

City of San Diego  
**Miramar Landfill**  
**Operation Procedures Manual**

## INTRODUCTION

### **Purpose and Scope**

The best-designed sanitary landfill is of little value unless it is constructed and operated properly. This manual was prepared as a guidance document for the personnel working at the Miramar Landfill to aid them in proper landfill operations. It also serves as a guide for operations supervisory personnel and sets forth contingency plans for special problems and situations that may arise.

### **Use of Manual**

This manual has been designed to be useful both as a field reference document and as a training manual for classroom and self-instruction purposes. Every employee is expected to be familiar with its use and location at the site. The manual has been divided into two sections: the General Overview; and Standard Operating Procedures. The General Overview contains basic knowledge regarding personnel responsibilities, safety practices, fee booth operations, and the overall operations of the landfill. Part B focuses on Standard Operating Procedures and has been formatted to provide supervisors and their employees with a user-friendly method for training and implementation of these procedures. Following each procedure is a list of benefits/consequences that may result from compliance or non-compliance to the procedure. These are intended to show the value of adhering to a specific procedure for all landfill employees. Since some procedures apply to multiple operating sections of the landfill, the same procedure may be found in multiple sections in the manual. The on line version of this manual is located on the EMS website at <http://www.sandiego.gov/environmental-services/ems/index.shtmls> and is the control copy. Verify all field copies periodically to ensure you have the latest version and most up to date information available.

*\*NOTE – All revisions to this manual must be made according to the Document Control Standard Environmental Operating Procedure, WRAD-SEOP 4.4.5 Document Control. If any questions arise about information contained herein, contact your supervisor. If you feel a correction or an improvement could be made to any portion of the manual, submit your suggestions in writing to your supervisor.*

# Hours of Operation

## 1. Regular Hours of Operation

The Miramar Landfill is open to the public from 7:00 am to 4:30 pm, Monday through Friday and from 7:30 am to 4:30 pm, Saturday and Sunday as posted at the landfill entrance.

The site will be **closed** on:

- a. New Year's Day
- b. Easter
- c. Thanksgiving
- d. Christmas

## 2. Deviation from Regular Hours

The Deputy Director of the Waste Reduction and Disposal Division will notify site personnel of any deviation from regular site operating hours or revisions to the schedule. The Senior Engineer-Landfill Operations and Engineering shall notify the Deputy Director in advance if the site cannot be opened at the designated time or during posted hours of operation.

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## **PART A – GENERAL OVERVIEW**

### **I. Personnel**

#### **A. Working Hours**

##### **1. Allocation of Personnel**

Working hours at the landfill will be related to the hours that the site is open to the public. The respective supervisor will make assignment of working hours for each employee under their area of responsibility.

##### **2. Employee Responsibility**

Each employee is responsible for adherence to assigned working hours. If an employee is unable to report at the proper time of day, they must notify their supervisor ahead of their designated reporting time. A voice mail message to the supervisor's work phone satisfies this requirement.

#### **B. Employee Assignments and Responsibilities**

Each employee at the landfill has certain responsibilities and obligations associated with their job. Employees also have certain assignments that must be understood as part of their position description. The following list of assignments and responsibilities of the various employees who work at the disposal site are described below but are not necessarily inclusive of all duties that may be required to safely and successfully operate a Class II solid waste landfill.

##### **1. Senior Engineer - Landfill Operations and Engineering (LO&E)**

The Senior Engineer – LO&E, under the general supervision of the Deputy Director, is responsible for landfill design improvements, maintenance, and construction work at the Miramar Landfill and is in charge of the overall operation of the disposal site. Specifically, the Senior Engineer – LO&E shall:

- a. Meet, as required, with the Deputy Director to brief the status of routine operations and any special issues,
- b. Accurately prepare and oversee the design of in-house engineering projects, including plans specifications and construction estimates,
- c. Coordinate and oversee engineering inspection during construction work performed by city crews or private contractors at the landfill. Ensure that contract documents are processed in an accurately and timely manner,
- d. Plan and coordinate the most efficient use of landfill areas to conserve landfill space and mitigate traffic control problems,
- e. Organize, oversee and administer the engineering section and functions to ensure the City maintains its active landfill sites in accordance with current permits, regulations and all appropriate policies,
- f. Help develop, implement and enforce Division safety regulations,
- g. Meet routinely with the Disposal Site Supervisors to maintain proper control of the site and to determine what, if any, problems exist or may be anticipated. Consider the following:

- 1) Operational issues,
  - 2) Regulatory Requirements,
  - 3) Stakeholder Issues including; City Council, Mayor, Community and other interested parties,
  - 4) Equipment issues,
  - 5) Special employee requests,
  - 6) Special operating instructions; e.g., inclement weather, special waste, emergencies.
- h. Schedule routine work as required, e.g., drainage channel cleaning, landfill surface repairs and litter control, etc,
  - i. Ensure that the need for any special operating conditions have been planned for in advance; e.g., wet weather areas should be prepared in advance of the rainy season,
  - j. Professionally and positively represent the City, Department and Division,
  - k. Handle user complaints or problems that the Disposal Site Supervisors cannot handle and maintain a record of all such complaints,
  - l. Perform other duties that may be required as determined by the Deputy Director.

## **2. Disposal Site Supervisor**

The Disposal Site Supervisor, under the general supervision of the Senior Engineer – LO&E and is responsible for supervising refuse disposal and associated activities at the Miramar Landfill in accordance with appropriate City rules, regulations and policies and Local Enforcement Agency guidelines. Specifically, the Disposal Site Supervisors shall:

- a. Regularly brief the Senior Engineer – LO&E on the status of routine operations and any special problems,
- b. Implement and enforce Department safety regulations,
- c. Ensure that the landfill is properly staffed at the beginning of each day. There are several contingency plans, which can be used if a full crew is not available to work at the landfill. For example:
  - 1) Reassign duties of available personnel as required; e.g., shift a person stockpiling soil cover to a dozer for spreading and compacting refuse,
  - 2) Recall additional personnel on overtime,
  - 3) A Disposal Site Supervisor may fill-in for an equipment operator if the situation warrants,
- d. Meet with employees periodically to maintain proper control of the site and to determine what, if any, problems exist or may be anticipated. Consider the following:
  - 1) Operational Constraints,
  - 2) Regulatory Requirements,
  - 3) Equipment Problems,
  - 4) Special Employee Requests,
  - 5) Special operating instructions; e.g., inclement weather, special waste, emergencies, etc,

- e. Communicate and train staff on routine work requirements as required; e.g. refuse handling, equipment operations, proper compactions, dirt operations, greens operations, safety issues, landfill surface repairs, litter control, etc.,
- f. Meet with engineering personnel, as required, to review planned operations or special requirements,
- g. Plan and coordinate the most efficient use of the landfill disposal areas to reduce traffic flow issues and conserve landfill space,
- h. Periodically review landfill plan as an aid in scheduling employees and equipment needs and making assignments,
- i. Check grades and contours to ensure that refuse placement and compaction conforms to engineered specifications and designs,
- j. Periodically check with the Equipment Service Writer to ensure overhaul and maintenance schedules are being followed,
- k. Ensure that services are performed on equipment, in a timely manner, by vendors and City shops, through inspection of equipment and follow up communications,
- l. Ensure that employees perform routine maintenance obligations through periodic inspection of equipment, daily monitoring of employee's reports and completion of supervisor's periodic reports,
- m. Investigate and immediately report all equipment malfunctions and breakdowns, presenting facts in a clear manner, to all appropriate persons so that equipment is repaired and made available with minimum interruptions to landfill operations.
- n. Maintain thorough, accurate and detailed records of landfill operations, personnel, equipment usage and other related matters,
- o. Ensure there is sufficient inventory of office and field supplies (sanitary supplies, first aid, maintenance tools, construction materials, etc.) to avoid operational impacts,
- p. Professionally and positively represent the City, Department and Division. Be sensitive to issues and people and give only the information that is within your authority and can be officially released,
- q. Respond to complaints and inquiries promptly and tactfully as indicated by being even tempered and calm, discussing the issue, not the person, listening to and clarifying the problem, telling the person what action will be taken and offering information necessary to resolve the situation,
- r. Perform other duties that may be required as determined by the Senior Civil Engineer – LO&E.

