the building was built. If it was from the 1980s or earlier, you can assume that these materials have asbestos. If in doubt, request a laboratory certification from the generator proving that the material is asbestos-free before accepting. This is to protect worker health!! Asbestos can only be handled by specially trained experts.



You can tell the generator to contact NH DES Air Resources Division at 271-1373 to obtain information about landfills licensed to take asbestos or licensed asbestos haulers who might be working in the area and willing to take the asbestos. If you find asbestos dumped at the facility, first determine if asbestos is properly contained with double-bagging and labeling. If it is, store for future proper disposal by calling DES for instructions as above. If it is not properly secured, follow these steps: 1.) Secure area to keep unauthorized persons away; 2.) Prevent fibers from becoming airborne by wetting asbestos with fine mist of water; 3.) Contact a licensed asbestos abatement contractor for assistance in cleaning up the area and proper disposal.



**Appliances** – All appliances will eventually be treated as scrap metal. However, some appliances contain refrigerants which must be removed first: refrigerators, freezers, air conditioners, and de-humidifiers. It is illegal to vent **any** refrigerant into the atmosphere. Before appliances are recycled, any refrigerants must be removed by a certified technician. Appliances with refrigerants are placed in a separate location at the end of the scrap metal pile. Once the refrigerant has been properly removed, an “X” is spray painted onto the appliances to indicate that it is now appropriate scrap metal. There is a fee for all received appliances with refrigerant. Check the current fee schedule.

Customers must call in advance to make sure there is room for their appliances at the facility. They must remove any doors before drop-off.



**Brush** – This pile is for clean, untreated wood only. Treated wood should be placed with construction and demolition debris; this includes glued, painted, stained, pressure-treated, creosoted or any type of lamination or veneer. Inspect all incoming loads of brush and wood to make sure it only contains clean wood. Do not accept branches greater than 5” in diameter. After Christmas, Christmas trees are accepted. Make sure all decorations are removed.



**Ceramics & Porcelain** – These items are placed in glass bunker all metal and plastic items must be removed.



**Construction & Demolition Debris and Bulky Items** - This includes waste building materials and furniture such as couches, mattresses, and bed springs. Concrete and bricks small amounts can be placed in pile to be ground by road agent latter.

**Electronics** – This includes computers and monitors, televisions, cell phones (cell phones can be placed in the Call2Recycle box); office electronic equipment, DVD players and VCRs. None of these items may be placed with regular trash as there is a NH ban on these materials from landfills and incinerators. Electronics are stored in a trailer. Never intentionally break a cathode ray tube (computer or television monitor) as these contain substantial amounts of toxic lead. Cracked or broken CRTs shall be contained in a container with lid and labeled for proper disposal by recycler.



**Glass** – Glass containers all colors (bottles, jars), mirrors, porcelain, plates, coffee mugs.... No auto glass, safety glass, light bulbs, or head lamps. Stored in glass bunker.



**Household Hazardous Waste** – Piermont does not accept any household hazardous waste. Tell customer to save any HHW for the next collections. For additional information about what is taken or not taken at these events, visit <http://hww.uvlsrpc.org> or call the regional planning commission at 448-1680.



**Medical Sharps** – These materials include hypodermic needles and syringes, lancets, and infusion sets. They can be thrown in the trash; however, there are better and safer options: visit [www.safeneedledisposal.org](http://www.safeneedledisposal.org) for more

information. Anyone with a chronic disease such as diabetes uses needles on a regular basis and may already have a method for proper disposal. If sharps are going to come into the facility, it is good to train residents to place them in a hard plastic container such as an empty laundry detergent bottle and clearly mark the bottle as “Medical Sharps – Not for Recycling.” The transfer station has sticky labels to hand out to people. This is for the protection of anyone who works with this waste at the Piermont facility or the final disposal destination. If sharps are ever found at the Piermont facility, package and dispose as previously described. Employees and volunteers should have current tetanus and hepatitis vaccines. Residents can also be sent to the Lebanon Police Department to deliver sharps.



**Medicines** – The Town of Haverhill Police Department has an unwanted medicine drop box available to residents whenever the police station is open. Also see <http://twinstatesafemeds.org> for other locations.

**If You Get Stuck by a Medical Sharp...** Clean the area immediately with soap and water. Contact your healthcare provider as soon as possible. The use of the needle is probably unknown and risk of infection is low, but Hepatitis B or C and AIDS are possible infectors. Document circumstances of injury including date and time of injury or exposure, whether there was a syringe attached, whether visible blood was present in or on the needle or syringe, whether the injury caused bleeding and whether the previous user of the needle is known. According to the Paediatrics & Child Health March 2008 *Needle Stick Injuries in the Community*, testing of the needle itself is likely to come back negative though this does not rule out possibility of infection.



