

# **ALLAN COMPANY MATERIAL RECOVERY FACILITY**

## **TRANSFER/PROCESSING REPORT**

*Prepared for:*

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*January 2010, Revised April 2010*

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ALLAN COMPANY MRF - BALDWIN PARK

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## 1.0 FACILITY OVERVIEW

### INTRODUCTION

This document has been prepared in accordance with Title 14, Section 18221.6 of the California Code of Regulations (CCR), which lists the specific requirements for inclusion in a Transfer/Processing Report (TPR). This TPR describes the design and operation of the Allan Company facility located in the City of Baldwin Park, which is an existing commercial recycling center, buyback center, and curbside processor of recyclables with an existing Temporary Solid Waste Facility Permit.

### Summary of Facility Information

<b>Name of Facility:</b>	Allan Company Material Recover Facility (MRF)
<b>Facility Address:</b>	14604-14618 Arrow Highway Baldwin Park, CA 91706 (Processing Facility)  14620 and 14634 Joanbridge Street Baldwin Park, CA 91706 (Office)  5115 and 5129 Bleeker Street Baldwin Park, CA 91706 (Maintenance/Parking)
<b>APN</b>	8414-006-008; 8414-006-009; 8414-006-010; 8414-006-031
<b>Solid Waste Facility Permit No.</b>	19-AA-1105 (Temporary Permit)
<b>Permitted Capacity:</b>	750 Tons Per Day (TPD)
<b>Design Capacity:</b>	960 TPD
<b>Land Owner/Operator/Address</b>	Stephen A Young 75% Stephen A Young III Trust 25% Parcel 8414-006-008/14604 Arrow Highway Cedarwood Young Company
<b>Where Legal Notice May Be Served</b>	Cedarwood Young dba Allan Company 14620 Joanbridge Street Baldwin Park, CA 91706

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## SITE LOCATION

The Allan Company MRF consists of a processing facility, an office, and a maintenance and parking area. The processing facility is located at 14604-14618 Arrow Highway and 14635 Joanbridge; the office and parking are located at 14530, 14620 and 14634 Joanbridge Street; and the maintenance and parking areas are located at 5115 and 5129 Bleeker Street, all located in the City of Baldwin Park, CA. **Figure 1**, Vicinity Map, shows the location of the facility.

The entire facility, covering a total of 6.69 acres and zoned I (industrial), is surrounded by compatible industrial land uses, with the exception of residential uses south of the office. See **Figure 2**, Radius Map (1,000 ft radius).

## SITE PLAN DESCRIPTIONS

### Site Plans

See **Figure 3**, Site Plan - Entire Operation; and **Figure 4**, Site Plan – Processing Yard Traffic Flow.

### Adjacent Land Uses

As shown previously, surrounding zoning is mainly industrial (I). There is however, a residential zone located to the south of the site, within the 1,000 ft radius. However, this residential area is shielded from the processing yard by the office building and parking. To the north of the site, across from Arrow Highway is the City of Irwindale's Santa Fe Dam Recreational Area. See **Figures 2 and 3**.

### Service Area

The facility services the City of Baldwin Park, other local cities, and some Los Angeles County Unincorporated areas.

## NATURE AND QUANTITY OF WASTES

### **Waste Types**

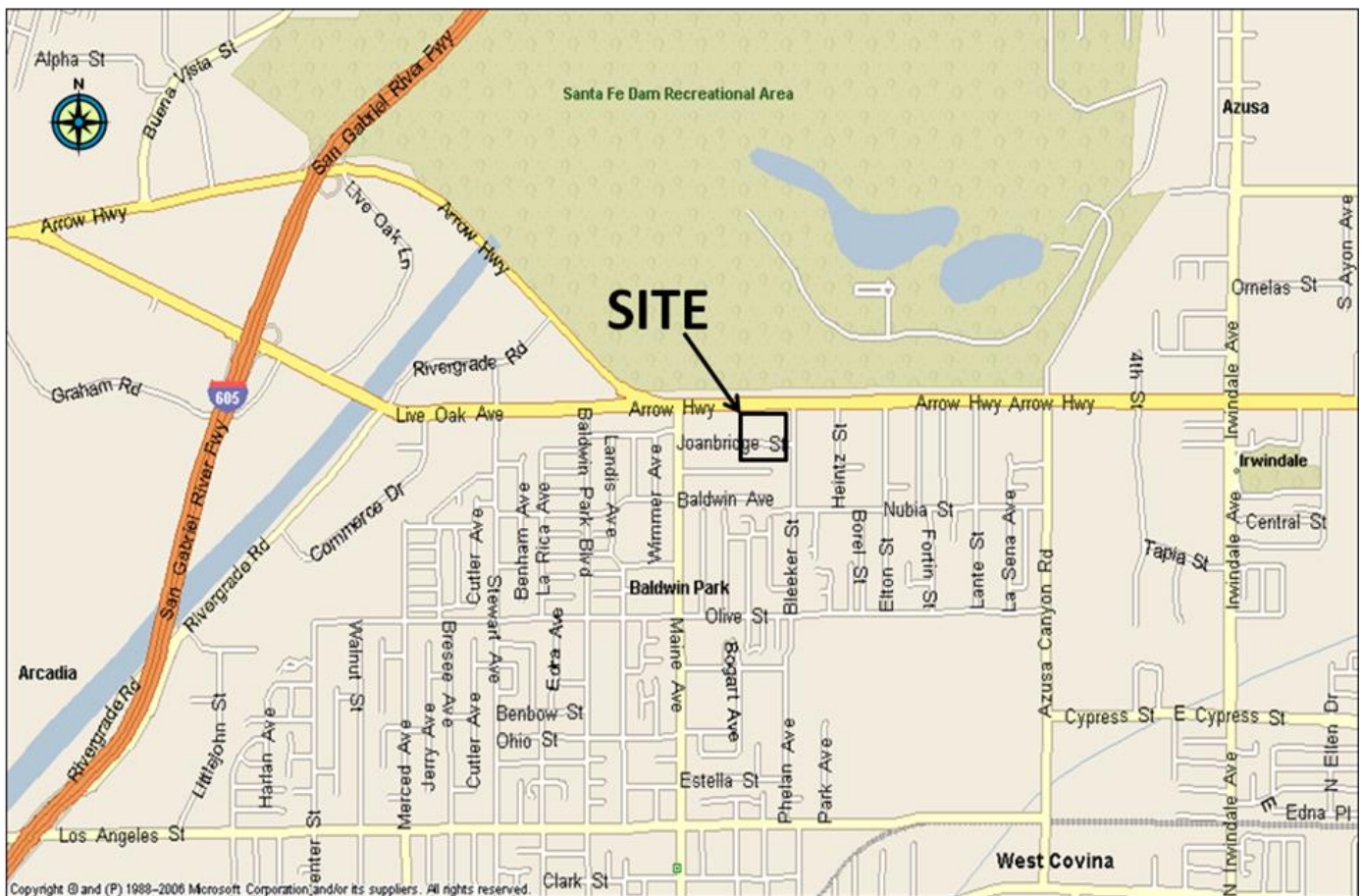
Only non-hazardous material is accepted at the facility. This includes source-separated recyclable materials from curbside-collection programs, multi-family programs, commercial accounts, or other recycling programs.

No designated, special, medical, liquid, hazardous or radioactive wastes are accepted at the facility. A Hazardous Waste Load Checking Program has been implemented to enforce this policy. A copy of this program is included as **Appendix A**.

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**FIGURE 1**  
**VICINITY MAP**

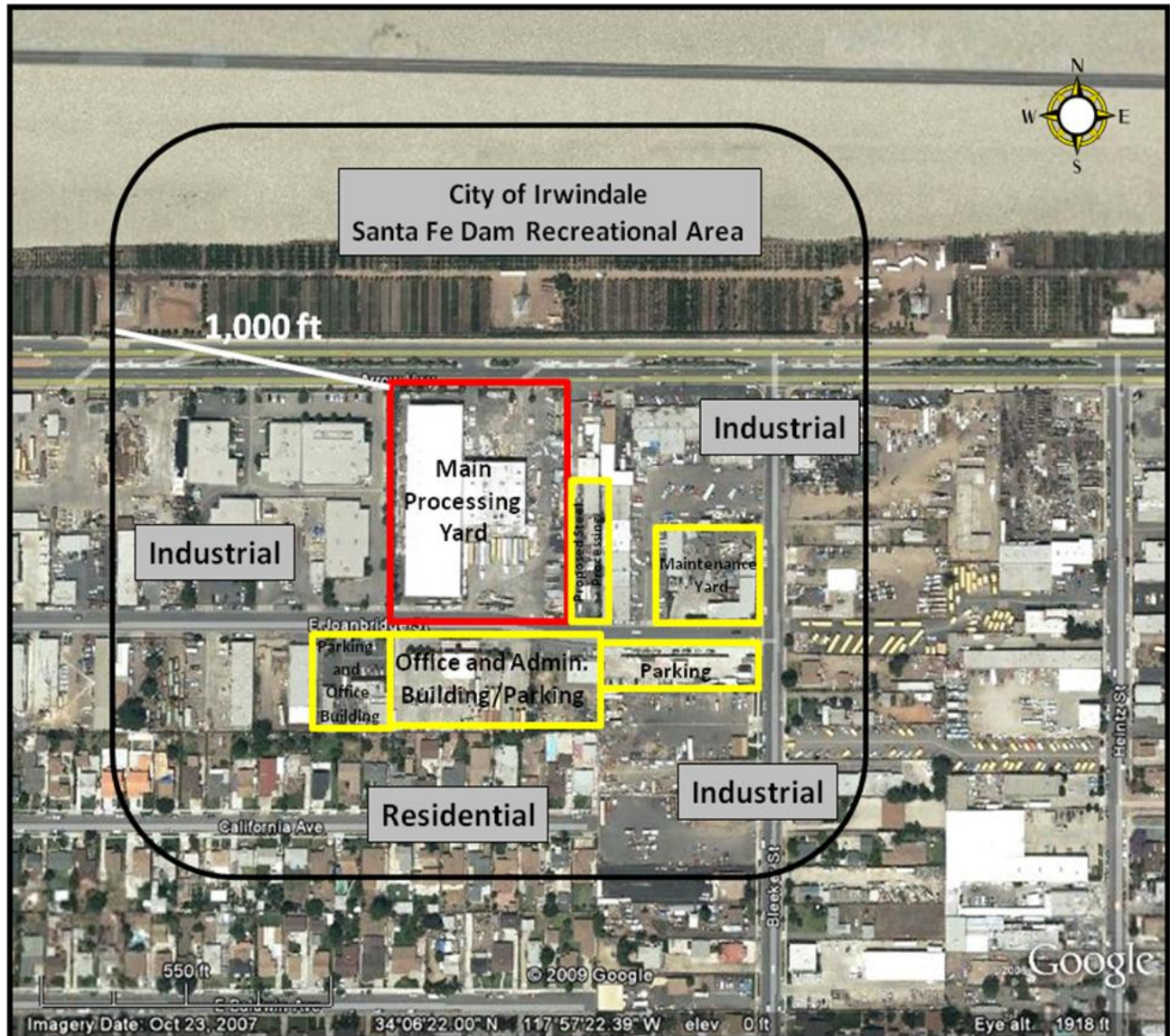




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**FIGURE 2**  
**RADIUS MAP**