### 3. Utility Worker II

Utility Worker IIs, under the general supervision of a Disposal Site Supervisor, is responsible for general site maintenance improvement projects, litter control, contracted crew coordination including: Alpha Crews, Community Service and Work Release Crews, limited duty personnel, etc. and keeping the disposal site conditions in compliance with regulatory requirements.

Specifically, Utility Worker IIs shall:

- a. Work in conjunction with the Disposal Site Supervisor on maintenance issues,

- b. Ensure that services are performed on equipment by vendors and City shops through inspections of equipment and follow up communication.
- c. Maintain equipment usage records that are accurate and understandable,
- d. Maintain Greenery processing records that are accurate and understandable,
- e. Perform daily equipment tool checks,
- f. Ensure stockroom and tool room are adequately supplied. Order materials and supplies in a timely fashion to avoid impacts to operations,
- g. Instruct all contracted crews on areas of concern and monitor progress, keeping records daily, weekly, and monthly as required by Operating Permits, City and Department Policies.

#### **4. Landfill Equipment Operator**

The Landfill Equipment Operator (LEO), under the general supervision of a Disposal Site Supervisor, is directly responsible for the safe and proper operation of complex motorized construction and repair equipment, as well as the proper handling and compaction of solid waste. Specifically, Landfill Equipment Operators shall:

- a. Perform daily equipment checks, complete pre-check and post-check of equipment, immediately report all equipment defects to the supervisor, verbally and in writing on vehicle check-out sheets,
- b. Operate assigned equipment in a safe, proper and efficient manner following City, Department, Regulatory Agency and manufacturer rules, regulations, policies and procedures,
- c. Cut, maintain and finish grades as indicated on grade stakes or as directed by Disposal Site Supervisor or engineering staff,
- d. Excavate landfill cells according to engineering plans while keeping the excavated area in good working order,
- e. Spread and compact refuse according to appropriate procedures. Push and compact refuse efficiently, taking the dozer past the hinge point, then half-tracking when backing down the lift,
- f. When not utilizing the Tarp-o-matic system for daily cover, obtain, spread and compact soil cover according to appropriate procedures,
- g. Cover refuse efficiently, have area covered walked in tight and surface smooth using no more dirt than necessary. Leave surface area smooth with no refuse exposed,
- h. Assist in site maintenance work as required; e.g. grade roads, drive water trucks, resurface roads, construct refuse lifts, and other duties as assigned,
- i. Complete daily report forms for all equipment used, include mileage and service requests,
- h. Know how to respond appropriately to all emergencies utilizing the emergency procedures listed in Section B of this manual,
- i. Understand the LEO responsibilities associated with the Greens processing operation.

## 5. Equipment Operator II

Equipment Operator IIs, under the general supervision of a Disposal Site Supervisor, is directly responsible for the safe and proper operation of complex motorized construction, grinding, and Trommel equipment, as well as staging products in proper sequence for usable product.

Specifically, Equipment Operator IIs shall:

- a. Perform daily equipment checks, complete pre-check and post-check of equipment, immediately report all equipment defects to supervisor, verbally and in writing on vehicle check-out sheets,
- b. Operate assigned equipment in a safe, correct and efficient manner following City, Department, Regulatory Agency and manufacturer, rules, regulations, policies and procedures,
- c. Maintain equipment usage records and compost/mulch records that are accurate, understandable and available for later review,
- d. Prepare and maintain a safe, smooth working pad for vehicles transiting Greens area,
- e. Stack greens products according to mulching and composting manuals,
- f. Maintain stock piles of processed greens materials in a safe condition to minimize the possibility of fire caused by spontaneous combustion,
- g. Know how to respond appropriately to all emergencies utilizing the emergency procedures listed in Section B of this manual.

## 6. Equipment Mechanic

The Equipment Mechanic, under the general supervision of the Disposal Site Supervisor, is directly responsible for maintenance, repair and overhaul schedules of all City owned motive and stationary equipment assigned to the disposal site. The Equipment Mechanic works in conjunction with the Equipment Service Writer, ordering parts, tools, and essential products.

*Specifically*, Equipment Mechanics shall:

- a. Perform daily equipment checks,
- b. Perform preventive maintenance, repairs and modifications on City owned vehicles, equipment and machinery,
- c. Provide welding support for greens processing equipment; i.e. tub grinders, trommel screens, etc., as well as for other special projects as needed,
- d. Provide mechanical support to other landfill operations as needed,
- e. Fuel landfill equipment and other mechanical equipment by mobile fuel truck or fuel stations as needed,
- f. Maintain thorough and accurate detailed records/logs on fuel usage, equipment usage, parts requisitions and related matters; prepare reports and summary sheets as required,
- g. Process invoices for suppliers and vendors who provide equipment, supplies and services for landfill operations,
- h. Know how to respond appropriately to all emergencies utilizing the emergency procedure listed in Section B of this manual.

## 7. Laborer

The laborer, under the general supervision of the Disposal Site Supervisor, has responsibility for enforcement of user regulations, traffic control at the tip of the face, inspection of waste, and general maintenance of the disposal site. *Specifically*, laborers shall:

- a. Courteously answer questions by patrons regarding information, rules and regulations for use of the site,
- b. Respond to complaints and inquiries from the public and other agencies promptly and tactfully,
- c. Enforce all site user regulations per the Safety Practices section, item-F, page 25 of this manual,
- d. Direct site users to proper disposal areas according to waste type,
- e. Set up and remove proper traffic patterns to allow maximum traffic flow and safe working conditions.
- f. Effectively direct and control traffic to ensure smooth operations including;
  - 1) Direct trucks with inoperative unloading mechanisms to a separate area so they do not interfere with operations,
  - 2) Work closely with equipment operators to ensure minimal interference with waste delivery vehicles,
- g. Operate assigned equipment in a safe, correct and efficient manner following City, Department, Regulatory Agency and manufacturer, rules, regulations, policies and procedures,
- h. Perform various maintenance operations at landfill and on buildings, e.g. road repairs, fence repairs, painting, erect and repair warning signs, etc.
- i. Relocate portable litter fences as necessitated by operational requirements and wind conditions,
- j. Assist in litter control activities as required,
- j. Maintain landscaped areas of site including proper watering, cultivation, and litter control,
- k. Know how to respond appropriately to all emergencies utilizing the emergency procedures listed in Section B of this manual.

## 8. Senior Management Analyst

The Senior Management Analyst, under the general supervision of the Deputy Director, is responsible for the overall performance of the fee booth operation and its personnel. In addition the Senior Management Analyst is responsible for completing budgetary, fiscal, organizational, and administrative studies and assignments. *Specifically*, Senior Management Analysts shall:

- a. Ensure the overall operational efficiency of the fee booth staff,
- b. Make recommendations for policy, procedural, and fee changes which result in operational efficiency,
- c. Conduct complex budgetary and administrative studies and assignments and prepares detailed reports of conducted studies,

- d. Perform special assignments/ projects relating to legislative policy,
- e. Make complex City-wide revenue analyses,
- f. Perform cost effectiveness and productivity studies,
- g. Evaluate and determine work unit time standards, output measures, staffing requirements, and material and equipment usage level,
- h. Administer Franchise Agreements and serve as point of contact with private haulers.

## **9. Senior Disposal Site Representative/Fee Booth Supervisor**

The Senior Disposal Site Representative/Fee Booth Supervisor, under the general supervision of the Senior Management Analyst, is responsible for supervising the work of Disposal Site Representatives/Fee Booth Operators at the landfill.

Specifically, Senior Disposal Site Representatives/Fee Booth Supervisors must:

- a. Schedule fee booth personnel to provide adequate staffing and coverage for all shifts,
- b. Ensure that all subordinates are thoroughly trained to perform their duties as Disposal Site Representatives,
- c. Ensure that all equipment is in good operating condition and repairs and/or maintenance are performed in a timely manner,
- d. Work in conjunction with SDDPC and/or other personnel involved in maintaining the computerized system; suggest changes as needed; assist in implementing new programs,
- e. Courteously explain disposal site policies and fee schedules to the public, help all customers to understand and use City disposal site services by determining their entire need, answering questions and volunteering necessary information,
- f. Ensure appropriate fees are collected in accordance with the fee schedule, correct change is given, charge tickets and receipts are given when appropriate, division procedures are accurately followed and fees/weights are entered correctly into the system,
- g. Supervise, monitor and direct traffic flow to ensure customer safety, as well as smooth and efficient traffic movement,
- h. Monitor loads to ensure that no improper, hazardous or illegal materials enter the landfill. Redirect vehicles with unacceptable loads to proper disposal sites,
- i. Follow established procedures for disposal of special handling items, working cooperatively with other personnel and customers as needed.
- j. Ensure the change fund contains appropriate cash, recap sheet is completely and accurately filled out, all monies, coupons and receipts are accurately accounted for, bank deposit slips are complete and accurate, receipt and money total on recap sheet balances against the register record, all voids, errors, etc. are completely reported on recap sheet.