**Municipal Solid Waste** –

Residents must purchase printed large or small “Pay-as-you-throw” bags at the town clerk office and Four Corners Store.



**Oil, Waste & Filters** – Waste oil is collected on site by staff in oil shed. Oil is shipped when full to Safety Kleen for recycling. Filters are drained then placed in scrap metal container.



**Paint** – Oil-based and aerosol can paints are considered to be hazardous waste and customers should save these paints to take to the HHW collections. Latex paint can be dried out and thrown in with regular trash. Empty, dry, metal paint cans go in with scrap metal. Remove the lids to make sure the can is empty. Mixing latex paint with kitty litter, shredded paper, or sawdust is an effective though perhaps slow method for drying. Never dispose of liquid paint.



**Paper & Cardboard** – All paper, newspaper, boxboard, and corrugated cardboard go in “zero sort” paper container. Boxes should be broken down for more efficient use of space.



**Scrap Metals** – These metals copper, brass, aluminum cans are stored in an enclosed locked shed to be picked up by a vendor. Scrap metal is collected in a 30 cubic yard, open top container. It is highly recyclable and valuable. The price of metals rises and falls and can be dependent upon clean materials. Leaking capacitors, ballasts, compressors and pumps can release pollutants such as polychlorobiphenyls (PCBs), oils, lubricants, or refrigerants into the environment. Gasoline, petroleum, battery acid and various heavy metals such as lead, cadmium, and mercury are also contaminants. Metal with fluid-containing parts are not acceptable. Scrap metal from construction sites (including barrels, drums, tanks, and other containers) may have additional contaminants such as chemical residue, oily waste, and asbestos. Oil or gas tanks must be cut in half. Wire cable and metal strapping must be placed in clean steel drums. Wire and cable should be no more the 6ft in length.

- Inspect incoming loads to identify materials you are not authorized to take such as leaking components or asbestos; inspect tanks and containers to make sure they are empty.
- Keep appliances separate when they potentially have parts with contaminants or refrigerants. See “Appliances” above.
- Maintain sign for “No Dump Picking.”
- Make sure stockpile is always free of plastic, wood, and other unwanted materials; keep stockpile stable by limiting height and size; make accessible for fire equipment.
- Divert stormwater runoff away from stockpiles.



- Inspect stockpile and storage areas on regular basis for possible polluting, hazardous or unsafe conditions.
- Do not take vehicle parts. Direct customer to a licensed scrap yard.



**Tanks** – Check tanks to make sure they are empty. This includes propane tanks and fire extinguishers. Store in assigned area. These are transferred yearly by the vendor. There is a fee.

**Textiles** –Clothing, blankets, towels, other textiles, and shoes can be placed in the two Helpsy boxes.



**Tires** – Tires are accepted with rims and stored in a pile. See the fee schedule. Place in trailer piled neatly.



**Universal Wastes** – Universal wastes are household hazardous wastes that are so common that State law allows the collection of these materials at the municipal level. These wastes include antifreeze, batteries, cathode ray tubes, fluorescent lamps, mercury-containing devices, and some pesticides. Per Env-Hw1102.03, universal waste can be stored up to one year. Below is a description and operational practices for universal waste. Piermont does not accept all of these materials. If any unaccepted universal waste product is found at the transfer station, it will be held for the next household hazardous waste collection.

**Antifreeze** – Piermont does not collect antifreeze. Tell customer to hold onto antifreeze until the next household hazardous waste collection.



**Batteries, Alkaline**– There are currently no recycling programs for these so have the generator place them in the trash.



**Batteries, Lead-acid Batteries** – These include those from vehicles, motorcycles, boats, and emergency lighting. These are valuable and should be stored in the covered trailer for pick by the vendor should be stacked no more than five batteries high. Place cardboard or heavy plastic between layers to prevent electrodes from arcing. Any cracked or leaking batteries shall be placed in a leak-proof container (such as a plastic bucket with lid) on top of a layer of baking soda or lime. The baking soda (or lime) can be found in the trailer. Batteries must be stored away from sources of sparks or flames.



**Batteries, Rechargeable and Button Cell**– Bag each rechargeable battery separately in sealed plastic bags and place in the Call2Recycle box. You can use clear plastic tape to separate the button batteries instead of placing in plastic bags. When the box is full, send out by UPS. There is a charge to have a special pick-up by UPS, so try to coordinate shipments with town office. Button batteries are taken with fluorescent lamps.

