

**DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
CITY OF CRESCENT CITY  
COUNTY OF DEL NORTE  
STATE OF CALIFORNIA**

**Board of Supervisors Chambers  
Flynn Center 981 H Street  
Crescent City, CA**

**Regular Session                      Wednesday December 10, 2014                      4:00 PM**

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The Solid Waste Management Authority of the City of Crescent City and the County of Del Norte, State of California, is now meeting in Regular Session. Only those items that indicate a specific time will be heard at the assigned time. All items may be taken out of sequence to accommodate public and staff availability.

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All documents referred to in this agenda are available at the Office of the Del Norte Solid Waste Management Authority at 1700 State Street in Crescent City, between the hours of 8 A.M. and 5 P.M. Monday through Friday OR online at [www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

For more information call 465-1100 or email [dnswma@recycledelnorte.ca.gov](mailto:dnswma@recycledelnorte.ca.gov)

**4:00 PM            CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**MOMENT OF SILENCE to Remembrance of Donald Scanlon, who passed away on November 30<sup>th</sup>, 2014**

**PUBLIC COMMENTS:**

**4:00 PM            ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.**

**4:00 PM            OPEN SESSION ITEMS:**

**1. DEL NORTE SOLID WASTE TASK FORCE**

- 1.1      Discussion regarding meeting of November 17, 2014. \*\*
- 1.2      Discussion regarding meeting of December 10, 2014. \*\*

## **2. CONSENT AGENDA**

- 2.1 Approve minutes, Regular Session, Wednesday, November 13, 2014. \*\*
- 2.2 Receive and file Hazardous Waste Generator Inspection Report of 14 November 2014, and California Environmental Reporting System Submittal Summary. \*\*
- 2.3 File letter sent to Del Norte mattress retailers regarding SB 254. \*\*
- 2.4 Approve payment of claim to North Coast Laboratories for invoices #117811, #117812, and #117813 in the amount of \$ 22,552.00 \*\*
- 2.5 Approve payment of claim to North Coast Laboratories for invoice #118620 in the amount of \$ 8,368.00 \*\*
- 2.6 Approve payment of claim to Clean Harbors Environmental Services for invoice #1000682466 in the amount of \$29,293.00 \*\*
- 2.7 Approve budget transfer in the amount of \$592.00 \*\*

## **END CONSENT AGENDA**

## **DISCUSSION/ACTION ITEMS**

### **3. LANDFILL POSTCLOSURE**

### **4. COLLECTIONS FRANCHISE**

- 4.1 Discussion and possible action status and allocation of Authority-directed bin pulls for 2014. \*\*

### **5. TRANSFER STATION**

- 5.1 Discussion and possible action regarding polices related to charge applications from out-of-state companies. \*\*

### **6. GENERAL SOLID WASTE AUTHORITY MATTERS**

- 6.1 Discussion and possible action regarding the Five Year Review of the Authority's Regional Agency Integrated Waste Management Plan and an associated letter from the Del Norte Solid Waste Task Force to the California Department of Resources Recycling and Recovery (CalRecycle). \*\*
- 6.2 Information and discussion regarding the meetings and status relating to the job description and recruitment or release of a request for proposals for the position of Interim Director for the Del Norte Solid Waste Management Authority. \*\*
- 6.3 Discussion and possible action regarding the content of the final R3 report including but not limited to developing elements of a strategic plan such as short, medium, and long-range goals and possible setting of future meeting date(s) for such planning.

**7. DIRECTOR'S & TREASURER'S REPORTS**

**Agenda items 8.1 through 8.5 are provided for information only**

- 7.1 Acting Director's Report \*\*
- 7.2 Treasurer/Controller Report for October 2014 \*\*
- 7.3 Claims approved by Treasurer & Director for November 2014 \*\*
- 7.4 Monthly Cash and Charge Reports for November 2014 \*\*
- 7.5 Earned Revenue Comparisons between FY13/14 and FY14/15 \*\*

**8. ADJOURNMENT**

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM January 14, 2015 at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100 in Crescent City.

**\*\* Asterisks next to Agenda Item indicates an associated attachment**

# DEL NORTE COUNTY SOLID WASTE TASK FORCE DRAFT Meeting Minutes

Monday, November 17, 2014, 5:15 - 7:00 PM  
Del Norte Solid Waste Management Authority Conference Room  
1700 State Street  
Crescent City, CA

Present: Richard Miles, Chair  
Brad Cass  
Joel Wallen  
Patricia Black  
Mary Wilson

Absent: Andy Larson  
Wes Nunn  
Ralph Dickey

Also Present: Tedd Ward, Acting Director

## ITEMS FOR DISCUSSION:

1. Call to order. Chair Miles called the meeting to order at 5:25 PM.
2. Discussion and possible action regarding approval of minutes of the October 13th, 2014 Del Norte Task Force Meeting. Mary Wilson moved and Joel Wallen seconded a motion to approve the minutes as presented. The motion was adopted unanimously with Cass and Black abstaining as they were not present at that meeting.
3. Public comment. Any member of the public is welcome to discuss any subject relating to solid waste issues in Del Norte County. Public comment is limited to three (3) minutes. There was no public comment made.
4. Discussion and possible action regarding the Solid Waste Task Force items on the 25 November 2014 meeting of the Del Norte County Board of Supervisors including Bylaws and applications for appointment to the Del Norte Solid Waste Task Force. Mary Wilson moved and Joel Wallen seconded that the Board of Supervisor extend the deadline for application to the Del Norte Solid Waste Task Force until 20 January 2015. That motion passed unanimously.
5. Continuing discussion regarding the Electronic Annual Report submitted to CalRecycle. Acting Director Ward discussed programs from series 7000-

FR-MRF through 9050-HH-OTH. Mary Wilson said she would like more details regarding the education programs related to hazardous waste.

6. Discussion and possible action regarding the process and schedule for completing the five-year review of the Regional Agency Integrated Waste Management Plan for Del Norte County and the City of Crescent City. Acting Director Ward reviewed the Five Year review template as completed so far. Mary Wilson suggested that the Task Force comments include a statement regarding the value of having a Task Force that regularly meets to address solid waste and recycling issues of regional concern and is involved in community outreach. Mr. Miles suggested that the contractors be praised for doing community outreach through the schools and provide support to community efforts such as Christmas Tree recycling. A suggestion was made that bottles and can recycling education will be reduced based on reductions in the beverage container block grant program, and that should be included in the letter. Further suggestions may be made by e-mail. Director Ward said he would draft a letter for the Task Force consideration at the next meeting.
7. Adjournment. Adjourn to the next meeting of the Del Norte County Solid Waste Task Force scheduled for 5:15 PM Monday December 8, 2014. Chair Miles adjourned the meeting at 6:39 PM.

# DEL NORTE COUNTY SOLID WASTE TASK FORCE Meeting Agenda

Monday, December 8, 2014, 5:15 - 7:00 PM  
Del Norte Solid Waste Management Authority Conference Room  
1700 State Street  
Crescent City, CA

*The Del Norte Solid Waste Task Force is now meeting in Regular Session. Only those items that indicate a specific time will be heard at the assigned time. All other items may be taken out of sequence to accommodate public and staff availability.*

## ITEMS FOR DISCUSSION:

1. Call to order
2. Discussion and possible action regarding approval of minutes of the November 17th, 2014 Del Norte Task Force Meeting. \*\*
3. Public comment. Any member of the public is welcome to discuss any subject relating to solid waste issues in Del Norte County. Public comment is limited to three (3) minutes.
4. Discussion and possible action regarding the Solid Waste Task Force items on the 25 November 2014 meeting of the Del Norte County Board of Supervisors approving Bylaws and extending the deadline for applications for appointment to the Del Norte Solid Waste Task Force through January 20<sup>th</sup>, 2015. \*\*
5. Discussion and possible action regarding a letter to the California Department of Resources Recycling and Recovery (CalRecycle) regarding the five-year review of the Regional Agency Integrated Waste Management Plan for Del Norte County and the City of Crescent City. \*\*
6. Adjournment. Adjourn to the next meeting of the Del Norte County Solid Waste Task Force scheduled for 5:15 PM January 12, 2015.

\*\* indicates attachments

**MINUTES  
DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY  
CITY OF CRESCENT CITY  
COUNTY OF DEL NORTE  
STATE OF CALIFORNIA**

**Regular Session, Wednesday November 12, 2014, 4:00 PM**

**PRESENT:** Commissioner Roger Gitlin, County, Chair  
Commissioner Ron Gastineau  
Commissioner Rick Holley, City, Vice-Chair  
Commissioner Mike Sullivan, County  
Commissioner Mary Wilson, Public, Secretary/Clerk  
Legal Counsel Martha Rice  
Acting Director/Program Manager Tedd Ward  
Treasurer/Controller Richard Taylor

**ABSENT:** None

**ALSO**

**PRESENT:** Charlie Helms, CEO Harbormaster  
Wesley Nunn, Solid Waste Task Force  
Karen Phillips, PS Business Services  
Tommy Sparrow, Recology Del Norte  
Joel Wallen, Hambro/WSG  
Wes White, Hambro/ WSG  
Norma Williams, SEIU 1021 Union Representative

**4:00 PM CALL MEETING TO ORDER  
PLEDGE OF ALLEGIANCE**

Chairman Gitlin called the meeting to order at 4:00 p.m. and Commissioner Wilson led the pledge.

**4:00 PM PUBLIC COMMENTS:**

ANY MEMBER OF THE PUBLIC MAY ADDRESS THE SOLID WASTE MANAGEMENT AUTHORITY ON ANY MATTER ON OR OFF THE AGENDA. After receiving recognition from the Chair, please give your name and address for the record. Comments will be limited to three minutes.

The following person(s) addressed the Authority: none.

**4:00 PM OPEN SESSION ITEMS:**

**1. DEL NORTE SOLID WASTE TASK FORCE**

1.1 Discussion regarding meeting of November 10, 2014.

2.1

The Task Force meeting was cancelled for lack of a quorum and therefore there was no report.

## **2. CONSENT AGENDA**

- 2.1 Approve minutes, Regular Session, Tuesday, October 13, 2014.
- 2.2 Response to 02 Oct 2014 Letter to the Editor submitted by Don MacArthur, as submitted to the Del Norte Triplicate, published on 05 Nov 2014.
- 2.3 Approve budget transfer in the amount of \$2,090.

### **END CONSENT AGENDA**

Discussion was held regarding item 2.3 at the request of the Chairman.

Mr. Ward noted that the budget transfer was to cover an additional insured temporary employee and for overtime costs due to short staffing.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted the consent agenda, consisting of items 2.1-2.3, as presented.

## **DISCUSSION/ACTION ITEMS**

### **3. LANDFILL POSTCLOSURE**

### **4. COLLECTIONS FRANCHISE**

- 4.1 Discussion and possible action status and allocation of Authority-directed bin pulls for 2014. 031205, 180510

Discussion was held regarding the use of the remaining bin pulls either by the community in clean-up efforts or to offset the cost of the Gasquet and Klamath transfer stations. There are three remaining bins to be used according to staff. Chairman Gitlin asked if Chris Gordon had called staff regarding the use of a bin. Staff indicated that she called and she was asked to come to the meeting or put the request in writing. After discussion, the allowable use of bins for the Klamath and Gasquet transfer station at the end of each year will be placed on the next agenda.

### **5. TRANSFER STATION**

- 5.1 Discussion and possible action regarding adoption of Resolution 2014-07, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY EXPRESSING GRATITUDE AND APPRECIATION FOR HAMBRO/WSG'S CONTINUING SUPPORT FOR CHRISTMAS TREE RECYCLING IN DEL NORTE COUNTY.

Discussion was held regarding the resolution. Staff noted that this is a very important program provided by Hambro/WSG. The resolution was read for the record and Hambro/WSG was thanked for their community service.

On a motion by Commissioner Sullivan, seconded by Commissioner Wilson, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority approved and adopted Resolution No, 2014-07, entitled, A RESOLUTION OF THE GOVERNING BOARD OF THE DEL NORTE SOLID WASTE MANAGEMENT AUTHORITY EXPRESSING GRATITUDE AND APPRECIATION FOR HAMBROW/WSG'S CONTINUING SUPPORT FOR CHRISTMAS TREE RECYCLING IN DEL NORTE COUNTY.

- 5.2 Discussion and possible action regarding management of expired marine flares in Del Norte County. 080101

Discussion was held regarding the marine flare committee. Thursday, November 20<sup>th</sup>, will be the next meeting of the group. There appears to be no obvious solution to this state-wide coastal community issue. There seems to be wide-spread consensus that the flares are not going into the ocean, but being stored in gear sheds around the community, which is a whole different storage issue. Staff will continue to attend the meetings and bring back any action items as necessary.

## **6. GENERAL SOLID WASTE AUTHORITY MATTERS**

- 6.1 Discussion and possible action regarding the Del Norte Solid Waste Management Authority Work Plan for FY 14/15. 231501

Discussion was held regarding the work plan as revised two meetings ago and presented in the agenda packet. The question marks were requested deleted on page 6 and 7 of 9 (Priority Discretionary Activities). The discussion of the marine flares will be added to the list of activities by staff.

- 6.2 Discussion and possible action regarding the content of the final R3 report including but not limited to developing elements of a strategic plan such as short, medium, and long-range goals and possible setting of future meeting date(s) for such planning.

The Chair is continuing to place this on the agenda so that the matter can be discussed as necessary. Commissioner Wilson noted that she used the document to help with the upcoming item 6.4.

- 6.3 Information and discussion regarding the meetings and status relating to a request for proposals for the position of Interim Director for the Del Norte Solid Waste Management Authority. 101501

Discussion was held regarding the requests for proposals for the position of Interim Director. Commissioner Holley noted that the job description that R3 provided was reviewed and used by the committee as a basis. Commissioners feel that the RFP is too extensive for a 3- month employee, the RFP process will take too long for such a short period. The description was discussed as to what could be taken out for an interim position versus a long-term employee, someone that will take the load off the Program Manager, and that can help bring on a new director. Commissioner Wilson does not

feel that the interim director will be status quo. The committee, consisting of Commissioners Sullivan and Holley, noted that they would like to have suggestions regarding the job description so that they can move the suggestions forward to the meeting with the City Manager, CAO, legal counsel and County Human Resources Manager Joey Young. Commissioner Wilson sees the interim director position as more interactive with information from their insights being used to hire a permanent employee, oversee personnel, and have input/implementation of the R3 report recommendations. Financial management is also one of the necessary strengths of the position. A manager/administrator with financial skills is a must for the interim position. The changes will be made by the committee and brought back at the next meeting based on the feedback given here. Elizabeth Henry, county resident, asked about the RFP, she likes the direction that the position is going. She asked about the status of the person, as employee or contractor. She would not like to see a decision made about an independent contractor versus an employee before there is more public discussion. Bill Lonsdale, city resident, commented that his impression is a transition manager rather than interim director, but his is concerned on the emphasis on CPA, when the management might need a broader base of experience. He recommend a position that is a transitional manager. The city hires temporary employees working under contract. Legal Counsel Martha Rice said that it appears based on the draft job description that the Interim Director would likely need to be an employee of the Authority rather than an independent contractor. No action was taken here and the matter will come back to the full commission for additional approval.

- 6.4 Discussion and possible action regarding appointing a committee to meet with the Acting Director to make a determination regarding the duties and duration of his current dual assignment as Acting Director and Program Manager. 160504

Discussion was held regarding the duties and duration of the assignment for Mr. Ward's dual duties as Acting Director and Program Manager, which he has been performing since July of 2013. Mr. Ward requested that this matter be placed on the agenda. Norma Williams, Chapter President of SCEIU, commented on the requirements, especially the duration of the assignment, duties and pay scale for working out of classification. Bill Lonsdale, noted that this is an important step that was missed and should have been handled in the beginning and he hopes that the commission would entertain Mr. Ward's request.

On a motion by Commissioner Sullivan, seconded by Commissioner Gastineau, and unanimously carried on a polled vote, the Del Norte Solid Waste Management Authority appointed the Chair (Gitlin) and Vice Chair (Holley), with legal counsel to be the committee to work with the Acting Director on the duration, duties and pay scale of his working out of classification.

## **7. DIRECTOR'S & TREASURER'S REPORTS**

**Agenda items 8.1 through 8.5 are provided for information only**

- 7.1 Acting Director's Report 231501
- 7.2 Treasurer/Controller Report for August 2014
- 7.3 Claims approved by Treasurer & Director for September 2014

- 7.4 Monthly Cash and Charge Reports for September 2014
- 7.5 Earned Revenue Comparisons between FY13/14 and FY14/15

The above-listed reports were discussed and reviewed. Commissioner Wilson asked for the amount of time required for each task to be added to the director's report. Staff feels that the Authority's adopted mission statement are not supported by current staffing levels. The stormwater monitoring and reporting requirements will likely become more significant starting in July 2015. To avoid this additional work requirement, staff would recommend that if staff were available, the Authority should be working to negotiate a reduction in stormwater monitoring at the Crescent City Landfill. Rich Taylor reported on the financial statements. Work continues on the accounts payable and bringing them up to day

**8. ADJOURNMENT**

Adjourn to the next meeting of the Del Norte Solid Waste Management Authority scheduled for 3:30 PM December 10, 2014 at the Del Norte County Board of Supervisor's Chambers, 981 H Street, Suite 100 in Crescent City.

There being no further business to come before the Commission, Chairman Gitlin adjourned the meeting at 5:18 p.m. until the next scheduled meeting on December 10, 2014.

\_\_\_\_\_  
Roger Gitlin, Chair  
Del Norte Solid Waste Management Authority

Date     /     /

ATTEST:

\_\_\_\_\_  
Mary Wilson, Secretary/Clerk of the Board

Date     /     /

Del Norte County Community Development Department  
 Environmental Health Division  
 Certified Unified Program Agency (CUPA)  
 981 H Street, Suite 110, Crescent City, California 95531  
 Telephone: (707) 465-0426 Fax: (707) 465-0340

**HAZARDOUS WASTE GENERATOR INSPECTION REPORT - A**

Facility Name Del Norte County Transfer Station Date 11-14-2014  
 Site Address 1700 State St, Crescent City, CA 95531 Time In 1:30 Time Out \_\_\_\_\_  
 Owner/Operator Del Norte Solid Waste Management Authority Phone (707) 465-1100 Misc \_\_\_\_\_

Type of Inspection Authority Inspection Consolidation EPA ID #CAH1101107  
 Routine  Re-inspection/Follow-up  Combined Routine Inspection  
 Complaint  Focused  Integrated or Multi-Media Inspection CUPA Facility ID#  
 Other \_\_\_\_\_

Type of Waste Generator: Household Hazardous Waste  
 LGQ 90Days  SQG 270 Days  SQG 180 Days  CESQG 270 Days  CESQG 180 Days  PBR  CA  CE

CONSENT TO INSPECT GRANTED BY (Name / Title): Tedd Ward - Director  
 Inspection may involve obtaining photographs, review and copying of records, and determination of compliance with hazardous waste handling requirements.