## **12. Disposal Site Representative/Fee Booth Operator**

Disposal Site Representatives, under the general supervision of the Senior Disposal Site Representative, are responsible for processing vehicles entering the landfill by inspecting loads, determining and collecting the appropriate disposal fees in accordance with an established fee schedule, and recording vehicle weights.

Specifically, Disposal Site Representatives shall:

- a. Operate and maintain a computerized scale and register system,
- b. Monitor and direct traffic flow, to ensure safety to customers, as well as to ensure smooth and efficient traffic movement,
- c. Monitor loads to ensure that no improper, hazardous or illegal materials are disposed at landfill and direct vehicles with unacceptable loads to proper disposal facility or agency,
- d. Follow procedures for disposal of special handling items and work cooperatively with customers to ensure appropriate disposal,
- e. Maintain a clean and safe fee booth area and ensure traffic entrance lanes are clean and properly delineated,
- f. Collect appropriate fees in accordance with the fee schedule, ensure change fund currency is sufficient to make change, correct change is given, charge tickets and receipts are given to all customers, Division procedures are accurately followed and fees and weights are entered correctly in register,
- g. Courteously explain disposal site policies and fee schedules to the public, help all customers to understand and use City disposal site services by determining their entire need, answering questions and volunteering necessary information,
- h. Process and report voids, errors, or unusual charges in accordance with Division procedures,
- i. Count and balance receipts, checks, and currency at the end of each day, ensuring that change fund contains appropriate cash, recap sheet is filled out completely, all money, coupons, receipts are accounted for, bank deposit slips are complete and accurate, receipt and money totals on recap sheet balances against register tape and all voids, errors, etc., are completely reported on recap sheet.

## **11. Code Compliance Officers**

Code Compliance Officers are responsible for conducting field investigations under the authority of City Codes and regulations. Specifically, Code Compliance Officers at the landfill shall:

- a. Maintain a working knowledge of applicable state and municipal codes pertaining to solid waste,
- b. Correctly identify violations and complete the necessary forms,
- c. Maintain a working knowledge of all current Fee Schedule Regulations and related Fees and charges,
- d. Understand the functions of other City and County departments well enough to be able to refer customer to the appropriate department, division, or agency in a timely manner,
- e. Prepare reports, letters to the public, route slip replies, and code compliance investigations in a clear, concise, legible and properly documented manner,
- f. Conduct field inspections at the landfill and collect and document evidence to ensure compliance with applicable codes and regulations,
- g. Courteously explain any violation and corrective measures required, and encourage voluntary compliance, explain and interpret governing codes for landfill customers and staff as required.

## **C. Landfill Operations Support – Hazardous Substances Enforcement Team**

The Hazardous Substances Enforcement Team (HSET) is a work unit within the Environmental Protection Division that supports the operations of the Miramar Landfill. The Waste Inspectors are under the general supervision of the Hazardous Substances Enforcement Supervisor and are responsible for solid waste screening and for performing related work.

Consult the Waste Inspectors if the waste characteristics of any load are in question. No liquid or soluble industrial wastes are to be dumped at the Miramar site. All personnel at the site should be acquainted with what wastes are and are not to be disposed of at Miramar. Table II-2 provides a breakdown of material classifications and delineates those types acceptable for disposal at the Miramar site. Refer to “Hazardous Waste” in the Emergency section of this manual for the procedures to follow if unacceptable wastes are discovered at the Miramar site.

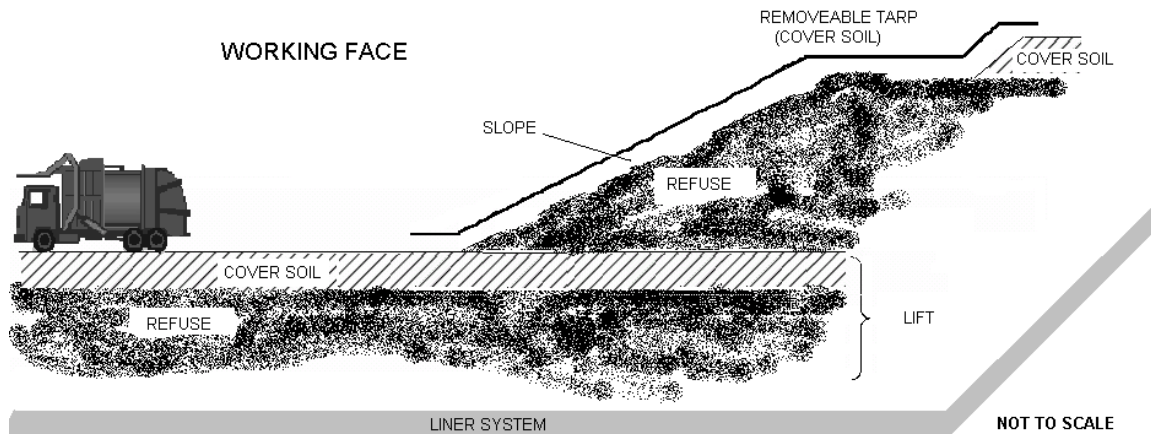
Specifically, the HSET shall:

1. Determine acceptability of wastes to be dumped whenever called upon by landfill or fee booth staff and during random load checks,
2. Perform solid waste inspections via random load checks to identify unacceptable wastes in the incoming waste stream.

## II. Landfill Operations

### A. Miramar Landfill Waste Cell Construction

The waste cell is the basic building block of the sanitary landfill. It is composed of several layers of solid waste compacted on a slope by heavy equipment and enclosed on all sides by soil. Basic instructions for constructing waste cells with the materials accepted at the Miramar Landfill are described below.



Waste Cell

#### 1. Control of Working Face

The working face is the portion of the uncompleted cell on which additional waste is spread and compacted. The optimal working face width varies depending on the number of vehicles bringing wastes to the site and the equipment available for spreading and compacting. It should be wide enough to prevent a backlog of trucks; however, the width should not be so wide as to be impractical to operate or to expose an undue amount of refuse to the wind.

The face width should be reduced by compacting and covering portions of the face as traffic drops off at the end of the day. For safety reasons, the width of the face should not be reduced to less than 40 ft.

#### 2. Equipment Movement

Solid waste should be dumped at the toe of the working face by the collection trucks and pushed up the slope. For reasons of safety, try to keep a minimum of 8 to 10 feet separation between the trucks and the crawler tractor. Always try to keep the unloading area level and clear of waste materials.

#### 3. Spreading Waste on a Slope

To maximize compaction, and to provide an optimal weight distribution of the tractor, the waste should be spread up a 3:1 slope in 1 to 2 foot layers. Fill in any holes that develop in the face with loose waste.

#### 4. Using Grade Stakes

Use grade stakes to aid operators in keeping the slope of the final top fill surface at a grade of 3 percent. Grade stakes should be set according to instructions given by the Engineering Staff. Stakes should be checked frequently enough to allow operators to make sightings to them as required.

#### 5. Waste Compaction

A high degree of compaction extends the fill life, reduces cover material and long-term land requirements, reduces litter problems, and results in other beneficial effects. Good compaction is achieved by operating the tractor up and down the working face between 3 and 5 times on 1 to 2 foot layers of waste until no further compaction occurs. The top deck of the cell must also be compacted by running the landfill compactor across the top keeping it as level as possible.

#### 6. Cell Completion

Cover soil or alternative daily cover (ADC) must be placed over exposed waste at the close of each day's operation. The only exception will be when tarps are employed for covering the slope of the cell on a daily basis. The amount of soil required for daily cover may vary because of soil type. However, the thickness of compacted soil should not be less than 6 inches after compaction. When the cell is completed, no waste should be visible.