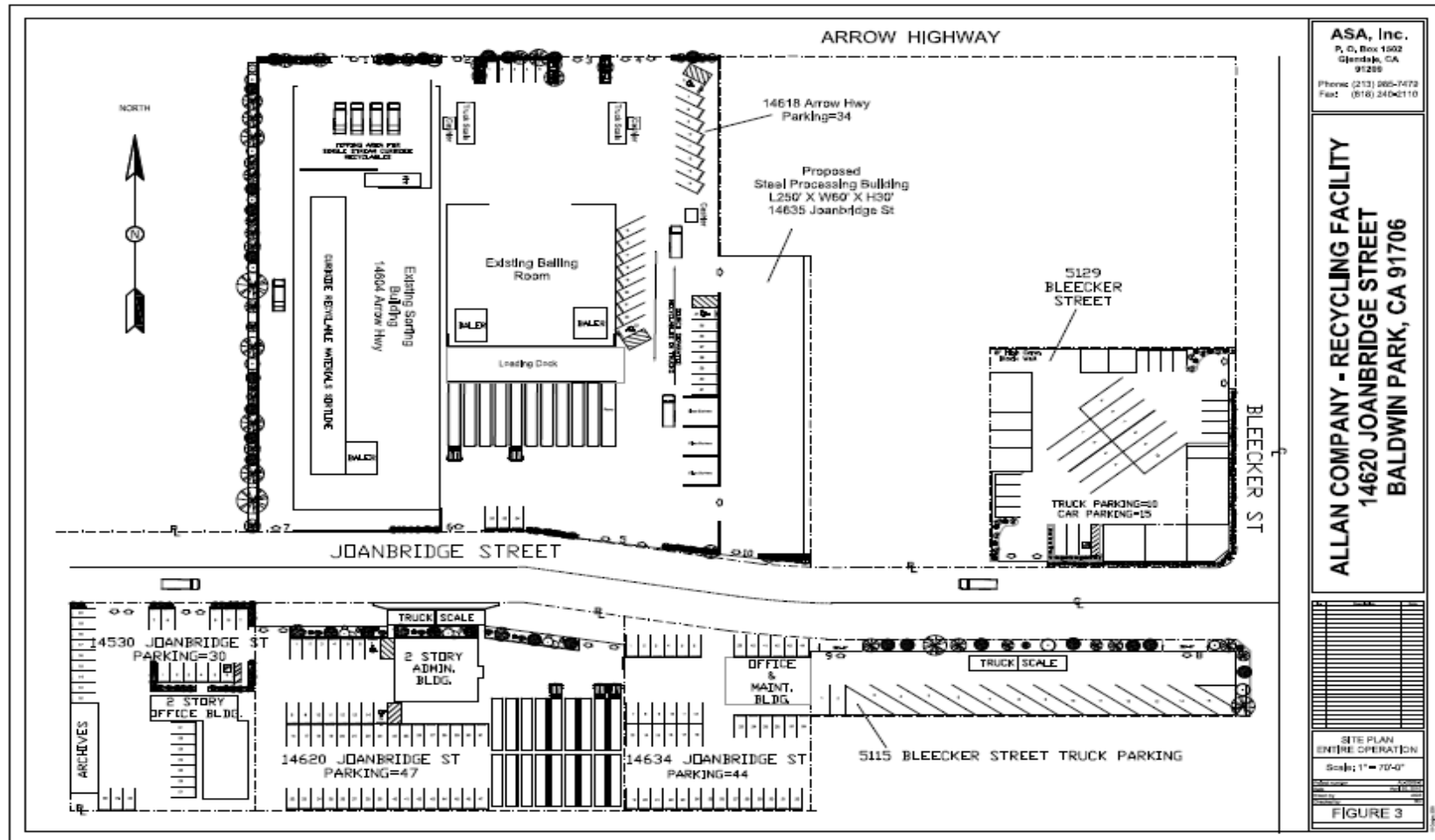




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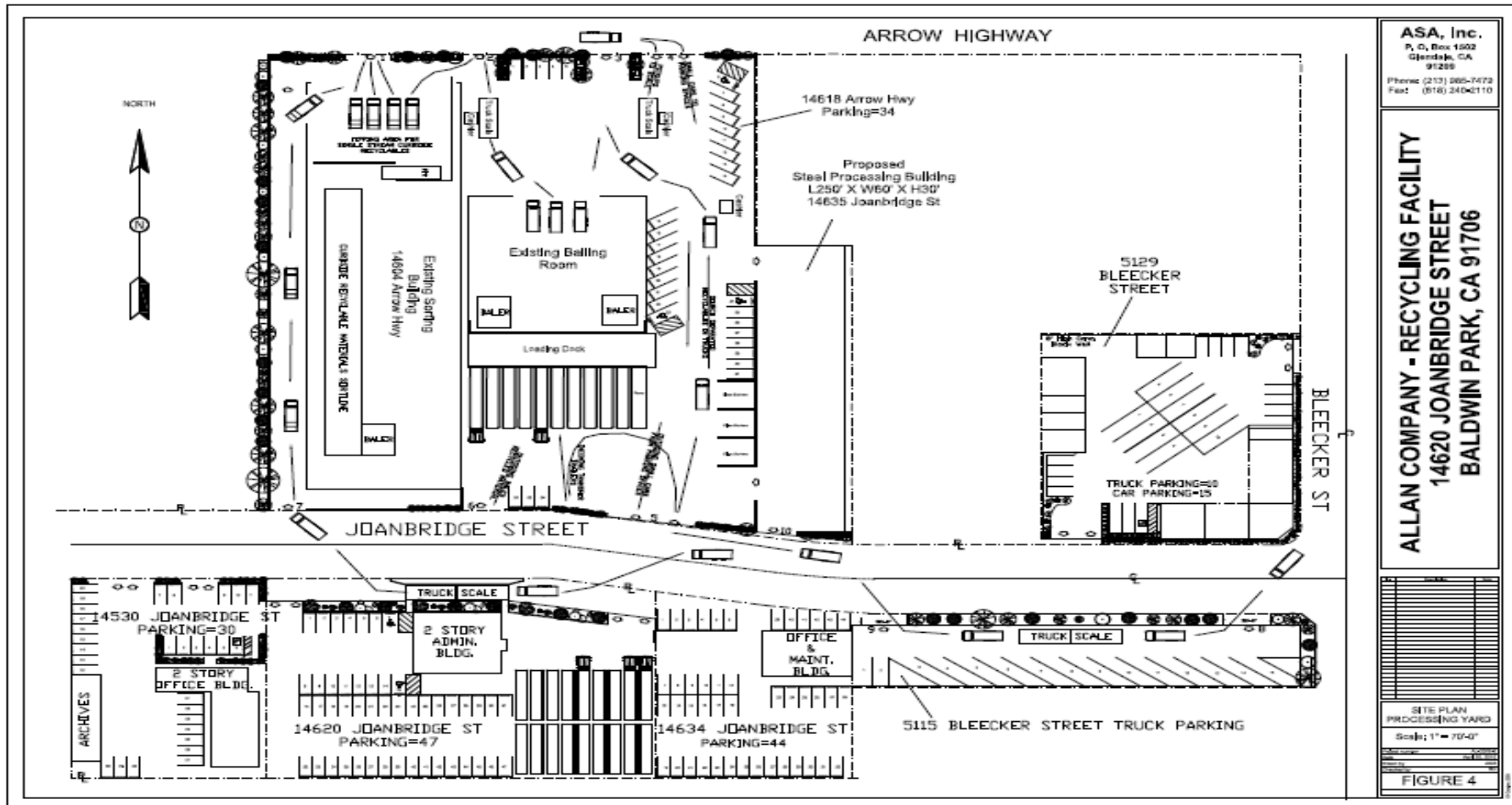
**FIGURE 3**  
**SITE PLAN-ENTIRE OPERATION**



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**FIGURE 4**  
**SITE PLAN – PROCESSING YARD TRAFFIC FLOW**



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## Waste Quantities

The facility is designed for an ultimate peak throughput of 960 TPD, and will be permitted at this time for a maximum of 750 TPD. The anticipated average annual throughput over the first five years is 236,964 tons, as shown in **Table 1**. This annual projection is an estimate only, and may differ as a result of new or revised waste hauling contracts, legislative mandates, or changes in available landfill disposal capacity and tipping fees.

The average weekly tonnages are expected to vary by 5 to 10 percent, and seasonal variations are expected to affect the averages by as much as 10 percent. The maximum daily tonnage of 750 TPD will not be exceeded. Unusual peak loading or emergencies will be handled at the station by adding manpower and equipment, and/or extending the length of shifts. The MRF is also designed to accept and provide temporary storage for unusual peak loadings.

**TABLE 1**  
**ANTICIPATED AVERAGE ANNUAL TONNAGE**

YEAR	TONS/DAY	TONS/YEAR*
2010	555	202,020
2011	600	218,400
2012	650	236,600
2013	700	254,800
2014	750	273,000
<b>5-YEAR AVERAGE</b>	<b>651</b>	<b>236,964</b>

\* Based on 7 days per week x 52 weeks per year operation

Quantities of each material type will vary depending on the size and types of programs serviced by the facility (i.e. single stream curbside, source-separated recyclables, etc.). An approximate estimate of the tonnages for each type is as follows:

	<u>960 TPD (design)</u>	<u>750 TPD (throughput)</u>
• Single Stream Curbside Recyclables:	450 TPD	351 TPD
• Source-Separated Recyclables:	400 TPD	312 TPD
• Non-Commercial material:	110 TPD	87 TPD

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## TYPES AND NUMBERS OF VEHICLES

The following types of vehicles will use the facility:

- **Inbound Vehicles:** collection trucks
- **Outbound Vehicles:** transfer trucks for waste; recyclable materials semi-trucks, roll-off trucks, flatbed trucks, or stake bed trucks.
- **Employee and Visitor Vehicles:** cars, trucks and vans.

**Table 2** summarizes facility traffic at the peak permitted capacity of 750 TPD as projected from the weigh scale records of the existing facility traffic and traffic counts from similar an Allan Company transfer station.

**TABLE 2**  
**ANTICIPATED PEAK DAILY VEHICLES**

<b>VEHICLE TYPE</b>	<b>TOTAL (750 TPD)</b>
<hr/>	
<u>Inbound Vehicles</u>	
Collection Trucks	500
 <u>Outbound Vehicles</u>	
Transfer Trucks with residue	4
Material Marketing Trucks	34
 Employee and Visitor Vehicles <sup>(1)</sup>	 62
<hr/> <b>TOTAL VEHICLES PER DAY</b>	<hr/> <b>600</b>

<sup>(1)</sup> Some employees carpool, take mass-transit, or ride bikes to work

## 2.0 REGULATORY REQUIREMENTS

The following regulatory requirements apply to the facility:

- **Land Use Permit** - A Conditional Use Permit (CUP) Resolution No. PC 03-29 was for a 750 TPD MRF was approved on September 24, 2003. A copy of this Resolution is included in **Appendix E**.
- **Environmental Documentation** - The City of Baldwin Park previously approved a Mitigated Negative Declaration (MND) for the facility on October 1, 2003. See **Appendix F** for a copy of the MND.
- **City Non-Disposal Facility Element (NDFE)** – On May 5, 2010, the City Council of Baldwin Park approved Resolution \_\_\_\_ adding the Allan Company MRF to the City of Baldwin Park's NDFE.
- **Storm Water Permit** - The facility has a General Industrial Storm Water Permit (NPDES) with the State Water Resources Control Board (SWRCB), WDID 4191000752. A Storm Water Pollution Prevention Plan (SWPPP) and Monitoring Program Plan (MPP) have been developed.

See **Appendix G** for a copy of the Drainage and Runoff Control Plan that was submitted as part of the Storm Water NPDES Permit.

- **Hazardous Waste Generator ID Number** - The facility has obtained a State Site Specific Identification number from the Department of Toxic Substances Control: CAD983633785. This number is used for all manifesting, record keeping, and reporting required for materials discovered through the load-checking program.
- **Solid Waste Facilities Permit** – The facility has obtained a Temporary Solid Waste Facility Permit #19-AA-1110. A Permanent Solid Waste Facilities Permit will be obtained from the County of Los Angeles Department of Public Health/Local Enforcement Agency (LEA); and the CalRecycle (formerly the CIWMB).
- **Water Quality**- A Water Quality Management Plan will be prepared, if required by the City of Baldwin Park.

## 3.0 FACILITY DESIGN

### DESIGN PLANS

#### Site Plan

##### Site Description

The entire facility covers 6.69 acres, which includes the processing yard, the office, maintenance yard, and parking. (See **Figure 3** Site Plan – Entire Facility on page 5).

The processing yard includes 3.6 acres overall and approximately 3.0 acres of actual operating area. The processing yard design includes the following major components:

- Material Recovery Facility (MRF) (29,000 sf)
- Tipping Areas (10,000 sf)
- Facility Processing (Baling Room) (20,000 sf)
- Scalehouse and Scales

The Site Plan for the processing yard (**Figure 4** shown previously) presents the traffic flow at the facility for collection vehicles, commercial and non-commercial. **Figure 4** also shows the location of the tipping areas, processing area, balers, and material storage and load out.

##### Tipping Areas

The processing yard's building includes approximately 10,000 sf enclosed tipping area plus the MRF 10,000 sf covered tipping area.

##### Storage Areas

Waste storage is minimized by implementing a "first-in, first-out" policy. In accordance with State law, no waste is stored onsite longer than 48 hours. The facility does not anticipate waste storage for this extended amount of time. Generally, waste will be transferred from the facility within 24 hours.

Recyclables are stored in bunkers, bins, or roll-off containers both inside and outside the building. The bale storage area is roughly 8,000 sf in area and 10 ft high (4 bales high), and can hold approximately 1,200 bales (each 1,500 lbs with dimensions 30 x 42 x 60 inches). The bales weigh roughly 900 tons total. The maximum storage time for recyclables is 30 days.

##### Parking Areas

Curbside recyclables collection trucks are owned by others and will park off-site. On-site parking is provided for all customer and visitors. The 31 standard plus three handicapped parking spaces

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located in the main processing yard are shown previously on **Figure 3**, Site Plan – Entire Operation. Additional parking spaces are also available at the adjacent properties, see **Figure 3**.

## **Traffic Plan**

### Offsite Traffic Patterns

Trucks will access the facility from Arrow Highway and Joanbridge Avenue.

### Onsite Traffic Patterns

There are ten main driveways at the site, four located off Arrow Highway, four located off the north side of Joanbridge Street, and two located off the south side of Joanbridge Street. See **Figure 4** for the location of the driveways. Curbside recyclable collection trucks weigh in on the main scale located on Joanbridge Street (See **Figure 4**). These trucks enter through driveway number 7, tip their load in the designated area and then exit through either driveway number 1 or 2. Loads of source-separated recyclables weigh-in on the southeast scale off Joanbridge. They enter driveway number 8, weigh in then exit through driveway number 9. They then enter the processing yard through driveway number 5 and tip in the tipping building for processing. After they tip their loads, they may weigh out and exit through driveway number 2. Most trucks and some commercial collection vehicles have their tare weights recorded in the scalehouse computer and are usually not required to weigh-out.