I - Class I Violation, II - Class II Violation, M - Minor Violation

Page \_\_\_ of \_\_\_

I	II	M	Code	Authority	HAZARDOUS WASTE REQUIREMENTS	Y	N	N/A	COMMENTS
Recordkeeping/documentation									
			GR01	22CCR 66262.12	Generator has an EPA ID number	✓			
			GR02		Hazardous waste determination made for all wastes <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Generator Knowledge	✓			
			GR03	22CCR 66262.34(d)	Contingency plan information posted near phone	✓			
			GR04	22CCR 66262.34(d)	Facility personnel demonstrate training/awareness, proper waste handling and emergency procedures relevant to their responsibility.	✓			
			GR05	22CCR 66262.23	Manifests/Consolidated Manifest receipts complete	✓			
			GR06	22CCR 66262.21(f)	A legible copy of manifest mailed to DTSC			✓	
			GR08	22CCR 66262.40	Haz waste manifest, bills of lading and/or consolidated manifest kept for 3 years.	✓			
			GR07	22CCR 66262.21(f)	TSDF signed copy of manifest available w/in 35 days of waste shipment. Exception Report submitted			✓	
			GR08	22CCR 66262.40	Bills of Lading/receipts available	✓			
			GR09	22CCR 66268.7(a)(5)	LDRs available and complete			✓	
			GR10	CHCS 25143.10	Onsite recycling reported using UPCF			✓	
Container/tank management									
			GC01	22CCR 66265.171	Containers are in good condition, no rust, and not leaking	✓			
			GC02	22CCR 66265.173	Containers are closed except when adding/removing	✓			
			GC03		Empty containers are empty			✓	

			GC04	22CCR 6 3.177	Storage area inspected weekly for leaking or deteriorated containers.	✓			
			GC05	22CCR 66256.195 66262.34(a)(1)(a)	Tanks inspected daily	✓			
			GC06	22CCR 66262.34(e)	Satellite containers at or near point of generation			✓	
			GC07	22CCR 66262.34(e)	Satellite containers under control of operator			✓	
			GC08	22CCR 66262.34(e)	One container per waste stream at satellite area			✓	
			GC09		Exclude recyclable materials stored in accordance with local ordinance/hazardous materials codes			✓	
					<b>Accumulation Time Limits</b>				
			GA01	22CCR 66262.34(a)	[LQG 90 Days] Haz waste disposed of every 90 days from first day of accumulation (required if generate ≥ 1000 kg/270 gallons per month)				
			GA01	22CCR 66262.34 (d) and CHSC 25123.3 (c)	[CESQG 180 Days] Haz waste disposed of within 180 days of accumulating 100 kg/27 gallons (eligible only if generate <100 kg/ 27 gallons per month and never store more than 1620 gallons)				
			GA01	22CCR 66262.34 (d) and CHSC 25123.3 (c)	[CESQG 270 Days] Haz waste disposed of within 270 days of accumulating 100 kg/ 27 gallons (eligible only if meet 180 day CESQG criteria and waste destination is more than 200 miles away)				
				22CCR 66262.34(d) And CHCS 25123.3 (c)	[SQG 180 Days] Haz waste disposed of within 180 days from first day of accumulation (eligible only if generate <1000 kg/ 270 gallons per month and never store more than 1620 gallons).				
			GA01	22CCR 66262.34(d) And CHCS 25123.3 (c)	[SQG 270 Days] Haz waste disposed of with 270 days from first day of accumulation (eligible only if meet 180 day SQG criteria and waste destination is more than 200 miles away).				
			GA02		Satellite wastes accumulated for less than 1 year			✓	
			GA03		Empty containers managed within one year			✓	
			GA04	22CCR 66273.33 22CCR 66273.34 22CCR 66273.35 22CCR 66273.39	Universal waste accumulated less than one year	✓			
			GA05	22CCR 66266.130	Proper handling, labeling, management, and recycling of waste oil filters, Labeled as "Drained Used Oil Filters" with accumulation start date. Used oil filters offsite within 180 days (if > 1 ton) or annually (if <1 ton).	✓			

		GA06	22CCR 66266.1	Properly handling, labeling, management, and recycling of spent automotive lead acid batteries. Pb-acid batteries offsite within 180 day (if > ton) or annually (if < 1 ton).	✓			
				<b>Labeling/Marking</b>				
		GL01	22CCR 66262.31-34	Containers are properly labeled	✓			
		GL02		Satellite containers have 2 <sup>nd</sup> ASD marked once full			✓	
		GL03		Excluded recyclable materials marked properly			✓	
		GL04	22CCR 66273.33 22CCR 66273.34 22CCR 66273.35 22CCR 66273.39	Universal waste container properly labeled	✓			
		GL05	22CCR 66266.130	Used oil filters marked "drained used oil filters" with accumulation start date and disposed of every month (if > ton) or annually (if < ton).	✓			
		GL06	22CCR 66266.81	Proper handling, labeling, management, and recycling on automotive spent lead-acid batteries	✓			
		GL07	22CCR 66262.31-34	"Used Oil" marked on all used oil tanks/containers	✓			
		GL08	22CCR 66262.31-34	Tank marked with "hazardous waste", contents, start date	✓			
		GL09	22CCR 66261.7	Empty containers marked with date emptied.			✓	
		GL09	22CCR 66261.7	Containers >5 gallons managed properly when empty (dated when emptied, recycled, returned to vendor within 1 year; if held EHS, must also be triple rinsed with proper disposal of reinstate).			✓	
				<b>Treatment, Transport and Disposal/Other</b>				
		GT01		Have permit/authorization to do treatment			✓	
		GT02		Waste sent with authorized transport (gen. eligible)	✓			
		GD01		Waste disposed of to authorized point/party	✓			
		GH01		Failed to properly handle appliance wastes	✓			no violation
				<b>CESQG/SQG TRAINING</b>				
			22CCR 66262.34(d)	Have a designated emergency coordinator who responds to any emergency, coordinates facility response and makes notification if emergency threatens health or environmental off-site.	✓			
			22CCR 66262.34(d)	Have implemented minimum emergency response procedures for fires (calls Fire Dept. phone number and locations of fire extinguishers spill control materials and any fire alarm equipment.	✓			



			22CCR 66265.197(b)	Additional flow of hazardous waste into the secondary containment system immediately stopped and cause of leak investigated. Leaking HW Tank System removed from service.			
			22CCR 66265.197(c)	Hazardous waste immediately removed from the secondary containment system.			
			22CCR 66265.197(a)(c)	Properly completed and/ or documented closure of HW tank system.			
			22CCR 66265.198(a)	Safely measures installed for HW tank system holding ignitable or reactive waste.			

Print and Sign for receipt of this report. Signature does not imply agreement with findings, only receipt of report.

Signature \_\_\_\_\_

Print \_\_\_\_\_

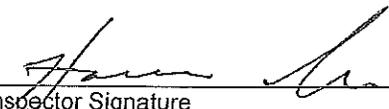
Date \_\_\_\_\_

**POST INSPECTION INSTRUCTIONS:**

- Refer to the attached sheet which includes regulatory citations and corrective actions
- Correct the violation (s) noted above by \_\_\_\_\_
- Within 5 days of correcting all of the violations, sign and return a copy of this page to:  
 Del Norte County Community Development Department  
 Environmental Health Division  
 Certified Unified Program Agency (CUPA)  
 981 H Street, Suite 110, Crescent City, California 95531  
 Attn: \_\_\_\_\_

  
 \_\_\_\_\_  
 Signature (that all violations have been corrected as noted)

14NOV14  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Inspector Signature

11-14-2014  
 \_\_\_\_\_  
 Date

Inspection Comments (Cont.)

- Household Hazard Waste

- 904-14

- 4400  
2700  
1600



Del Norte County Environmental Health – CUPA  
 981 H St. Suite 110  
 Crescent City, CA 95531  
 (707)465-0426

Facility Name: <i>Del Norte County Transfer Station</i>		Address: <i>1700 State St. Crescent City, CA</i>	
Inspector: <i>Hanna - Moya</i>		Date: <i>11-14-17</i>	
	<b>Viol.</b>	<b>Comments</b>	
Submit an HMBP - no HMBP on file with LPFD (CCR 2729.2)		<i>HMBP Code: PD Violation</i>	
Submit a complete and current HMBP - information is incomplete and/or out of date (CCR 2729.2)			
Maintain a copy of current HMBP on site (CCR 2729.1)			
<b>A. BUSINESS INFORMATION (CCR 2729.1 – 2729.5)</b>			
1. Correct inaccurate information and/or supply missing information in Business Owner/Operator Identification Page			
2. Sign certification statement			
<b>B. CHEMICAL INVENTORY (CCR 2729.1 – 2729.5)</b>			
1. Revise Inventory Statement to reflect actual inventory on site. Undiscovered chemicals over the reporting threshold 100% or more increase in quantity			
2. Correct inaccurate information and/or supply missing information regarding the hazardous materials listed			
<b>C. SITE MAPS (CCR 2729.2 and Appendix A)</b>			
1. Indicate location of chemicals on storage plan/map.			
2. Supply missing items on plan/map.			
3. Revise plan/map to reasonably reflect actual layout.			
<b>D. EMERGENCY RESPONSE PLAN (CCR 2731)</b>			
1. Establish a written Emergency Response Plan			
2. Maintain Emergency Response Plan on-site.			
3. Revise Plan to include all required elements			
4. Correct inaccurate/out of date information			
<b>E. EMPLOYEE TRAINING (CCR 2732)</b>			
1. Establish a written Employee Training Plan.			
2. Maintain Employee Training Plan on-site			
3. Revise Plan to include all required elements			
4. Correct inaccurate/out of date information			
5. Maintain training records of employees			
Received by: <i>[Signature]</i>	Printed Name: <i>Todd Ware</i>	Date of Inspection: <i>11/14/17</i>	

**Del Norte County Transfer Station (CERSID: 10190614)****Facility Information Submitted Nov 14, 2014**

Submitted on 11/14/2014 2:34:36 PM by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

- Business Activities
- Business Owner/Operator Identification

**Hazardous Materials Inventory Submitted Nov 14, 2014**

Submitted on 11/14/2014 2:34:36 PM by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

- Hazardous Material Inventory (13)
- Site Map (Official Use Only)
  - *Annotated Site Map (Official Use Only)* (Adobe PDF, 453KB)

**Emergency Response and Training Plans Submitted Nov 14, 2014**

Submitted on 11/14/2014 2:34:36 PM by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

- Emergency Response/Contingency Plan
  - *Emergency Response/Contingency Plan* (Adobe PDF, 345KB)
- Employee Training Plan
  - *Employee Training Plan* (Adobe PDF, 118KB)

**Aboveground Petroleum Storage Act Submitted Nov 14, 2014**

Submitted on 11/14/2014 2:34:36 PM by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

- Aboveground Petroleum Storage Act Documentation
  - We store less than a total of 1,000 gallons of petroleum products on this site at any one time.

**Site Identification****Del Norte County Transfer Station**

1700 State St  
Crescent City, CA 95531  
County  
Del Norte

CERS ID  
**10190614**  
EPA ID Number  
CAH111001107

**Submittal Status**

Submitted on 11/14/2014 by *Tedd Ward* of Del Norte Solid Waste Management Authority (Crescent City, CA)

**Hazardous Materials**

Does your facility have on site (for any purpose) at any one time, hazardous materials at or above 55 gallons for liquids, 500 pounds for solids, or 200 cubic feet for compressed gases (include liquids in ASTs and USTs); or is regulated under more restrictive inventory local reporting requirements (shown below if present); or the applicable Federal threshold quantity for an extremely hazardous substance specified in 40 CFR Part 355, Appendix A or B; or handle radiological materials in quantities for which an emergency plan is required pursuant to 10 CFR Parts 30, 40 or 70?

Yes

**Underground Storage Tank(s) (UST)**

Does your facility own or operate underground storage tanks?

No

**Hazardous Waste**

Is your facility a Hazardous Waste Generator?

Yes

Does your facility treat hazardous waste on-site?

No

Is your facility's treatment subject to financial assurance requirements (for Permit by Rule and Conditional Authorization)?

No

Does your facility consolidate hazardous waste generated at a remote site?

No

Does your facility need to report the closure/removal of a tank that was classified as hazardous waste and cleaned on-site?

No

Does your facility generate in any single calendar month 1,000 kilograms (kg) (2,200 pounds) or more of federal RCRA hazardous waste, or generate in any single calendar month, or accumulate at any time, 1 kg (2.2 pounds) of RCRA acute hazardous waste; or generate or accumulate at any time more than 100 kg (220 pounds) of spill cleanup materials contaminated with RCRA acute hazardous waste.

No

Is your facility a Household Hazardous Waste (HHW) Collection site?

Yes

**Excluded and/or Exempted Materials**

Does your facility recycle more than 100 kg/month of excluded or exempted recyclable materials (per HSC 25143.2)?

No

Does your facility own or operate ASTs above these thresholds? Store greater than 1,320 gallons of petroleum products (new or used) in aboveground tanks or containers.

No

Does your facility have Regulated Substances stored onsite in quantities greater than the threshold quantities established by the California Accidental Release prevention Program (CalARP)?

No

**Additional Information**

No additional comments provided.

<b>Facility/Site</b>	
Del Norte County Transfer Station 1700 State St Crescent City, CA 95531	CERS ID <b>10190614</b>

<b>Submittal Status</b>
Submitted on 11/14/2014 by <i>Tedd Ward</i> of Del Norte Solid Waste Management Authority (Crescent City, CA)

<b>Identification</b>					
Del Norte County Transfer Station			Beginning Date	Ending Date	
Operator Phone (707) 465-1100	Business Phone (707) 465-1100	Business Fax (707) 465-1300	Dun & Bradstreet	SIC Code	Primary NAICS

<b>Facility/Site Mailing Address</b>
1700 State St Crescent City, CA 95531

<b>Primary Emergency Contact</b>		
Tedd Ward		
Title Acting Director / Program Manager		
Business Phone (707) 465-1100	24-Hour Phone (707) 954-0141	Pager Number

<b>Owner</b>
Del Norte Solid Waste Management Authority (707) 465-1100 1700 State St Crescent City, CA 95531

<b>Secondary Emergency Contact</b>		
Joel Wallen		
Title Hambro/WSG Operations Mgr.		
Business Phone (707) 464-9098	24-Hour Phone (707) 218-5616	Pager Number

<b>Billing Contact</b>
Del Norte Solid Waste Management Authority (707) 465-1100      tedd@recycledelnorte.ca.gov 1700 State St Crescent City, CA 95531

<b>Environmental Contact</b>	
Tedd Ward	
(707) 465-1100	tedd@recycledelnorte.ca.gov
1700 State St Crescent City, CA 95531	

Name of Signer Tedd Ward Additional Information	Signer Title Acting Director / Program Manager	Document Preparer Tedd Ward
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<b>Locally-collected Fields</b>							
Some or all of the following fields may be required by your local regulator(s).							
<table border="1"> <tr> <td><b>Property Owner</b></td> </tr> <tr> <td>Phone</td> </tr> <tr> <td>Mailing Address</td> </tr> </table>	<b>Property Owner</b>	Phone	Mailing Address	<table border="1"> <tr> <td>Assessor Parcel Number (APN)</td> </tr> <tr> <td>Number of Employees</td> </tr> <tr> <td>Facility ID</td> </tr> </table>	Assessor Parcel Number (APN)	Number of Employees	Facility ID
<b>Property Owner</b>							
Phone							
Mailing Address							
Assessor Parcel Number (APN)							
Number of Employees							
Facility ID							

## Hazardous Materials And Wastes Inventory Matrix Report

**CERS Business/Org:** Del Norte Solid Waste Management Authority      **CERS ID:** 10190614  
**Facility Name:** Del Norte County Transfer Station      **Facility ID:** \_\_\_\_\_  
 1700 State St, Crescent City 95531      **Status:** Submitted on 11/14/2014 2:34 PM

DOT Code/Fire Haz. Class	Common Name	Unit	Quantities		Annual Waste Amount	Federal Hazard Categories	Component Name	Hazardous Components	
			Max. Daily	Largest Cont.				(For mixture only)	% Wt
DOT: 3 - Flammable and Combustible Liquids	<b>Oil-based paints and stains</b> CAS No. 8052-41-3	<b>Gallons</b>	<b>150</b>	<b>5</b>	2300	- Fire - Acute Health	Oil-based paints & stains		
Combustible Liquid, Class II		State: Liquid Type: Pure	Storage Container Box Days on Site: 120						
			Avg. Daily: 15 Pressure: Ambient Temperature: Ambient						

## Hazardous Materials And Wastes Inventory Matrix Report

CERS Business/Org: **Del Norte Solid Waste Management Authority**  
 Facility Name: **Del Norte County Transfer Station**  
 1700 State St, Crescent, City 95531

Chemical Location  
**HHW Reuse Shed**

CERS ID: **10190614**  
 Facility ID: \_\_\_\_\_  
 Status: Submitted on 11/14/2014 2:34 PM

DOT Code/Fire Haz. Class	Common Name	Unit	Quantities		Annual Waste Amount	Federal Hazard Categories	Hazardous Components	
			Max. Daily	Largest Cont.			Component Name	% Wt
DOT: 6.1 - Toxic Substances	<b>Latex Paint</b>	<b>Gallons</b>	<b>120</b>					
	CAS No. _____ Grid: N9	State: _____ Liquid Type: _____ Pure	Storage Container _____ Other _____	Pressure _____ Ambient _____ Temperature _____ Ambient _____	Waste Code _____ 291	- Fire		
	<b>Reusable Hazardous Products</b>	<b>Gallons</b>	<b>10</b>					
	CAS No. _____ Grid: N9	State: _____ Liquid Type: _____ Pure	Storage Container _____ Other _____	Pressure _____ Ambient _____ Temperature _____ Ambient _____	Waste Code _____	- Fire - Reactive		
	<b>Home Generated Sharps</b>	<b>Gallons</b>	<b>114</b>					
	CAS No. _____ Grid: N9 and X13	State: _____ Solid Type: _____ Pure	Storage Container _____ Plastic/Non-metallic Drum	Pressure _____ Ambient _____ Temperature _____ Ambient _____	Waste Code _____	- Acute Health		
	<b>Fluorescent Tubes</b>	<b>Pounds</b>	<b>100</b>					
	CAS No. _____ Grid: N9 and X13	State: _____ Solid Type: _____ Pure	Storage Container _____ Plastic/Non-metallic Drum	Pressure _____ Ambient _____ Temperature _____ Ambient _____	Waste Code _____			
	<b>Consumer Electronic Devices</b>	<b>Tons</b>	<b>4</b>					
	CAS No. _____ Grid: N9 and O8	State: _____ Solid Type: _____ Pure	Storage Container _____ Tote Bin	Pressure _____ Ambient _____ Temperature _____ Ambient _____	Waste Code _____			

### Hazardous Materials And Wastes Inventory Matrix Report

**CERS Business/Org:** Del Norte Solid Waste Management Authority  
**Facility Name:** Del Norte County Transfer Station  
 1700 State St, Crescent, City 95531  
**Chemical Location:** Permanent HHW Facility  
**CERS ID:** 10190614  
**Facility ID:** \_\_\_\_\_  
**Status:** Submitted on 11/14/2014 2:34 PM  
**Hazardous Components (For mixture only):** \_\_\_\_\_

DOT Code/Fire Haz. Class	Common Name	Unit	Quantities		Annual Waste Amount	Federal Hazard Categories	Component Name	% Wt	EHS CAS No.
			Max. Daily	Largest Cont.					
Combustible Liquid, Class III-B, Irritant	<b>Ethylene Glycol - Antifreeze Waste</b>	<b>Gallons</b>	<b>50</b>	<b>100</b>	<b>1</b>	- Acute Health			
	CAS No	Liquid	Storage Container		Press	- Chronic health			
	107-21-1	Waste	Tank Inside Building		Ambient				
DOT: 8 - Corrosives (Liquids and Solids)	<b>Lead Acid Batteries Used</b>	<b>Tons</b>	<b>1</b>		<b>12.5</b>	- Acute Health	Sulfuric Acid	40 %	7664-33-9
	CAS No	Liquid	Storage Container		Press	- Chronic health			
	NA	Waste	Other		Ambient				
DOT: 6.1 - Toxic Substances	<b>Latex Paint Waste</b>	<b>Gallons</b>	<b>120</b>		<b>4.2</b>	- Chronic health			
	CAS No	Liquid	Storage Container		Press				
		Waste	Can		Ambient				
DOT: 2.3 - Toxic Gases	<b>Fluorescent Bulbs and Mercury Devices Waste</b>	<b>Pounds</b>	<b>100</b>		<b>8.25</b>	- Acute Health			
	CAS No	Solid	Storage Container		Press				
		Waste	Fiber Drum, Box		Ambient				
DOT: 8 - Corrosives (Liquids and Solids)	<b>Household Batteries Waste</b>	<b>Pounds</b>	<b>100</b>		<b>10</b>	- Fire			
	CAS No	Solid	Storage Container		Press				
		Waste	Plastic/Non-metallic Drum		Ambient				
DOT: 3 - Flammable and Combustible Liquids	<b>Non-pcr Hazardous Waste Liquid (waste Oil)</b>	<b>Gallons</b>	<b>300</b>	<b>1000</b>	<b>9.7</b>	- Fire	Waste Petroleum Hydrocarbons	100 %	Mixture
	CAS No	Liquid	Storage Container		Press	- Reactive			
	NA	Mixture	Aboveground Tank, Tank Inside Building		Ambient	- Pressure Release			
DOT: 3 - Flammable and Combustible Liquids	<b>2-butanone</b>	<b>Gallons</b>	<b>150</b>		<b>20</b>	- Fire			
	CAS No	Liquid	Storage Container		Press	- Acute Health			
	78-93-3	Pure	Tote Bin		Ambient				