**Cathode Ray Tubes** – See Electronics above.

**Fluorescent Lamps** – These lamps are tubes or compact fluorescent bulbs which can be the spiral version. Handle with care as all of these lamps contain a small amount of toxic mercury that can be inhaled or taken in through the skin. They should be boxed in appropriately sized boxes and stored in a closed shipping container. Any broken tubes or bulbs should be double bagged and placed in a covered bucket, if possible. If broken on site, leave area for at least 15 minutes to allow vapors to escape. Wear nitrile gloves when cleaning up with stiff paper, cardboard and/or tape into double bag. Wipe area clean with damp cloth. Put gloves and cleaning cloth in with broken lamp before sealing, if possible. Save for HHW collection or fluorescent lamp vendor.



**Mercury-Containing Devices** – Items containing mercury include fluorescent lamps (see Fluorescent Lamps above), thermometers, thermostats, switches and relays. Only thermostats are collected at the transfer station and sent to a vendor. Other mercury devices must be taken by the customer to the HHW collection.



**Pesticides** – Piermont does not accept any pesticides. Tell customer to hold onto pesticides for next household hazardous waste collection.



**Zero-Sort Recycling** – ALL ZERO SORT ITEMS BELOW GO IN THE SAME CONTAINER. HAVE RESIDENTS DUMP OUT OF BAGS OR BOXES INTO THE RECYCLING CONTAINERS SO THE AUTOMATIC RECYCLING SYSTEM CAN SORT THE MATERIALS.

PAPER - White and colored paper, newspaper (all sections and inserts—no bundles), cardboard and boxboard (break down boxes and cut down large pieces), shredded paper, magazines, phone books, paperback books, hardcover books (with cover removed), mail, greeting cards, junk mail, envelopes, juice and milk cartons, cone paper cups (from water coolers), file folders, egg cartons, pizza boxes (no greasy parts)

OTHER - Aluminum foil & pans, cat food cans; steel cans, empty aerosol cans; any plastic container up to a 5-gallon bucket. *Note: Resident to remove handles on buckets*

**D. Incoming Waste Source and Quantity Determination and Recording**

Town vehicle stickers are free to town residents to flag the materials as being generated in the town. If a commercial entity is bringing materials to the transfer station, they must provide evidence that the materials were generated within town. Quantities are determined by materials leaving the facility by size of containers being hauled for recycling or disposal. Records are kept at the town offices. There are signs to prohibit “dump picking,” so the quantity of incoming and outgoing waste is the same.

**E. Outgoing Waste and Waste-Derived Products Quantity and Destination Recording**

All waste is removed from the facility is removed when full as the town has wavier to comply with Env-Sw 405.03. Recycling is removed as needed. Town vehicle stickers are provided to all residential users for zero-sort recycling and waste. Invoices track transactions of special wastes such as fluorescent lamps, electronics, tires, and all other chargeable items. Receipts sent weekly to the town offices with deposits.

All compactor weight slips of municipal solid waste sent to landfill are reviewed and sent to the town office. Files for all other outgoing wastes are reviewed and kept at the transfer station.

**F. Collection, Storage, Processing, Treatment, and Disposal Methods and Procedures**

Municipal solid waste is dumped directly into the waste compactor and compacted into a closed container. All other materials have designated containers with signs. Electronics and fluorescent bulbs are kept in a locked storage unit. Materials are all transported off-site by licensed vendors for recycling or appropriate disposal at licensed facilities. The maximum storage of universal waste is one year. Due to the small size of the Piermont Transfer Station, the storage times are less due to a lack of storage space. The MSW is collected every four or five weeks depending on time of year by a private vendor and taken to either the Bethlehem or Mount Carberry Landfill. The zero-sort recycling materials are in a 40 yard compactor box

**G. Signs and Postings**

As required by Env-Sw 1105.05, there are legible signs posted at or near the public entrance to the facility including the following:

- The facility name and permit number
- The name, address, and telephone number of the permittee
- The days and hours that the facility is open to receive waste.
- The types of waste accepted.
- A statement that unlawful dumping will be subject to fine and prosecution.

The facility permits and waivers and operator certifications are prominently posted in the office. There is a sign providing notice of the disposal ban for mercury-added products on the solid waste compactor. Each material accepted at the facility shall always have a legible sign including used oil, fluorescent lamps, scrap metal, construction & demolition debris, glass & porcelain, paper, comingled containers, and municipal solid waste.