Incoming transfer trailers enter through driveway number 5, back into the loading docks to pick up the outgoing baled recycled material and then exit through driveway number 6. Visitors and employees enter the site through driveway number 4 and park where indicated.

During public/business receiving hours, facility personnel in the scalehouse monitor incoming traffic. During non-public/business hours, fences, walls, and gates secure the site at all entry and exit points.

## **Waste Flow and Mass Balance**

**Figure 5**, Waste Flow Diagram, presents an approximate mass balance and a schematic plan showing the flow of materials through the facility from unloading through sorting, processing, and load out. This may vary depending on the types and composition of materials received in the future. Material handling activities involved in this waste flow are discussed in **Section 5**, Operations.

## **Surface Drainage and Runoff Control Plan**

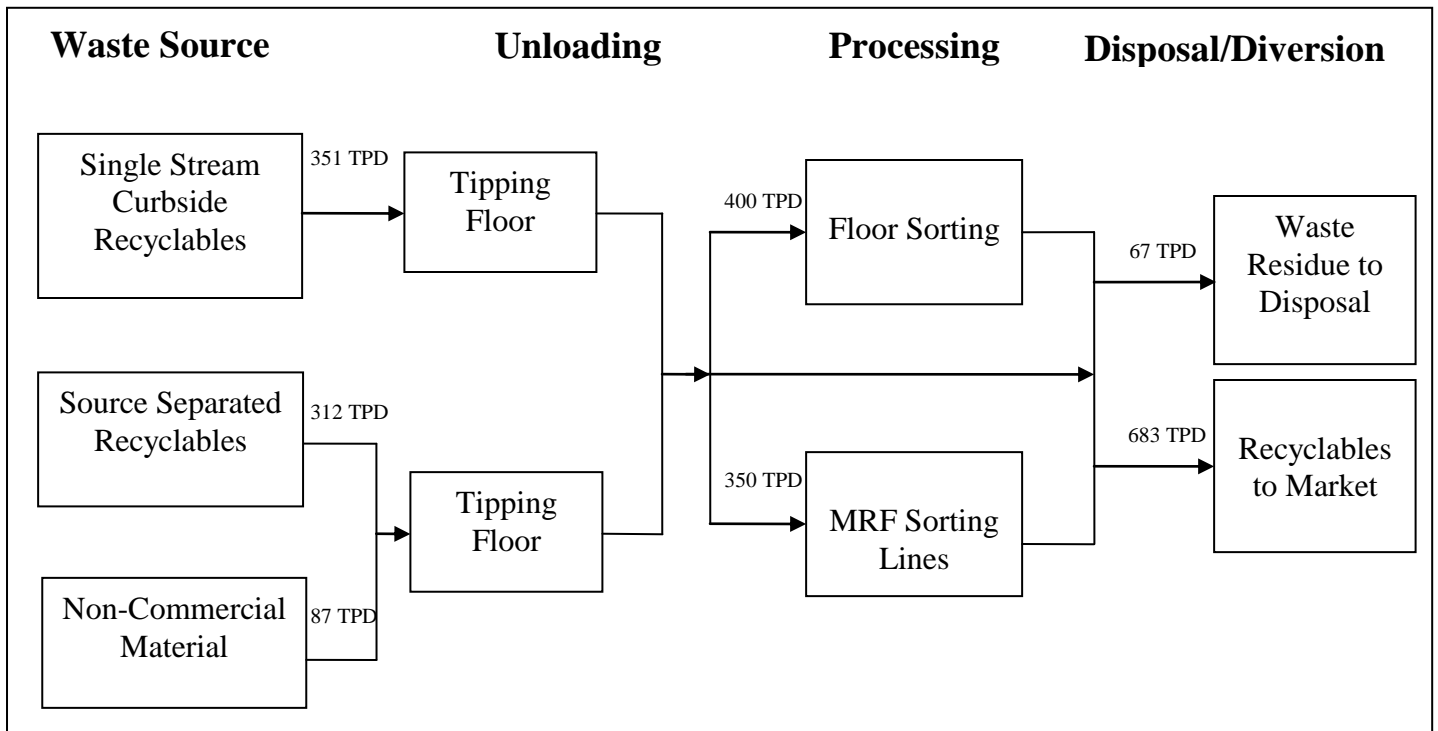
The drainage and runoff control plan has been submitted as part of the Stormwater NPDES Permit. The purpose is to ensure that runoff does not contain solids or other contaminants; that flooding does not occur, and that erosion is avoided. Surface runoff is directed into the drainage structures. See **Appendix G** for the Drainage and Runoff Control Plan.



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**FIGURE 5**  
**WASTE FLOW DIAGRAM**



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A Notice of Intent has been filed with the State Water Resources Control Board for a General Stormwater Permit. A Storm Water Pollution Prevention Plan and Monitoring Program Plan have been prepared and implemented to manage stormwater at the facility.

## Industrial Wastewater Discharge

Dry clean-up methods are used exclusively at the site; therefore, no industrial wastewater is generated. Water hoses may be used by site personnel to water down dusty loads. Any water used to reduce dust is quickly absorbed by the material.

## DESIGN CALCULATIONS

### Station Capacity

This section substantiates the facility's ability to handle the ultimate design capacity of 960 TPD without causing environmental harm or safety problems.

### Vehicle Loading and Unloading

The following assumptions and calculations support the facility design with respect to vehicle loading and unloading.

- Queuing

Five collection vehicles can queue before both incoming scales (See **Figure 4** for the location of the scales). Given the quick 60-second weigh-in time, this is sufficient to ensure that all queuing occurs onsite. A double queue can also be established on-site between the scales and the tipping buildings to accommodate an additional 12 collection trucks. In addition, up to 5 self-haul vehicles can queue between the scale and the tipping floors.

- Collection Vehicle Weigh-in/Off-loading

Assuming 60 seconds to weigh-in (30 seconds for weighing and 30 seconds to ascertain jurisdiction of origin), approximately 60 vehicles could weigh-in per hour. This capacity far exceeds the peak hourly number of curbside recyclable collection vehicles (25) and self-haul vehicles (10) expected at the maximum design capacity of 960 TPD. If needed, a second platform type inbound scale could be added in the future.

Assuming a collection truck can unload in 10 minutes and that seven trucks can unload simultaneously in the two tipping areas, a maximum of 42 vehicles could unload in the combined tipping areas per hour; again, these exceed the peak hourly vehicles expected.

- Allocation of Incoming/Outgoing Materials

Allan Company will allocate materials to jurisdictions according to the following procedures:

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- As each vehicle weighs in, the scale operator will ask the driver for the origin of the load and note it on the weigh ticket.
- The net tonnage of the load will be divided into a diversion and a disposal tonnage according to a pre-established “template”. This template is based on a composition study performed monthly, bi-monthly, and quarterly or annually as required.
- Allan Company will report total diversion and disposal tonnages for each jurisdiction using the facility per the requirements of CalRecycle’s Disposal Reporting System for transfer stations, and as required by the LEA and the Los Angeles County Task Force.

## Solid Waste and Material Storage

The combined storage areas for incoming material (making allowance for trucks to be able to back halfway into the building at maximum storage to dump) is approximately 22,000 square feet (sf) in the MRF Building and 12,000 sf in the Baling Room. Assuming a loader can work a pile 10 ft high, the total storage floor space needed would be only 11,520 sf based on the calculation below. This assumes a density on the floor of 450 pounds per cubic yard (lb/cy), which was calculated from the standard “in truck” compacted densities of 750 lb/cy and assumes an average “decompression” of 40% during tipping.

$$960 \text{ tons} \times 2,000 \text{ lbs/ton} \times 1 \text{ cy/450 lbs} \times 27 \text{ ft}^3/\text{cy} \times 1/10 \text{ ft depth} = 11,520 \text{ sf}$$

## Waste and Material Processing Operations

The following assumptions and calculations support the facility design with respect to the sorting and processing operations at the facility. These assumptions are subject to change with market conditions.

- Source-Separated Recyclables Processing

Assuming a throughput capacity of 24 tons per hour for the existing, elevated sorting platform, this equates to 576 tons per 24 hours, well above the capacity needed for sorting of source-separated material.

$$24 \text{ tons per hour} \times 1 \text{ belt} \times 24 \text{ hours} = 576 \text{ tons per day}$$

Source-separated cardboard and high-grade paper may also be received at the facility from commercial and industrial businesses. Much of this material will not require processing and will be baled directly. This is completed in the 14618 building.

- Baling

At maximum diversion, a total of approximately 820 tons of recyclable material will be baled for transport to market per day (note that glass and some other commodities are shipped without baling). Assuming a capacity of 25 tons per hour for each of the two

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balers, 1,200 tons of material could be baled each 24-hour period; well above the requirement.

**2 x 25 tons per hour x 24 hours = 1,200 tons per day**

## Storage of Salvaged Materials

Approximately 1,200 bales can be stored on-site, on roughly 8,000 sf of paved, covered surface. Bale dimensions are roughly 30" high x 42" wide x 60" long. For this calculation, we have assumed that 25% of the space will be reserved for aisles. Recyclable material is shipped out on a constant basis, and is staged no longer than 30 days.

**$(8,000 \text{ ft}^2 / 20 \text{ sf/bale}) \times 4 \text{ bale stack} \times 0.75 = 1,200 \text{ bales}$**

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## 4.0 STATION IMPROVEMENTS

### SIGNAGE

A signage plan, conforming to City of Baldwin Park planning standards, ensures safe operations. Signs are maintained and replaced as needed to ensure easy readability and maintain aesthetics. At a minimum, the following signs are posted with the following information:

Sign Located at the Entrance of the Facility

Hours of Operation, Days of Week

Name of Facility and Operator

Materials Accepted/Not Accepted

Speed Limit

Facility Telephone Number

Nearest Transfer Station Open to the Public

Sign Located at the Scale House

Rates and Fee Schedule

Transfer Station Rules (stay in truck, etc.)

Tarping Requirements

### SECURITY

During waste receiving hours, facility personnel stationed in the scalehouse monitor all incoming traffic. During non-waste receiving hours, a combination of walls and gates secure the site at all entry and exit points. The facility is monitored with a 75 camera video system with six months of storage.

### ROADS

The entire site is paved within the perimeter fence. The tipping area is concrete and designed for heavy use. Daily sweeping to remove litter and provide dust control does not affect the structural integrity of the site surfaces. The site is accessible during dry and wet weather periods.

### VISUAL SCREENING

The facility is screened by two buildings where most of the activity takes place. The facility has eight-foot block walls and landscaping on Joanbridge Avenue and Arrow Highway.

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## 5.0 OPERATIONS

### HOURS OF OPERATION

The facility is staffed 24 hours 7 days a week. The public/business hours are Monday through Friday 5:00 a.m. to 10:00 p.m., Saturdays 5:00 a.m. to 4:00 p.m., and Sundays 6:00 a.m. to 4:00 p.m. The following are the proposed hours of operation by activity:

Activity	Hours of Operation
Waste Receiving (Municipal & commercial haulers)	24 hours per day, 7 days per week
Public Tipping (Residents, non-commercial users)	Mon-Fri. 5am - 10pm, Sat. 5 am - 4 pm, and Sun. 6am - 4pm
Waste Processing	24 hours a day, 7 days per week
Waste Transfer	24 hours a day, 7 days per week
Site Maintenance and Cleanup	Daily, by 5:00 p.m. each day
Visitors	By appointment, M-F

The facility is closed on the following holidays: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.

### STATION PERSONNEL

**Table 3** lists the facility positions and number of personnel anticipated at the facility at the 750 TPD capacity. The number and assignments may change to some extent depending on operational requirements. The operation is typically conducted over one shift, but could be extended to a second shift, if needed.

**Figure 6** shows an organization chart for the operation of the facility. Facility management is selected based on their proven experience in the waste management and recycling industry. **Appendix C** contains capsule resumes of key people. **Table 4** and **Table 5** contain emergency contact information.

All employees receive training including, but not limited to: safety, health, environmental controls, and emergency procedures. The training programs offer standardized training for all employees in company operations, policies and procedures, as well as additional training based on the specific job description and responsibilities of the employee. For example, sorters are trained to recognize the types of hazardous or special waste that may be inadvertently included in the loads brought to the facility. Employees receive regular safety briefings.