# Facility Site Plan/Storage Map

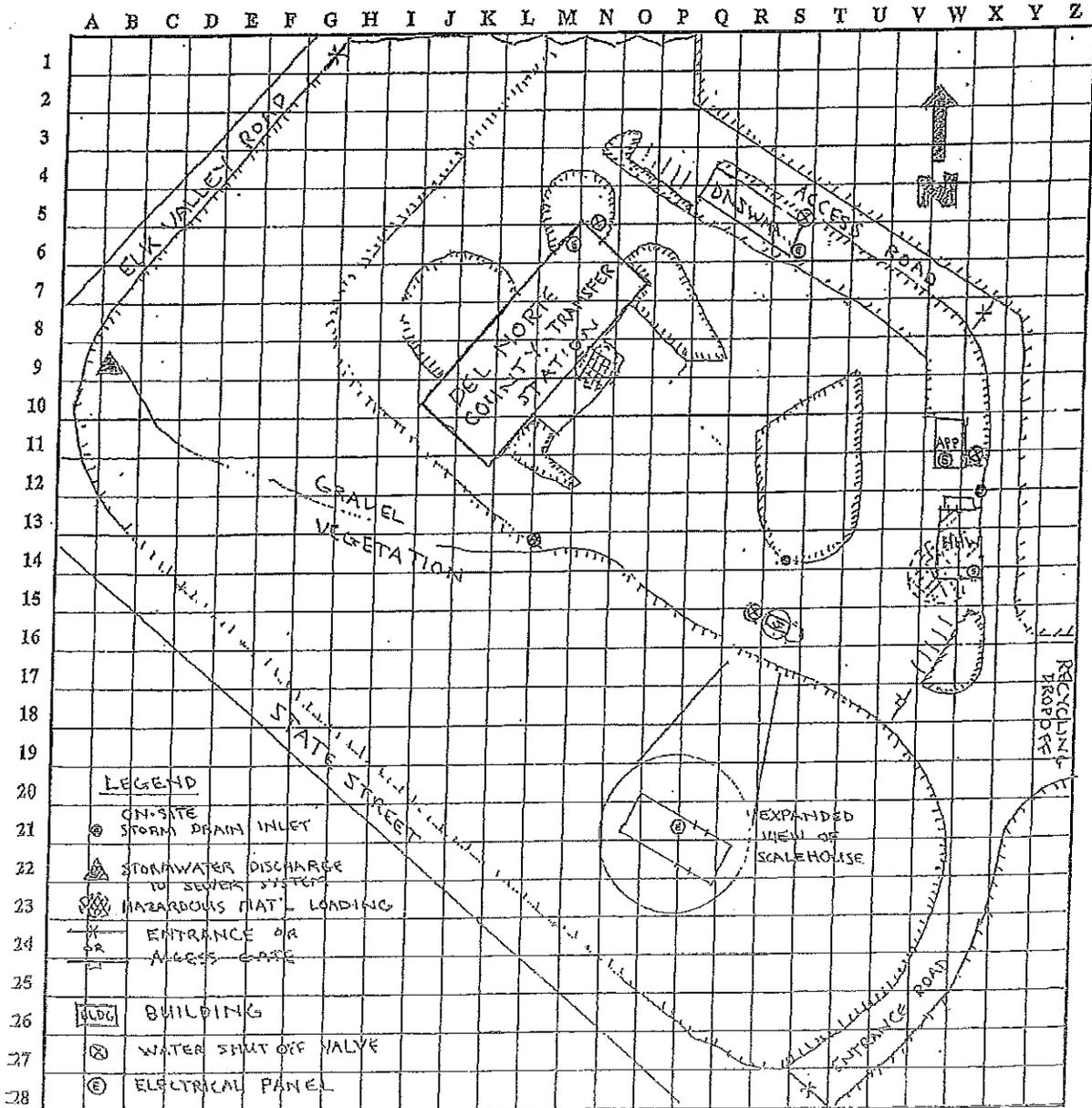
(Hazardous Materials Business Plan Module)

Site Address: 1700 State Street, Crescent City, CA 95531

Date Map Drawn: 8/25/2010

Map Scale: 1 INCH = 100 FEET

Page 10 of 10



Instructions are printed on the following page.

# Emergency Response/Contingency Plan

(Hazardous Materials Business Plan Module)

Authority Cited: HSC§ 25504(b); 19 CCR §2731; 22 CCR §66262.34(a)(4)

Page 5 of 10

All facilities that handle hazardous materials in HMBP quantities must have a written emergency response plan. In addition, facilities that generate 1,000 kilograms or more of hazardous waste (or more than 1 kilogram of acutely hazardous waste or 100 kilograms of debris resulting from the spill of an acutely hazardous waste) per month, or accumulate more than 6,000 kilograms of hazardous waste on-site at any one time, must prepare a hazardous waste contingency plan. Because the requirements are similar, they have been combined in a single document, provided below, for your convenience. This plan is a required module of the Hazardous Materials Business Plan (HMBP). If you already have a plan that meets these requirements, you should not complete the blank plan, below, but you must include a copy of your existing plan as part of your HMBP.

This site-specific Emergency Response/Contingency Plan is the facility's plan for dealing with emergencies and shall be implemented immediately whenever there is a fire, explosion, or release of hazardous materials that could threaten human health and/or the environment. At least one copy of the plan shall be maintained at the facility for use in the event of an emergency and for inspection by the local agency. A copy of the plan and any revisions must be provided to any contractor, hospital, or agency with whom special (i.e., contractual) emergency services arrangements have been made (see section 3, below).

## 1. Evacuation Plan:

a. The following alarm signal(s) will be used to begin evacuation of the facility (check all that apply):

Bells;  Horns/Sirens;  Verbal (i.e., shouting);  Other (specify) \_\_\_\_\_

b.  Evacuation map is prominently displayed throughout the facility.

Note: A properly completed HMBP Site Plan satisfies contingency plan map requirements. This drawing (or any other drawing that shows primary and alternate evacuation routes, emergency exits, and primary and alternate staging areas) must be prominently posted throughout the facility in locations where it will be visible to employees and visitors.

## 2. a. Emergency Contacts\*:

Fire/Police/Ambulance ..... Phone No.: 911  
State Office of Emergency Services ..... Phone No.: (800) 852-7550

## b. Post-Incident Contacts\*:

Certified Unified Program Agency (CUPA) ..... Phone No.: (707) 465-0426 x361  
Local Hazardous Materials Program ..... Phone No.: (707) 465-1100  
California EPA Department of Toxic Substances Control ..... Phone No.: (800) 728-6942  
Cal-OSHA Division of Occupational Safety and Health ..... Phone No.: (510) 286-7000  
Air Quality Management District ..... Phone No.: (707) 443-3093  
Regional Water Quality Control Board ..... Phone No.: (707) 576-2220

\* Phone numbers for agencies in Unldocs Member Agency geographic jurisdictions are available at [www.unldocs.org](http://www.unldocs.org).

## c. Emergency Resources:

Poison Control Center\* ..... Phone No.: (800) 222-1222  
Nearest Hospital: Name: Sutter Coast Community Hospital Phone No.: (707) 464-8511  
Address: 800 E Washington Blvd City: Crescent City

## 3. Arrangements With Emergency Responders:

If you have made special (i.e., contractual) arrangements with any police department, fire department, hospital, contractor, or State or local emergency response team to coordinate emergency services, describe those arrangements below:

The Crescent Fire Protection District (Steve Wakefield, Chief at 707-464-2421) has held trainings at the Del Norte County Transfer Station to familiarize fire department personnel with our fire control and fire suppression systems.

**4. Emergency Procedures:****Emergency Coordinator Responsibilities:**

- a. Whenever there is an imminent or actual emergency situation such as an explosion, fire, or release, the emergency coordinator (*or his/her designee when the emergency coordinator is on call*) shall:
  - i. Identify the character, exact source, amount, and areal extent of any released hazardous materials.
  - ii. Assess possible hazards to human health or the environment that may result from the explosion, fire, or release. This assessment must consider both direct and indirect effects (*e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, the effects of any hazardous surface water run-off from water or chemical agents used to control fire, etc.*).
  - iii. Activate internal facility alarms or communications systems, where applicable, to notify all facility personnel.
  - iv. Notify appropriate local authorities (*i.e., call 911*).
  - v. Notify the State Office of Emergency Services at 1-800-852-7550.
  - vi. Monitor for leaks, pressure build-up, gas generation, or ruptures in valves, pipes, or other equipment shut down in response to the incident.
  - vii. Take all reasonable measures necessary to ensure that fires, explosions, and releases do not occur, recur, or spread to other hazardous materials at the facility.
- b. Before facility operations are resumed in areas of the facility affected by the incident, the emergency coordinator shall:
  - i. Provide for proper storage and disposal of recovered waste, contaminated soil or surface water, or any other material that results from an explosion, fire, or release at the facility.
  - ii. Ensure that no material that is incompatible with the released material is transferred, stored, or disposed of in areas of the facility affected by the incident until cleanup procedures are completed.
  - iii. Ensure that all emergency equipment is cleaned, fit for its intended use, and available for use.
  - iv. Notify the California Environmental Protection Agency's Department of Toxic Substances Control, the local CUPA, and the local fire department's hazardous materials program that the facility is in compliance with requirements b-i and b-ii, above.

**Responsibilities of Other Personnel:**

On a separate page, list any emergency response functions not covered in the "Emergency Coordinator Responsibilities" section, above. Next to each function, list the job title or name of each person responsible for performing the function. Number the page(s) appropriately.

**5. Post-Incident Reporting/Recording:**

The time, date, and details of any hazardous materials incident that requires implementation of this plan shall be noted in the facility's operating record.

Within 15 days of any hazardous materials emergency incident or threatened hazardous materials emergency incident that triggers implementation of this plan, a written Emergency Incident Report, including, but not limited to a description of the incident and the facility's response to the incident, must be submitted to the California Environmental Protection Agency's Department of Toxic Substances Control, the local CUPA, and the local fire department's hazardous materials program. The report shall include:

- a. Name, address, and telephone number of the facility's owner/operator;
- b. Name, address, and telephone number of the facility;
- c. Date, time, and type of incident (*e.g., fire, explosion, etc.*);
- d. Name and quantity of material(s) involved;
- e. The extent of injuries, if any;
- f. An assessment of actual or potential hazards to human health or the environment, where this is applicable;
- g. Estimated quantity and disposition of recovered material that resulted from the incident;
- h. Cause(es) of the incident;
- i. Actions taken in response to the incident;
- j. Administrative or engineering controls designed to prevent such incidents in the future.

**6. Earthquake Vulnerability: [19 CCR §2731(e)]**

As an attachment to this plan, you must identify any areas of the facility and mechanical or other systems that require immediate inspection or isolation because of their vulnerability to earthquake-related ground motion.

**7. Hazard Mitigation/Prevention/Abatement [19 CCR §2731(e)]**

As an attachment to this plan, you must include procedures that provide for mitigation, prevention, or abatement of hazards to persons, property, or the environment. These procedures must be scaled appropriately for the size and nature of the business, the nature of the damage potential of the hazardous materials handled, and the proximity of the business to residential areas and other populations.

8. Emergency Equipment:

22 CCR §66265.52(e) [as referenced by 22 CCR §66262.34(a)(4)] requires that emergency equipment at the facility be listed. Completion of the following Emergency Equipment Inventory Table meets this requirement.

**EMERGENCY EQUIPMENT INVENTORY TABLE**

1. Equipment Category	2. Equipment Type	3. Locations *	4. Description**
Personal Protective Equipment, Safety Equipment, and First Aid Equipment	<input type="checkbox"/> Cartridge Respirators		
	<input type="checkbox"/> Chemical Monitoring Equipment (describe)		
	<input type="checkbox"/> Chemical Protective Aprons/Coats		
	<input type="checkbox"/> Chemical Protective Boots		
	<input checked="" type="checkbox"/> Chemical Protective Gloves	O7, W14	
	<input type="checkbox"/> Chemical Protective Suits (describe)		
	<input checked="" type="checkbox"/> Face Shields	W14	
	<input checked="" type="checkbox"/> First Aid Kits/Stations (describe)	O7, W14, S16, S6	
	<input checked="" type="checkbox"/> Hard Hats	Worn	All H/WSG TS personnel wear hard hats
	<input checked="" type="checkbox"/> Plumbed Eye Wash Stations	N7	Tank Eye Wash at W14
	<input type="checkbox"/> Portable Eye Wash Kits (i.e., bottle type)		
	<input type="checkbox"/> Respirator Cartridges (describe)		
	<input checked="" type="checkbox"/> Safety Glasses/Splash Goggles	O7, W14	
<input checked="" type="checkbox"/> Safety Showers	N 6		
<input type="checkbox"/> Self-Contained Breathing Apparatuses (SCBA)			
<input type="checkbox"/> Other (describe)			
Fire Extinguishing Systems	<input checked="" type="checkbox"/> Automatic Fire Sprinkler Systems	L9	Halon system at W14
	<input checked="" type="checkbox"/> Fire Alarm Boxes/Stations	L9, S16, W14	
	<input checked="" type="checkbox"/> Fire Extinguisher Systems (describe)		
	<input checked="" type="checkbox"/> Fire Extinguishers (describe)	Q5, S6, W12, X15, N7, S16	Hand-held, wall-mounted
	<input type="checkbox"/> Other (describe)		
Spill Control Equipment and Decontamination Equipment	<input checked="" type="checkbox"/> Absorbents (describe)	W13	Pads and mats
	<input checked="" type="checkbox"/> Berms/Dikes (describe)	W13	Booms
	<input type="checkbox"/> Decontamination Equipment (describe)		
	<input type="checkbox"/> Emergency Tanks (describe)		
	<input type="checkbox"/> Exhaust Hoods		
	<input type="checkbox"/> Gas Cylinder Leak Repair Kits (describe)		
	<input type="checkbox"/> Neutralizers (describe)		
	<input type="checkbox"/> Overpack Drums		
	<input type="checkbox"/> Sumps (describe)		
<input type="checkbox"/> Other (describe)			
Communications and Alarm Systems	<input type="checkbox"/> Chemical Alarms (describe)		
	<input checked="" type="checkbox"/> Intercoms/ PA Systems	S16, L9	
	<input checked="" type="checkbox"/> Portable Radios	S16, L9, Q5	
	<input checked="" type="checkbox"/> Telephones	R5, M6, S16, X15	
	<input type="checkbox"/> Tank Leak Detection Systems		
<input type="checkbox"/> Other (describe)			
Additional Equipment (Use Additional Pages if Needed.)	<input type="checkbox"/>		
	<input type="checkbox"/>		

## Employee Training Plan

(Hazardous Materials Business Plan Module)

Authority Cited: HSC, Section 25504(c); 22 CCR §66262.34(a)(4)

Page 8 of 10

All facilities that handle hazardous materials in HMBP quantities must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A blank plan has been provided below for you to complete and submit if you do not already have such a plan. If you already have a brief written description of your training program that addresses all subjects covered below, you are not required to complete the blank plan, below, but you must include a copy of your existing document as part of your HMBP.

Check all boxes that apply. [Note: Items marked with an asterisk (\*) are required.]:

### 1. Personnel are trained in the following procedures:

<input checked="" type="checkbox"/>	Internal alarm/notification *
<input checked="" type="checkbox"/>	Evacuation/re-entry procedures & assembly point locations*
<input checked="" type="checkbox"/>	Emergency incident reporting
<input type="checkbox"/>	External emergency response organization notification
<input type="checkbox"/>	Location(s) and contents of Emergency Response/Contingency Plan
<input checked="" type="checkbox"/>	Facility evacuation drills, that are conducted at least (specify): semi-annually (e.g., "Quarterly", etc.)

### 2. Chemical Handlers are additionally trained in the following:

<input checked="" type="checkbox"/>	Safe methods for handling and storage of hazardous materials *
<input checked="" type="checkbox"/>	Location(s) and proper use of fire and spill control equipment
<input checked="" type="checkbox"/>	Spill procedures/emergency procedures
<input checked="" type="checkbox"/>	Proper use of personal protective equipment *
<input checked="" type="checkbox"/>	Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption) *
<input checked="" type="checkbox"/>	Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.) *

### 3. Emergency Response Team Members are capable of and engaged in the following:

Complete this section only if you have an in-house emergency response team

<input type="checkbox"/>	Personnel rescue procedures
<input checked="" type="checkbox"/>	Shutdown of operations
<input type="checkbox"/>	Liaison with responding agencies
<input type="checkbox"/>	Use, maintenance, and replacement of emergency response equipment
<input checked="" type="checkbox"/>	Refresher training, which is provided at least annually *
<input type="checkbox"/>	Emergency response drills, which are conducted at least (specify): (e.g., "Quarterly", etc.)

**Record Keeping**  
(Hazardous Materials Business Plan Module)

All facilities that handle hazardous materials must maintain records associated with their management. A summary of your record keeping procedures is a required module of the Unidocs Hazardous Materials Business Plan (HMBP). A blank summary has been provided below for you to complete and submit if you do not already have such a document. **If you already have a brief written description of your hazardous materials record keeping systems that addresses all subjects covered below, you are not required to complete this page, but you must include a copy of your existing document as part of your HMBP.**

Check all boxes that apply. The following records are maintained at the facility. *[Note: Items marked with an asterisk (\*) are required.]*:

<input checked="" type="checkbox"/>	Current employees' training records <i>(to be retained until closure of the facility)</i> *
<input checked="" type="checkbox"/>	Former employees' training records <i>(to be retained at least three years after termination of employment)</i> *
<input checked="" type="checkbox"/>	Training Program(s) <i>(i.e., written description of introductory and continuing training)</i> *
<input checked="" type="checkbox"/>	Current copy of this Emergency Response/Contingency Plan *
<input checked="" type="checkbox"/>	Record of recordable/reportable hazardous material/waste releases *
<input checked="" type="checkbox"/>	Record of hazardous material/waste storage area inspections *
<input checked="" type="checkbox"/>	Record of hazardous waste tank daily inspections *
<input type="checkbox"/>	Description and documentation of facility emergency response drills

*Note: The above list of records does not necessarily identify every type of record required to be maintained by the facility.*

*Note: The following section applies where local agencies require facility owners/operators to perform and document routine facility self-inspections:*

A copy of the Inspection Check Sheet(s) or Log(s) used in conjunction with required routine self-inspections of your facility must be submitted with your HMBP. *[Exception: Unidocs provides a Hazardous Materials/Waste Storage Area Inspection Form that you may use if you do not already have your own form. If you use the Unidocs form (available at [www.unidocs.org](http://www.unidocs.org)), you do not need to attach a copy.]*

Check the appropriate box:

<input type="checkbox"/>	We will use the Unidocs "Hazardous Materials/Waste Storage Area Inspection Form" to document inspections.
<input checked="" type="checkbox"/>	We will use our own documents to record inspections. <i>(A blank copy of each document used must be attached to this HMBP.)</i>

## Employee Training Plan

(Hazardous Materials Business Plan Module)

Authority Cited: HSC, Section 25504(c); 22 CCR §66262.34(a)(4)

Page 8 of 10

All facilities that handle hazardous materials in HMBP quantities must have a written employee training plan. This plan is a required module of the Hazardous Materials Business Plan (HMBP). A blank plan has been provided below for you to complete and submit if you do not already have such a plan. If you already have a brief written description of your training program that addresses all subjects covered below, you are not required to complete the blank plan, below, but you must include a copy of your existing document as part of your HMBP.