### B. Cover Soil

#### 1. Excavation

Excavation of soil for cover material should only be made from areas at the site designated as "borrow" areas. The dirt supervisor will instruct operators when to begin an excavation of a new borrow area and when to stop excavation in an existing area.

#### 2. Imported Cover

Imported cover is soil or other inert material that has been brought to the landfill. Material such as clean fill dirt and small pieces of rubble may be used as cover for refuse. Imported materials such as asphalt grindings and broken concrete should be used for building roads and for surfacing the wet weather area. Stockpile various types of imported material in areas designated by the Engineering staff. If material is to be used for cover for the day's operation, place stockpiles where they will be accessible to the working face. However, do not locate them where they may block truck travel or filling operations.

#### 3. Placement of Cover

When using the Tarp-o-matic system for covering the slope refer to the standard operating procedure in section two, under Landfill Operations SOPs, of this manual.

Use of soil for daily, intermediate, and final cover should be placed in the following manner:

When using a crawler tractor, push cover soil up the slope and feather it out as evenly as possible. Do not permit the tracks of the equipment to spin as you traverse the compacted slope. This action will tear up the waste and it may be necessary to compact the waste again in order to reapply the cover material.

When constructing a cell in an open area, the side slopes require soil cover also. These side slopes should be maintained at a 3:1 slope to reduce cover material requirements.

#### 4. Daily Cover

All waste must be covered at the end of the day to protect against vectors, odors and debris leaving the landfill. This requirement may be fulfilled by the use of landfill tarps and/or soil. When using tarps for daily cover of the current waste slope ensure all waste is covered and the tarps have been overlapped.

When using soil as daily cover at least 6 inches of compacted soil must cover the slopes and the top deck by the close of business each day. In some cases, more soil than the minimum amount may be required so that after compaction, the slope layer and top deck will have 6 of cover material. For example, loose soils such as sand and silt may drop into voids in the waste. For this reason, proper compaction is essential to minimize the amount of daily cover soil required.

#### 5. Intermediate Cover

The top and side surfaces of a completed cell that is not to be covered within 180 days by another cell may be exposed to weather and truck traffic. These surfaces should be covered with a layer of at least 12 inches of compacted soil. This intermediate cover should be thick enough to prevent erosion of the cover by wind, water, and traffic. If wastes become exposed, water can enter, and odors and gases may escape from the cells.

#### 6. Final Cover

When filling has reached the final planned grade, a final cover of compacted soil should be placed. The engineering staff will advise the depth of final cover to use for all completed sections of fill. This cover is necessary to allow light traffic and minor settlement to occur without exposing any waste. The final cover will also help keep the rain from seeping into the waste.

### C. Hard-to-Handle Wastes

Certain wastes acceptable at Miramar require special handling. The following are basic methods to be used when managing hard-to-handle waste:

#### 1. Bulky Waste

##### a. Crushable Items – such as furniture and appliances

Such items should be dumped at the toe of the working face if traffic permits.

Use the crawler tractor to crush the item on solid ground, and then push it into the toe of the fill. Fill in any holes with regular waste.

##### b. Demolition Debris

Spread out bulkier pieces of concrete, lumber, and other debris evenly at the toe of the working face. Place regular wastes on top of the demolition wastes.

Trucks delivering asphalt grindings and broken concrete suitable for road surfacing should be directed to a separate dumping area where this material can be stored for later use. The Engineering staff shall designate locations for storage of these waste materials.

### c. Long Items

Long, awkward items, such as trees, stumps, logs, and rolls of paper and plastic should be dumped at the toe of the face, placed parallel to the working face, and covered with regular waste. The crawler tractor should be driven over logs and stumps carefully to prevent overturning.

### d. Rubber Tires

Place shredded or bageled rubber tires at the toe of the fill, spread them out, and cover them with other wastes. Tires are less likely to work their way to the surface if placed at the bottom of the cell. Do not try to compact unreduced rubber tires.

### e. Large Metal Wastes

Metal wastes, such as pipes, rolls of cable, and wires should be placed directly at its position of disposal and covered by household or demolition wastes (bridged). This will prevent unnecessary machine damage and shutdown.

## 2. Low Density Wastes

Waste types such as brush, leaves, and yard trimmings, synthetic fibers, loose plastic film or foam, and rubber and plastic scraps or shavings, require special handling. These materials present problems because they rebound after being run over by the crawler tractor. Spread the lightweight material into 1 to 2 foot deep layers, and then cover it with regular waste, compacting as usual at base of cell. These wastes should be compacted until the operator can no longer detect that the surface of the waste layer is being depressed more than it is rebounding. The weight of the regular waste tends to keep the low-density material down.

## 3. Powdery Wastes

Wastes such as sawdust and other dusts also require special handling. These wastes are problems because they are stirred up by the equipment and blown by wind. Once in the air, they may be harmful to personnel if they are inhaled or contact the skin. Personnel not working in enclosed cabs should wear protective clothing and dust masks. Some powdery wastes may be wetted down with water from a water truck and then covered immediately with soil or regular refuse. This procedure will help reduce blowing and dusting of the powdery waste. If water is not available, cover the powdery wastes with soil or refuse to reduce blowing and dusting of the waste.

## 4. Medical Solid Wastes

Medical solid wastes should be deposited at the toe of the working face and bridged across with other solid waste to ensure the sharps in the medical waste stay buried.

## D. Cleanup of Completed Area

### 1. Prior to Final Cover

Prior to placement of final cover material, the completed area should be cleared of all debris. Any objects protruding through the daily or intermediate cover should be pulled out and the hole filled. Large cracks or holes in the surface should be filled with cover material.

## 2. Final Cover Placement

Place final cover material on completed areas at the thickness specified by filling plans, Site Supervisors, or Engineering staff. Use methods indicated in “Cover Soil” portion of this manual.

## 3. Planting and Landscaping

Interim ground cover should consist of mulch to control soil erosion. Completed areas should be landscaped according to landscaping plans provided by Biological Services staff.

### E. Maintenance of Completed Areas

#### 1. Landscaping

All grass, shrubs, and tree areas should be cultivated and watered as specified. Regular schedules for cultivation and watering should be determined and maintained.

#### 2. Inspection of Completed Areas

The Engineering staff should inspect completed areas of the landfill once each month for signs of cracks and depressions due to settlement.

#### 3. Cracks and Depressions

Cracks and depressions should be filled with compacted soil as soon as they are discovered.

### F. Traffic Control and Unloading of Waste

#### 1. Responsibility for Traffic Direction

##### a. Laborer

The Laborer has the responsibility to inform all customers where they should deliver their waste materials. This shall be determined by the customer’s type of waste. Locations for handling various materials vary from time to time and the Laborer should know in advance where each type of material is to be deposited.

##### b. Equipment Operator

When a Laborer is not available at the site, the Equipment Operator shall show customers where they should discharge their load of waste.

#### 2. Proper Spotting and Traffic Control

##### a. Traffic Flow

Traffic should be kept moving at a safe steady rate to avoid backlogs and congestion at the tip deck. Packer trucks and other trucks that dump mechanically should be routed to the working face without delay. Make sure the driver backs to the toe of the slope before s/he starts to dump. Have the driver pull straight away slowly from the slope while s/he is dumping.

#### b. Aids to Traffic Control

Directional signs and barricades are provided to help control traffic. Ensure proper signage and barricades are in the required locations at the beginning of each day. Relocate signs and barricades as required at the end of each day so that they will be in place and ready for the next day's operation.

#### c. Separation of Vehicles

Vehicles being unloaded by hand should dump in the public area only. A separate area should also be provided for Semi End Dump Trailers away from both the Public area and the working face due to the danger of overturning.

#### d. Load-on-Fire Procedures

Loads-on-fire are wastes that are either on fire or that are smoldering or smoking within a vehicle or when deposited at the tip deck. All site personnel should be familiar with procedures for handling such loads. Refer to the *Emergency Procedures* section of this manual for proper response procedures.

#### e. Handling of Inoperative Vehicles

Do not allow broken-down trucks to delay other traffic. If a truck's unloading device is inoperative, route it to an area where it can be unloaded by hand, without delaying other vehicles. The driver must sign a waiver for any damage before the operator can use the dozer to pull or otherwise assist a broken-down truck. Obtain waiver forms from the fee booth staff or Disposal Site Supervisor.