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**TABLE 3**  
**FACILITY STAFFING (750 TPD)**

<b>Position</b>	<b># of Staff</b>
<i>Facility Management</i>	
Operations/Safety Manager	1
<i>Administration/Clerical (covered from another location)</i>	
<i>Operations</i>	
Supervisor/Foreman	4
Sorters	
Floor	25
Platforms	16
Equipment Operators	
Forklift Operators	6
Loader Operators	4
Baler Operators	2
Sweeper Operator	1
Spotters	2
Scalehouse Attendants	5
<i>Maintenance</i>	
Mechanics	6
<b>TOTAL</b>	<b>72</b>

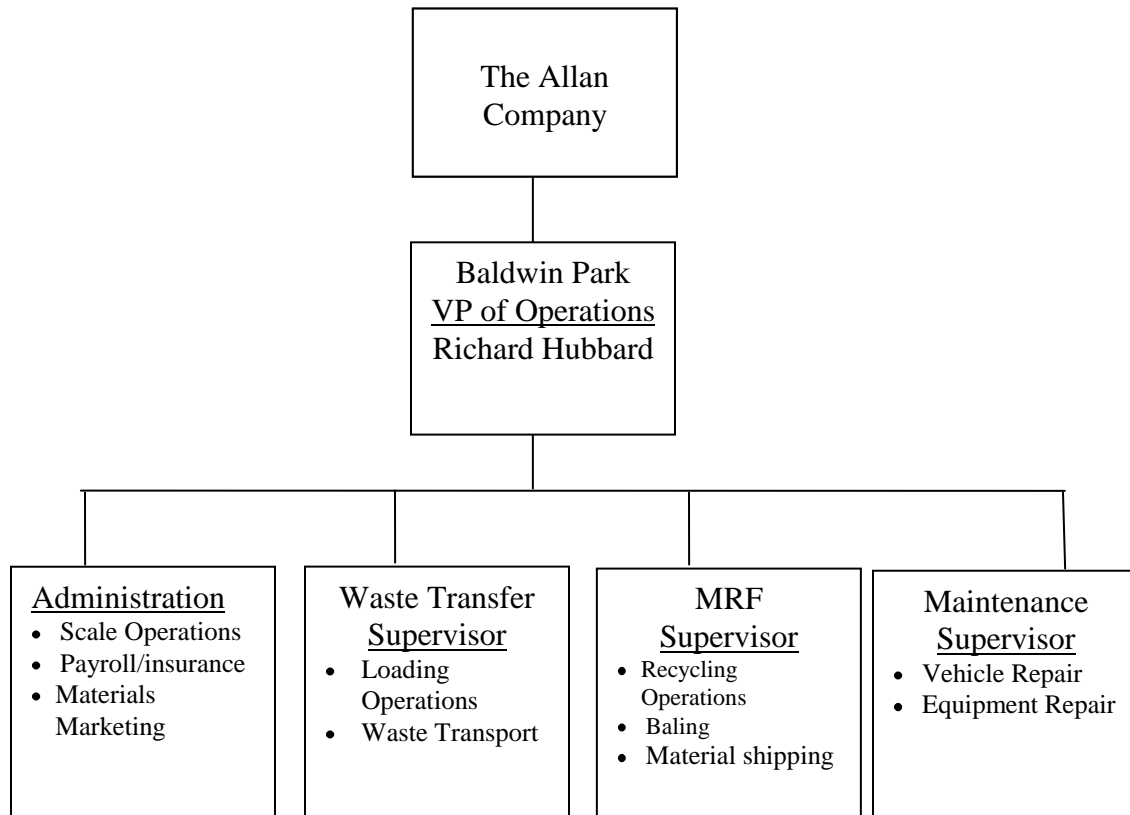


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**FIGURE 6**  
**ORGANIZATION CHART**



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**TABLE 4**  
**CORPORATE EMERGENCY CONTACT LIST**

<b>Name</b>	<b>Phone</b>
Stephen Young	Office: (626) 962-4047 Cell: (626) 393-5517
Richard Hubbard	Office: (626) 962-4047 Cell: (626) 255-1882
Jason Young	Office: (626) 962-4047 Cell: (626) 893-4728

**TABLE 5**  
**OUTSIDE AGENCY EMERGENCY CONTACT LIST**

<b>TYPE OF EMERGENCY</b>	<b>AGENCY</b>	<b>PHONE NUMBER</b>
-General Emergency	Emergency Dispatch	911
-Fire or Haz. Waste Spill	City of Baldwin Park Fire Department	911 or (626) 444-2581
-Explosives	City of Baldwin Park Police and Fire Department	911 (626) 960-1955 (Police) (626) 444-2581 (Fire)
-Security	City of Baldwin Park Police Department	911 or (626) 960-1955
-Hazardous/Suspected Hazardous Waste, Unknown Sludges, Slurries and Liquids	City of Baldwin Park Fire and Los Angeles County Health & HazMat Division	(626) 444-2581 (626) 450-7450
-Medical Waste	City of Baldwin Park Fire Department or Los Angeles County Health & HazMat Division	(626) 444-2581 (626) 450-7450
-Injuries/Non-Emergency Medical Assistance	Irwindale Industrial Clinic	(626) 969-9800
-Radiation	Los Angeles County Health & HazMat Division	(626) 450-7450
-Any of the above, also contact	Los Angeles County Department of Public Health/ Local Enforcement Agency (LEA)	(626) 430-5540

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## STATION EQUIPMENT

**Table 6** lists the type of equipment and estimated number of units anticipated at the peak throughput of 750 TPD.

- **Transfer Trucks:** These trucks and drivers will be provided by outside contractors and will not be based at the facility.
- **Material Marketing Trucks:** These trucks and drivers will be provided by outside contractors and will not be based at the facility.

**TABLE 6**  
**ESTIMATED STATION EQUIPMENT**

Equipment Type	Operation (750 TPD)
Wheel Loaders	6
Forklifts	9
HRB Balers	2
Logemann Baler (Back Up)	1
CP Curbside SortLine	1
Electronic Vehicle Scales	4

### Preventative Maintenance Program

An equipment preventative maintenance program has been implemented at the facility to ensure the reliability of all equipment and vehicles. The schedule is approximately as follows:

- Loaders and Forklifts: every 250 hours
- Conveyors: bi-weekly lube and alignment
- Balers: monthly inspection and service

No heavy vehicle maintenance is performed at the processing facility.

### Standby Equipment

To assure ongoing operations, the following back-up equipment, beyond that listed in **Table 6**, will be maintained at the facility, or will be available from off-site sources on an on-call basis:

- One (1) loader
- One (2) forklift

To assure fast repair, adequate parts and supplies are kept on-site and maintenance contracts are established with local equipment vendors. While there are few critical spare parts necessary to maintain facility operations, it is anticipated that the following equipment may be stored at the facility for emergency purposes: shipping containers, spare baler parts, electric conveyor motor,

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and conveyor parts. For the quick replacement of mobile equipment, local equipment rental companies in San Diego can provide same day delivery of loaders and forklifts.

## Hazardous Waste Handling Equipment

Hazardous waste discovered on the tipping floor or on the sorting platforms will be handled in accordance with the facility's hazardous waste handling plan. The equipment used to handle hazardous waste may consist of the following Personal Protective Equipment (PPE):

- *Eye protection:* safety glasses or goggles
- *Body protection:* hard hats, disposal coveralls or Tyvec sleeve, Nitril gloves, neoprene aprons and steel-toed boots
- *Respiratory Protection:* Dust masks or respirators (if needed)

For the storage of hazardous wastes, at a minimum, EPA-approved 55-gallon drums will be used, along with overpack drums, and a portable hazardous waste storage locker with secondary containment and lockable doors.

## MATERIALS HANDLING ACTIVITIES

The following section describes waste handling activities.

### Material Recovery Facility (MRF)

Curbside recyclable collection trucks weigh in on the main scale located on Joanbridge Street (See **Figure 4**). These trucks enter through driveway number 7, tip their load in the designated area and then exit through either driveway number 1 or 2. Loads of source-separated recyclables weigh-in on the southeast scale off Joanbridge. They enter driveway number 8, weigh in then exit through driveway number 9. They then enter the processing yard through driveway number 5 and tip in the tipping building at the head of the sorting lines. After they tip their loads, they may weigh out and exit through driveway number 2. Most trucks and some commercial collection vehicles have their tare weights recorded in the scalehouse computer and are usually not required to weigh-out.

Loaders push source-separated recyclables onto the infeed conveyors for the elevated sorting platforms. Material conveyed down the sorting platforms is recovered by material type by sorters and dropped through the platform into bunkers or bins below. Conveyors or loaders move the material from beneath the sorting platforms to the baler line. Selected loads of clean cardboard, newspaper and other recyclable materials may be sent directly to the baler. Recovered materials are baled and stored in the bale storage areas.

### Waste Transfer

Waste residue from material recovery operations will be top-loaded and baled to load into transfer trailers and hauled to permitted disposal sites. Some of the residue from the existing MRF sorting operation may also continue to be baled and shipped to the landfill in that form.

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## Self-Haul

Self-haul loads of recyclables will be delivered by professional salvagers (repeat customers), and residents (non-repeat customers). All customers scale-in and are paid on a \$/ton basis similar to other collection vehicles.

## Collection of Fees

The Allan Company employees staff the scalehouse, and manage all payments and accounting.

## Storage of Recyclables

Recovered recyclable materials are stored in bins or bales in several locations both inside and outside the buildings. Approximately 1,200 bales of recyclables can be stored on-site, on roughly 8,000 sf of paved surfaces. Typically, all grades of paper, plastics, and scrap metals are baled. Bales of material are continuously loaded onto trucks or into shipping containers. Material is rarely held for more than a few days. This material is shipped out on a continuous basis as truckloads accumulate. The maximum storage time is 30 days.

## Hazardous Waste Load Checking Program

In accordance with CCR Title 22, a hazardous waste load checking program has been implemented at the facility to detect and properly handle liquid, hazardous, radioactive, e-Waste and/or special wastes (infectious wastes, dead animals, and sludge) that have been inadvertently received. **Appendix A** contains a copy of the program. Hazardous wastes are manifested and transported off-site to a permitted disposal facility in accordance with local, state, and federal laws. e- Waste is hauled to an e-Waste processor for recycling.

A scale-mounted RadComm Radiation System (model RC4000) is located at the main scale on Joanbridge Street for detecting radioactive loads. A handheld radiation detector unit is also located on site as a backup. In the unlikely event that such a load is detected, it will be moved away from all personnel and the LEA and County of Los Angeles Radiation Management Program will be notified immediately for further guidance and control actions.

## Hazardous Waste Storage

Hazardous wastes discovered as part of the hazardous waste load-checking program are properly containerized, inventoried, and temporarily stored in a Hazardous Waste Locker located outside the tipping building and away from on-site traffic patterns. All Federal, state and local hazardous waste laws and regulations are followed.

## **STATION MAINTENANCE**

A comprehensive station maintenance program has been implemented at the facility. The program features a Self-Inspection Checklist, which is completed on a regular basis. Elements of the Self-Inspection Checklist are monitored on a daily, weekly, or monthly basis. Items found to be in need of maintenance are brought to the attention of the Operations Manager.

The site is cleaned daily to collect loose litter and dust. A litter crew patrols the site on a daily basis cleaning the site, including driveways, parking areas, and truck maneuvering areas. At the end of each day, the tipping floor is cleaned using dry clean-up methods. The entrance and exit

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are cleaned as needed to prevent the tracking or off-site migration of waste materials.

## HEALTH AND SAFETY PROGRAM

A health and safety program has been implemented at the facility to ensure the health and safety of employees and the public visiting the facility. It includes the following programs:

- Employee Safety Training Program
- Injury and Illness Prevention Program (IIPP)
- Emergency Procedures and Contingency Plan
- Hazard Communication Program
- Energy Control (Lockout/Tagout) Program
- Respiratory Protection and Hearing Conservation Programs

## Water Supply and Sanitary Facilities

Valley County Water District provides the potable water supply. Bottled water, as well as water fountains, are available and are located throughout the site. Other potable water dispensers and sanitary facilities are located as follows: 14618 Arrow Highway – two restrooms; 14620 Joanbridge – two restrooms; 14634 Joanbridge – four restrooms; 5129 Blecker – two restrooms.

## Communications

The facility has a communications network between the scale house, loaders and office to ensure smooth operation. Supervisors and loader operators are equipped with two-way radios.

## Lighting

The facility has indoor and outdoor lighting sufficient to conduct operations during non-daylight hours. Outdoor lighting consists of building-mounted fixtures directed to the interior of the site to reduce glare.

## Fire

A fire prevention system has been installed in the sorting building and baling room in conformance with local fire codes. This includes automated sprinkler systems throughout the building. In addition, four fire hoses have been installed within the sorting building for fire suppression.

## Safety Equipment

The facility requires that employees directly involved in material/waste handling operations be properly outfitted with Personal Protective Equipment (PPE). Based on their workstation employees are required to wear hard hats, safety glasses or goggles, safety vests, gloves, and safety boots. In addition, ear protection will be provided as necessary for all employees.

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Employees involved in hazardous waste handling are required to wear specialized safety equipment.

The facility has operational controls and safety devices for equipment to protect employees. Railings, curbs, grates, fences and other controls have been designed to meet OSHA standards in order to ensure the safety of each employee.

Supervisors are responsible for the following:

- Monitoring and evaluating safety equipment at the processing yard to ensure that it is in good condition and adequate stock.
- Inspecting the PPE on a daily basis while touring the processing yard.
- Issuing new PPE as needed, or at the request of employees.
- Inspecting hazardous waste response equipment on a monthly basis, any items will be replaced as needed.
- Checking fire extinguishers, first aid kits, and eye wash kits monthly.

## Emergency Provisions for Power Failure

If electrical power to the site is temporarily lost, hand sorting of recyclables can still continue. If power is lost for an extended period of time, Allan Company owns a portable generator with enough capacity to operate the sort system. Also, collection trucks and self-haul vehicles may be instructed to tip their loads at other facilities.



## 6.0 STATION CONTROLS

This section discusses how the facility has been designed and operated to meet State Minimum Standards relating to transfer stations, Title 14, Section 17406.1 et. seq.