Check all boxes that apply. [Note: Items marked with an asterisk (\*) are required.]:

### 1. Personnel are trained in the following procedures:

<input checked="" type="checkbox"/> Internal alarm/notification *
<input checked="" type="checkbox"/> Evacuation/re-entry procedures & assembly point locations*
<input checked="" type="checkbox"/> Emergency incident reporting
<input type="checkbox"/> External emergency response organization notification
<input type="checkbox"/> Location(s) and contents of Emergency Response/Contingency Plan
<input checked="" type="checkbox"/> Facility evacuation drills, that are conducted at least (specify): semi-annually (e.g., "Quarterly", etc.)

### 2. Chemical Handlers are additionally trained in the following:

<input checked="" type="checkbox"/> Safe methods for handling and storage of hazardous materials *
<input checked="" type="checkbox"/> Location(s) and proper use of fire and spill control equipment
<input checked="" type="checkbox"/> Spill procedures/emergency procedures
<input checked="" type="checkbox"/> Proper use of personal protective equipment *
<input checked="" type="checkbox"/> Specific hazard(s) of each chemical to which they may be exposed, including routes of exposure (i.e., inhalation, ingestion, absorption) *
<input checked="" type="checkbox"/> Hazardous Waste Handlers/Managers are trained in all aspects of hazardous waste management specific to their job duties (e.g., container accumulation time requirements, labeling requirements, storage area inspection requirements, manifesting requirements, etc.) *

### 3. Emergency Response Team Members are capable of and engaged in the following:

Complete this section only if you have an in-house emergency response team

<input type="checkbox"/> Personnel rescue procedures
<input checked="" type="checkbox"/> Shutdown of operations
<input type="checkbox"/> Liaison with responding agencies
<input type="checkbox"/> Use, maintenance, and replacement of emergency response equipment
<input checked="" type="checkbox"/> Refresher training, which is provided at least annually *
<input type="checkbox"/> Emergency response drills, which are conducted at least (specify): (e.g., "Quarterly", etc.)

**Record Keeping**  
(Hazardous Materials Business Plan Module)

All facilities that handle hazardous materials must maintain records associated with their management. A summary of your record keeping procedures is a required module of the Unidocs Hazardous Materials Business Plan (HMBP). A blank summary has been provided below for you to complete and submit if you do not already have such a document. **If you already have a brief written description of your hazardous materials record keeping systems that addresses all subjects covered below, you are not required to complete this page, but you must include a copy of your existing document as part of your HMBP.**

Check all boxes that apply. The following records are maintained at the facility. *[Note: Items marked with an asterisk (\*) are required.]*:

<input checked="" type="checkbox"/>	Current employees' training records <i>(to be retained until closure of the facility) *</i>
<input checked="" type="checkbox"/>	Former employees' training records <i>(to be retained at least three years after termination of employment) *</i>
<input checked="" type="checkbox"/>	Training Program(s) <i>(i.e., written description of introductory and continuing training) *</i>
<input checked="" type="checkbox"/>	Current copy of this Emergency Response/Contingency Plan *
<input checked="" type="checkbox"/>	Record of recordable/reportable hazardous material/waste releases *
<input checked="" type="checkbox"/>	Record of hazardous material/waste storage area inspections *
<input checked="" type="checkbox"/>	Record of hazardous waste tank daily inspections *
<input type="checkbox"/>	Description and documentation of facility emergency response drills

*Note: The above list of records does not necessarily identify every type of record required to be maintained by the facility.*

***Note: The following section applies where local agencies require facility owners/operators to perform and document routine facility self-inspections:***

A copy of the Inspection Check Sheet(s) or Log(s) used in conjunction with required routine self-inspections of your facility must be submitted with your HMBP. *[Exception: Unidocs provides a Hazardous Materials/Waste Storage Area Inspection Form that you may use if you do not already have your own form. If you use the Unidocs form (available at [www.unidocs.org](http://www.unidocs.org)), you do not need to attach a copy.]*

Check the appropriate box:

<input type="checkbox"/>	We will use the Unidocs "Hazardous Materials/Waste Storage Area Inspection Form" to document inspections.
<input checked="" type="checkbox"/>	We will use our own documents to record inspections. <i>(A blank copy of each document used must be attached to this HMBP.)</i>



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## MATTRESS RECYCLING REQUIREMENTS

Date: 14 November 2014  
To: Mattress Retailers in Del Norte County

**FROM:** Tedd Ward, Acting Director / Program Manager  
Del Norte Solid Waste Management Authority

cc: Houawa Moua, Del Norte County Department of Environmental Health

**SUBJECT:** Senate Bill 254

On September 27, 2013, Governor Brown signed into law the Used Mattress Recovery and Recycling Act. The bill authorized the State to certify a mattress recycling organization that would develop, implement, and administer a mattress recycling program pursuant to the act. One of the requirements of the act is that by July 1, 2014 all RETAILERS (i.e. any person or business who sells or offers mattresses) are to give a consumer the option to have a used mattress picked up, at no cost, at the time a new mattress is delivered or be provided with an opportunity for free drop-off of the used mattress.

It is the RETAILERS responsibility to comply with the law immediately or face administrative civil penalties in violation of the act. The definition of mattresses in this law includes box springs and any other ticking-covered mattress supports, but does not include air or water beds or crib pads. For your convenience, the Del Norte County Transfer Station accepts mattresses and box springs, though the price depends on weight (for some examples, at this time a 60 pound mattress would cost \$13.97, a 100 pound mattress would cost \$16.82).

The bill requires manufacturers, RETAILERS, and renovators of mattresses to register with the mattress recycling organization on or before January 1, 2015. You can register with the Mattress Recycling Council (MRC), a non-profit organization established by the mattress industry to manage this recycling program, at <http://www.mattressrecyclingcouncil.org/california/>.

Using recycling fees (set by the MRC) that retailers will be collecting from consumers, the MRC will contract with service providers to collect, transport, and recycle mattresses. The state agency responsible for recycling oversight, CalRecycle, has developed a webpage to assist in learning more about your responsibilities under the law. Please visit <http://www.calrecycle.ca.gov/mattresses/> for more information.

2.3

Vendor North Coast Laboratories, Ltd.  
5680 West End Road

Claim ID: 7210  
Page 1 of 1

AUDITOR COPY



Arcata CA 95521

Vendor ID:

10671

PBSP Expense

Change of Address

Special  
Warrant  
Routing

Fund Dept Line Proj Amount Description

422	421	20232		\$4,164.00	Invoice number 117813
422	421	20232		\$6,096.00	Invoice number 117812
422	421	20232		\$12,292.00	Invoice number 117811

Total Claim: \$22,552.00

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X

Signature of Department Head/Authorized Deputy

12/4/2014

Claim Date

2.4

# INVOICE

DATE: October 10, 2014

Remit To: North Coast Laboratories, Ltd.

5680 West End Road  
Arcata, CA 95521-9202

Attn: Accounts Receivable

Invoice To: Del Norte Solid Waste Authority

1700 State Street  
Crescent City, CA 95531

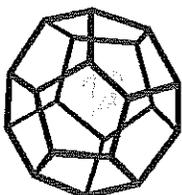
Attn: Tedd Ward

Work Order: 1408442

PO Number: Landfill Ground Water + 5 year COC

Date Received: 8/26/2014

**NORTH COAST  
LABORATORIES LTD.**



**Invoice Number: 117811**

Payment Due Date: 11/7/2014  
Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
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Chemical Oxygen Demand	Aqueous	5031.31	6	\$30.00	\$180.00
Chlorinated Herbicides	Aqueous	5021.21	6	\$150.00	\$900.00
DNSWA 5 year GW Minerals	Aqueous	5031.31	6	\$122.00	\$732.00
EPA 8260 Subcontracted	Aqueous	5090.90	6	\$130.00	\$780.00
EPA 8270 - Water	Aqueous	5090.90	6	\$780.00	\$4,680.00
Geotracker Reporting	Groundwater	5099.00	1	\$100.00	\$100.00
ICAP/ICPMS metals for 5 year COC	Aqueous	5021.21	6	\$225.00	\$1,350.00
Organochlorine Pesticides and PCBs	Aqueous	5021.21	6	\$120.00	\$720.00
Organophosphorous Pesticides	Aqueous	5021.21	6	\$150.00	\$900.00
Sulfide - Dissolved	Waste Water	5090.90	6	\$45.00	\$270.00
Total Cyanide - Water	Aqueous	5090.90	6	\$80.00	\$480.00
TPH-Diesel/Motor Oil	Aqueous	5021.21	6	\$60.00	\$360.00
Triazine Pesticides	Aqueous	5021.21	6	\$140.00	\$840.00

**Order TOTAL: \$12,292.00**

Discount: 0.00%  
Surcharges: 0.00%  
Misc Charges: \$0.00

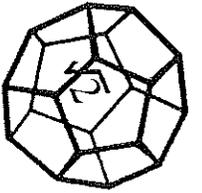
Subtotal: \$12,292.00

Payment Received: \$0.00

**INVOICE Total \$12,292.00**

Comments:

10671/20232



**NORTH COAST  
LABORATORIES LTD.**

5680 West End Road • Arcata • CA 95521-9202  
707-822-4649 Fax 707-822-6631

# Chain of Custody

*8/15*

LABORATORY NUMBER: 408992

TAT:  STD (2-3 wk)  Other:  
PRIOR AUTHORIZATION IS REQUIRED FOR  
RUSH SAMPLES.

**REPORTING REQUIREMENTS:**

- State Forms
- Geotracker  SWAMP  Other EDD:
- Final Report PDF  FAX By:

**CONTAINER CODES:** 1—½ gal. pj; 2—250 ml pj;  
3—500 ml pj; 4—1 L Nalgene; 5—250 ml BG;  
6—500 ml BG; 7—1 L BG; 8—40 ml VOA;  
9—60 ml VOA; 10—125 ml VOA; 11—4 oz glass jar;  
12—8 oz glass jar; 13—brass tube; 14—other  
**PRESERVATIVE CODES:** a—HNO<sub>3</sub>; b—HCl; c—H<sub>2</sub>SO<sub>4</sub>;  
d—Na<sub>2</sub>S<sub>2</sub>O<sub>5</sub>; e—NaOH; f—C<sub>2</sub>H<sub>5</sub>O<sub>2</sub>Cl; g—other

Attention: Trudi / Roxanne  
Results & Invoice to: Del Norte Solid Waste Authority  
Address: 1700 State Street  
Crescent City, CA 95531  
Phone: 707 465-1106  
Copies of Report to: Gina Morrison, NCRWACB  
Hokawa Mawa PNC Health  
Sampler (Sign & Print): EL/MP

**PROJECT INFORMATION**  
Project Number: \_\_\_\_\_  
Project Name: Landfill COC Groundwater  
Purchase Order Number: \_\_\_\_\_

LAB ID	SAMPLE ID	DATE	TIME	MATRIX*
	E-1 Deep	25 AUG 14		GW
	E-1 Shallow			
	E-3 Deep			
	E-3 Shallow			
	W-16 Shallow			
	E-2 Deep			

ANALYSIS	CONTAINER	PRESERVATIVE
COD		
Minerals		
Diss Metals *		
1664 SGW		
EPA 8270		
EPA 8260		
EPA 8151		
Diss Tin *		
Diss. Sulfide		
Cyanide *		
PH-D		
EPA 8081		
EPA 8082		
Hardness		

SPECIAL INSTRUCTIONS	SAMPLE CONDITION
SC °F	Temperature 48.1 °C
752 5.8 pH	5.0
810 6.00 pH	4.2
624 6.40 pH	4.6
476 6.31 pH	5.6
306 5.95 pH	Received On Ice? <input checked="" type="checkbox"/>
893 6.20 pH	Received On Ice? <input checked="" type="checkbox"/>
	Preserved?
	Preserved @ NCL?
	<input checked="" type="checkbox"/> Filter all samples before testing for metals.

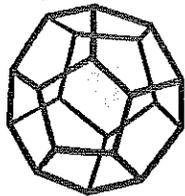
RELINQUISHED BY (Sign & Print)	DATE/TIME	RECEIVED BY (Sign)	DATE/TIME
<u>Trudi Ward Tard Wares</u>	4:30 P 25 AUG 14	<u>[Signature]</u>	8:26 AM 8-26-14
		<u>[Signature]</u>	10/12

**SAMPLE DISPOSAL**  
 NCL Disposal of Non-Contaminated  
 Return  Pickup

**CHAIN OF CUSTODY SEALS Y/N/NA**  
SHIPPED VIA: UPS  Fed-Ex  Hand  Josey's

\*MATRIX: DW=Drinking Water; Eff=Effluent; Inf=Influent; SW=Surface Water; GW=Ground Water; WW=Waste Water; S=Soil; O=Other.

**ALL CONTAMINATED NON-AQUEOUS SAMPLES WILL BE RETURNED TO CLIENT**



**INVOICE**  
DATE: October 08, 2014

Remit To: North Coast Laboratories, Ltd.  
5680 West End Road  
Arcata, CA 95521-9202

Invoice To: Del Norte Solid Waste Authority  
1700 State Street  
Crescent City, CA 95531

Attn: Tedd Ward

Phone: 1408477

Work Order: 1408477  
PO Number: Landfill Surface + 5 year COC

Project Name: Landfill Surface + 5 year COC

Date Received: 8/27/2014  
Payment Due Date: 11/7/2014  
Payment Terms: Net 30 Days  
Invoice Number: 117812

Attn: Accounts Receivable

Item	Matrix	Code	Qty	List Price	Test Total
Chemical Oxygen Demand	Aqueous	5031.31	3	\$30.00	\$90.00
Chlorinated Herbicides	Aqueous	5021.21	3	\$150.00	\$450.00
DNSWA 5 year GW Minerals	Aqueous	5031.31	3	\$122.00	\$366.00
EPA 8260 Subcontracted	Aqueous	5090.90	3	\$130.00	\$390.00
EPA 8270 - Water	Aqueous	5090.90	3	\$780.00	\$2,340.00
ICAP/ICPMS metals for 5 year COC	Groundwater	5021.21	3	\$225.00	\$675.00
Organochlorine Pesticides and PCBs	Aqueous	5021.21	3	\$120.00	\$360.00
Organophosphorous Pesticides	Aqueous	5021.21	3	\$150.00	\$450.00
Sulfide - Dissolved	Aqueous	5090.90	3	\$45.00	\$135.00
Total Cyanide - Water	Waste Water	5090.90	3	\$80.00	\$240.00
TPH-Diesel/Motor Oil	Aqueous	5021.21	3	\$60.00	\$180.00
Triazine Pesticides	Aqueous	5021.21	3	\$140.00	\$420.00

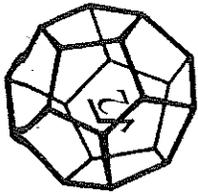
**Order TOTAL: \$6,096.00**

Discount: 0.00%  
Surcharges: 0.00%  
Misc Charges: \$0.00

Subtotal: \$6,096.00  
Payment Received: \$0.00

**INVOICE Total \$6,096.00**

Comments:



# NORTH COAST LABORATORIES LTD.

5680 West End Road • Arcata • CA 95521-9202  
707-822-4649 Fax 707-822-6831

# Chain of Custody

P. \_\_\_\_\_ of \_\_\_\_\_

Attention: Trudi/Rexanne  
Results & Invoice to: Del Norte Solid Waste Management Auth.  
Address: 1700 State Street  
Crescent City, CA 95531  
Phone: 707 465-1100  
Copies of Report to: Gina Morrison, NCRWQCB  
Howarda Moya, DMC Health  
Sampler (Sign & Print): San Francisco State University

**PROJECT INFORMATION**  
Project Number: \_\_\_\_\_  
Project Name: \_\_\_\_\_ + Surface Water COC  
Purchase Order Number: \_\_\_\_\_

LAB ID	SAMPLE ID	DATE	TIME	MATRIX*
	S-1	26 AUG 14	10A	SW
	S-2	↓	10:45A	↓
	S-3	↓	11:30A	↓

CONTAINER PRESERVATIVE	ANALYSIS	DATE/TIME	RECEIVED BY (Sign)
	Minerals		
	Diss. Metals *		
	1664 5GW		
	EPD 8270		
	EPD 8260		
	EPD 8141		
	EPD 8151		
	Diss. Metals *		
	Diss. Solids *		
	Tracing		
	TH-D		
	CPA 8088		
	CPA 8082		

LABORATORY NUMBER: 140847

TAT:  STD (2-3 wk)  Other:  
PRIOR AUTHORIZATION IS REQUIRED FOR RUSH SAMPLES.

**REPORTING REQUIREMENTS:**  
 State Forms  
 Geotracker  SWAMP  Other EDD:  
 Final Report PDF  FAX By:

**CONTAINER CODES:** 1-½ gal. pl; 2-250 ml pl; 3-500 ml pl; 4-1 L Nalgene; 5-250 ml BG; 6-500 ml BG; 7-1 L BG; 8-40 ml VOA; 9-60 ml VOA; 10-125 ml VOA; 11-4 oz glass jar; 12-8 oz glass jar; 13-brass tube; 14-other  
**PRESERVATIVE CODES:** a-HNO<sub>3</sub>; b-HCl; c-H<sub>2</sub>SO<sub>4</sub>; d-Na<sub>2</sub>S<sub>2</sub>O<sub>5</sub>; e-NaOH; f-C<sub>2</sub>H<sub>3</sub>O<sub>2</sub>; g-other

SPECIAL INSTRUCTIONS	SAMPLE CONDITION
SC   F   H   S   I   Y   S	Temperature 22.0 °C
381 649 9.12 183 267	8.27 3.0°C
597 606 6.94 289 422	Received On Ice? Y/N
380 593 7.53 187 274	Samples Intact? Y/N
	Preserved? Y/N
* Filter all samples before testing for metals.	Preserved @ NCL? Y/N/NA

**SAMPLE DISPOSAL**  
 NCL Disposal of Non-Contaminated  
 Return  Pickup

**CHAIN OF CUSTODY SEALS Y/N/NA**  
SHIPPED VIA: UPS Fed-Ex Hand Josey's

RELINQUISHED BY (Sign & Print)	DATE/TIME	RECEIVED BY (Sign)	DATE/TIME
<u>Del Norte Solid Waste</u>	8:00A 27 AUG 14	<u>Josey's</u>	8:27-10 8/15
<u>Trudi/Rexanne</u>		<u>Trudi/Rexanne</u>	8/27/14 12:35

\*MATRIX: DW=Drinking Water; Eff=Effluent; Inf=Influent; SW=Surface Water; GW=Ground Water; WW=Waste Water; S=Soil; O=Other.

ALL CONTAMINATED NON-AQUEOUS SAMPLES WILL BE RETURNED TO CLIENT

# INVOICE

DATE: October 10, 2014

Remit To: North Coast Laboratories, Ltd.