#### f. Location for Dumping Waste

Direct each customer to the proper location for disposing of specific types of waste. Direct the customer to unload the waste at the base of the cell and have them drive their vehicle straight out when unloading is complete.

#### g. Cooperation with Equipment Operators

The Laborer directing traffic should work closely with the Equipment Operators to minimize the potential for accidents and/or injuries while customers are unloading their vehicles.

#### h. Prevention of Scavenging

Scavenging by customers or employees is not permitted. Customers caught scavenging for the first time should be reminded of the regulations and told to leave the site. The names of repeat offenders should be given to the Code Compliance Officer.

#### i. Watch for Unauthorized Materials

The Laborer should observe the wastes being dumped to spot and prevent unauthorized materials such as flammable, explosive, or other hazardous materials from being deposited within the waste cell. If unauthorized material is dumped, the laborer should notify the Equipment Operator and the Hazardous Substance Enforcement Team so it can be safely removed.

## j. Site User Rules

The Laborer should know all site user rules and watch for violations. If site users disobey a rule, they should be reminded of the rule. If site users refuse to cooperate with the Laborer, s/he should report them to a Disposal Site Supervisor or Code Compliance Officer.

## k. Emergency Procedures

Site personnel should be familiar with proper fire and accident procedures and are expected to know their role in all possible emergency situations. See the Emergency Procedure SOPs in Section B of this manual.

## G. On-Site Roadways

### 1. Road Construction

#### a. All-Weather Roads

On-site access roads should be constructed such that they can be used under most weather conditions year round. When possible, use imported material such as asphalt grindings or other appropriate construction debris for road base. Use the road base material purchased by the City when this type of material is not available. Roads should be located and constructed according to plans and specifications provided by the Engineering staff.

#### b. Dry-Weather Roads

Roads that are to be used during dry weather can be constructed from compacted soil if other materials are unavailable. These roads should be located and constructed according to plans and specifications provided by the Engineering staff.

### 2. Road Maintenance

#### a. Filling of Potholes

Potholes should be filled with materials compatible with the roadbed be repaired. Fill potholes on a routine basis so that they are not allowed to remain open for extended periods. Before placing patches in holes, all loose material should be removed from the hole.

New material should then be placed in the hole and compacted so that it will have the same density as the road.

#### b. Filling of Areas Where Settlement Occurs

When all-weather roads are built on fill areas, settlement of the filled area may cause cracks to appear in a road or cause the slope of a road to change. Cracks should be filled with material that is compatible with the roadbed. Area of a sloped road, where the slope has changed drastically, should be built-up with material compatible with the roadway. The build-up should be made by placing and compacting a layer of roadway material, then adding another layer. This process should be repeated until the roadway is built to the desired elevation.

#### c. Maintenance of Dirt Roadways

Roadways that are made in native or filled soil require different maintenance than paved ones. Ruts usually appear in dirt roads that are heavily traveled. These roads should be graded and re-compacted as required to re-establish proper road grades. Roads should also be sprayed with water during dry weather to control dust.

#### d. Removal of Materials from Roadways

Dirt, brush, and other debris should not be allowed to remain on any roadbeds. Dirt left on asphalt roadbeds may cause dust problems during dry weather or mud problems during wet weather. This material should be cleaned off roadbeds with the use of a street sweeper.

#### e. Maintenance of Drainage Ditches

All drainage ditches should be kept free of obstructions and debris. During the wet weather season inspections of all drainage ditches and structures should be made at least once each week after rain events, or more frequently as required. Any debris should be removed from ditches.

### H. Inclement Weather

#### 1. Preparation for Bad Weather

##### a. Rain

##### (1) Wet Weather Conditions

Wet weather areas should be prepared in advance of the earliest anticipated seasonal rains, normally by October 1<sup>st</sup>. Available material such as asphalt grindings and small pieces of demolition rubble may be used for constructing the area. The wet weather area should be constructed adjacent to an all-weather road. Work on the wet weather area can be performed at various times when personnel and equipment are not required for other assignments. The size and location of the wet weather area will be delineated by the Engineering staff.

##### (2) All-Weather Roads

All-weather roads should be repaired prior to the rainy season.

##### (3) Drainage Facilities

Drainage structures and ditches should be in good repair and free of debris prior to the rainy season.

##### (4) Silt Fencing

Silt fencing or other temporary drainage control devices should be stockpiled for use in an emergency situation.

##### (5) Mulch

Exposed dirt areas shall be covered with mulch prior to the rainy season as directed by the Engineering Staff.

## (6) Sedimentation Basins

Sedimentation basins should be in good repair and free of sediment and debris prior to the rainy season.

## (7) Tackifier

Tackifier should be sprayed on any slopes that are too steep to be mulched or any bare dirt surfaces that are not being used prior to the rainy season as directed by the Engineering staff.

### b. Wind

#### (1) Litter Fences

Litter fences should be installed prior to windy weather and relocated as required.

#### (2) Dust

Use the water truck to spray roads to keep dust down.

## 2. Operations During Bad Weather

### a. Rain

During a heavy rain, if the roads become impassible or dangerous:

- (1) Notify the Disposal Site Supervisor, Landfill Engineering Staff, and Fee Booth,
- (2) Stop traffic, if necessary,
- (3) Complete necessary repairs to the road so that it is safe to reopen it to traffic.

### b. Wind

If the wind is so strong that paper and other lightweight materials cannot be contained within the site:

- (1) Notify the Disposal Site Supervisor and Landfill Engineering Staff,
- (2) Reposition and/or repair litter collection fences,
- (3) The water truck may be used to wet down the litter to prevent it from being blown.

### **III. Fee Booth Operations**

#### **A. General Rules and Procedures**

##### **1. Opening of Landfill**

It is the responsibility of the Disposal Site Representatives-Fee Booth Operators to open the scales at the designated time.

##### **2. Price Schedule**

All cash and deferred payment charges will be made in accordance with the fee schedule supplied by the Deputy Director. The Senior Disposal Site Representative must approve any deviation. A summary of the fee schedule should be posted outside each fee booth, visible to all customers.

##### **3. Credit Policy**

No deferred payment will be extended unless the customer has an account. Application forms for this purpose are available. See Appendix 1.

##### **4. Entries in Daily Log**

Entries will be made each day in the Daily Log. Entries should indicate tonnages by type and generator of waste, the number of vehicles using the site and any irregular occurrences such as formal complaints, accidents, emergencies, or injuries. Also, a notation will be made each day in the Daily Report indicating the tonnage of fee exempt material received and/or the number of such loads accepted.

##### **5. Determine Type of Waste to be Disposed**

The Hazardous Substances Enforcement Team should be consulted if the waste characteristics of any load are in question. No liquid or soluble industrial wastes are to be dumped at the Miramar site. All personnel at the site should be acquainted with what wastes are and are not to be disposed of at Miramar. A breakdown of material classifications for those types of waste acceptable for disposal at the Miramar Landfill are listed in Table I on page 29 of this manual.

\*Refer to the Hazardous Waste Management - Standard Operating Procedure in the Emergency Procedures portion of Part B of this manual for the steps to follow if unacceptable wastes are discovered in vehicles attempting to dispose of wastes at the Miramar Landfill.

##### **6. Cleanliness of Entrance Gate Area**

All vehicles are required to approach the landfill entrance with a covered waste load. This policy eliminates a majority of accidental litter along the roadways adjacent to the entrance gate.

##### **7. Sanitary Toilets**

There are multiple restroom facilities available at the site. The main restroom is located adjacent to the main office trailer on the south side of the building. There is also one coed restroom located inside the office center, available to the staff of the landfill. Other facilities consist of portable units located in multiple areas throughout the site to provide customers with restroom access while at the landfill.

## B. Processing Customer Transactions

1. There are two forms of payment acceptable by the Miramar Landfill:

a. Cash

b. Checks, Personal and Business checks are accepted at the Fee Booth.

**Note:** *Out-of-State and starter checks will not be accepted at the Fee Booth.*

For detailed information on this policy see Fiscal and Administrative Services Manager, City of San Diego Memorandum dated April 18, 2007.