### **BURNING WASTES AND OPEN BURNING (Section 17407.71)**

Should the facility accidentally receive burning wastes or experience accidental ignition of wastes on the tipping floor, the following will occur:

- If the fire is small and manageable, the floor workers and loader operators will separate the burning waste from other wastes and then put it out with water hoses and portable extinguishers.
- If the fire appears to be a greater threat, 911 will be called immediately for assistance from the Fire Department. Loader operators may be able to isolate the burning material as described above, to minimize spread of the fire and danger to structures until help arrives.

In either case, the facility will backtrack the waste to alert the generator and eliminate future occurrences.

### **CLEANING (Section 17407.2)**

Litter crews police the site daily, cleaning all paved areas, driveways, and the street frontage as needed. In addition, the sorting line, building, baler and other stationary equipment is cleaned by hand of accumulated dirt and debris on an “as needed” basis. This is typically done using dry cleaning methods, but may also include water sprays. The minimal amount of water produced is absorbed in the residue material going to landfill, or simply evaporates.

### **DRAINAGE CONTROL (Section 17407.3)**

Wastewater generated by the facility is minimized as a result of dry sweeping methods employed at the facility. The facility has filed a Notice of Intent for the General Industrial Storm Water Permit and developed a Storm Water Pollution Prevention Plan (SWPPP), which describes best management practices to be employed at the facility.

### **DUST and ODOR CONTROL (Section 17407.4)**

Dust is controlled by limiting the processing of recyclable material to the inside of buildings and structures. Employees working in the tipping, processing, and load out areas are required to wear dust masks. The litter crew cleans the paved surfaces to minimize accumulation of dust and dirt, and therefore reduces dust generated by vehicles. Speed limits for trucks are set at three (3) miles per hour (MPH) to minimize dust.

See **Appendix D**, Alternate Odor Management Plan for details regarding odor control.

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## HAZARDOUS, LIQUID, SPECIAL, RADIOACTIVE and e-WASTES (Section 17407.5)

This facility will not intentionally accept hazardous materials. This location is a certified oil and e-Waste collector.

The facility does accept e-Waste that is collected during bulky item pick-ups. The e-Waste is stored in containers and then hauled to another facility certified as an e-Waste processor.

The facility has implemented a load-checking program, and procedures to handle hazardous material discovered on the tipping floor (see **Appendix A**). The facility will not accept liquid waste or sludges.

## LITTER CONTROL (Section 17408.1)

Litter will be controlled at the site in several ways:

- All processing of material occurs within buildings
- A litter crew polices the site once per day, or as needed, picking up litter from the site perimeter, driveways, and along the frontage
- A mandatory tarping policy is enforced requiring all incoming loads to be covered. Measures for enforcement include warnings, refusal of loads, and possible banning from the facility. See **Appendix B** for a copy of the Litter Control Program.
- The facility is completely fenced to keep litter from blowing off site.

## MEDICAL WASTES (Section 17408.2)

The facility will knowingly accept no medical waste. If medical waste is discovered, the California Department of Health Services Medical Waste Program and the LEA will be called immediately, and the material isolated to prevent contact with employees or users of the facility.

## NOISE CONTROL (Section 17408.3)

The facility is located in an industrial zone and has operated since 1964 without complaints from neighboring businesses. To control noise, 80% of the operations are conducted inside buildings, including tipping loads, and sorting and baling materials. On-site vehicles (forklifts, loaders) and equipment (conveyors, balers) are sound-proofed and muffled.

## NON-SALVAGEABLE ITEMS (Section 17408.4)

Drugs, cosmetics, foods, beverages, hazardous wastes, poisons, medical supplies or syringes, needles, pesticides and other materials capable of causing health or safety problems will not be salvaged. All employees will be trained in this regard.

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## **NUISANCE CONTROL (Section 17408.5)**

Strict operating practices, such as daily cleaning and prompt removal of waste material will be continued to ensure that the facility poses no nuisance to the community. The location of the facility in a heavy industrial area also mitigates potential nuisances. (See the Dust and Odor Control Section for more nuisance control measures.)

## **MAINTENANCE PROGRAM (Section 17408.6)**

A comprehensive station maintenance program has been implemented at the facility. The program features a Self-Inspection Checklist, which is completed on a regular basis. The Checklist entails the monitoring of the General Work Environment, Worker Right-To-Know, Hazardous Waste Procedures, Personal Protective Equipment, Facility Equipment, and Facility Structure Evaluation. Elements of the Self-Inspection Checklist are monitored on a daily, weekly, or monthly basis. Items found to be in need of maintenance are brought to the attention of the Operations Manager.

## **PERSONNEL HEALTH AND SAFETY (Section 17408.7)**

A health and safety plan has been implemented at the facility to ensure the health and safety of employees and the public visiting the facility. It includes the following programs:

- Employee Safety Training Program
- Injury and Illness Prevention Program (IIPP)
- Emergency Procedures and Contingency Plan
- Hazard Communication Program
- Energy Control (Lockout/Tagout) Program
- Respiratory Protection and Hearing Conservation Programs

The IIPP is located at the site office, and is available for review by local and state inspectors by contacting the facility operator between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

## **PROTECTION OF USERS (Section 17408.8)**

Loads delivered by the public in their own vehicles are tipping in a designated area of the tipping floor, separated from the commercial trucks.

Commercial haulers are also directed by the scalehouse operator to a certain area of the tipping floor depending on the type of material in the load. The commercial haulers will typically be repeat customers and will therefore be familiar with onsite traffic circulation, tipping areas and procedures.

## **ROADS (Section 17409.1)**

The entire site is paved within the perimeter fence.

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## **SANITARY FACILITIES (Section 17409.2)**

Valley County Water District provides the potable water supply. Bottled water, as well as water fountains, are available and are located throughout the site. Other potable water dispensers and sanitary facilities are located as follows: 14618 Arrow Highway – two restrooms; 14620 Joanbridge – two restrooms; 14634 Joanbridge – four restrooms; 5129 Blecker – two restrooms.

## **SCAVENGING AND SALVAGING (Section 17409.3)**

Scavenging is prohibited. Salvaging of recoverable material such as cardboard, wood, glass, paper, and metal is an integral part of the operation. Storage areas for salvaged materials are designated on the site plan. Proper storage of materials can minimize both fires and vectors.

## **SIGNS (Section 17409.4)**

A signage plan, conforming to City of Baldwin Park planning standards, ensures safe operations. Signs are maintained and replaced as needed to ensure easy readability and maintain aesthetics. At a minimum, the following signs are posted, at all public entrances, with the following information:

### Sign Located at the Entrance of the Facility

Hours of Operation, Days of Week  
Name of Facility and Operator  
Materials Accepted/Not Accepted  
Speed Limit  
Facility Telephone Number  
Nearest Transfer Station Open to the Public

### Sign Located at the Scale House

Rates and Fee Schedule  
Transfer Station Rules (stay in truck, etc.)  
Tarping Requirements

The signs are located at the two public entrances off Arrow Highway (driveway number 3 and 4).

## **LOAD CHECKING (Section 17409.5)**

In accordance with Title 14 CCR section 17409.5, a hazardous waste load-checking program has been implemented at the facility to detect and properly handle liquid, hazardous and/or special wastes (infectious wastes, dead animals, and sludge) that have been inadvertently received. **Appendix A** contains a copy of the program. Hazardous wastes are manifested and transported off-site to a permitted disposal facility in accordance with local, state, and federal laws. e- Waste is hauled to an e-Waste processor for recycling. Any incidental hazardous waste that is found is properly containerized, inventoried and temporarily stored in the Hazardous Waste Locker. The

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facility will keep records of all hazardous wastes for one year. These records are available for inspection at the facility office.

## **PARKING (Section 17409.6)**

Onsite parking is provided for all employees, company vehicles and all users of the site.

## **SOLID WASTE REMOVAL (Section 17410.1)**

Solid waste is removed continually from the site on a “first-in first-out” policy and in all cases within 48 hours of receipt.

## **SUPERVISION AND PERSONNEL (Section 17410.2)**

**Table 3**, shown previously, lists the facility positions and number of personnel at the facility at the 750 TPD capacity. The number and assignments may change to some extent depending on operational requirements. Although the permit would allow for 24 hour a day, 7 day a week operation this level of operation would only be required at peak daily throughput. The current operation is typically conducted over one shift, but could be extended to a second shift, if needed as tonnage increases.

**Figure 6**, shown previously, shows an organization chart for the operation of the facility. Facility management is selected based on their proven experience in the waste management and recycling industry. **Appendix C** contains capsule resumes of key people. **Table 4** and **Table 5**, shown previously, contain emergency contact information.

## **TRAINING (Section 17410.3)**

All employees receive training including, but not limited to: safety, health, environmental controls, emergency procedures, and other requirements of the Minimum Standards for Solid Waste handling and Disposal. The training programs offer standardized training for all employees in company operations, policies and procedures, as well as additional training based on the specific job description and responsibilities of the employee. For example, sorters are trained to recognize the types of hazardous or special waste that may be inadvertently included in the loads brought to the facility. Employees receive regular safety briefings. Training records are maintained in the site office, and are available for inspection by contacting the facility operator between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

## **VECTOR, BIRD, AND ANIMAL CONTROL (Section 17410.4)**

To eliminate any attraction for rodents, birds, and insects, non-salvageable wastes will be loaded into trailers on a first-in, first-out basis. At no time will waste be stored onsite longer than 48 hours. Baled and recyclable materials will be shipped out on a regular basis. A pest control company visits the site as needed to set rodent traps and inspect the facility. Periodic spraying for flies and insect control will be conducted, if needed.

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## **RECORD KEEPING (Section 17414)**

The facility records material tonnage and number of hauling vehicles entering the facility per day. This includes daily averages and daily peaks for each calendar month. This information is reported per LEA instructions.

A Special Occurrences Log is kept on a daily basis to document the following: any loads refused entry to the facility, fires, explosions, injuries, property damage, inspections, notices of violations, and other occurrences as needed. The log will be completed by the facility operator and kept in the office. Report of all special occurrences and the operator's actions in response will be reported to the LEA within 24 hours.

Facility records are maintained in the site office, and are available for inspection by contacting the facility operator between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

Allan Company will record any written public complaints received, including:

- The nature of the complaint
- The date the complaint was received
- The name, address, and telephone number of the person making the complaint (if available)
- Any actions taken to respond to the complaint

## **DOCUMENTATION OF LEA ACTIONS, DETERMINATIONS, REQUIREMENTS (Section 17414.1)**

The operator will maintain a record of LEA approvals, determinations, and other requirements.

## **COMMUNICATIONS EQUIPMENT (Section 17415.1)**

The facility has a communications network between the scale house, loaders and office to ensure smooth operation. Supervisors and loader operators are equipped with two-way radios.

## **FIRE FIGHTING EQUIPMENT (Section 17415.2)**

A fire prevention system has been installed in the sorting building and baling room in conformance with local fire codes. This includes automated sprinkler systems throughout the building. In addition, four fire hoses have been installed within the sorting building for fire suppression. Existing fire hydrants are located nearby on Arrow Highway and Joanbridge Street.

## **HOUSEKEEPING (Section 17416.1)**

See the Station Maintenance portion of **Section 5**, as well as the earlier Litter Control portion of this section.

## **LIGHTING (Section 17416.2)**

The facility has indoor and outdoor lighting sufficient to conduct operations during non-daylight

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hours. Outdoor lighting consists of building-mounted fixtures directed to the interior of the site to reduce glare.

## **EQUIPMENT (Section 17416.3)**

The station will maintain the proper type, capacity, and number of equipment units to efficiently run the station according to the controls stipulated in this document. See **Section 5**.

## **SITE SECURITY (Section 17418.1)**

During waste receiving hours, facility personnel stationed in the scalehouse monitor all incoming traffic. During non-waste receiving hours, a combination of walls and gates secure the site at all entry and exit points.

## **SITE ATTENDANT (Section 17418.2)**

An attendant will be on duty during the hours the facility is open to the public.

## **TRAFFIC CONTROL (Section 17418.3)**

Traffic at the facility is comprised of collection trucks, recyclable material trucks, and employee vehicles. Collection vehicles include, but are not limited to: roll-offs; side-loading; rear-loading; and front-loading trucks. Primary access to the site is Joanbridge Avenue.

On-site traffic will be controlled by the following means:

- enforced speed limit of 3 mph
- Tipping directions from yard supervisor
- sufficient queuing space
- the controlled metering of trucks into the tipping areas as necessary by the site supervisor, traffic controller, or lead floor man

## **VISUAL SCREENING (Section 17419.1)**

The facility is screened by two buildings where most of the activity takes place. The facility has eight ft. block walls and landscaping on Joanbridge Avenue and Arrow Highway.

## **WATER SUPPLY (Section 17419.2)**

The potable water supply is provided by the Valley County Water District.



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## **UNUSUAL PEAK LOADS (Section 18221.6 k)**

In the event of unusual peak loading, such as after a natural disaster, operations could be extended from the typical one-shift per day to two or three shifts depending on need. Stand-by equipment will be brought on-line, including additional loaders, forklifts, and transfer trailers. However, the maximum daily capacity of 750 tons will not be exceeded, unless given specific emergency approvals by the LEA.