5680 West End Road  
Arcata, CA 95521-9202

Attn: Accounts Receivable

Invoice To: Del Norte Solid Waste Authority

1700 State Street  
Crescent City, CA 95531

Attn: Tedd Ward

Phone:

Work Order: 1408478

PO Number:

Project Name: Landfill Groundwater + 5 year COC

Date Received: 8/27/2014

Invoice Number: 117813

Payment Terms: Net 30 Days

Payment Due Date: 11/7/2014



**NORTH COAST  
LABORATORIES LTD.**

Item	Matrix	Code	Qty	List Price	Test Total
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Chemical Oxygen Demand	Aqueous	5031.31	2	\$30.00	\$60.00
Chlorinated Herbicides	Aqueous	5021.21	2	\$150.00	\$300.00
DNSWA 5 year GW Minerals	Aqueous	5031.31	2	\$122.00	\$244.00
EPA 8260 Subcontracted	Aqueous	5090.90	2	\$130.00	\$260.00
EPA 8270 - Water	Aqueous	5090.90	2	\$780.00	\$1,560.00
Geotracker Reporting	Groundwater	5099.00	1	\$100.00	\$100.00
ICAP/ICPMS metals for 5 year COC	Aqueous	5021.21	2	\$225.00	\$450.00
Organochlorine Pesticides and PCBs	Aqueous	5021.21	2	\$120.00	\$240.00
Organophosphorous Pesticides	Aqueous	5021.21	2	\$150.00	\$300.00
Sulfide - Dissolved	Waste Water	5090.90	2	\$45.00	\$90.00
Total Cyanide - Water	Aqueous	5090.90	2	\$80.00	\$160.00
TPH-Diesel/Motor Oil	Aqueous	5021.21	2	\$60.00	\$120.00
Triazine Pesticides	Aqueous	5021.21	2	\$140.00	\$280.00

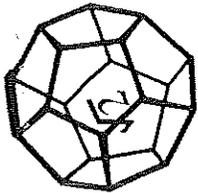
**Order TOTAL: \$4,164.00**

Discount: 0.00%  
Surcharge: 0.00%  
Misc Charges: \$0.00

Subtotal: \$4,164.00  
Payment Received: \$0.00

**INVOICE Total \$4,164.00**

Comments:



# NORTH COAST LABORATORIES LTD.

5680 West End Road • Arcata • CA 95521-9202  
707-822-4649 Fax 707-822-6831

# Chain of Custody

P. \_\_\_\_\_ of \_\_\_\_\_

Attention: Trudi / Roxanne  
 Results & Invoice to: Del Norte Solid Waste Authority  
 Address: 1700 State Street  
Crescent City, CA 95531  
 Phone: 707 465-1100  
 Copies of Report to: Gina Morrison, NCRWQCB  
Honawa Mous, DNC Health  
 Sampler (Sign & Print): Eric Lavender

PROJECT INFORMATION  
 Project Number: \_\_\_\_\_  
 Project Name: Groundwater + COC  
 Purchase Order Number: \_\_\_\_\_

LAB ID	SAMPLE ID	DATE	TIME	MATRIX*
	E-A Shallow	26AUG14		GW
	E-A Deep	26AUG14	2:30	GW

CONTAINER	ANALYSIS	DATE/TIME
	COV	
	Minerals	
	Diss. Metals *	
	Light SW	
	COV 8270	
	COV 8260	
	COV 8141	
	COV 8151	
	Diss. Metals *	
	Diss. Metals *	
	Diss. Metals *	
	COV 8081	
	COV 8081	
	COV 8081	

LABORATORY NUMBER: 1408478

TAT:  STD (2-3 WK)  Other:  
 PRIOR AUTHORIZATION IS REQUIRED FOR RUSH SAMPLES.

REPORTING REQUIREMENTS:  
 State Forms  
 Geotracker  SWAMP  Other EDD:  
 Final Report PDF  FAX By: \_\_\_\_\_

CONTAINER CODES: 1-1/2 gal. pl; 2-250 ml pl;  
 3-500 ml pl; 4-1 L Nalgene; 5-250 ml BG;  
 6-500 ml BG; 7-1 L BG; 8-40 ml VOA;  
 9-60 ml VOA; 10-125 ml VOA; 11-4 oz glass jar;  
 12-8 oz glass jar; 13-brass tube; 14-other  
 PRESERVATIVE CODES: a-HNO<sub>3</sub>; b-HCl; c-H<sub>2</sub>SO<sub>4</sub>;  
 d-Na<sub>2</sub>S<sub>2</sub>O<sub>3</sub>; e-NaOH; f-C<sub>2</sub>H<sub>3</sub>O<sub>2</sub>Cl; g-other

SPECIAL INSTRUCTIONS SAMPLE CONDITION  
 SC °F pH Sal Tds Temperature °C  
 937606 6.94 452 655 7.4  
 742 7.47 518  
 Received On Ice? Y/N  
 Samples Intact? Y/N  
 Preserved? Y/N  
 \* Filter all samples before testing for metals. Preserved @ NCL? Y/N/NA

RELINQUISHED BY (Sign & Print)	DATE/TIME	RECEIVED BY (Sign)	DATE/TIME
<u>Eric Lavender</u>	<u>8/27/14</u>	<u>[Signature]</u>	<u>8/27/14</u>

SAMPLE DISPOSAL  
 NCL Disposal of Non-Contaminated  
 Return  Pickup

CHAIN OF CUSTODY SEALS Y/N/NA  
 SHIPPED VIA: UPS Fed-Ex Hand Trudi

\*MATRIX: DW=Drinking Water; Eff=Effluent; Inf=Influent; SW=Surface Water; GW=Ground Water; WW=Waste Water; S=Soil; O=Other.

ALL CONTAMINATED NON-AQUEOUS SAMPLES WILL BE RETURNED TO CLIENT

Vendor North Coast Laboratories, Ltd.  
5680 West End Road

Claim ID: 7209  
Page 1 of 1

AUDITOR COPY



Arcata CA 95521

Vendor ID:

10671

PBSP Expense

Change of Address

Special  
Warrant  
Routing

Fund Dept Line Proj Amount Description

Invoice # 118620

422 421 20232 \$8,368.00 Water testing

Total Claim: \$8,368.00

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

2.5

Signature of Department Head/Authorized Deputy

12/3/2014

Claim Date

# INVOICE

DATE: November 25, 2014

Remit To: North Coast Laboratories, Ltd.  
5680 West End Road  
Arcata, CA 95521-9202

Attn: Accounts Receivable

Invoice To: Del Norte Solid Waste Authority  
1700 State Street  
Crescent City, CA 95531

Attn: Tedd Ward

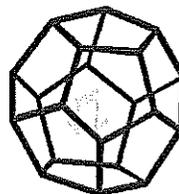
Phone:

Work Order: 1410476

PO Number:

Project Name: Landfill Surface/Ground Water + 5 year COC

Date Received: 10/28/2014



**NORTH COAST  
LABORATORIES LTD.**

*10671/20232*

**Invoice Number: 118620**

Payment Due Date: 12/25/2014

Payment Terms: Net 30 Days

Item	Matrix	Code	Qty	List Price	Test Total
Chemical Oxygen Demand	Aqueous	5031.31	4	\$30.00	\$120.00
Chlorinated Herbicides	Aqueous	5021.21	4	\$150.00	\$600.00
DNSWA 5 year GW Minerals	Aqueous	5031.31	4	\$122.00	\$488.00
EPA 8260 Subcontracted	Aqueous	5090.90	4	\$130.00	\$520.00
EPA 8270 - Water	Aqueous	5090.90	4	\$780.00	\$3,120.00
ICAP/ICPMS metals for 5 year COC	Groundwater		4	\$225.00	\$900.00
Organochlorine Pesticides and PCBs	Aqueous	5021.21	4	\$120.00	\$480.00
Organophosphorous Pesticides	Aqueous	5021.21	4	\$150.00	\$600.00
Sulfide - Dissolved		5090.90	4	\$45.00	\$180.00
Tin	Waste Water	5090.90	4	\$60.00	\$240.00
Total Cyanide - Water	Waste Water	5090.90	4	\$80.00	\$320.00
TPH-Diesel/Motor Oil	Aqueous	5021.21	4	\$60.00	\$240.00
Triazine Pesticides	Aqueous	5021.21	4	\$140.00	\$560.00

**Order TOTAL: \$8,368.00**

Discount: 0.00%

Surcharge: 0.00%

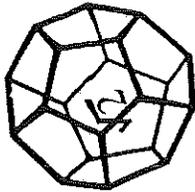
Misc Charges: \$0.00

Comments:

Subtotal: \$8,368.00

Payment Received: \$0.00

**INVOICE Total \$8,368.00**



# NORTH COAST LABORATORIES LTD.

5680 West End Road • Arcata • CA 95521-9202  
707-822-4649 Fax 707-822-6831

## Chain of Custody

P. \_\_\_\_\_ of \_\_\_\_\_

Attention: Tredi Blasi  
 Results & Invoice to: Del Norte Solid Waste Mgmt. Auth.  
 Address: 1700 State St  
Escent City, CA 95531  
 Phone: (707) 465-1100  
 Copies of Report to: Barbara Nunn DMC Env. Health  
Cara Morrison McQuibbs  
 Sampler (Sign & Print): Mike Peoples

**PROJECT INFORMATION**  
 Project Number: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Purchase Order Number: \_\_\_\_\_

LAB ID	SAMPLE ID	DATE	TIME	MATRIX
		10/27/14	12:10	
	W-1W Shallow		3:20	
	W-35 Shallow		1:30	
	SM-7 Shallow		2:30	

ANALYSIS	CONTAINER	PRESERVATIVE
CO2		
EDTA w/0.1%		
DSS ICR method		
Minerals		

RELINQUISHED BY (Sign & Print)	DATE/TIME	RECEIVED BY (SIGN)	DATE/TIME
<u>Mike Peoples</u>	10/27/14 3:16	<u>Gosoya</u>	10/28/14 9:30
		<u>[Signature]</u>	11/2/14

LABORATORY NUMBER: 1110916

TAT:  STD (2-3 wk)  Other:  
 PRIOR AUTHORIZATION IS REQUIRED FOR RUSH SAMPLES.

**REPORTING REQUIREMENTS:**  
 State Forms  
 Geotracker  SWAMP  Other EDD:  
 Final Report PDF  FAX By: \_\_\_\_\_

**CONTAINER CODES:** 1—½ gal. pl; 2—250 ml pl;  
 3—500 ml pl; 4—1 L Nalgene; 5—250 ml BG;  
 6—500 ml BG; 7—1 L BG; 8—40 ml VOA;  
 9—60 ml VOA; 10—125 ml VOA; 11—4 oz glass jar;  
 12—8 oz glass jar; 13—brass tube; 14—other  
**PRESERVATIVE CODES:** a—HNO<sub>3</sub>; b—HCl; c—H<sub>2</sub>SO<sub>4</sub>;  
 d—Na<sub>2</sub>S<sub>2</sub>O<sub>3</sub>; e—NaOH; f—C<sub>2</sub>H<sub>3</sub>O<sub>2</sub>Cl; g—other

SPECIAL INSTRUCTIONS	SAMPLE CONDITION
Temp PH Sal Tds	Temperature 3.8 °C
239 Cl1 7.56 107 155	2.6 1.8 5.2 2
220 58.4 7.22 103 156	Received On Ice? <input checked="" type="checkbox"/> Y/N
225 645 810 160 235	Samples Igtact? <input checked="" type="checkbox"/> Y/N
246 57.0 7.40 114 177	Preserved? <input checked="" type="checkbox"/> Y/N
Fit for all Samples	Preserved @ NCL? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> NA
Refract Testing	
metals	

**SAMPLE DISPOSAL**  
 NCL Disposal of Non-Contaminated  
 Return  Pickup

**CHAIN OF CUSTODY SEALS Y/N/NA**  
 SHIPPED VIA: UPS Fed-Ex Hand

\*MATRIX: DW=Drinking Water; Eff=Effluent; Inf=Influent; SW=Surface Water; GW=Ground Water; WW=Waste Water; S=Soil; O=Other.

Vendor Clean Harbors Env. Services  
P.O. Box 3442

Claim ID: 7204  
Page 1 of 1

AUDITOR COPY



Boston MA 02241-3442

Special  
Warrant  
Routing

PBSP Expense  
 Change of Address

Vendor ID:  
17979

Fund	Dept	Line	Proj	Amount	Description
422	421	20281		\$29,293.00	Invoice Number 1000682466
					2014 Household Hazardous Waste Event

Total Claim: \$29,293.00

2.6

REBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY  
USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

A *Richard T. Taylor* *Deputy*

Signature of Department Head/Authorized Deputy

1/21/2014  
Claim Date

Vendor Clean Harbors Env. Services  
P.O. Box 3442

Claim ID: 7204  
Page 1 of 1

DEPARTMENT COPY

Boston MA 02241-3442

Vendor ID:

17979

PBSP Expense

Change of Address

Special  
Warrant  
Routing

Fund	Dept	Line	Proj	Amount	Description
422	421	20281		\$29,293.00	Invoice Number 1000682466 2014 Household Hazardous Waste Event

Total Claim: \$29,293.00

I HEREBY CERTIFY THE ARTICLES OR SERVICES DESCRIBED ON THE ATTACHED INVOICES WERE NECESSARY FOR USE BY THE DEPARTMENT AND HAVE BEEN RECEIVED, AND THAT NO PRIOR CLAIM FOR SAME HAS BEEN

X DEPARTMENT COPY

Signature of Department Head/Authorized Deputy

1/21/2014

Claim Date



INVOICE  
Invoice No 1000682466

REMIT TO:  
Clean Harbors Env. Services  
PO Box 3442  
Boston, MA 02241-3442  
EIN: 04-2698999

SOLD TO:  
Tedd Ward  
Del Norte Solid Waste Management Authority  
1700 State Street  
Crescent City, CA 95531 - 0000



OFFICE:  
Clean Harbors Env Services Inc  
3201 Evergreen Avenue  
West Sacramento, CA 95691  
(916) 375-2611

If you have any questions regarding this invoice, please contact your customer service representative at the telephone number listed above

**JOB SITE/GENERATOR:**

Del Norte Solid Waste Management Authority  
1700 State Street  
Crescent City, CA 95531

Job Description: HHW Service - Oct 2014

Last Service Date	Invoice No	Customer	Branch	Sales Order	Purchase Order	Terms
09 Oct 2014	1000682466	DE3042	6J	1402299541	No PO Needed	NET 30 DAYS

Last Service Date	Task	Task Type	Description	Total
04 Oct 2014	1402299541-001	GENERAL	Mobilization & Equipment Fee	\$10,976.00
04 Oct 2014	1402299541-002	GENERAL	Disposal	\$11,885.00
04 Oct 2014	1402299541-003	GENERAL	Onsite Labor	\$6,432.00

**SUBTOTAL** \$29,293.00  
**TAX** \$0.00  
**INVOICE TOTAL** \$29,293.00  
**PLEASE PAY THIS AMOUNT** →  
**REMIT PAYMENT BY** →  
**DUE DATE** 04 Dec 2014

17979/20281

Interest will be charged at a rate of 1.5% per month for all past due amounts.

PLEASE RETURN A COPY OF INVOICE WITH PAYMENT - THANK YOU

Invoice Date: 04 Nov 2014



**INVOICE**  
 Invoice No 1000682466

TASK 1402299541-001 - Mobilization & Equipment Fee

Item ID	Description	Fixed Price	Percent Complete	Billable Amount
---------	-------------	-------------	------------------	-----------------

04 Oct 2014

FIXD	Labor	10,976.0000	100%	\$10,976.00
------	-------	-------------	------	-------------

SUBTOTAL	\$10,976.00
TAX	\$0.00
<b>TASK TOTAL</b>	<b>\$10,976.00</b>

TASK 1402299541-002 - Disposal

Manifest	Item ID	Description	Manifest Qty	UOM	Manifest Billing Qty	Billing UOM	Unit Price	Amount
----------	---------	-------------	--------------	-----	----------------------	-------------	------------	--------

04 Oct 2014

008085970FLE	DISP / LCRA	Labpack Acid & Acid Compatibles For Incineration	1	55DF	1.000	55DF	244.0000	\$244.00
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008085970FLE	DISP / LCRC	Labpack Organics For Incineration	1	55DF	1.000	55DF	244.0000	\$244.00
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008085970FLE	DISP / LCRCB	Labpack Basic & Basic Compatibles For Incineration	1	55DF	1.000	55DF	244.0000	\$244.00
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008085970FLE	DISP / LCRCB	Labpack Basic & Basic Compatibles For Incineration	1	55DF	1.000	55DF	114.0000	\$114.00
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008085970FLE	DISP / LCRCB	Labpack Basic & Basic Compatibles For Incineration	1	55DF	1.000	55DF	114.0000	\$114.00
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008085970FLE	DISP / LCRCO	Labpack Oxidizers For Incineration	1	55DF	1.000	55DF	114.0000	\$114.00
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008085970FLE	DISP / LCHG2	Labpack Elemental Mercury for Retort	1	55DF	1.000	55DF	192.0000	\$192.00
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008085970FLE	DISP / LRCTD	Labpack Reactive Flammables For Incineration	1	55DM	1.000	55DM	136.0000	\$136.00
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008085971FLE	DISP / LCRCQ	AEROSOLS	2	FBIN	2.000	FBIN	545.0000	\$1,090.00
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008085971FLE	DISP / FB1	FLAMMABLE LIQUID - BULK (FLB)	6	55DM	6.000	55DM	109.0000	\$654.00
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008085971FLE	DISP / LCARD	FLAMMABLE LIQUID POISON - LOOSEPACK (FLP)	22	55CF	22.000	55CF	244.0000	\$5,368.00
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008085971FLE	DISP / LPTN	FLAMMABLE SOLID	3	FBIN	3.000	FBIN	393.0000	\$1,179.00
--------------	-------------	-----------------	---	------	-------	------	----------	------------

008085971FLE	DISP / LCRC	POISON SOLIDS - LOOSEPACK (PS)	2	FBIN	2.000	FBIN	854.0000	\$1,708.00
--------------	-------------	--------------------------------	---	------	-------	------	----------	------------

008085971FLE	DISP / LCARD	FLAMMABLE LIQUID POISON - LOOSEPACK (FLP)	1	55DM	1.000	55DM	244.0000	\$244.00
--------------	--------------	---	---	------	-------	------	----------	----------







# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

www.recycledelnorte.ca.gov

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Staff Report

**Date:** 05 December 2014  
**To:** Commissioners of the  
Del Norte Solid Waste Management Authority  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager *Tedd*  
Del Norte Solid Waste Management Authority  
**File Number:** 031205 – Community Cleanup  
180510 – Recology Del Norte Collections  
**Attached:** Criteria and Policy for the allocation of Authority-directed  
complimentary bin pulls  
**Topic:** Authority-directed Bin Pulls for 2014

**Summary / Recommendation:** That the Board direct staff to use the three remaining Authority-directed bin pulls in 2014 for servicing the Klamath and Gasquet Transfer Stations during the month of December.

**Background:** Under the collections Franchise agreement with Recology Del Norte, the Authority may direct up to twenty complimentary bin pulls per calendar year. Prior to this meeting, an e-mail was sent to City and County partners who may identify additional community cleanup projects.

**Analysis:** Thus far, the Authority has allocated seventeen of the 20 potential Authority-directed pulls in support of the July 4<sup>th</sup> celebrations (3 bins), the Del Norte County Fair (5 bins), and Sea Cruise (1 bin), Coastal Cleanup (6 bins) and Household Hazardous Waste Collection Event (1 bin), and a City-coordinated cleanup along Elk Creek (1 bin). There are currently three remaining Authority-directed bin pulls that can be used for cleanup and beautification projects during the remaining portion of calendar year 2014.

**Fiscal Impact:** Allocating these bin pulls as recommended will reduce Authority expenses in December by \$554.76.

07 November 2014  
\\server\data\Tedd\Illegal Dumping\Cleanups\141208 auth directed bin pulls.doc

1 Printed on >30% post-consumer recycled paper

4.1



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Staff Report

**Date:** 04 December 2014  
**To:** Del Norte Solid Waste Management Authority  
Commissioners  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager  
Del Norte Solid Waste Management Authority  
**File Number:** 040501 – Authority deposits  
**Attachment:** Charge Account Agreement Form (November 2013)  
**Topic:** Out of State Charge Account Policies

### Summary / Recommendation:

#### That the Authority Board:

1. **Adopt a policy that new Authority Charge Account applications include a cancelled or voided check from an active account with a California address, and**
2. **Direct staff and legal counsel to update the cover letter and charge account application form as part of the implementation of this policy.**

**Background:** The Authority updated its charge account application forms in 2013 in preparation for assessing additional charges for accounts that are delinquent more than 60 days.

Recently, the Authority received a request from an Oregon-based company to establish a commercial charge account for disposal at the Del Norte County Transfer Station. Before submitting their application, this same company accrued over \$300 in charges in a single day.

