



Minor Grading

Small Repairs/Erosion Control

Standard Operating Procedure

**WASTE
REDUCTION
& DISPOSAL
DIVISION**

Inactive Landfill Maintenance

Minor issues requiring small repairs are usually discovered during the Board Order 97-11 Quarterly Site Monitoring and/or Regulatory Inspections (areas of concern and/or violations) cycles. These tasks typically include repair of surface cracks, exposed trash, and regrading of top decks and slopes to remove ponded areas and re-establish grade.

Guidelines:

1. Determine extent of area requiring repair/re-grading. (Obtain information on area in question from other Inactive Landfill staff members, photos, inspection reports an/or site visits). Be aware of Landfill Gas appurtenances and alert LFG staff if there are conflicts with the proposed grading.
2. Estimate approximate amount of material (i.e. soil and/or mulch, etc.) required to repair the area in question or to control erosion. Prepare plans if necessary, delineating the work.
3. Rank priorities with other Inactive Landfill staff members. Obtain Inactive Landfill Supervisor's approval of priorities ranking. (Notify Local Enforcement Agency, Regional Water Quality Control Board, and San Diego Air Pollution Control District if warranted).
4. If sufficient material is unavailable, make necessary arrangements with City staff and/or current contractors to procure required materials. If you are working within a paved area, arrange to have pavement broken up five feet (5') beyond limits of repair area.
5. Schedule to have work done with City forces and/or contractor. Meet on site, if possible, and make sure everyone knows extent of work and required completion date, if any. Locate (flag, if necessary) all LFG appurtenances (above ground and buried) and utilities (if any).
6. If possible and job warrants, visit work site to ensure work is proceeding according to plan. (Document repairs via photographs for possible inclusion in Regulatory reports.)
7. Report completion of work to appropriate parties (if required). Note completion of work in site log and process all invoicing requests, if any, in a timely manner.

Benefit of Compliance to Instruction:

- Required work is completed in a timely manner
- Maintain compliance with permit conditions
- Reduction in Landfill Management costs

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Consequence of Non-Compliance to Instruction:

- Violations and/or fines from Regulatory Agency
 - Increased costs for repairs (small problems become large problems)
 - Potential impacts to the environment, such as:
 - landfill gas migration
 - surface water
 - habitat restoration projects
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Environmental Management System (EMS) – ISO 14001

Process Map #: SM-1.0

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