## **FINAL DISPOSAL (Section 18221.6 m)**

All solid waste residues will be disposed at permitted sanitary landfills.

## 7.0 RECORDS AND REPORTING

### WEIGHT/VOLUME RECORDS

The facility records solid waste tonnage and number of hauling vehicles entering the facility per day. This includes daily averages and daily peaks for each calendar month. This information is reported per LEA instructions.

### SPECIAL OCCURRENCES

A Special Occurrences Log is kept on a daily basis with a summary provided in the quarterly tonnage report. The log includes records of fires, explosions, injury and property damage accidents, flooding, and other unusual events, such as facility closure, with a brief description of the response to and resolution of each incident. The log also includes a record of loads rejected and visits by regulatory agencies.

### HAZARDOUS WASTE LOAD CHECKING PROGRAM

A record is maintained of the results of the hazardous waste load checking program, including the quantities and types of hazardous wastes, medical wastes or otherwise prohibited wastes found in the waste stream and the disposition of these materials. Reports identifying loads rejected are included with the load check reports. See **Appendix A** for the complete Load Check Program and forms. This information is reported per LEA instructions.

### COMPLAINTS

A record of all complaints regarding this facility is maintained along with the operator's actions taken to resolve these complaints. The LEA will be notified within 24 hours of any complaint received.

### INSPECTION OF RECORDS

Facility records are kept in the on-site office, and are available for inspection by contacting the facility operator between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

# **APPENDIX A**

## **LOAD CHECK PROGRAM**

# ALLAN COMPANY

## MATERIAL RECOVERY FACILITY

### Baldwin Park

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#### LOAD CHECKING PROGRAM

A hazardous waste screening has been implemented at the facility to make sure that no hazardous waste is brought to the facility, and to ensure that no hazardous waste is transferred to the landfill. The program will consist of the following elements:

#### **I. Signage**

Bi-lingual signs are posted at all the public entrances of the facility stating that delivery of hazardous materials is prohibited at the facility and lists these Prohibited Wastes as follows:

- Designated Waste
- Special Waste
- Medical Waste
- Liquid Waste
- Hazardous Waste
- Radioactive Waste

#### **II. General Visual Inspection**

As each load of waste is unloaded on the tipping floor, trained spotters will visually inspect each load for the presence of hazardous or suspicious materials to prevent and discourage disposal at the facility. A minimum of one trained spotter will be on duty at all times. Supervisors, equipment operators and sorters will also be trained and will perform continuous visual inspection to remove any suspicious materials. Discovered materials will be managed as described in Section VI, Handling Suspected Hazardous Waste.

#### **III. Random/Focused Load Inspection**

- A. Select a least one (1) load per day.
- B. Select them at different times during the day (Randomize selections for each inspection, for example Monday at 1:00 pm and Thursday at 9:00 am)
- C. Select an equal share of roll-off and packer trucks.
- D. Record date, time, truck and route number of selected load on the Load Check Inspection Record, **Attachment A**. (See attached)

#### **IV. Dumping Procedure**

- A. Dump selected trucks apart from the other haulers in a clean area of the station.
- B. Dumping area must be separated from the other site operations.

**V. Sorting Procedure**

- A. Each load will be visually inspected by a trained spotter.
- B. Loads will be spread out with loaders and hand rakes. Opaque bags will be opened to reveal the contents. Particular items such as drums, 5 gallon containers, wastes with DOT or other descriptive labels, sludges and liquids, soils and rags, and unidentifiable wastes suspected of being hazardous will be inspected and evaluated to determine whether the item is hazardous.
- C. All containers large enough to contain other objects must be opened.

**VI. Handling Suspected Hazardous Waste**

- A. If hazardous waste is found:
  - 1. If the transporter is still on the premises:
    - a. Obtain driver's license number, vehicle license number, vehicle identification number, and bin number if roll-off.
    - b. Contain material and notify:
      - Los Angeles County Health and HazMat Division at (626) 450-7450
  - 2. If transporter is identified, but has already left the facility:
    - a. Transporter's company should be contacted and notified of findings.
    - b. Transport trucks from that company may be subject to regular inspections.
  - 3. If transporter is not identified:
    - a. The Allan Company is responsible for proper disposal of the hazardous material. Transportation and disposal of the materials will be accomplished using their EPA identification number.
- B. Procedure for Handling Hazardous Waste
  - 1. The person discovering the incident will immediately report the situation to their supervisor or the Site Manager.
  - 2. If work area or building evacuation is necessary to ensure worker health and safety, the person discovering the incident, his/her supervisor, or the Site Manager will initiate evacuation procedures:
    - a. Notify area personnel to proceed to the nearest exit. Evacuation plans will be reviewed periodically.
    - b. Personnel will proceed to the following regrouping area:
      - 1. Regrouping Area A – located at the scalehouse
      - 2. Regrouping Area B – located in the front of the office
  - 3. The Site Manager will designate an individual to interface with the emergency response agencies and an individual to assess personnel injuries, if any, and conduct a head-count.

4. As soon as possible, the Site Manager, or his designee, will contact the Local Fire Department, County HazMat Team, and/or the Police Department by **dialing 911**.
5. Only personnel who have received proper emergency response training will be allowed into the incident area, and only after donning appropriate personal protective equipment (PPE).
6. Personnel who are trained in spill control and fire response and have the appropriate PPE will try to contain the incident under the direction of the Site Manager.
  - a. If a large quantity of a hazardous chemical (>5 gallons) has been spilled, or a dangerous fire situation erupts, site personnel will not try to contain or control the situation. Site personnel will wait for local emergency response agencies to arrive.
    1. If a reportable quantity of material has been spilled, the Site Manager will also notify the
      - DOT/EPA National Response Center at (1-800) 424-8802
      - and
      - California Office of Emergency services at (1-800) 852-7550.
  - b. If quantity of a hazardous chemical is less than 5 gallons and waste can be easily moved to storage area, the material will be temporarily set aside identifiable materials according to the following categories:
    - flammable and combustible
    - oxidizers
    - poisons
    - poisons containing heavy metals
    - corrosives (acids)
    - corrosives (bases)
7. Following containment and control of the incident, the Site Manager will complete the Special/Unusual Occurrence Report Form, **Attachment B** of this document.
8. Any hazardous material remaining on site overnight must be stored in the hazardous waste storage area.

C. Notification

Every hazardous waste occurrence will be documented. The following local agencies will be notified when any reportable quantity of hazardous or unidentifiable material is discovered at the facility.

- Health and HazMat Division, Los Angeles County  
**(626) 450-7450**
- Fire Department, City of Baldwin Park  
**(626) 444-2581**

If an investigation of the hazardous material generator seems warranted, call the Hazardous Material Investigative Unit of the California Highway Patrol at (916) 327-3310, and the County.

- D. Repeat offenders of hazardous waste from the same source will result in the termination of collection service for that business.

## **VII. Packaging Procedures**

- A. Small containers of the same hazardous class can be packed in the same drum (lab packs).
- B. All lab packs must contain enough absorbent material to contain liquids if there is a spill and prevent breakage. Vermiculite is approved packing material.
- C. Steps:
  - 1. Pack a few inches of absorbent material at bottom of the drum.
  - 2. Pack more absorbent around each small container placed in the drum.
  - 3. Drums for corrosive acid storage should be protected with plastic liner prior to adding absorbent and waste.
  - 4. Each drum is to be assigned a number that is clearly marked on the drum body and lid.
  - 5. Log sheets should be taped to the lid and should be marked as to: Facility location, drum number and hazard category.
  - 6. Hazardous waste labels should be filled out and affixed to drum.
  - 7. Affix proper hazard category label.
- D. Packing compatibility:
  - 1. Only chemically compatible materials can be packaged together. **DON'T MIX: ACID AND BASES, CYANIDE COMPOUNDS AND ACIDS, OXIDIZERS AND FLAMMABLE** (bleach is an oxidizer, though often marked poison).
  - 2. If there is any doubt as to hazard class, contact the California Department of Toxic Substance Control (DTSC) at (800) 728-6942 or (800) 72TOXIC.

## **VIII. Labeling and Record Keeping**

- A. Log Sheet: Enter the following information on a log sheet - to be used later to prepare manifest:
  - 1. Waste category
  - 2. List as much information about the chemical as possible (including the brand name)
  - 3. Number of containers
  - 4. Volume or weight of each container
- B. Manifest: Must be prepared if wastes are to be transported (manifest forms are available from the California DTSC, see **Attachment C** for a sample of the form)
- C. Training Records: Including Health and Safety Certifications
- D. Inspection Reports
- E. Spill or emergency incident reports

**IX. Storage Procedures**

- A. Lab packed drums are to be stored inside the main processing building, in a corner, so as to remain out of the way of any operations (must be stored on pavement).
- B. Drums containing flammable, poisons, corrosives (bases) must be separated from drums with corrosives and oxidizers.
- C. Containers must be closed except when being packed.
- D. The temporary storage of hazardous waste is to be stored in a Hazardous Material Storage Locker located in the processing building.
- E. Signs in English and Spanish posted around storage area(s) reading:

**DANGER: HAZARDOUS WASTE STORAGE AREA.  
ALL UNAUTHORIZED PERSONS KEEP OUT.  
KEEP LOCKED WHEN NOT IN USE.**

**X. Disposal Procedures**

- A. Each lab pack must be inspected by a site supervisor experienced in waste identification and categorization before it is sealed.
- B. Each sealed drum must be labeled as to hazard class (according to CFR 40 and 49).
- C. Hazardous waste cannot accumulate for more than 90 days
- D. Record facility's EPA ID#: CAD983633785
- E. Manifest must be prepared if wastes are to be transported.
  - 1. Manifest forms are available from the California DTSC.
  - 2. Prepare five copies:
    - The Allan Company keeps two
    - One copy to transporter
    - Legible copy to Los Angeles County Department of Public Health within 30 days of each shipment
  - 3. Within 35 days of shipment, The Allan Company must receive copies of manifest signed by the operator of the disposal facility. If not, the MRF must contact the facility (if not received within 45 days, an exception report of the pertinent manifest and cover letter describing efforts made to locate shipment, must be submitted to the California DTSC).
  - 4. The MRF is to keep copies of manifests for three years.
  - 5. Transporter - Only EPA-permitted facilities can transport hazardous wastes.

**XI. e-Waste**

- A. If electronic waste (e-Waste) is discovered during the load checking operation, it will also be removed and segregated for recycling.



- B. The recovered e-Waste will be stored in green wooden storage boxes or other containers for shipment to e-Recycling of California or other fully-licensed e-Waste processor for disassembly and recycling.
- C. These loads will be manifested per the regulations of the California DTSC.

**XII. Treated Wood**

- A. If treated wood (such as pressure treated railroad ties or creosote treated wood) is identified during the load inspection operation, it will be removed and placed in a designated on-site collection container. This material will then be taken to an appropriate disposal facility.

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**THE ALLAN COMPANY**  
**HAZARDOUS WASTE LOAD CHECKING**  
**TRAINING PROGRAMS**

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**I. Training Personnel**

- A. Safety Manager and Floor Supervisors are to complete a 40-hour HAZWOPER training and the 8 hour refresher course annually.
- B. Sorters: Only those trained in the use of personal protective equipment, emergency response, identification of hazardous materials and proper handling and procedures are allowed to sort refuse.
- C. Training is required at the time of the employee's initial assignment and whenever a new hazard is introduced into the work place.
- D. Supervisors will train regarding specific aspects of the load-checking program.
- E. Training is to be reinforced once a year.

**II. Personal Protective Equipment**

- A. Respiratory Protection:
  - Training is required before a worker is allowed to wear respirators.
  - The safety officer is responsible for insuring all site workers are respirator certified.
  - Certificates must be kept up to date/renewed annually, and copies must be kept available for inspection.
- B. Eye Protection:
  - Safety glasses or goggles must be worn when handling hazardous wastes.
  - Packers must wear full-face shield.
- C. Body/Hand Protection:
  - Coveralls and steel-toed boots will be worn to protect the body and feet.
  - Chemical, abrasion, puncture and tear resistant butyl or neoprene gloves will be worn by all employees coming in direct contact with waste (i.e. sorting).
- D. Dust Masks:
  - Must be provided and additional protection must be available upon request.
- E. Hearing Protection:
  - It is optional for workers to wear hearing protection.