**Analysis:** The Authority provides charge accounts primarily for the convenience of

05 December 2014  
I:\Tedd\DNSWMA\Finances\141210 Out of State Account Applications Staff Report.doc

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5.1

Del Norte-based commercial businesses. While most charge customers pay promptly, of the last four most recently created charge accounts, two have been sent to collections. For Oregon-based companies, these issues are significant because the expense and likelihood of receiving payment on a bounced out-of-state checks is much less than receiving payment on a California check referred to collections.

The Authority welcomes Oregon-based customers at the Del Norte County Transfer Station, but does not want to expose itself to unnecessary financial risk.

**Alternatives:** Authority staff discussed these issues with Sherrick Cron of the Del Norte County Auditor's office and considered the following alternatives to address the Authority's concerns about financial risks:

1. **Require that out-of-state charge account customers pay some deposit to assure payment on their account.** This option is not recommended as it would create new and additional accounting challenges.
2. **Require that out-of-state charge account customers include in their application an active credit card number so unpaid balances could be charged to the provided credit card.** This option would violate the Authority's (PCI compliance) practices to protect customer charge card information, which are not currently stored in any fashion at Authority facilities or on Authority computers.
3. **No policy change.** The Authority does not generally accept out-of state checks, and this policy could be extended to payments for charge accounts as well. Staff does not recommend this option as the few existing Oregon charge accounts are not in arrears and we have not had issues obtaining payment on those accounts.



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

01 November 2013

**To:** Transfer Station Charge Account Customers  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager  
**RE:** New Charge Account Terms Effective July 1, 2013

Effective July 1, 2013, the Del Norte Solid Waste Management Authority initiated new terms of payment for all charge account customers. If you wish to continue to maintain privileges to charge for disposal of waste at the transfer station, please fill out the updated Credit Renewal Application and Charge Account Agreement and return it as soon as possible to the Del Norte Solid Waste Management Authority.

**We will be deleting all accounts that do not return this agreement. Your account is past due in providing this information.**

In response to a small number of customers that are habitually late in making payments on their account, we will begin assessing service charges and interest, as described in the terms of payment on page two of the agreement, as follows:

- Credit privileges will be suspended if payment is not received by the 45<sup>th</sup> day following the date of the statement.
- Accounts delinquent for 60 days past the date of statement are subject to a 10% service charge.
- Starting at 90 days past the date of the statement customers will be assessed monthly on unpaid balances at a rate of 0.5% per month.

Please remember to return the Credit Renewal Application and update the details on who is authorized to charge on your account. We do this for your protection to prevent unauthorized charges.

We continue to appreciate your business.

Thank you for your cooperation.





## Credit Renewal Application and Charge Account Agreement Del Norte Solid Waste Management Authority

1700 State Street  
Crescent City, CA 95531  
(707) 465-1100

**INSTRUCTIONS: APPLICATION MUST BE COMPLETELY FILLED OUT. PLEASE ENTER "N/A" IN FIELDS NOT APPLICABLE. BLANK FIELDS MAY RENDER APPLICATION INCOMPLETE. INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT.**

<b>Company Name:</b>		<b>Phone:</b>	
<b>Street Address</b>		<b>Fax:</b>	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	
<b>Mailing Address</b>			
<b>City</b>	<b>State</b>	<b>Zip Code:</b>	
<b>Website address(if any):</b>			
<b>Please Circle Applicable Form of Business:</b>	Sole Proprietorship	Limited Partnership	Corporation
	Partnership	Limited Liability Company	Gov't Agency
<b>Owners if Sole Proprietorship</b>			
<b>Name</b>		<b>Home Address</b>	<b>Phone Number</b>
1			
2			
3			
<b>Accounts Payable Contact:</b>			
<b>Office Phone + Extension:</b>			<b>Fax</b>
<b>Cell phone:</b>		<b>e-mail:</b>	

<b>List of vehicle license numbers and drivers that will be using DNSWMA facilities and for which disposal identifications cards should be issued:</b>			
<b>Vehicle Year / Make / Model</b>	<b>Vehicle color</b>	<b>License Plate</b>	<b>Driver(s)</b>
1.			
2.			
3.			
4.			
5.			

**Account Terms**

Once the account is established, it may be monitored to ensure that the unpaid charges (current and past due; billed and unbilled) do not exceed the approved charge limit amount. If your charges exceed the approved amount, your account privileges may be suspended. The Authority allows charges to customer accounts as a convenience to its customers, and is under no obligation to notify account holders of suspension of credit privileges for any reason.

The applicant will remain responsible for notifying the Authority in writing for any changes to this account information. Persons and/or vehicles not listed on the current account information generally will not be allowed to charge to that account. The Authority reserves the right to cancel or modify the terms and conditions of any account privileges upon 30 days written notice to the applicant at the most recent address on file.

**Terms of Payment**

1. Payment is due upon receipt of a Statement. Accounts with unpaid balances 30 days after the date of the Statement are past due and credit privileges may be suspended if payment is not received by the 45<sup>th</sup> day following the date of the Statement.
2. Accounts delinquent for sixty (60) days after the date of the Statement are subject to a service charge of ten percent (10%).
3. Starting at ninety (90) days past the date of the Statement, interest will be assessed monthly on unpaid balances at a rate of 0.5% per month. Any costs incurred by the Authority to collect unpaid amounts, including attorney fees, costs, and expenses, and court fees will be paid by the applicant.
4. Failure to pay accounts due may result in referral to collection and/or credit agencies.

**Hours of Operation**

The Del Norte County Transfer Station at 1700 State Street in Crescent City, CA is currently open Monday – Friday from 8 AM to 5 PM, and on Saturdays and Sundays from 9 AM to 5 PM, but is closed on the following holidays: New Year's Day, Easter, July 4<sup>th</sup>, Labor Day, Memorial Day, Thanksgiving, and Christmas Day.

**Submitting a Completed Credit Application**

Applications will be processed upon the receipt of completed application and administrative approval. Should you have any questions, please call (707) 465-1100.

Please fax this completed application to (707)465-1300 or mail it to:

Attention: Credit Application for Administrative Assistant  
Del Norte Solid Waste Management Authority  
1700 State Street  
Crescent City, CA 95531

The signatory below certifies that he or she is authorized to enter into and execute this agreement, and agrees to all terms of this Charge Account Agreement on behalf of the party for which he or she is signing.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Representing this Business:

\_\_\_\_\_  
Title: \_\_\_\_\_

This space for Authority use only:

Customer Account Code(s):

Approved Credit Amount:

Customer entered or updated in SMS by:

Date:

## Five-Year CIWMP/RAIWMP Review Report Template

Public Resources Code (PRC) Sections 41770 and 41822, and Title 14, California Code of Regulations (CCR) Section 18788 require that each countywide or regional agency integrated waste management plan (CIWMP or RAIWMP), and the elements thereof, be reviewed, revised if necessary, and submitted to the Department of Resources Recycling and Recovery (CalRecycle) every five years. CalRecycle developed this Five-Year CIWMP/RAIWMP Review Report template to streamline the Five-Year CIWMP/RAIWMP review, reporting, and approval process.

A county or regional agency may use this template to document its compliance with these regulatory review and reporting requirements and as a tool in its review, including obtaining Local Task Force (LTF) comments on areas of the CIWMP or RAIWMP that need revision, if any. This template also can be finalized based on these comments and submitted to CalRecycle as the county or regional agency's Five-Year CIWMP or RAIWMP Review Report.

The Five-Year CIWMP/RAIWMP Review Report Template Instructions describe each section and provide general guidelines with respect to preparing the report. Completed and signed reports should be submitted to the CalRecycle's Local Assistance & Market Development (LAMD) Branch at the address below. Upon report receipt, LAMD staff may request clarification and/or additional information if the details provided in the report are not clear or are not complete. Within 90 days of receiving a *complete* Five-Year CIWMP/RAIWMP Review Report, LAMD staff will review the report and prepare their findings for CalRecycle consideration for approval.

If you have any questions about the Five-Year CIWMP/RAIWMP Review Report process or how to complete this template, please contact your LAMD representative at (916) 341-6199. Mail the completed and signed Five-Year CIWMP/RAIWMP Review Report to:

Dept. of Resources Recycling & Recovery  
Local Assistance & Market Development, MS-25  
P. O. Box 4025  
Sacramento, CA 95812-4025

To edit & customize this template, the editing restrictions (filling in forms) must be disengaged. Select the Review tab, Protect Document, and then Restrict Formatting and Editing (uncheck editing restrictions). There is no password (options). Please contact your LAMD representative at (916) 341-6199 with related questions.

**General Instructions:** Please complete Sections 1 through 7, and all other applicable subsections. Double click on shaded text/areas ( ) to select or add text.

SECTION 1.0 COUNTY OR REGIONAL AGENCY INFORMATION			
I certify that the information in this document is true and correct to the best of my knowledge, and that I am authorized to complete this report and request approval of the CIWMP or RAIWMP Five-Year Review Report on behalf of:			
County or Regional Agency Name Del Norte Solid Waste Management Authority		County(s) [if a RAIWMP Review Report] Del Norte	
Authorized Signature		Title Acting Director / Program Manager	
Type/Print Name of Person Signing Tedd Ward		Date	Phone (707) 465-1100
Person Completing This Form (please print or type) Tedd Ward		Title Acting Director	Phone (707) 465-1100
Mailing Address 1700 State Street	City Crescent City	State CA	Zip 95531
E-mail Address tedd@recycledelnorte.ca.gov			

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## SECTION 2.0 BACKGROUND

This is the regional agency's third Five-Year Review Report since the approval of the RAIWMP.

The following changes have occurred since the approval of the regional agency's planning documents or the last Five-Year RAIWMP Review Report (whichever is most recent):

- |   |   |
|---|---|
| <input type="checkbox"/> Diversion goal reduction   | <input type="checkbox"/> New city (name(s) _____) |
| <input type="checkbox"/> New regional agency        | <input type="checkbox"/> Other _____              |
| <input type="checkbox"/> Changes to regional agency |   |

*Additional Information (optional)*

## SECTION 3.0 LOCAL TASK FORCE REVIEW

- a. In accordance with Title 14 CCR, Section 18788, the Local Task Force (LTF) reviewed each element and plan included in the RAIWMP and finalized its comments  
 at the 08 December 2014 LTF meeting.       electronically (fax, e-mail)  other  
(Explain): \_\_\_\_\_
- b. The regional agency received the written comments from the LTF on 10 December 2014.
- c. A copy of the LTF comments  
 is included as Appendix 1.  
 was submitted to CalRecycle on \_\_\_\_\_.

## SECTION 4.0 TITLE 14, CALIFORNIA CODE of REGULATIONS SECTION 18788 (3) (A) THROUGH (H)

The subsections below address not only the areas of change specified in the regulations, but also provide specific analyses regarding the continued adequacy of the planning documents in light of those changes, including a determination on any need for revision to one or more of the planning documents.

### Section 4.1 Changes in Demographics in the County or Regional Agency

When preparing the CIWMP Review Report, the county or regional agency must address at least the changes in demographics.

The following resources are provided to facilitate this analysis:

1. Demographic data, including population, taxable sales, employment, and consumer price index by jurisdiction for years up to 2006, are available at:  
<http://www.calrecycle.ca.gov/LGCentral/Tools/DivMeasure/JuAdjFac.asp>. Data for years beyond 2006 can be found on their following websites:
  - Population: Department of Finance
  - Taxable Sales: Board of Equalization

- Employment: Employment Development Department
  - Consumer Price Index: Department of Industrial Relations
2. The Demographic Research Unit of the California Department of Finance is designated as the single official source of demographic data for State planning and budgeting (e.g., find E-5 City/County Population and Housing Estimates under Reports and Research Papers and then Estimates).
  3. The Department of Finance's Demographic Research Unit also provides a list of State Census Data Center Network Regional Offices.

Analysis

Upon review of demographic changes since 2010:<sup>1</sup>

- The demographic changes since the development of the CIWMP do not warrant a revision to any of the regionwide planning documents. Specifically, \_\_\_\_\_.
- These demographic changes since the development of the CIWMP warrant a revision to one or more of the countywide planning documents. Specifically, \_\_\_\_\_. See the revision schedule in Section 7.

Additional Analysis (optional)

**Section 4.2 Changes in Quantities of Waste within the County or Regional Agency; and Changes in Permitted Disposal Capacity and Waste Disposed in the County or Regional Agency**

A number of tools to facilitate the analysis and review of such changes in the waste stream are available from the following CalRecycle sources:

1. Various statewide, regional, and local disposal reports are available at <http://www.calrecycle.ca.gov/LGCentral/Reports/DRS/Default.aspx>.
  - a. CalRecycle's Disposal Reporting System tracks and reports the annual estimates of the disposal amounts for jurisdictions in California; additional California solid waste statistics are also available.
  - b. CalRecycle's Waste Flow by Destination or Origin reports include solid waste disposal, export, and alternative daily cover. They show how much waste was produced within the boundaries of an individual city, or within all of the cities comprising a county or regional agency. These data also cover what was disposed at a particular facility or at all facilities within a county or regional agency.
2. The Waste Characterization Database provides estimates of the types and amounts of materials in the waste streams of individual California jurisdictions in 1999.
3. CalRecycle's Countywide, Regionwide, and Statewide Jurisdiction Diversion Progress Report provides both summary and detailed information on compliance, diversion rates/50

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<sup>1</sup> The year of the data included in the planning documents, which is generally 1990 or 1991.

percent equivalent per capita disposal target and rates, and waste diversion program implementation for all California jurisdictions. Diversion program implementation summaries are also available at

<http://www.calrecycle.ca.gov/LGCentral/Tools/PARIS/jurpgmsu.asp> and  
<http://www.calrecycle.ca.gov/LGCentral/Reports/DiversionProgram/jurhist.aspx>.

Together, these reports help illustrate changes in the quantities of waste within the county or regional agency as well as in permitted disposal capacity. This information also summarizes each jurisdiction's progress in implementing the Source Reduction and Recycling Element (SRRE) and complying with the 50percent diversion rate requirement (now calculated as the 50 percent equivalent per capita disposal target), see Per Capita Disposal and Goal Measurement (2007 and Later) for details.

- The county or regional agency (if it includes the entire county) continues to have adequate disposal capacity (i.e., equal to or greater than 15 years).
- The county does not have 15 years remaining disposal capacity within its physical boundaries, but the Siting Element does provide a strategy<sup>2</sup> for obtaining 15 years remaining disposal capacity.
- The county does not have 15 years remaining disposal capacity and the Siting Element does not provide a strategy<sup>2</sup> for obtaining 15 years remaining disposal capacity. Attached is a revision schedule for the Siting Element (Section 7).

Analysis

- These changes in quantities of waste and changes in permitted disposal capacity since the development of the RAIWMP do not warrant a revision to any of the regionwide planning documents. Specifically, \_\_\_\_\_.
- These changes in quantities of waste and changes in permitted disposal capacity since the development of the CIWMP warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. The revision schedule(s) is included in Section 7.

Additional Analysis (optional)

**Section 4.3 Changes in Funding Source for Administration of the Siting Element (SE) and Summary Plan (SP)**

Since the approval of the CIWMP or the last Five-Year RAIWMP Review Report (whichever is most recent), the county experienced the following significant changes in funding for the SE or SP:

- \_\_\_\_\_

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<sup>2</sup> Such a strategy includes a description of the diversion or export programs to be implemented to address the solid waste capacity needs. The description shall identify the existing solid waste disposal facilities, including those outside of the county or regional agency, which will be used to implement these programs. The description should address how the proposed programs shall provide the county or regional agency with sufficient disposal capacity to meet the required minimum of 15 years of combined permitted disposal capacity.

Analysis

- There have been no significant changes in funding for administration of the SE and SP or the changes that have occurred do not warrant a revision to any of the regionwide planning documents. Specifically, \_\_\_\_\_.
- These changes in funding for the administration of the SE and SP warrant a revision to one or more of the countywide planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

\_\_\_\_\_

**Section 4.4 Changes in Administrative Responsibilities**

The regional agency experienced significant changes in the following administrative responsibilities since the approval of the CIWMP or the last Five-Year RAIWMP Review Report (whichever is most recent):

- \_\_\_\_\_

Analysis

- There have been no significant changes in administrative responsibilities or the changes in administrative responsibilities do not warrant a revision to any of the planning documents. Specifically, \_\_\_\_\_.
- These changes in administrative responsibilities warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. See Section 7 for the revision schedule(s).

Additional Analysis (optional)

\_\_\_\_\_

**Section 4.5 Programs that Were Scheduled to Be Implemented, But Were Not**

This section addresses programs that were scheduled to be implemented, but were not; why they were not implemented; the progress of programs that were implemented; a statement as to whether programs are meeting their goals; and if not, what contingency measures are being enacted to ensure compliance with Public Resources Code Section 41751.

1. Progress of Program Implementation

a. SRRE and Household Hazardous Waste Element (HHWE)

- All program implementation information has been updated in the CalRecycle Electronic Annual Report (EAR), including the reason for not implementing specific programs, if applicable.
- All program implementation information has not been updated in the EAR. Attachment \_\_\_\_\_ lists the SRRE and/or HHWE programs selected for implementation, but which have not yet been implemented, including a statement as to why they were not implemented.

b. Nondisposal Facility Element (NDFE)

- There have been no changes in the use of nondisposal facilities (based on the current NDFEs and any amendments).

- Attachment \_\_\_\_\_ lists changes in the use of nondisposal facilities (based on the current NDFEs).
- c. Countywide Siting Element (SE)  
 There have been no changes to the information provided in the current SE.  
 Attachment \_\_\_\_\_ lists changes to the information provided in the current SE.
- d. Summary Plan  
 There have been no changes to the information provided in the current SP.  
 Attachment \_\_\_\_\_ lists changes to the information provided in the current SP.
2. Statement regarding whether Programs are Meeting their Goals  
 The programs are meeting their goals.  
 The programs are not meeting their goals. The discussion that follows in the analysis section below addresses the contingency measures that are being enacted to ensure compliance with PRC Section 41751 (i.e., specific steps are being taken by local agencies, acting independently and in concert, to achieve the purposes of the California Integrated Waste Management Act of 1989) and whether the listed changes in program implementation necessitate a revision to one or more of the planning documents. \_\_\_\_\_

Analysis

- The aforementioned changes in program implementation do not warrant a revision to any of the planning documents. Specifically, \_\_\_\_\_.
- Changes in program implementation warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. The revision schedule(s) is included in Section 7.

Additional Analysis (optional)

**Section 4.6 Changes in Available Markets for Recyclable Materials**

The regional agency experienced changes in the following available markets for recyclable materials since the approval of the CIWMP or the last Five-Year RAIWMP Review Report (whichever is most recent):

**Since 2011, the Authority has worked with Recology Del Norte to expand our recycling programs to include: paperboard and egg cartons, expanded polystyrene, aluminum foil, milk cartons, and plastics #1-#7. Many of these changes were made possible because of the changes in markets for separated recyclable materials.**

Analysis

- There are no significant changes in available markets for recycled materials to warrant a revision to any of the planning documents. Specifically, \_\_\_\_\_.
- Changes in available markets for recycled materials warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_. The revision schedule(s) is included in Section 7.

Additional Analysis (optional)

**Section 4.7 Changes in the Implementation Schedule**

The following addresses changes to the regional agency's implementation schedule that are not already addressed in Section 4.5 above:

Analysis

- There are no significant changes in the implementation schedule to warrant a revision to any of the planning documents. Specifically, \_\_\_\_\_.
- Changes in the implementation schedule warrant a revision to one or more of the planning documents. Specifically, \_\_\_\_\_.

Additional Analysis (optional)

Note: Consider for each jurisdiction within the county or regional agency the changes noted in sections 4.1 through 4.7 and explain whether the changes necessitate revisions to any of the jurisdictions' planning documents.