There is a sign at the metal pile stating, “No Dump Picking.” A sign at the oil shed states, “Used Oil for Recycle.”

There are traffic directional signs.



Glass bunker

Trash Compactor on right  
Zero Sort Compactor on left



## Section 4: Residual Waste Management Plan

This is not applicable to the Piermont Transfer Station and Recycling Center. There is no processing at this facility.



Tire storage

White Goods storage



Refrigerant goods storage

## **Section 5: Facility Maintenance, Inspection, and Monitoring Plan**

### **A. Spontaneous Combustion**

There are two annually inspected fire extinguisher on site. No combustible vapors are kept in an enclosed area although it is possible that a fire could erupt in the waste compactor or lightning could strike the facility. Fire extinguishers are located at the office building and oil shed and are inspected annually. A call should be made to “911” to alert the local fire department while other staff are addressing the fire with fire extinguishers. There is water on-site at the transfer station facility: two frost free hydrants, one by the burn pit and one as you enter the facility. Each has a 25 foot or longer hose attached.

### **B. Other Fire Hazards**

Oil and propane collection areas are posted with “No Smoking” signs.

### **C. Vector Protection**

This facility has not had a problem with vectors at its facility due to the MSW container and overflow dumpsters being enclosed and which have locking doors or straps attached to the lids.

### **D. Generation of Methane and Other Hazardous/Explosive Gases**

Although the facility is located beside an old landfill site, there are no known gas sources. Old landfill is capped and tested as required by NH DES.

### **E. Odor Control**

The MSW container is enclosed. During the summer, the compactor contents are sprayed with a solution of bleach.

### **F. Dust Control**

There are occasional dust problems on the access drive of the transfer station. The road crew sprays the drive with magnesium chloride at these times.

### **G. Windblown Litter Control**

Very minor problem as everything is enclosed in compactors.

### **H. Leachate Control**

There have been no incidents, but there is Speedy-Dri in the oil shed and a pile of covered sand available if there is a spill at the MSW container.

### **I. Spill Control and Response**

The oil shed has spill kits on site.

### **J. Other Potential Hazards or Nuisances**

There are no other potential hazards or nuisances known.

## Section 6: Contingency Plan

### A. Potential Emergencies

**Fire:** In case of fire, staff will call “911” and respond by using available fire extinguishers to suppress and maintain fire until fire department units arrive. Other staff will usher people to exit.

**Explosion:** In case of explosion, perhaps from propane cylinders, staff will call “911” and let qualified emergency personnel handle the situation. Other staff will usher people to the exit.

**Personnel Injury:** Depending upon the severity of injury, the transfer station has a fully packed first aid kit. For a more serious injury, operating staff will call “911” and assist as needed. Operators are certified in CPR.

### B. Emergency Response

Dialing “911” reaches the Grafton Sheriff dispatch for all emergencies.

There is a first aid kit and eye wash bottles.

### C. Emergency Contacts

Fire, Rescue, Police – Dial “911”

Piermont Fire Department                    272-9149

Piermont FAST Squad/Ambulance   911

Piermont Police Department            272-9351 (if no answer, will connect to Dispatch)

Piermont Highway Department        272-4807 (Road Agent cell 603-359-4059)

Piermont Public Safety                    272-4911 (answered by Grafton County Dispatch)

NH Department of Environmental Services:

Nelson Ordway                              271-2925

State Fire Marshall                        223-4289

## **Section 7: Employee Training Program**

All facility operators are trained and certified by the State in accordance with the requirements of Env-Sw 1600, NH Code of Administrative Rules. Each certified operator is required to attend 2-1/2 hours of approved continuing professional development (CPD) hours each year in order to maintain their certification.

Certifications (or copies of the certification) are to be posted in plain view at the solid waste facility in which the operator works.

The NH Code of Administrative Rules provides the requirements of solid waste facility operator training and certification in Chapter Env-Sw 1600. Any employee who directly operates a solid waste facility; directly handles or otherwise manages solid waste at a solid waste facility; or directly supervised an individual previously described must obtain training and certification.

Annual recertification continuing professional development is available from NHDES and several other sources as provided below. There must be 2-1/2 hours of CPD to receive the full recertification credit. This time does not include breaks or lunch. *You should check in with Tara Albert at NHDES to make sure that the CPD you wish to use to renew your Solid Waste Operating Training (SWOT) Certification meets the requirements in Env-Sw 1600.*

### **NH Department of Environmental Services Training Opportunities:**

Employees without solid waste facility operator certification must apply for “Basic Training” at NH DES. Visit <https://www.des.nh.gov/waste/solid-waste/regulated-facilities/operator-training> or call 271-3503. Further annual training is also offered on this web page.