2. Deferred Payment Plan

Customers that have established accounts with the Miramar Fee Booth have the option of utilizing a payment plan that operates as a debit from their account.

## C. Processing Customers Who Qualify for No-Charge Services

The following customers are exempt from Landfill fees in order to encourage the services they provide to the community and/or the City of San Diego.

1. Goodwill and other approved charity organizations

2. Community Clean-up organizations (i.e., City Council sponsored clean-ups, *I love a Clean San Diego*, and *Livable Neighborhoods*) are offered a 'Fee Exempt Pass' by the Waste Reduction and Disposal Division

3. Navy/ Marine Corps

a. The Department of Defense lease agreement with the City states that the Navy/Marines may dispose of any legal waste free of charge

b. Local Bases are issued "Coupons" for verification

4. Environmental Services Department Construction Projects (i.e., drilling gas wells) at active/inactive landfills.

## D. Electronic Cash Registers

1. Transactions Linked to the Computer System

a. Scale weighs the load

b. Computer records the accurate charge

c. Invoice is issued and fees are collected

2. Training

a. New employees require a basic knowledge of computers

b. On-the-spot training is provided to review the details of the system explicitly.

## E. Daily Cash Receipts

### 1. Requirement

Receipts are required for every transaction. Even those that have an account in the computer system.

### 2. Electronic Ticketing

- a. Purpose – Expedites the transaction process;
- b. Applies to the Collections Division of the City of San Diego and approved private companies;
- c. Computed and prepared for all transactions throughout the day;
- d. Printout of all electronic transactions/receipts occurs at the end of the day.

### 3. Written Receipts

Hand-written receipts are only issued during power outages.

## F. Daily Balance

The daily balance is prepared in order to provide accountability of the numerous transactions throughout the day for the Accounting section. The balance sheet is taken to the Ridgehaven Administrative Building the following morning.

## G. New Accounts

New Accounts are established through the Account Clerk located at the Ridgehaven Court Administration Building. The Account Clerk logs pertinent information regarding the company and issues the client a validation card, required for every visit.

## IV. Safety Practices

### A. General Safety Practices

#### 1. Know Procedures

All employees at the landfill are responsible for knowing the proper procedures for reporting accidents, injuries, and fires. Employees must know the procedure to be followed for each type of emergency and be aware of their particular role. Standard Operating Procedures (SOP's) for various situations are documented in the *Emergency Procedures* section of Part B of this manual. See Table 1 at the end of this section for emergency contact information.

#### 2. Update and Post Procedures

All emergency procedures must be revised as necessary to keep them up-to-date. Emergency procedures shall be posted in various locations for employee review (i.e. the Operations trailer, break trailer, fee booths, as well as on the Environmental Management System website and in Part B of this manual).

#### 3. Signage for Traffic Control and Direction

Road boundaries and speed limits on each road shall be clearly posted. Direction of travel and location of curves are to be posted as well. The location of disposal areas for various types of wastes shall be clearly indicated.

#### 4. Site User Rules

Site user rules are available at the entrance to the landfill upon request. Employees are to watch for violations of site user rules and indicate those rules to violators, stressing that the rules are imposed to ensure public and staff safety. After a known violation, the Code Compliance Officer (CCO) should be notified of the violation and the violator's identity. The CCO will attempt to resolve the issue with the violator including issuing a citation. In the event the issue cannot be resolved at the site the CCO will forward the information to the Senior Code Compliance Officer for further action. Violators will be barred from entering the landfill until they agree to abide by the rules.

#### 5. Level Dumping Area

For safe operations, the dumping area shall be kept as flat as possible at all times and kept clear of debris. This is especially true for the area where end dumps will be dumping.

#### 7. Alert Employees

All employees are expected to be alert for hazards at the landfill. They should report any possible hazards to their supervisor or the Senior Engineer-LOE.

#### 8. Safety Meetings

Safety meetings are regularly scheduled. Topics of discussion are varied and can include situations that can cause accidents and ways to prevent them, as well as the effectiveness of corrective actions taken following previous accidents at the site.

## B. Safety Precautions for Equipment Operators

### 1. Check Equipment

Check equipment for defects before operating. A thorough equipment check always involves completing the appropriate check lists prior to mounting and operating equipment in the morning, as well as before leaving equipment for the night. ***Do not start or operate defective equipment unless directed by your Supervisor.***

### 2. Use Stepping Points

To prevent slipping, use stepping points and hand holds when mounting and dismounting from equipment.

### 3. Keep Debris from Cab

Keep operator's compartment, stepping points, and hand holds free from oil, grease, mud, loose objects, and trash.

### 4. Look in All Directions before Moving

Protect personnel and other equipment in the area by looking to the front, rear, and sides before moving equipment. If the operator is unsure of surrounding conditions, he/she shall dismount and inspect the area.

### 5. Safety Devices

Proper safety devices, such as safety belts and roll over protection systems, must be installed on all equipment and maintained or replaced to original equipment manufacturer specifications.

### 6. Use Driver's Seat

The operator will control his/her equipment only from the driver's seat. Always keep equipment under control.

### 7. Wear Seat Belts

Always wear seat belts while operating equipment. Not only do they provide support, but also if the unit rolls over, you will be secure in the operator's compartment.

### 8. Moving Equipment

Never mount or dismount from moving equipment. Wait until equipment has come to a complete stop and the brake is set before mounting or dismounting.

### 9. Carry Only Authorized Passengers

Persons other than the operator should not normally be allowed on landfill heavy equipment. If it is necessary to carry a passenger, he/she should sit in specified safe locations.

#### 10. Carry Blades Low

Equipment attachments such as loader buckets and tractor blades should be set low to improve visibility and enhance braking capability. Otherwise, collisions may occur, the vehicle may go over an embankment, or it may roll over.

#### 11. Check Blind Areas

Never push waste until you are sure that no person or equipment is in the blind area ahead of the refuse. If the operator is not sure of surrounding conditions, he/she shall dismount the equipment and personally inspect the area.

#### 12. Maintain Adequate Clearance

When pushing waste, maintain adequate clearance from ground personnel, patrons and other vehicles or obstructions to ensure that objects will not strike other equipment or persons. ***As a rule of thumb use 15 feet as a minimum safe distance to keep away from all people, vehicles, and equipment.***

#### 13. Constantly Check Work Area

The operator must constantly check the work area for the location of other persons or equipment. Be especially cautious when several private vehicles are in the area. Remember that many site users are not familiar with the dangers of heavy equipment.

#### 14. Operate Up and Down Slope

Operate up and down slopes. Avoid side hill travel whenever possible to reduce the chance of rolling over.

#### 15. Avoid Excessive Speed

Operating conditions generally determine the speed of heavy equipment. Under no circumstances should heavy equipment be driven at excessive speeds or operated recklessly. Heavy equipment is difficult to control at high speeds and must only be operated at a speed that is safe for existing conditions.

#### 16. Move Cautiously Over Bulky Objects

When compacting or traversing bulky items, such as tree stumps and utility poles, the operator must proceed with extreme caution to avoid tipping or sudden lurching movements.

#### 17. No Scavenging

Scavenging will not be permitted. Scavengers are subject to a number of potential injuries and possible death. Scavenging also results in a violation of State Regulations and Department Policy.

### C. Safety Equipment Specified by the City

#### **\*\* All personnel must wear proper personal protective equipment (PPE).\*\***

1. Certain safety equipment is specified for equipment operator protection. It is the responsibility of each employee to be sure his safety equipment is in good repair. Each employee must use their equipment at appropriate times as determined by the conditions at the site.

### D. Knowledge of Safety Procedures

1. All personnel are expected to know the location of first aid kits, emergency eyewash, emergency shower and other devices. See your supervisor for the specific location of these items.

2. All employees are expected to know and follow the proper safety procedures at the Miramar Landfill.

### E. Posting and Enforcement of Site User Rules

#### 1. User Rules Availability

Site user rules are included in the fee schedule and are available upon request at the entrance to the landfill. Any changes to the rules are to be incorporated into the schedule as soon as possible.

#### 2. All Employees Shall Enforce Rules

All equipment operators and laborers working at the site are expected to know and enforce the site user rules. They should inform users of any violations. The identity of repeated violators is to be brought to the attention of the Supervisor and/or the Code Compliance Officer.