**SECTION 5.0 OTHER ISSUES OR SUPPLEMENTARY INFORMATION (optional)**

The following addresses any other significant issues/changes in the regional agency and whether these changes affect the adequacy of the RAIWMP to the extent that a revision to one or more of the planning documents is needed:

Analysis

\_\_\_\_\_

**SECTION 6.0 ANNUAL REPORT REVIEW**

- The Annual Reports for each jurisdiction in the regional agency have been reviewed, specifically those sections that address the adequacy of the RAIWMP elements. No jurisdictions reported the need to revise one or more of these planning documents.
- The Annual Reports for each jurisdiction in the county have been reviewed, specifically those sections that address the adequacy of the CIWMP or RAIWMP elements. The following jurisdictions reported the need to revise one or more of these planning documents, as listed.  
\_\_\_\_\_

Analysis

The discussion below addresses the county's evaluation of the Annual Report data relating to planning document adequacy and includes determination regarding the need to revise one or more of the documents:

\_\_\_\_\_

**SECTION 7.0 REVISION SCHEDULE (if required)**

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# Del Norte Solid Waste Task Force

c/o Del Norte Solid Waste Management Authority  
1700 State Street, Crescent City, CA 95531  
Phone (707) 465-1100 Fax (707) 465-1300  
[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

09 December 2014

**DRAFT**

To: Del Norte Solid Waste Management Authority  
1700 State Street  
Crescent City, CA 95531

## SUBJECT: Comments for Five Year Review

Commissioners of the Del Norte Solid Waste Management Authority:

This is the official response from the Del Norte County Local Solid Waste Task Force regarding the Five Year Review of the Countywide Rural Regional Integrated Waste Management Plan, also known as a Regional Agency Integrated Waste Management Plan (RAIWMP) called for under section 40950 (a) of the California Public Resources Code.

Under section 40950 c of the California Public Resources Code, the Local Task Force has been established 'to ensure a coordinated and cost-effective regional recycling system,' doing all of the following:

1. Identify solid waste management issues of countywide or regional concern.
2. Determine the need for solid waste collection and transfer systems, processing facilities, and marketing strategies that can serve more than one jurisdiction in the region.
3. Facilitate multi-jurisdictional arrangements for marketing recyclable materials.
4. Facilitate resolution of conflicts and inconsistencies between City and County Source Reduction and Recycling Elements (SRREs).

The Del Norte County Local Solid Waste Task Force has the following comments and suggestions regarding the adopted Rural Regional Countywide Integrated Waste Management Plan adopted by the Del Norte Solid Waste Management Authority, with findings and conclusions specific to any necessary revisions to the original planning documents:

## RECYCLING:

1. The Authority staff have used the electronic annual reporting process to incorporate into the Recycling Element the new recycling programs which have been established at the Del Norte County Transfer Station, including expanded recycling of architectural coatings under a product stewardship partnership with PaintCare, recycling of carpet and carpet padding with the Carpet America Recovery Effort, recycling of all household batteries under a partnership with Call2Recycle, as well as the expanded recycling collection services offered under the new collections franchise that began in July 2011.

## EDUCATION AND PUBLIC INFORMATION:

2. The Authority's efforts to educate the Del Norte community had been supported by block grants provided through the California Department of Conservation. The discontinuation of these block grants will likely reduce the regular outreach of the Authority to promote bottle and can recycling in coming years.
3. The Authority's collections contractor, Recology Del Norte, has substantially increased the public outreach in the schools of the Del Norte County Unified School District, including both efforts required under contract and additional efforts made at Recology Del Norte's own initiative.
4. The Authority should include necessary resources within their annual budget to provide educational outreach regarding changing requirements under state law relating to product stewardship programs or other state mandates potentially impacting Del Norte's residences, businesses, industries and agencies.

## NON-DISPOSAL FACILITIES

5. The Authority should continue to support Del Norte County businesses which legally collect, process and resell recovered materials and products.
6. The Non-Disposal Facilities Element should be updated to incorporate descriptions of any reuse, repair, composting, or recycling business that processes more than two material types and is an essential element of the resource recovery infrastructure in Del Norte County.
7. Hambro/WSG now processes and disposes of leaves, grass and brush from the Del Norte County Transfer Station at out-of-County facilities. The Authority should evaluate potential strategies to foster the development of in-County facilities for processing these materials.

8. Since the opening of the Del Norte County Transfer Station in March 2011, the transfer station operations contractor Hambro/WSG has accepted Christmas trees for no charge and without compensation. Recology Del Norte also relies on Hambro/WSG waiving these fees to provide no-cost collection of Christmas Trees from their residential customers. The lack of in-County facilities to process these materials may result in program changes or increasing costs to customers in the future.

#### HOUSEHOLD HAZARDOUS WASTES (HHW)

9. The Authority should direct staff to re-assess and evaluate the overall effectiveness of the HHW Collection events as a primary tool for the collection and proper disposal of common household hazardous wastes.
10. To the extent practical, recyclable HHW should be received every day at the Del Norte County Transfer Station. The Authority's HHW programs should be expanded as necessary to receive and process universal wastes using regional resources where such use could increase convenience or reduce program cost. Charges for receiving HHW should be set and/or subsidized as necessary to deter illegal handling and/or disposal of any HHW material or product. The Local Task Force supports the use of extended producer responsibility (EPR), product stewardship, or grants to reduce customer costs and to enhance and expand regional programs for hazardous wastes and other products banned from mixed waste disposal in California.
11. For customers with hazardous wastes that cannot be readily collected at the Del Norte County Transfer Station which require immediate disposal, or which exceed household quantities, Authority staff should provide information for safe and legal disposal to the extent possible or refer such customers to companies which could potentially provide such services.
12. The Authority should continue holding annual HHW Collection events on a transitional, voluntary basis at least until more effective EPR-based collection programs have been implemented in Del Norte County.

#### OVERALL:

13. The Del Norte Solid Waste Task Force believes that it can continue to provide a valuable forum for community discussion regarding solid waste and recycling issues of regional concern and its members can assist the Authority in providing public outreach at community events.
14. Though the Authority currently has secured disposal through 13 March 2030 - more than the required 15 years of disposal capacity - negotiations to secure additional

disposal capacity should be completed in 2015 for the Authority to remain in compliance with this requirement.

These conclusions and the recommendations described in this letter were reviewed and adopted at the Del Norte Solid Waste Task Force Meeting of 08 December 2014.

AYES:

NOES:

ABSENT:

Sincerely,

(Original Signed by)  
Richard Miles, Chair  
Del Norte Solid Waste Task Force



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

[www.recycledelnorte.ca.gov](http://www.recycledelnorte.ca.gov)

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Staff Report

**Date:** 04 December 2014  
**To:** Del Norte Solid Waste Management Authority  
Commissioners  
**From:** Tedd Ward, M.S. – Acting Director / Program Manager  
Del Norte Solid Waste Management Authority  
**File Number:** 101501 – Authority Director Job Description  
**Topic:** Meeting re. Hiring Process for Authority Interim Director

At the 12 November 2014 Authority meeting, staff was directed to convene a meeting including:

Commissioner Holley,  
Commissioner Sullivan,  
County CAO Jay Sarina,  
City Manager Gene Palazzo,  
Personnel Director Joey Young,  
Legal Counsel Martha Rice,  
Authority Acting Director Ward

The purpose of this meeting will be to discuss the issues, possibilities and potential process for recruiting and hiring an Interim Director for the Del Norte Solid Waste Management Authority. This meeting is scheduled for Monday 08 December 2014, and notes from this meeting were not available when this agenda was published.

12 June 2014  
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6.2



# Del Norte Solid Waste Management Authority

1700 State Street, Crescent City, CA 95531

Phone (707) 465-1100 Fax (707) 465-1300

www.recycledelnorte.ca.gov

The Authority's mission is the management of Del Norte County solid waste and recyclable material in an environmentally sound, cost effective, efficient and safe manner while ensuring 100% regulatory compliance with law.

## Director's Report

**Date:** 10 December 2014  
**To:** Commissioners of the  
Del Norte Solid Waste Management Authority  
**From:** Tedd Ward, M.S. - Acting Director / Program Manager  
**Attachments:**  
**File:** 231501 – Authority Work Plans

**Summary:** The Del Norte Solid Waste Management Authority continues to operate the Klamath, Gasquet and Del Norte County Transfer Stations and to provide required monitoring, accounting and reports to overseeing agencies, though some of these activities and reports have been delayed due to staff shortages.

Shortly after midnight on 05 December 2014, a vehicle drove into and severely damaged one concrete panel of the Authority's front wall of the Del Norte County Transfer Station along Elk Valley Road. As this issue required the Acting Director's immediate attention on the same day the Authority agenda was published, there was further diminished staff capacity to prepare this report.

### Partial List of Significant Activities since 07 November 2014:

1. Compiled and submitted information to Smith & Newell towards the completion of the external audit of the Authority for FY 13/14. (3 hours)
2. Collected surface water samples from the Crescent City Landfill on 17 November 2014. (4 hours)
3. Collected groundwater samples with County staff for the completion of Constituent of Concern and groundwater sampling on 24 November 2014, which was due to be completed in August. This task was made somewhat more challenging with the discovery that the mechanical pump procured in August for this sampling had been stolen from the hazardous waste building. (11 hours)
4. Compiled and forwarded requests from Solid Waste Task Force regarding By-laws and vacancies to the Board of Supervisors and attended 25 November 2014 Board of Supervisor's meeting. (3 hours)
5. Drafted documents associated with CalRecycle's Five year review of the

7.1

- Authority's integrated waste management programs and worked with the Del Norte Solid Waste Task Force in preparing their comments. (8 hours)
6. Pursued CHP reports and insurance information associated with damage to a wall adjacent to Elk Valley Road at the Del Norte County Transfer Station (3 hours)
  7. Updated, copied, cut and distributed flyers promoting Treecycling. (6 hours)
  8. Replaced and installed signature pad, cordless mouse, and printer/scanner at scalehouse. (3 hours)
  9. Had several conversations with tenants and sent letter to landowners of Shangri-La Trailer Court regarding solid waste and recycling services at this location. (6 hours)
  10. Followed up with staff and Recology Del Norte regarding a fire at the Klamath Transfer Station associated with a customer emptying a barrel of ashes. (3 hours)
  11. Worked with Authority Treasurer Rich Taylor in the preparation of the Financial Transactions Report to the State Controller's Office (4 hours)
  12. Worked with Creative Information Systems and X-Charge to re-establish the Authority's ability to accept credit and debit cards at the Del Norte County Transfer Station after this function was lost after X-Charge was updated. (3 hours)
  13. Conducted quarterly scan to assure ongoing compliance with PCI standards to protect customer credit and debit card information. (2 hours)
  14. Worked with Recology Del Norte to provide information to Spencer Fine of CalRecycle regarding the Authority's compliance with respect to the statewide commercial recycling mandate. (6 hours)

**Personnel / Staffing:** All Authority-managed facilities were open during posted hours and all shifts were covered. We are coordinating staffing schedules to continue completion of ICS-100 and ICS-700 training related to emergency preparedness and incident command procedures. I am coordinating with Refuse Site Attendant Charles Steel and Hambro/WSG to repair the metal flaps and safety painting of bumper stops at the Klamath and Gasquet Transfer Stations. Two of the Authority's temporary / part-time refuse site attendants have taken other jobs to make ends meet, creating some additional scheduling challenges.

The extended medical leave of the Authority's Administrative Assistant continues to leave remaining staff overextended and/or working out of class. I have been trying (so far without success) to reach some resolution on this issue with County Personnel. In the meantime, the Authority still has our Account Clerk Lisa Babcock working out of class to fill the Administrative Assistant duties and for the past 18 months one person has been assigned all duties for both the Program Manager and Director positions. Though Refuse Site Attendant Keith Estes continues to help with accounts payable and receivable, at present the Authority remains short staffed with respect to accounting, personnel, administration, and contract oversight.

**Finances and Audits:** I am working our Acting Administrative Assistant and Treasurer Rich Taylor to collect on past-due accounts, refer them to collections, and assemble the list

of insufficient fund checks and past due commercial accounts that are unlikely to be collected so those amounts can be approved by the County Auditor to be written off the Authority's accounts in compliance with the procedures adopted in September 2013.

**Vendor Contract Management and Oversight:** I reviewed the invoice from Clean Harbors to assure that all hazardous waste disposal charges were consistent with our agreement.

**Compliance:** During a previous break-in, a mechanical pump was stolen that had been used for pumping water for sampling from five landfill groundwater wells. To complete the Constituent of Concern and groundwater sampling, a replacement pump was procured. That replacement pump was also stolen. This has delayed the Constituent of Concern and groundwater sampling, which was due to be completed in August.

**Programs / Policies:** The Five Year Review of the Authority's Regional Agency Integrated Waste Management Plan with the Del Norte Solid Waste Task Force is on schedule to be completed this month (due by January 2015).

**Concerns:** The number and intensity of tasks and reports that are being deferred by staff continue to accumulate. Some items on this agenda do not have a complete staff report as there was not staff capacity and / or time available to do so. The Authority's recently-adopted Mission statement calls for '100% regulatory compliance with law,' though this and prior Director's reports clearly demonstrate that current staffing levels do not realistically support this aspect of the adopted Mission statement.

#### **Major Activities on the 'To-Do' list:**

*I recognize that several of the items I have listed in this section have not been completed within the past few months. Still, such items remain on the 'To Do' list as time and staff capacity allows.*

1. Work with X-Charge to enable the use of credit or debit cards as a means of payment for the Authority's commercial charge account customers.
2. Complete inspection and sampling of stormwater at the Crescent City Landfill.
3. Coordinate meetings related to management of expired marine flares.
4. Personally conduct Inspections of certified oil recycling centers in Del Norte County, as required under CalRecycle's Oil Payment Program.
5. Continue to work with Creative Information Systems and X-Charge regarding partial payments using credit and debit cards, and accounting for oil payments.
6. Coordinate with staff of Sutter Coast hospital to assure that accurate and correct information is being provided to patients regarding management of expired medicines and home-generated sharps.
7. Clean out and filing the backlog of documents accumulated in the former Director's and Program Manager's offices.
8. Draft letter to the North Coast Regional Water Quality Control Board regarding the investigation wells and how data collected relates to the Authority's appeal of the Threat/Complexity rating (and WDR Fees) pertaining to the landfill.

9. Staff should be working to remove stormwater monitoring and reporting requirements associated with the Crescent City Landfill before these additional requirements become effective starting July 2015.
10. Conduct quarterly landfill gas monitoring at the Crescent City Landfill.
11. Order a replacement mechanical pump and fittings to assist with groundwater sampling, and coordinate with County staff for sampling surface water and groundwater at the Crescent City Landfill.
12. Begin data entry, analysis, and preparation of the semi-annual water quality monitoring report due to the Regional Water Quality Control Board by 15 January 2015.

Solid Waste  
**Balance Sheet**  
October 31, 2014

**Unaudited**

**ASSETS**

422 010 00000	Cash Solid Waste	581,918.94
422 010 00300	Imprest Cash	3,500.00
422 010 00500	I Bank Loan Deposit Held by County	198,177.17
422 010 03200	Land	493,000.00
422 010 03300	Transfer Station	3,266,990.64
422 010 03400	Equipment	158,443.55
422 010 03410	Buildings & Improvements	141,638.89
422 010 03440	Accum Depr Equipment	(155,589.00)
422 010 03450	Accum Depr Bldg & Improv	(87,556.00)
422 010 03460	Accum Depr Transfer Station	(755,527.00)
	Total Assets	<u><u>3,844,997.19</u></u>

**LIABILITIES AND FUND EQUITY**

422 010 05210	Sublease Payable	2,927,831.58
422 010 05300	Compensated Absences Payable	39,330.71
422 010 05500	Post Closure Liability	2,226,050.00
422 010 05600	Net OPEB Obligation	139,766.00
422 010 07100	Fund Balance	(2,191,377.77)
422 010 09600	Investment in Capital Assets net of related debt	529,203.00
	Revenue	868,282.03
	Expenditure	(694,088.36)
	Total Liabilities and Fund Equity	<u><u>3,844,997.19</u></u>

Solid Waste

Statement of Revenues and Expenditures  
4 Months Ended 10/31/2014

	CURRENT MONTH ACTUAL	YTD ACTUAL	YTD BUDGET	YTD VARIANCE	% EXPENDED
<b>Revenues:</b>					
422-421-90153 Franchise Fees	20,576.00	60,143.00	247,725.00	(187,582.00)	24.28%
422-421-90210 Code Enforcement	0.00	0.00	500.00	(500.00)	0.00%
422-421-90300 Interest - Solid Waste	833.99	833.99	1,605.00	(771.01)	51.96%
422-421-91003 Gate Tipping Fees	157,203.80	519,082.64	1,734,000.00	(1,214,917.36)	29.94%
422-421-91004 Authority Service Fees	84,628.24	287,900.10	959,552.00	(671,651.90)	30.00%
422-421-91121 Misc Reimbursements	0.00	75.00	1,000.00	(925.00)	7.50%
422-421-90650-061 Oil Grant 13/14	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-90650-075 Oil Grant - 14/15	0.00	0.00	15,000.00	(15,000.00)	0.00%
422-421-91003-099 Gate Tipping Fees - Prior Yr	131.26	131.26	0.00	131.26	0.00%
422-421-91004-099 DNSWMA Tipping Fees - Prior Yr	66.04	66.04	0.00	66.04	0.00%
422-421-91121-123 Bad Check Fee Reimb	0.00	50.00	0.00	50.00	0.00%
422-421-91129-068 DOC Grant 13/14	0.00	0.00	15,000.00	(15,000.00)	0.00%
<b>Total Revenues</b>	<b>263,439.33</b>	<b>868,282.03</b>	<b>2,989,382.00</b>	<b>(2,121,099.97)</b>	<b>29.05%</b>
<b>Expenses:</b>					
422-421-10010 Payroll	24,543.40	64,158.95	288,931.00	224,772.05	22.21%
422-421-10012 Overtime	0.00	646.20	500.00	(146.20)	129.24%
422-421-10015 Part-time/Temp	2,281.06	12,869.71	16,600.00	3,730.29	77.53%
422-421-10020 Retirement	7,174.28	19,371.92	83,331.00	63,959.08	23.25%
422-421-10030 Employee Benefits	255.50	23,238.65	82,899.00	59,660.35	28.03%
422-421-10033 Employee Life Insurance	24.00	72.00	331.00	259.00	21.75%
422-421-10035 Management Life Insurance	42.21	166.80	920.00	753.20	18.13%
422-421-10040 Worker's Compensation	0.00	6,548.01	26,890.00	20,341.99	24.35%
<b>Total Salaries and Benefits</b>	<b>34,320.45</b>	<b>127,072.24</b>	<b>500,402.00</b>	<b>373,329.76</b>	<b>25.39%</b>
422-421-20121 Communications	359.28	861.00	3,220.00	2,359.00	26.74%
422-421-20140 Household Expense	728.14	3,055.86	3,725.00	669.14	82.04%
422-421-20150 Insurance-Office	540.75	1,620.75	6,450.00	4,829.25	25.13%
422-421-20152 Vehicle Insurance	1,080.00	1,080.00	1,587.00	507.00	68.05%
422-421-20155 Liability Insurance	0.00	400.00	1,600.00	1,200.00	25.00%
422-421-20170 Maintenance-Equipment	0.00	28.86	350.00	321.14	8.25%
422-421-20171 Maintenance-Vehicles	197.53	197.53	500.00	302.47	39.51%
422-421-20175 Maintenance-Computers	0.00	0.00	500.00	500.00	0.00%
422-421-20180 Maint-Structures/Improvements & TSM	0.00	0.00	250.00	250.00	0.00%
422-421-20200 Memberships	0.00	1,000.00	1,500.00	500.00	66.67%
422-421-20221 Printing	0.69	8.49	0.00	(8.49)	0.00%
	109.14	135.40	1,400.00	964.60	31.10%