### **Upper Valley Lake Sunapee Regional Planning Commission Training Opportunities:**

The UVLSRPC offers occasional transfer station lunch meetings with trainings that can be used for recertification credits. They also offer other specialized trainings whenever they have funding, and will share webinars from various waste management organizations. Contact them at 448-1680.

### **Northeast Resource Recovery Association Training Opportunities:**

NRRA provides several opportunities to obtain recertification. Attendance at their monthly “MOM” meeting (Members/Operations Meeting). Attendance at M.O.M. meetings count toward recertification requirements. Meetings are typically 1-1/2 hours long at NRRA offices in Epsom. They also have a very good annual conference that can be used for recertification credit. This is usually in Manchester in May. They also offer other special trainings on occasion. Contact them at 736-4401 or [www.nrra.net](http://www.nrra.net).

**Insurance Carrier Training Opportunities:**

Primex provides trainings to their municipal clients. Webinars can be accessed on-line such as Back Injury Prevention (15 minutes), Bloodborne Pathogens (15 minutes), Fire Safety (15 minutes), Personal Protective Equipment (15 minutes); Slips, Trips, and Falls Prevention (45 – 60 minutes).

Visit: <https://nhprimex.org/explore-training/> for on-line training opportunities. Contact them directly for on-site training possibilities.

**Municipal Training Opportunities:**

Your municipality could create its own training program with appropriate municipal departments. For example, the Fire Department could provide training in fire suppression and the FAST squad could provide training in injury response. Check with Tara Albert at NHDES to make sure your proposed training will meet the recertification requirements for the Solid Waste Operator Training Program.

**NH Department of Labor Training Opportunities:**

Anyone can sign up for the DOL e-mail alert for future trainings. The web site is being moved to a new platform as of April 2023, so a web search is needed to find their trainings.

**OSHA Training Opportunities:**

Check out training opportunities at <https://www.oshaeducationcenter.com/>



## Section 8: Record Keeping and Reporting

### RECORD KEEPING

Records are maintained at the facility which document all phases of facility operations according to *Env-Sw 1105.06 Facility Operating Records*. This includes the following:

- Identification of the facility by name, location by street and municipality, and permit number.
- Identification of the permittee by name, address, and telephone number.
- Quantity, type, source, and destination of all waste generated by the facility, if any, including bypass waste and residual waste.
- Quantity, type, and destination of all certified waste-derived products produced by the facility, if any.
- Record of inspections, maintenance, and repairs.
- Record of accidents, violations, and remedial and emergency event response actions.
- Record of complaints received and related response actions.
- Data from all environmental monitoring performed at or for the facility, whether required by the solid waste rules or the permit or undertaken voluntarily.
- Documentation of contact with the waste management district(s) served by the facility as required by Env-Sw 1105.12.
- If the facility is subject to 40 CFR 258 (solid waste landfills), such information and documentation that the permittee shall be required therein to place into the facility operating records.
- Other record keeping information and documentation required by Env-Sw 400 through Env-Sw 800 as applicable based on the functional classification of the facility.
- Other information and documentation as required by the terms and conditions of the permit.

### REPORTING

**Facility Change Reporting:** The permittee shall notify the NH DES in writing within 30 calendar days of any change in the facility address, telephone number, key certified operators, and contact person(s). Other changes shall be reported according to *Env-Sw 1105.07 Reporting Requirements*.

**Annual Facility Report:** The permittee shall file an annual facility report per *Env-Sw 1105.07 Reporting Requirements* to NH DES by March 31 for the prior calendar year for each year that the facility operates and for each year of the facility's post-closure monitoring and maintenance.

**Incident Reporting:** Per Env-Sw 1005.09, facility personnel shall report to the NH Department of Environmental Services (NH DES) any incidents or situations at the facility which involve an imminent and substantial risk to human health, safety, or the environment or which constitute a violation of the solid waste rules or the facility permit. Contact to the department should be made immediately followed by a written report within five working days.

**Complaint Reporting:** Also to be reported to NH DES are any complaints by abutters or other third parties involving operating conditions or practices having the potential to adversely effect human health, safety or the environment or recurring or persistent nuisance issues such as noise, litter, odor, dust, or vectors.

# Piermont Transfer Station & Recycling

## Figure 1—Operations Plan