**Attachment A**  
**ALLAN COMPANY MRF**

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**LOAD INSPECTION RECORD**

**Date and time:**

**Load checker name:**

**Collection Company:**

**Truck number:**

**Driver name:**

Results of load check:

Description of hazardous material found (quantity, type, container, etc.):

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Disposition of material:

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## Attachment B

### ALLAN COMPANY MRF

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#### SPECIAL/UNUSUAL OCCURRENCES REPORT FORM

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Date\_\_\_\_\_

Name of employee completing report form

\_\_\_\_\_

Name of employee who discovered incident

\_\_\_\_\_

Type of Incident

\_\_\_ Chemical spill

\_\_\_ Earthquake

\_\_\_ Personal injury

\_\_\_ Unknown hazardous waste

\_\_\_ Fire

\_\_\_ Other\_\_\_\_\_

Description of incident\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

• Time\_\_\_\_\_

• Location\_\_\_\_\_

• Date\_\_\_\_\_

• Source\_\_\_\_\_

Chemicals involved\_\_\_\_\_

\_\_\_\_\_

Action taken\_\_\_\_\_

\_\_\_\_\_

Extent of injury (if any)\_\_\_\_\_

\_\_\_\_\_

Emergency equipment used\_\_\_\_\_

\_\_\_\_\_

Response Agencies notified\_\_\_\_\_

\_\_\_\_\_

Facility Manager's signature \_\_\_\_\_Date\_\_\_\_\_

# ATTACHMENT C

## HAZARDOUS WASTE MANIFEST

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

Form Approved. OMB No. 2050-0039

<b>UNIFORM HAZARDOUS WASTE MANIFEST</b>		1. Generator ID Number		2. Page 1 of	3. Emergency Response Phone		4. Manifest Tracking Number			
5. Generator's Name and Mailing Address				Generator's Site Address (if different than mailing address)						
Generator's Phone:										
6. Transporter 1 Company Name				U.S. EPA ID Number						
7. Transporter 2 Company Name				U.S. EPA ID Number						
8. Designated Facility Name and Site Address				U.S. EPA ID Number						
Facility's Phone:										
GENERATOR	9a. HM	9b. U.S. DOT Description (including Proper Shipping Name, Hazard Class, ID Number, and Packing Group (if any))			10. Containers		11. Total Quantity	12. Unit Wt./Vol.	13. Waste Codes	
			No.	Type						
	1.									
	2.									
	3.									
	4.									
14. Special Handling Instructions and Additional Information										
<p>15. GENERATOR'S/OFFEROR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable international and national governmental regulations. If export shipment and I am the Primary Exporter, I certify that the contents of this consignment conform to the terms of the attached EPA Acknowledgment of Consent.</p> <p>I certify that the waste minimization statement identified in 40 CFR 262.27(a) (if I am a large quantity generator) or (b) (if I am a small quantity generator) is true.</p>										
Generator's/Offeror's Printed/Typed Name				Signature			Month	Day	Year	
TRANSPORTER INTL	16. International Shipments <input type="checkbox"/> Import to U.S. <input type="checkbox"/> Export from U.S. Port of entry/exit: _____									
	Transporter signature (for exports only): _____ Date leaving U.S.: _____									
	17. Transporter Acknowledgment of Receipt of Materials									
	Transporter 1 Printed/Typed Name				Signature			Month	Day	Year
	Transporter 2 Printed/Typed Name				Signature			Month	Day	Year
DESIGNATED FACILITY	18. Discrepancy									
	18a. Discrepancy Indication Space <input type="checkbox"/> Quantity <input type="checkbox"/> Type <input type="checkbox"/> Residue <input type="checkbox"/> Partial Rejection <input type="checkbox"/> Full Rejection									
	Manifest Reference Number:									
	18b. Alternate Facility (or Generator)				U.S. EPA ID Number					
	Facility's Phone:									
	18c. Signature of Alternate Facility (or Generator)				Month			Day	Year	
19. Hazardous Waste Report Management Method Codes (i.e., codes for hazardous waste treatment, disposal, and recycling systems)										
	1.	2.	3.	4.						
20. Designated Facility Owner or Operator: Certification of receipt of hazardous materials covered by the manifest except as noted in Item 18a										
Printed/Typed Name				Signature			Month	Day	Year	

EPA Form 8700-22 (Rev. 3-05) Previous editions are obsolete.

DESIGNATED FACILITY TO DESTINATION STATE (IF REQUIRED)

**APPENDIX B**

**LITTER CONTROL PROGRAM**

# **ALLAN COMPANY MRF**

## **BALDWIN PARK**

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### **LITTER CONTROL PROGRAM**

#### **PURPOSE**

Promoting a clean environment through a Litter Control Program encourages all vehicles to properly cover (or tarp) their loads while traveling to and from the Facility in order to minimize the potential of litter on and around the property.

#### **PROGRAM COMPONENTS**

The four components of the Litter Control Program are:

1. TARPING REQUIREMENT
2. CONTAINMENT OF LITTER
3. SITE AND FACILITY CLEAN-UP
4. MONITORING AND RECORDING

#### **Tarping Requirement**

All loads of refuse entering the facility must be tarped or otherwise covered to control litter or other materials from escaping along any of the identified collection truck routes leading to the site.

The following measures are implemented:

- A sign is posted at the entrance at each scalehouse, which states that all refuse loads (inbound and outbound) must be covered.
- All haulers/customers are initially given a copy of a printed notice stating the requirements of the Litter Control Program.
- Each incident of an uncovered load is logged by date, the customer's name and vehicle license numbers are documented.
- Repeat violators may be refused entry.

#### **Containment Of Litter**

Litter can be generated by activities at the facility (receipt and processing of recyclables) or from vehicles using the facility.

#### **Facility Containment**

Litter is controlled primarily by restricting waste unloading and processing operations to inside the building. If litter blows out, a high fence surrounds the entire facility, providing a secondary barrier and preventing any litter from blowing off site. Baled recyclables are stored inside the building and hauled to market on a regular basis.

## Vehicle Containment

### *Collection Vehicles*

All vehicles arriving with uncovered loads are logged by date, their company name and vehicle license numbers in the Litter Control Reporting Log. Repeat offenders may be restricted from the facility.

### *Transport Vehicles*

Vehicles removing recyclable materials will be visually inspected as they leave the Facility.

Drivers of the vehicles having uncovered loads will be informed that they must cover their load before leaving the station. Violator's will be documented in the Litter Control Reporting Log. Repeat offenders may be restricted from entering the facility.

## **Site and Facility Clean-Up**

The facility and surrounding areas are cleaned daily. Tipping areas, driveways, internal roads, yard area, and the immediate perimeter of the facility are swept as needed.

## **Monitoring And Recording**

Scalehouse employees are trained in monitoring vehicles to ensure the loads are properly covered. Any loaded transfer, commercial or self-haul vehicle entering or exiting the facility without proper covering will be asked to cover their load and the company name and vehicle numbers will be documented in the Litter Control Reporting Log. Repeat offenders may be restricted from entering the facility.

All records are stored in the administrative office and available for inspection by an authorized inspector upon request. The appropriate agencies will be notified of all vehicles that have been refused permission to use the station.



### LITTER CONTROL REPORTING LOG

DATE & TIME	COMPANY NAME	VEHICLE LICENSE NO.	COMMENTS

# **APPENDIX C**

## **CAPSULE RESUMES**

## **Key Personnel**

### **Stephen A. Young – President**

Mr. Young founded and started The Allan Company in 1963. Over the past 45 years, Allan Company has grown to become one of the nation's largest independent owned recycling companies. Mr. Young's recycling companies are responsible for processing and or marketing nearly 1.7 million tons of recycled material annually. Allan Company alone collects, processes, and markets approximately 110,000 tons of recyclables each month. He is highly respected in the industry by competitors, city and state agencies, and worldwide customers.

### **Joe Pearson – Chief Financial Officer**

Mr. Pearson has spent much of his professional career in the recycling industry. His astute abilities in the area of international finance have greatly contributed to Allan Company's success. Mr. Pearson is a board member and stockholder of Allan Company. Mr. Pearson is a graduate of Cal Poly Pomona with degrees in Accounting and Finance. He has been serving the financial sector of the recycling industry for over 35 years.

### **Jason Young – Vice President**

Mr. Young graduated in 1992 from the University of Southern California with a degree in Business Administration. Mr. Young started working for Allan Company over fifteen years ago as a facility manager at one of the Allan Company's Buy-Back Centers. In 1993, Mr. Young was relocated to Allan Company's headquarters to be part of the export sales team. In 1996, Mr. Young was promoted to Export Manager. Mr. Young's knowledge of the Pacific Rim secondary fiber market combined with his experience in international finance make him an extremely important part of the Allan Company executive team. Mr. Young has been involved in the City of Los Angeles, City of San Diego, City of Pasadena, City of Glendale and City of Santa Monica curbside contracts during negotiations, dealing with operational issues, and working with city staff to develop educational programs and reporting processes. Mr. Young has served as the Chairman of the Institute of Recycling Industries Southwest Chapter and the Board of Directors for the Association of California Recycling Industries.

### **Donald Rogers – Vice President, Sales and Marketing**

Mr. Rogers has been with Allan Company for the past 25 years. He is highly regarded for his experience in the recycling industry. He has been involved in major curbside programs with the City of Los Angeles, as well as numerous municipalities throughout the San Gabriel Valley. He is also currently involved in implementing two pilot programs with the City of Los Angeles – the first to provide commercial recycling; the second, household recycling for multiple unit

residences. His expertise is in marketing of thousands of tons of recycled fiber on a monthly basis to various mills throughout the nation.

### **Richard Hubbard – Vice President, Operations**

During the last nine years with Allan Company, Mr. Hubbard has worked extensively on improving Allan Company's operations, while managing large scale equipment installations and development of the MRF at Allan Company's Baldwin Park facility. The installation of this new equipment has increased the amount of curbside recyclables that are processed at Allan Company's Baldwin Park facility from 1,000 tons per month to currently over 5,500 tons per month.

### **Chip Lavigne – Non-Fiber Marketing Manager**

Mr. Lavigne graduated in 1984 from Plymouth State College attaining a BS in Management with a minor in Computer Science. Mr. Lavigne began his recycling career in 1989 with New England CR Inc. He was appointed as the Director of Business Development for the Western Region in 1990 at which time he worked extensively in the design and development of large-scale material recovery facilities. In 1995, Mr. Lavigne transitioned to Allan Company and took the position of Plastics Marketing Manager. In 1997, Mr. Lavigne was appointed to head the Non-Fiber Marketing Department and continues in this role today.

**APPENDIX D**

**ALTERNATE ODOR MANAGEMENT  
PLAN (AOMP)**

# THE ALLAN COMPANY MATERIAL RECOVERY FACILITY Baldwin Park

## ALTERNATIVE ODOR MANAGEMENT PLAN

January 2010, Revised April 2010

This Alternative Odor Management Plan (AOMP) has been prepared in accordance with South Coast Air Quality Management District (SCAQMD) Rule 410. This plan will be posted in both the scalehouse and the office so as to be clearly visible to operations and inspection personnel. It will be made available to the SCAQMD Executive Officer upon request.

### CONTENT ELEMENTS

#### 1. Housekeeping Activities

##### a. *Tipping Floors*

The Material Recovery Facility (MRF) building includes approximately 10,000 square feet (sf) of enclosed tipping area. There is a tipping area for the single stream curbside recyclables by the sortline and a separate tipping area for the source separated recyclables in the baling room. (See the TPR, **Figure 4**).

Litter is removed from in and around the building daily using dry sweeping methods, such as by hand with brooms. Detergents are not used.

##### b. *Transfer Tunnel*

There is no transfer tunnel, just a loading dock for the transfer trucks. The loading dock is cleaned daily by hand with brooms. Detergents are not used.

##### c. *Other Areas*

Litter crews police the site daily, cleaning all paved areas, driveways, and the street frontage as needed. In addition, the sorting line, building, baler and other stationary equipment is cleaned by hand of accumulated dirt and debris on an “as needed” basis.

This is typically done using dry cleaning methods, but may also include water sprays. The minimal amount of water produced is absorbed in the residue material going to landfill, or simply evaporates.

Housekeeping activities are documented in a daily record, which is available for review upon request of the LEA. Daily records are maintained in the site office, and are available for inspection by contacting the facility operator between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

## 2. Community Response Procedures

### *a. Contact Sign (See detail at end of the AOMP)*

The signs are located at the following entrance gates: inside the eastern gate off Arrow Highway prior to the scale, and at the eastern and western entrance gates off Joanbridge. The signs meet the following requirements, unless otherwise approved in writing by the Executive Officer:

- Installed within 50 feet of the main entrance to the facility
- At least 48 inches wide by 48 inches tall
- Lettering at least 4 inches tall
- Text contrasting with the sign background
- Lower edge of the sign located between 6 and 8 feet above grade.

The signs (designed in Conformance with Rule 410, Appendix A, 7) include contact information for the Allan Company MRF, the South Coast Air Quality Management District, and the Local Enforcement Agency.

### *b. Community Coordinator*

At the Allan Company MRF the community coordinator is Richard Hubbard, Operations Manager, (626) 962-4047, cell (626) 255-1882.

### *c. Complaint Response Protocol*

Allan Company staff will follow the complaint response protocol when an odor complaint is received by the facility or when notified by the SCAQMD or the LEA that an odor complaint has been received for the facility.

If an odor complaint is received, Allan Company staff will go to the location of the odor complaint as soon as possible, but not more than 2 hours after receiving the complaint. Staff will verify the presence and intensity of the odors. If the odor can be detected at the complainant's home or business, staff will trace the odor by conducting odor checks around the general vicinity. If the odor was determined to be generated by some identifiable source other than the Allan Company MRF, staff will contact the complainant notifying them of the source of the odors.

If however, Allan Company staff determines that the odor is generated by the Allan

Company MRF, they will immediately identify the source of the odor and mitigate. Mitigation measures may include:

- immediate shipping out of odiferous material
- clean-up of stagnating water
- activation of misting system
- blend odiferous material with clean, dry material until odor minimized to acceptable level

All odor complaints will be logged in a separate Odor Compliant Log, and the LEA will be notified within 24 hours. Odor complaints will be logged on a pre-printed form that has entry areas for the appropriate information detailed in Rule 410, Appendix A, 6 and 8. A sample of the odor complaint form is attached.