422-421-10033	Employee Life Insurance	24.00	72.00	331.00	259.00	21.75%
422-421-10035	Management Life Insurance	42.21	166.80	920.00	753.20	18.13%
422-421-10040	Worker's Compensation	0.00	6,548.01	26,890.00	20,341.99	24.35%
<b>Total Salaries and Benefits</b>		<b>34,320.45</b>	<b>127,072.24</b>	<b>500,402.00</b>	<b>373,329.76</b>	<b>25.39%</b>
422-421-20121	Communications	359.28	861.00	3,220.00	2,359.00	26.74%
422-421-20140	Household Expense	728.14	3,055.86	3,725.00	669.14	82.04%
422-421-20150	Insurance-Office	540.75	1,620.75	6,450.00	4,829.25	25.13%
422-421-20152	Vehicle Insurance	1,080.00	1,080.00	1,587.00	507.00	68.05%
422-421-20155	Liability Insurance	0.00	400.00	1,600.00	1,200.00	25.00%
422-421-20170	Maintenance-Equipment	0.00	28.86	350.00	321.14	8.25%
422-421-20171	Maintenance-Vehicles	197.53	197.53	500.00	302.47	39.51%
422-421-20175	Maintenance-Computers	0.00	0.00	500.00	500.00	0.00%
422-421-20180	Maint-Structures/Improvements & T S M	0.00	0.00	250.00	250.00	0.00%
422-421-20200	Memberships	0.00	1,000.00	1,500.00	500.00	66.67%
422-421-20221	Printing	0.69	8.49	0.00	(8.49)	0.00%
422-421-20223	Postage	108.11	435.40	1,400.00	964.60	31.10%
422-421-20224	Office Supplies	609.99	1,517.97	4,500.00	2,982.03	33.73%
422-421-20227	Books/Subscriptions	0.00	0.00	200.00	200.00	0.00%
422-421-20230	Prof Serv-Co/City	27.50	298.68	10,000.00	9,701.32	2.99%
422-421-20231	Prof Serv	275.80	7,147.60	15,000.00	7,852.40	47.65%
422-421-20232	Prof Serv-Well Monitoring	0.00	0.00	61,360.00	61,360.00	0.00%
422-421-20233	Audit	0.00	0.00	9,500.00	9,500.00	0.00%
422-421-20234	Legal Counsel	728.00	4,386.20	12,000.00	7,613.80	36.55%
422-421-20235	Treasurer	1,360.00	3,620.00	4,500.00	880.00	80.44%
422-421-20236	Security	0.00	72.00	500.00	428.00	14.40%
422-421-20237	Credit Card Service Fees	848.03	4,372.87	8,500.00	4,127.13	51.45%
422-421-20238	TS Collection	2,403.96	8,487.36	25,500.00	17,012.64	33.28%
422-421-20239	Transfer Station Operations	161,680.05	336,986.58	1,774,000.00	1,437,013.42	19.00%
422-421-20240	Advertising/Publications	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20250	Lease of Equipment	510.42	1,171.09	3,500.00	2,328.91	33.46%
422-421-20251	Lease - Gasquet Transfer Station	0.00	0.00	700.00	700.00	0.00%
422-421-20270	Minor Equipment	0.00	0.00	4,000.00	4,000.00	0.00%
422-421-20280	Delivery Service	0.00	126.00	600.00	474.00	21.00%
422-421-20281	Household Hazardous Waste Event	825.00	825.00	32,000.00	31,175.00	2.58%
422-421-20283	Community Clean-up	452.24	1,356.72	5,200.00	3,843.28	26.09%
422-421-20285	Special Dept Expense	100.00	944.00	1,700.00	756.00	55.53%
422-421-20286	Cash Over/Under	(34.30)	72.94	187.00	114.06	39.01%
422-421-20288	City Collections	1,559.44	4,678.32	16,500.00	11,821.68	28.35%
422-421-20290	Travel	359.52	778.96	2,000.00	1,221.04	38.95%
422-421-20297	Vehicle Fuel	45.76	634.07	2,400.00	1,765.93	26.42%
422-421-20301	State Fees	0.00	0.00	62,776.00	62,776.00	0.00%
422-421-20221-055	Printing	0.00	0.00	400.00	400.00	0.00%
422-421-20221-061	Printing-Oil Grant 13/14	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20221-068	Printing- DOC 13/14	0.00	0.00	400.00	400.00	0.00%
422-421-20221-075	Printing - Oil Grant 14/15	0.00	0.00	1,000.00	1,000.00	0.00%
422-421-20239-001	Post Closure Maintenance	711.99	2,840.52	8,000.00	5,159.48	35.51%
422-421-20240-061	Advertising Oil Grant 13/14	970.00	1,320.00	3,500.00	2,180.00	37.71%
422-421-20240-068	Advertising - DOC 13/14	0.00	0.00	2,600.00	2,600.00	0.00%
422-421-20240-075	Advertising - Oil Grant 14/15	0.00	0.00	3,500.00	3,500.00	0.00%

422-421-20285-061	Special Dept Exp-Oil Grant 13/14	0.00	2,376.00	6,500.00	4,124.00	36.55%
422-421-20285-068	Spec Dept Exp - DOC 13/14	0.00	0.00	6,000.00	6,000.00	0.00%
422-421-20285-075	Spec Dept Exp - Oil Grant 14/15	0.00	0.00	6,500.00	6,500.00	0.00%
422-421-20290-061	Travel - Oil Grant 13/14	0.00	1,061.36	1,000.00	(61.36)	106.14%
422-421-20290-068	Travel - DOC 13/14	0.00	0.00	2,000.00	2,000.00	0.00%
422-421-20290-075	Travel - Oil Grant 14/15	0.00	0.00	1,000.00	1,000.00	0.00%
	<b>Total Services and Supplies</b>	176,447.90	393,762.13	2,122,605.00	1,728,842.87	18.55%
422-421-30490	Depreciation Expense	0.00	0.00	97,975.00	97,975.00	0.00%
	<b>Total Other Charges</b>	0.00	0.00	97,975.00	97,975.00	0.00%
	<b>Total Fixed Assets</b>	0.00	0.00	0.00	0.00	0.00%
422-421-70800	ARC Payment OPEB	0.00	0.00	11,125.00	11,125.00	0.00%
422-421-81000	Contingency	0.00	0.00	3,000.00	3,000.00	0.00%
422-421-70530-025	Interfund-Repayment to County	157,359.99	157,359.99	202,633.00	45,273.01	77.66%
422-421-70530-199	Interfund-Cost Plan	3,961.00	15,844.00	51,639.00	35,795.00	30.68%
422-421-70910-123	Op Trans Out Bad Check Fee	0.00	50.00	0.00	(50.00)	0.00%
	<b>Total Intrafund Transfers</b>	161,320.99	173,253.99	268,397.00	95,143.01	64.55%
	<b>Total Expenses</b>	372,089.34	694,088.36	2,989,379.00	2,295,290.64	23.22%
	<b>Revenues Over (Under) Expenditures</b>	(108,650.01)	174,193.67	3.00	174,190.67	#####



**DNSWMA  
GRAND TOTALS  
NOVEMBER 2014**

	<b>Amount to 422-421 91003</b>	<b>Amount to 422-421 91004</b>	<b>TOTAL AMOUNT</b>
	<b>66.53%</b>	<b>33.47%</b>	
DNCTS Cash Total	29,118.79	14,649.12	<b>43,767.91</b>
DNCTS Charge Total	92,233.15	46,400.78	<b>138,633.93</b>
DNCTS Credit/Debit	17,236.00	8,671.11	<b>25,907.11</b>
<b>DNCTS Totals</b>	<b>138,587.94</b>	<b>69,721.01</b>	<b>208,308.95</b>
Klamath Cash Total		3,009.43	<b>3,009.43</b>
Klamath Charge Total		135.87	<b>135.87</b>
<b>Klamath Totals</b>		<b>3,145.30</b>	<b>3,145.30</b>
Gasquet Cash Total		1,550.62	<b>1,550.62</b>
Gasquet Charge Total		11.59	<b>11.59</b>
<b>Gasquet Totals</b>		<b>1,562.21</b>	<b>1,562.21</b>
Adjustments			
<b>GRAND TOTALS</b>	<b>138,587.94</b>	<b>74,428.52</b>	<b>213,016.46</b>

7.4

**MONTHLY SPLIT SHEET  
DNSWMA TRANSFER STATION  
MONTH: NOVEMBER 2014**

Date	Cash	Checks	Cash/Check Total	Visa	Master	Discover	AmExp	Credit Card Total	Charges	Grand Total	66-53% 91003	33.47% 91004	20286	Total
1	\$ 2,080.61	\$ 462.64	\$ 2,543.25	\$ 1,140.45	\$ 12.80			\$ 1,153.25	\$ 662.84	\$ 4,359.34	\$ 1,692.02	\$ 851.23	\$ (0.40)	\$ 2,542.85
2	\$ 1,843.73	\$ 281.36	\$ 2,125.09	\$ 1,333.75	\$ 45.51		\$ 15.65	\$ 1,394.91	\$ 1,003.72	\$ 4,523.72	\$ 1,413.82	\$ 711.27	\$ 0.14	\$ 2,125.23
3	\$ 1,416.07	\$ 298.71	\$ 1,714.78	\$ 1,008.94		\$ 9.96		\$ 1,018.90	\$ 10,456.99	\$ 13,190.67	\$ 1,140.84	\$ 573.94		\$ 1,714.78
4	\$ 1,074.38	\$ 185.74	\$ 1,260.12	\$ 650.09	\$ 22.76			\$ 672.85	\$ 8,319.04	\$ 10,252.01	\$ 838.36	\$ 421.76	\$ (0.20)	\$ 1,259.92
5	\$ 1,091.44	\$ 147.33	\$ 1,238.77	\$ 508.81	\$ 17.86			\$ 526.67	\$ 5,545.51	\$ 7,310.95	\$ 824.15	\$ 414.62		\$ 1,238.77
6	\$ 698.40	\$ 266.89	\$ 965.29	\$ 615.35	\$ 151.13			\$ 766.48	\$ 4,397.74	\$ 6,129.51	\$ 642.21	\$ 323.08		\$ 965.29
7	\$ 1,185.04	\$ 27.19	\$ 1,212.23	\$ 927.93	\$ 45.52			\$ 973.45	\$ 10,225.31	\$ 12,410.99	\$ 806.50	\$ 405.73	\$ 0.02	\$ 1,212.25
8	\$ 1,517.60	\$ 579.91	\$ 2,097.51	\$ 940.61	\$ 19.90		\$ 100.99	\$ 1,061.50	\$ 317.29	\$ 3,476.30	\$ 1,395.47	\$ 702.04	\$ 0.21	\$ 2,097.72
9	\$ 1,907.97	\$ 609.95	\$ 2,517.92	\$ 805.33	\$ 4.27			\$ 809.60	\$ 210.27	\$ 3,537.79	\$ 1,675.17	\$ 842.75	\$ (0.01)	\$ 2,517.91
10	\$ 1,649.66	\$ 210.88	\$ 1,860.54	\$ 1,672.93	\$ 235.94	\$ 9.96	\$ 18.49	\$ 1,937.32	\$ 8,598.37	\$ 12,396.23	\$ 1,237.82	\$ 622.72	\$ 0.14	\$ 1,860.68
11	\$ 1,539.69	\$ 501.06	\$ 2,040.75	\$ 1,778.34	\$ 17.07			\$ 1,795.41	\$ 5,214.11	\$ 9,050.27	\$ 1,357.71	\$ 683.04	\$ 0.14	\$ 2,040.89
12	\$ 1,400.85	\$ 720.43	\$ 2,121.28	\$ 648.56	\$ 21.33		\$ 35.70	\$ 705.59	\$ 6,172.70	\$ 8,999.57	\$ 1,411.29	\$ 709.99	\$ 0.10	\$ 2,121.38
13	\$ 742.04	\$ 92.46	\$ 834.50	\$ 1,162.83	\$ 35.56			\$ 1,198.39	\$ 4,819.01	\$ 6,851.90	\$ 555.19	\$ 279.31	\$ 0.20	\$ 834.70
14	\$ 921.06	\$ 167.77	\$ 1,088.83	\$ 323.02	\$ 216.20		\$ 34.14	\$ 573.36	\$ 6,250.34	\$ 7,912.53	\$ 724.40	\$ 364.43	\$ 0.28	\$ 1,089.11
15	\$ 1,676.09	\$ 169.95	\$ 1,846.04	\$ 531.92	\$ 633.49			\$ 1,165.41	\$ 688.25	\$ 3,699.70	\$ 1,228.17	\$ 617.87	\$ 0.40	\$ 1,846.44
16	\$ 1,375.35	\$ 219.21	\$ 1,594.56	\$ 639.20	\$ 18.49	\$ 15.16		\$ 672.85	\$ 1,028.38	\$ 3,295.79	\$ 1,060.86	\$ 533.70	\$ (0.70)	\$ 1,593.86
17	\$ 1,011.14	\$ 175.48	\$ 1,186.62	\$ 971.48	\$ 15.63		\$ 12.80	\$ 999.91	\$ 8,352.47	\$ 10,539.00	\$ 789.46	\$ 397.16	\$ (0.30)	\$ 1,186.32
18	\$ 1,004.61	\$ 395.50	\$ 1,400.11	\$ 907.17	\$ 470.71			\$ 1,377.88	\$ 6,348.21	\$ 9,126.20	\$ 931.49	\$ 468.62	\$ 0.89	\$ 1,401.00
19	\$ 654.00	\$ 201.24	\$ 855.24	\$ 509.58	\$ 186.96			\$ 696.54	\$ 5,586.37	\$ 7,138.15	\$ 568.99	\$ 286.25	\$ 0.07	\$ 855.31
20	\$ 838.44	\$ 34.74	\$ 873.18	\$ 480.44				\$ 480.44	\$ 5,525.90	\$ 6,879.52	\$ 580.93	\$ 292.25		\$ 873.18
21	\$ 1,136.87	\$ 247.26	\$ 1,384.13	\$ 174.90	\$ 22.75			\$ 197.65	\$ 5,885.95	\$ 7,467.73	\$ 920.86	\$ 463.27	\$ 3.02	\$ 1,387.15
22	\$ 1,276.34	\$ 272.60	\$ 1,548.94	\$ 986.94	\$ 9.96			\$ 996.90	\$ 381.78	\$ 2,927.62	\$ 1,030.51	\$ 518.43	\$ 0.05	\$ 1,548.99
23	\$ 1,282.02	\$ 93.88	\$ 1,375.90	\$ 870.97	\$ 12.80			\$ 883.77	\$ 958.69	\$ 3,218.36	\$ 915.39	\$ 460.51	\$ 0.09	\$ 1,375.99
24	\$ 1,138.71	\$ 123.83	\$ 1,262.54	\$ 450.89	\$ 8.53		\$ 7.11	\$ 466.53	\$ 8,012.17	\$ 9,741.24	\$ 839.97	\$ 422.57	\$ 0.11	\$ 1,262.65
25	\$ 865.37	\$ 270.11	\$ 1,135.48	\$ 414.67	\$ 12.80		\$ 147.93	\$ 575.40	\$ 5,421.78	\$ 7,132.66	\$ 755.43	\$ 380.05	\$ 3.38	\$ 1,138.86
26	\$ 1,525.95	\$ 218.53	\$ 1,744.48	\$ 951.11	\$ 32.71		\$ 28.45	\$ 1,012.27	\$ 6,321.68	\$ 9,078.43	\$ 1,160.60	\$ 583.88	\$ 0.12	\$ 1,744.60
27	\$ 800.67	\$ 29.87	\$ 830.54	\$ 378.73				\$ 378.73	\$ 6,807.93	\$ 8,017.20	\$ 552.56	\$ 277.98	\$ 0.08	\$ 830.62
29	\$ 1,453.55	\$ 304.89	\$ 1,758.44	\$ 850.86	\$ 8.53			\$ 859.39	\$ 4,940.49	\$ 7,558.32	\$ 1,169.89	\$ 588.55	\$ (0.12)	\$ 1,758.32
30	\$ 1,232.65	\$ 118.20	\$ 1,350.85	\$ 555.76				\$ 555.76	\$ 180.64	\$ 2,087.25	\$ 898.72	\$ 452.13	\$ (9.97)	\$ 1,340.88
TOTALS	\$ 36,340.30	\$ 7,427.61	\$ 43,767.91	\$ 23,191.56	\$ 2,279.21	\$ 35.08	\$ 401.26	\$ 25,907.11	\$ 138,633.93	\$ 208,308.95	\$ 29,118.79	\$ 14,649.12	\$ (2.26)	\$ 43,766.65

**DAILY TICKET REPORT  
 DNSWMA TRANSFER STATION  
 MONTH: NOVEMBER 2014**

<b>Date</b>	<b>BEGIN</b>	<b>END</b>	<b>VOIDED TICKETS</b>	<b>TICKET COUNT</b>
1	788047	788271	2	223
2	788272	788492		221
3	788493	788675		183
4	788676	788823	1	147
5	788824	788979	1	155
6	788980	789080		101
7	789081	789240		160
8	789241	789428	1	187
9	789429	789591	1	162
10	789592	789782	1	190
11	789783	789941	1	158
12	789942	790113	2	170
13	790114	790233	1	119
14	790234	790359	2	124
15	790360	790528		169
16	790529	790691		163
17	790692	790848	1	156
18	790849	790999	1	150
19	791000	791113	1	113
20	791114	791214		101
21	791215	791313	1	98
22	791314	791474	1	160
23	791475	791614		140
24	791615	791775	2	159
25	791776	791908	1	132
26	791909	792102	1	193
27	792103	792102		0
28	792103	792189		87
29	792190	792366	1	176
30	792367	792505		139
<b>TOTAL</b>			<b>23</b>	<b>4436</b>

**DNSWMA**

**KLAMATH TRANSFER STATION - CASH**

**NOVEMBER 2014**

<b>Date</b>	<b>Amount to 422-421-</b>	<b>TOTAL CASH</b>
	<b>91004</b>	<b>AMOUNT</b>
November 2, 2014	536.87	536.87
November 5, 2014	233.40	233.40
November 9, 2014	532.34	532.34
November 12, 2014	147.34	147.34
November 16, 2014	451.49	451.49
November 19, 2014	186.12	186.12
November 23, 2014	268.67	268.67
November 26, 2014	321.28	321.28
November 30, 2014	331.92	331.92
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
<b>TOTALS</b>	<b>3,009.43</b>	<b>3,009.43</b>



**DNSWMA****GASQUET TRANSFER STATION - CASH****NOVEMBER 2014**

<b>Date</b>	<b>Amount to 422-421- 91004</b>	<b>TOTAL CASH AMOUNT</b>
November 1, 2014	364.58	364.58
November 8, 2014	317.36	317.36
November 15, 2014	199.94	199.94
November 22, 2014	199.50	199.50
November 29, 2014	469.24	469.24
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
<b>TOTALS</b>	<b>1,550.62</b>	<b>1,550.62</b>





Source 2013/2014  
**Franchise Fee** Actual Annual

**2014/2015**

Budget/Month \$ 20,643.75 \$  
 Budget/Year \$ 247,725.00

Actual/Month		Comparison FY 13/14	Actual/Month		Over/Under Budget
July	\$ 19,964.00	\$ (844.00)	July	\$ 19,120.00	\$ (1,523.75)
August	\$ 19,902.00	\$ 545.00	August	\$ 20,447.00	\$ (196.75)
September	\$ 20,871.00	\$ (296.00)	September	\$ 20,575.00	\$ (68.75)
October	\$ 20,538.00	\$ 614.00	October	\$ 21,152.00	\$ 508.25
November	\$ 20,103.00	\$ (604.00)	November	\$ 19,499.00	\$ (1,144.75)
December	\$ 20,453.00	\$ -	December		\$ -
January	\$ 20,420.00	\$ -	January		\$ -
February	\$ 20,022.00	\$ -	February		\$ -
March	\$ 19,503.00	\$ -	March		\$ -
April	\$ 19,276.00	\$ -	April		\$ -
May	\$ 21,261.00	\$ -	May		\$ -
June	\$ 20,267.00	\$ -	June		\$ -
Total	\$ 242,580.00	\$ (585.00)	Total	\$ 100,793.00	\$ (2,425.75)