### F. Site User Rules

#### 1. Children and Pets

Children, pets, and individuals not involved in unloading refuse should remain in the vehicle at all times.

#### 2. Unloading

All hand unloading is to be done where site personnel have directed.

#### 3. Persons Unloading to Remain Near Vehicle

Persons unloading must remain near their vehicle at all times.

#### 4. Dump Waste behind Vehicle

Whenever possible, waste should be dumped immediately behind the unloading vehicle.

#### 5. No Unloading by Rapid Acceleration or Rapid Deceleration

Unloading of non-mechanized trucks or passenger cars is to be done by hand with the vehicle in a stationary position; no rapid acceleration or deceleration to unload vehicle is permitted.

## 6. Keep Tools in Vehicle

Tools and removable tailgates shall be kept in or under the vehicle to prevent damage to other vehicles or site equipment and to keep from getting pushed into the trash.

## 7. Speed Limit

Users shall observe the posted speed limit within the landfill site, unless otherwise directed by operating personnel. Wet weather conditions may warrant slower speeds.

## 8. No Scavenging

Scavenging is a violation of the California Code of Regulations, Title 14, Div. 7, Chap. 3, Article 6.1, Sec. 17409.3 and can lead to serious injury and possible death. Therefore scavenging shall not be permitted at the Miramar Landfill.

## 9. No Firearms

Firearms, other than for bird control, are not permitted at the landfill site.

## 10. No Explosives

Only explosives used for bird control are permitted at the landfill site.

## 11. No Urinating

Urination is only permitted inside designated restroom facilities.

## 12. No dumping of prohibited wastes

All Landfill staff must be vigilant and prevent the dumping of prohibited wastes in the landfill

## G. Responsibility for Personal Protection Equipment

It is the responsibility of the operators to ensure their equipment is in good repair and functions properly. Report broken/ non-functioning personal protection equipment to your supervisor for repairs or replacement.

### 1. City Supplied Personal Protective Equipment includes, but is not limited to:

- a. Ear Protection
- b. Hard hats, when required
- c. Eye protection
- d. Work boots
- e. Respirators, when required
- f. Rain gear
- g. Work gloves
- h. Sunscreen/lip balm

### 2. Heavy Equipment is equipped with:

- a. Roll-over protection
- b. Enclosed cab
- c. Sealed/air conditioned cab
- d. Seat belts

# Emergency Contact Information

## MIRAMAR

Listed below are the names and addresses of the most convenient hospitals and medical service centers within the general area of the Miramar Landfill.

For initial notification of an accident call:

**Station 38:** (619) 527-7660

For immediate notification of an accident with life threatening injuries call:

**Ambulance Service:** Dial. 911

**Fire:** Dial. 911

**Police:** Dial 911

**Nearest Hospital:** Scripps Memorial Hospital  
(In relation to Landfill) 9888 Genesee Ave.  
(858) 457-4123

<b>Medical Centers:</b> (For City employees with work related injuries or illness)	Sharp,	7:00 a.m.-5:00 p.m.
	2020 Genesee Ave.	
	(858) 616-8400	
	U.S. Health Works,	Open 24 Hours
	5575 Ruffin Road – Suite 100	Daily
	(858) 277-2744	
	U.S. Health Works,	8:00 a.m.-5:00 p.m.
	7590 Miramar Road-Suite C	Monday-Friday
	(858) 549-4255	
	Sharp,	8:00 a.m.-5:00 p.m.
	8901 Activity Road	Monday-Friday
	(858) 653-6150	
	Urgent Care	8:00 a.m.-8:00 p.m.
		Daily

The complete list of the City of San Diego medical provider locations can be viewed at [www.sandiego.gov/riskmanagement](http://www.sandiego.gov/riskmanagement)

## V. Laws and Regulations

All employees must be aware of the governmental agencies that regulate site operations. Below are a list of the Regulatory Agencies that affect operations and a brief description of the regulations they impose and enforce. Refer to Table 1 below for a detailed list of the regulations that directly influence site operations.

### A. California Regional Water Quality Control Board (RWQCB) –

San Diego Region:

- To protect all waters of the state, state law requires that all wastes discharged to land must conform to accepted practices, as prescribed by the appropriate RWQCB and CCR Title 27. The Miramar site is operating under waste discharge permits. Violation of the terms of permits, such as receiving liquid or hazardous waste for disposal, could subject the City of San Diego to fines up to \$10,000 per day.

### B. California Integrated Waste Management Board (CIWMB) –

Local Enforcement Agency (LEA):

- Conditions set by the CIWMB are intended to insure the health, safety, and welfare of the citizens of San Diego; to comply with CCR Title 14 and Title 27; and to maintain an environment that will permit the flora and fauna of the area to thrive during and after landfill operations. Permits issued by the CIWMB are enforced by the City of San Diego, Solid Waste Local Enforcement Agency.

### C. San Diego County Air Pollution Control District (APCD) -

- The permits listed above, issued by the APCD were granted subject to the condition that landfill gas emissions and dust production are limited according to the satisfaction of the San Diego County Air Pollution Control Officer. Landfill cover shall be maintained, landfill gas control systems shall be installed, leachate and condensate shall not be released and roads shall be paved, adequately watered, or treated to reduce fugitive dust. Landfill areas should also be adequately watered and/or treated to meet this condition.

### D. City of San Diego, Storm Water Pollution Prevention Division

- The City's Jurisdictional Urban Runoff Management Plan encompasses City-wide programs and activities designed to prevent and reduce storm water pollution within City boundaries. The Miramar landfill has facility specific guidelines specified within this plan for maintaining compliance. See the EMS website for links to this plan.

Table 1

	<b>Law or Regulation</b>	<b>Regulation Type</b>	<b>Enforcement Agency</b>	<b>Affected Sections</b>	<b>Description</b>	<b>Location</b>
1	US Code Title 33, Chapter 26 Clean Water Act	Federal	Army Corp of Engineers	BS, SM	Outlines restoration and maintenance of chemical, physical and biological integrity of nation's waters	<a href="http://www.access.gpo.gov/uscode">www.access.gpo.gov/uscode</a>
2	CFR Title 40 Part 50	Federal	APCD	GM	National Primary and Secondary Ambient Air Quality Standards	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
3	CFR Title 40 Part 51.156	Federal	APCD	OP	Review of New Sources and Modifications	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
4	CFR Title 40 Part 52.21	Federal	APCD	OP	Prevention of Significant Deterioration	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
5	CFR Title 40 Part 60: Subparts: 60 GG and 60 WWW	Federal	APCD	GM	Standards of Performance (SP) for New Stationary Sources: SP for Gas Turbines, SP for Municipal Solid Waste Landfills	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
6	CFR Title 40 Part 122.26 Storm Water Pollution Prevention Plan	Federal	RWQCB	SM, OP	Permit Requirements for Storm Water Discharge	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
7	CFR Title 40 Part 136	Federal	RWQCB	SM	Test Procedures for Analysis of Pollution	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
8	CFR Title 40 Part 257	Federal	RWQCB/LEA	OP	Solid waste Disposal Facility Criteria	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
9	CFR Title 40 Part 258 Subtitle D	Federal	RWQCB/LEA	GM, SM, OP, GW	Municipal Solid Waste Landfill Criteria	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
10	CFR Title 40 Part 445	Federal	RWQCB	SM	Landfill Point Source Category	<a href="http://epa.gov/epahome/lawregs.htm">epa.gov/epahome/lawregs.htm</a>
11	US Code Title 16 Chapter 35 Endangered Species Act	Federal	USFWS	BS	Conservation of Ecosystems Inhabited by Endangered and Threatened Species	<a href="http://www.access.gpo.gov/uscode">www.access.gpo.gov/uscode</a>
12	CFR Title 50: Part 13, 14, 21 Wildlife and Fisheries	Federal	USFWS	BS	Fish and Wildlife service Permit Migratory Bird depredation Permit	<a href="http://ciwmb.ca.gov/law.htm">ciwmb.ca.gov/law.htm</a>
13	US Code Title 16 Chapter 7: 703-712	Federal	USFWS	BS	Migratory Bird treaty – Seagull Control	<a href="http://www.access.gpo.gov/uscode">www.access.gpo.gov/uscode</a>
14	CFR Title 50 Part 17: Subparts: 17.22 and 17.32	Federal	USFWS	BS	Permit for Scientific Purposes, Enhancement of Propagation or Survival or for Incidental Taking, General Permit for Threatened Wildlife	<a href="http://ciwmb.ca.gov/law.htm">ciwmb.ca.gov/law.htm</a>
15	California Code of Regulations (CCR) Title 27	State	RWQCB/ LEA	GM, SM, GW, OP	Consolidated Regulations for the Treatment, Storage, Processing, and Disposal of Solid Waste	<a href="http://ciwmb.ca.gov/Law.htm">ciwmb.ca.gov/Law.htm</a>

	<b>Law or Regulation</b>	<b>Reg. Type</b>	<b>Enforcement Agency</b>	<b>Affected Sections</b>	<b>Description</b>	<b>Location</b>
16	California Public resource Code: Part 4 through 8	State	LEA	OP	Solid waste Facilities, Enforcement, Solid Waste Disposal Site Clean-Up and Maintenance, Garbage and refuse Disposal	ciwmb.ca.gov/Law.htm
17	Board resolution No. 93-62	State	SWRCB	ALL	Policy for Regulation of Discharges of Municipal Solid Waste	Landfill Senior Civil Engineer
18	Board Order No. 97-03-DWQ	State	SWRCB	SM, OP	National Pollution Discharge Elimination System (NPDES) – General Permit No. 000001	Project Officer II Landfill Senior Civil Engineer
19	General Industrial Storm Water Permit	State	SWRCB	ALL	NPDES Storm Water Multi-Sector General Permit for Industrial Activities	Project Officer II
20	CA Assembly Bill (AB) No. 939	State	CIWMB	ALL	Establishes a Waste Management hierarchy for Industrial Activities	ciwmb.ca.gov/Law.htm
21	Air Pollution Control District Rules 59 and 59.1	State	APCD	GM, OP	Control of Waste Disposal Site Emissions for Municipal Solid Waste Landfills	sdapcd.co.san-diego.ca.us/rules/randr.htm
22	Air Pollution Control District Title V Operating Permit	State	APCD	GM, OP	Identifies all Federally Enforceable Requirements Regarding Air Pollution	Senior Mechanical Engineer
23	San Diego Municipal Code, Chapter 6, Article 6, Div. 01	State	City of San Diego	GM, GW, OP	Rules for the Collection, Transportation, Processing, and Disposal of Solid Waste in the City of San Diego	clerkdoc.sannet.gov/website/mc/mc/html
24	RWQCB Orders 85-78, 93-86, 94-28, 96-15, 97-11	State	RWQCB	GW, SM	Maintenance and waste Discharge Requirements for Landfills	Senior Mechanical Engineer Project Officer II
25	Solid waste Facilities Permit: No. 37-AA-0020, No. 37-55-002	State	CIWMB/LEA	OP	Permit for Miramar landfill	Landfill Senior Civil Engineer
26	APCD Permit No. 971782	State	APCD	GP	Permit to Operate Trommel Screen	Landfill Operations Superintendent
27	APCD Permit No. 911499	State	APCD	GP	Permit to Operate Diamond Z Tub Grinder	Landfill Operations Superintendent
28	APCD Permit No. 960630	State	APCD	GM, OP	Permit regarding liners and soils used to control LFG emissions at North /West Miramar Landfill	Landfill Senior Civil Engineer
29	APCD Permit No. 971254	State	APCD	OP	Active Non-hazardous waste Landfill Operation	Landfill Senior Civil Engineer
30	JURMP	City	City	OP	Storm water management plan	EMS website

# Appendix 1

## Classification of Refuse

### 1. Acceptable Wastes

The following wastes are examples of Non-hazardous solid wastes acceptable for disposal at the Miramar Landfill:

- a. Garbage
- b. Rubbish
- c. Wood products
- d. Brush and tree wastes (sent to the Greens Area)
- e. Manures
- f. Tires and rubber scraps (must be shredded or bageled)
- g. Refuse
- h. Paper
- i. Plastics
- j. Leather goods
- k. Demolition materials

### 2. Inert Wastes

The following are examples of inert wastes that the Miramar Landfill will accept for disposal. However, these types of materials can generally be recycled and/or reused and it is better to divert this waste stream to those companies that can process them for reuse.

- a. Clean fill dirt
- b. Rock
- c. Paving
- d. Concrete
- e. Glass
- f. Clay
- g. Rubber

### 3. Hazardous Wastes/ Unacceptable Wastes

There are seven general types of materials that are unacceptable for disposal at *any* City disposal site. They are:

- a. Cyanides
- b. Radio-nuclides
- c. Infectious institutional wastes
- d. Electronic wastes such as; TV and computer CRTs (screens) and computer hard drives
- e. Liquid wastes
- f. Batteries
- g. Explosives

In addition Hazardous Wastes, including household hazardous wastes, are **NOT** accepted at the Miramar Landfill (Contact HSET at (858) 492-5051, if in doubt). The following list of waste, though not inclusive, is considered hazardous:

- a. Acids
- b. Alcohol
- c. Chemicals
- d. Ether
- h. Gasoline and other Petroleum products
- i. Lube oil
- j. Pesticides
- k. Thinners
- l. All heavy metals such as Beryllium, Cadmium, Mercury, etc.
- j. Acid sludge
- k. Automotive waste oil
- l. Cleaning solvents
- m. Friable asbestos
- n. Insecticides
- o. Paint
- p. Paint Strippers

## Appendix 2 MIRAMAR LANDFILL

**Potential Pollutant Source and Best Management Practices Summary Table**

AREA	ACTIVITY	POLLUTANT SOURCE	POLLUTANT	BEST MANAGEMENT PRACTICES
All	General Landfill Operations	Soil Erosion	Sediment	Apply mulch onto slopes, intermediate cover areas and stockpiles, Pump down sedimentation basin between storm events, Apply tackifier to exposed cuts/fill areas.
Nursery	Watering	Water Runoff	Herbicides, Fertilizers, Lose Soil Sediment	Utilize computerized watering system, closely monitor all hand watering
Landfill gas Collection System	Cogeneration of Landfill Gas (LFG)	Cogeneration Buildings and Facility, Compressor Pumping Station	Oil, Cleaning Agents, Glycol or Anti-freeze Products, Batteries, Grease, Dust, Dirt, Debris, Landfill Gas Condensate	Oil, grease, glycol, and cleaning agent containers are stored under cover, Batteries are stored inside, Personnel are trained in handling materials and waste, Vendors are contracted for waste removal including: waste oil, solvents, rags, filters, batteries and LFG condensate.
Groundwater Crew	Groundwater Sampling	Groundwater Purge Water, Air Compressor	Purge water, Air Compressor Fuel and Oil	Purge Water has been reduced 96% with remainder disposed of in condensate tanks or within the lined section of the landfill. Oil and fuel is stored under cover.
Equipment Fueling	Fueling of Heavy Equipment	Diesel Fuel	Diesel Fuel	Fueling is completed using an aircraft grade quick-fuel system, good housekeeping, berms and trained personnel.

## MIRAMAR LANDFILL

### Potential Pollutant Source and Best Management Practices Summary Table

AREA	ACTIVITY	POLLUTANT SOURCE	POLLUTANT	BEST MANAGEMENT PRACTICES
Hawthorne Machinery Company	Heavy Equipment Maintenance	Heavy equipment servicing, Aboveground Storage Tanks (ASTs) Poor housekeeping or BMPs, Batteries	Diesel/Petroleum based products, Hydraulic Fluid, Solvents, Thinners, Paints products, Glycol, Batteries	Waste oil drums are doubled contained, Good housekeeping practices are maintained, Vendor is contracted for all waste oil, solvents, oil filters, rags, batteries and other controlled products. Batteries are stored on an elevated platform. Personnel are trained; drip pans and absorbent swabs are utilized.
Greens/Compost Area	Grinding and Windrowing of Greens Material	Dust, Water percolating through windrows	Fine particulates, Herbicides, Fertilizer, Soil/sediment	Moisture conditioning with water truck, divert run-on around site, cover bare areas with mulch
Household Hazardous Waste Storage Facility	Temporary Storage of Household Hazardous Waste	Spills	Household Hazardous Waste	Storage Facility is covered and includes a sealed floor with sump to contain spills