If the facility receives more than three different complaints within a one month period or two complaints from the same individual within a one month period, staff will meet with the complainant (if possible) within a reasonable time to discuss the source of the odor and discuss operational changes that would minimize odors in the future.

The presence of odor is also monitored at the site's east, west, north, and south boundaries prior to commencing and closing daily operations. The level of offensiveness from on-site odors at the property boundary is based on a scale of 1 to 5 as follows:

1. No noticeable odor.
2. Slight odor
3. Moderate odor (noticeable)
4. Strong odor (objectionable)
5. Stench (noxious)

Should an odor problem occur at a level 3 or above, the following steps will be taken:

- Identify the source of the odor
- Determine possible cause(s) and select remedial action, which may include the following:
  - clean-up any stagnant water
  - clean-up any odiferous residual organic matter
  - activate the misting system
  - blend odiferous material with clean, dry material until odor is minimized to acceptable level
- In the event the odors cannot be controlled by any of the remedies, the odorous material will be trucked immediately to the landfill.

Should odors increase or a complaint be verified, the plan will be re-evaluated and more provisions will be considered to monitor or minimize odors.



#### *d. Complaint Log*

The facility keeps a written log of all complaints for at least three years. The log is available for review by the LEA at the site office during normal working hours.

#### *e. Odor Survey Procedures*

If an odor complaint is received, a facility employee will drive around the neighborhood in the immediate vicinity of the Allan Company MRF to try to determine the source of the odor. If the source is located, the LEA and/or complainant will be notified immediately. If the odor is determined to originate at the MRF, then remedial actions will be taken as described in this document.

The possible sensitive odor receptors near the Allan Company MRF include the following:

- The residential area to the southwest of the site.

## **CONTROL STRATEGIES**

### **Odor Sources**

There are several potential sources of odor at the Allan Company MRF. These are described below.

### **MRF Building**

#### **MRF Tipping Floor (MRF-3)**

The MRF tipping floors are incorporated within the MRF Building and Bailing Room, which are permanent structures with a roof covering and at least three walls that act as a wind barrier (MRF-3).

These areas receive single stream curbside recyclable material and source separated recyclable material that contains little food or other organic waste, and is therefore not expected to be a significant source of odor. However, should odiferous material be received, it can be quickly moved and loaded out in a transfer truck as soon as possible.

#### **Recyclable Materials**

In order to minimize odors caused from recycled containers that contained dairy products, all material will be transferred within 48 hours, or more quickly if odor problems are detected.

#### **Protocol for Handling Odiferous Loads**

If odiferous loads are received, they are transferred and shipped out as soon as possible.

#### **Covering Trucks and Trailers**

A mandatory tarping policy is enforced requiring all incoming loads to be covered. Also, the tops of all transfer trailers are fully screened immediately after loading and prior to exiting the facility. This eliminates the possibility of material blowing out of the trucks and creating odor. These screens will be inspected daily by the drivers and any damages noted for immediate repair by the maintenance staff.

## **ENFORCEABILITY**

“I am voluntarily submitting this Alternative Odor Management Plan to the Local Enforcement Agency in lieu of submitting an Odor Management Plan to the South Coast Quality Management District as required by the South Coast Air Quality Management District Rule 410. I agree to abide by the provision of the Alternative Odor Management Plan and understand that the Alternative Odor Management Plan is subject to enforcement by the Local Enforcement Agency. I understand that I must comply with any or all applicable state statutes and federal and local rules and regulation, including those provisions relating to public nuisance.”

---

Name (print)

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Signature

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Date

Alternate Odor Management Plan Sign

For questions and complaints call:

**RICHARD HUBBARD**  
**Allan Company Operations Manager**  
**(626) 255-1882**

**LOCAL ENFORCEMENT AGENCY**  
**(626) 430-5540**

**AIR QUALITY MANAGEMENT DISTRICT**  
24 HOUR LINE  
**(909) 396-2000**

## Los Angeles South Coast Air Basin, CA



**ODOR COMPLAINT FORM****A - Name**

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**B - General** Where were you when you smelled the odor?

Location \_\_\_\_\_

Time \_\_\_\_\_ am/pm

Duration \_\_\_\_\_ hours \_\_\_\_\_ minutes

**C - Intensity Rating**

Check the appropriate boxes

**Intensity Scale**

Choose one

1	2	3	4	5	6	7	8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very Faint	Light		Moderate		Strong		

**D - Odor Description**

Check the appropriate boxes

<input type="checkbox"/> Ammonia	<input type="checkbox"/> Woody	<input type="checkbox"/> Fishy	<input type="checkbox"/> Rotten Egg
<input type="checkbox"/> Decaying Grass	<input type="checkbox"/> Turpentine	<input type="checkbox"/> Chemical/solvent	<input type="checkbox"/> Manure
<input type="checkbox"/> Earthy/Moldy/Musty	<input type="checkbox"/> Sewer/Sewage-like	<input type="checkbox"/> Burnt/ Smoky	<input type="checkbox"/> Other _____

**E - Weather Conditions**

Check the appropriate boxes

<input type="checkbox"/> Sunny	<input type="checkbox"/> Calm	<input type="checkbox"/> Strong Wind (15 + mph)
<input type="checkbox"/> Overcast	<input type="checkbox"/> Light Breeze (1-5 mph)*	<input type="checkbox"/> Humid
<input type="checkbox"/> Temperature _____	<input type="checkbox"/> Moderate Wind (5-15 mph)*	

\*If you checked this box, please provide  
wind direction in check boxes below:

### Wind Direction

Note direction wind is blowing from

☐

North

☐

Northeast

☐

East

☐

Southwest

☐

South

☐

Southeast

☐

West

☐

Northwest

### F - Miscellaneous Notes

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**APPENDIX E**  
**CUP RESOLUTION PC 03-29**





RESOLUTION PC 03-29

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BALDWIN PARK APPROVING A MODIFICATION TO AN EXISTING CONDITIONAL USE PERMIT TO ALLOW FOR THE CONSTRUCTION OF A PERMANENT, SEMI-ENCLOSED BUILDING WHICH WILL HOUSE RECYCLABLES SORTING EQUIPMENT (APPLICANT: RICH HUBBARD, REPRESENTING ALLAN COMPANY; LOCATION: 14604-14618 ARROW HIGHWAY; CASE NO.: CP-404).

THE PLANNING COMMISSION OF THE CITY OF BALDWIN PARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Planning Commission of the City of Baldwin Park does hereby find, determine, and declare as follows:

- a) That an application ("Application") for a conditional use permit was submitted on behalf of the owner of certain real property, located at 14604-14618 Arrow Highway, in the City of Baldwin Park, described more particularly in the Application on file with the Planning Division; and
- b) That the Application was sought to modify an existing conditional use permit to allow for the construction of a 37,440 s.f. permanent semi-enclosed building which will house recyclables sorting equipment within the I, Industrial Zone, pursuant to Section 153.227 (X) of the City's Municipal Code
- c) That a duly noticed public hearing was held on said Application by the Planning Commission, and based upon evidence presented including applicable staff reports and each member of the Commission being familiar with the property, it was determined that the facts as required by the Baldwin Park Municipal Code for the granting of such Application are present and that the conditional use permit should be granted, subject to the terms of this Resolution.

SECTION 2. That the Planning Commission does hereby adopt the following Findings of Fact:

- a) That the site is adequate in size and shape to accommodate the proposed use as the overall site contains 3.06± acres of lot area; and
- b) That the site has sufficient access to sidewalks, streets and highways adequate in width and pavement type to carry the quantity and quality of traffic generated by the proposed use, as the subject property has direct access to Arrow Highway, a major arterial as designated by Irwindale's General Plan, with additional access to Joanbridge Street, a local street as designated by the City's

General Plan. The properties are 'through-lots' having street frontage along both streets'; and

c) That the proposed use will not have an adverse effect upon uses adjacent to the subject property. On the contrary, the proposed structures will substantially reduce the noise emitting from the mechanical equipment; and

d) That the proposed use is consistent with the General Plan of the City of Baldwin Park as the Economic Development Element of the General Plan encourages improvements to the older industrial areas.

SECTION 3. That the conditional use permit be and the same is hereby granted, subject to the following conditions:

a) That the property shall be developed and maintained in substantial accordance with Exhibit "A", dated September 24, 2003; and

b) That the use shall be operated, and the subject property be maintained, in a neat and orderly manner and that all graffiti (throughout the property) shall be removed within twenty-four (24) hours at the expense of the applicant and/or owner; and

c) That the Applicant shall obtain sign permits and/or building permits for any proposed building signage; and

d) That Phase one of this project will include the construction of a 24,960 s.f. structure which will house the recyclables sorting machinery. The Applicant has from six (6) months from the date of approval of Resolution PC 03-29 (March 24, 2004) to obtain a Certificate of Occupancy for the proposed Phase One of this project; and

e) That Phase Two of this project will include the construction of a 4,160 s.f. area to semi-enclose the glass stored from the sorting line. The Applicant has six months from the completion of Phase One (September 24, 2004) to obtain a Certificate of Occupancy for the proposed Phase Two of this project; and

f) That Phase Three of this project will include the construction of a 8,320 s.f. to semi-enclose the tipping floor for incoming recyclables materials. The Applicant has six months from the completion of Phase Two (March 24, 2005) to obtain a Certificate of Occupancy for the proposed Phase three of this project; and

g) That all vehicular parking areas throughout the Allan Company facility, including lots on Joanbridge Street and Bleecker Street shall be striped in accordance with the adopted Exhibit "A" within one year of the date of approval of Resolution PC 03-29; and

h) That the Applicant shall comply with all conditions of approval as noted after the date of approval of the modification of CP-404. Any violations of these conditions are grounds for immediate revocation pending a duly noticed public hearing by the Planning Commission or City Council on appeal. Any costs associated with the revocation of this conditional use permit shall be paid by the applicant and/or owner; and

SECTION 4. That the Planning Commission at the time of the public hearing on the above matter reviewed and considered the proposed Negative Declaration of Environmental Impact. That the Planning Commission, based upon its public review, does hereby find that said Negative Declaration has been prepared and was considered pursuant to the provisions and guidelines of the California Environmental Quality Act, and hereby the Negative Declaration since there is no substantial evidence that the project will have a significant impact on the environment.

SECTION 5. That the Secretary shall certify to the adoption of this Resolution and forward a copy hereof to the City Clerk and the Applicant.

PASSED AND APPROVED this 24<sup>th</sup> day of September, 2003.

\_\_\_\_\_  
CONRADO MAGDALENO, CHAIR  
BALDWIN PARK PLANNING COMMISSION

ATTEST:

\_\_\_\_\_  
MELECIO PICAZO, SECRETARY  
BALDWIN PARK PLANNING COMMISSION

STATE OF CALIFORNIA     )  
COUNTY OF LOS ANGELES)SS.  
CITY OF BALDWIN PARK    )

I, MELECIO PICAZO, Secretary of the Baldwin Park Planning Commission, do hereby certify that the foregoing Resolution No. PC 03-29 was duly and regularly approved and adopted by the Planning Commission at a regular meeting thereof, held on the 24<sup>th</sup> day of September, 2003 by the following vote:

AYES:           COMMISSIONERS:   Rivera, Leyson, Lozano, and Magdaleno

NOES:           COMMISSIONERS:

ABSTAIN:       COMMISSIONERS:

ABSENT:        COMMISSIONERS:   Garcia

---

MELECIO PICAZO  
BALDWIN PARK PLANNING COMMISSION

**APPENDIX F**

**MITIGATED NEGATIVE  
DECLARATION**

# CITY OF BALDWIN PARK

## NEGATIVE DECLARATION

DATE: August 28, 2003  
APPLICANT: Rich Hubbard, representing Allan Company  
TYPE OF PERMIT: Conditional Use Permit  
FILE NO.: CP-404mod

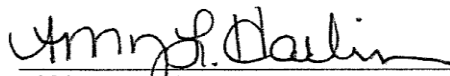
LOCATION OF PROJECT: 14604-14618 Arrow Highway, Baldwin Park, CA 91706

DESCRIPTION OF PROJECT: The project involves the demolition of 13,000 s.f. of structure and the new construction of a 37,440 s.f. permanent, semi-enclosed structure for the existing recyclables sorting machinery. It is anticipated that the project will be completed in three (3) phases. 1) 24,960 s.f. to house the existing sorting machinery; 2) 4,160 s.f. loading dock; and 3) 8,320 s.f. drop-off area.

It is the opinion of the ☐ Zoning Administrator  
☒ Planning Commission  
☐ City Council  
☐ Other \_\_\_\_\_

that, upon review of the project, it has determined that the project will not have a significant effect upon the environment.

Mitigation Measures ☐ are attached  
☒ are not required

  
(Signature)

Principal Planner  
(Title)

Date(s) of Public Notice: September 4, 2003

☒ Legal advertisement  
☐ Posting of the properties  
☒ Written notice

## INITIAL STUDY, ENVIRONMENTAL CHECKLIST AND NEGATIVE DECLARATION

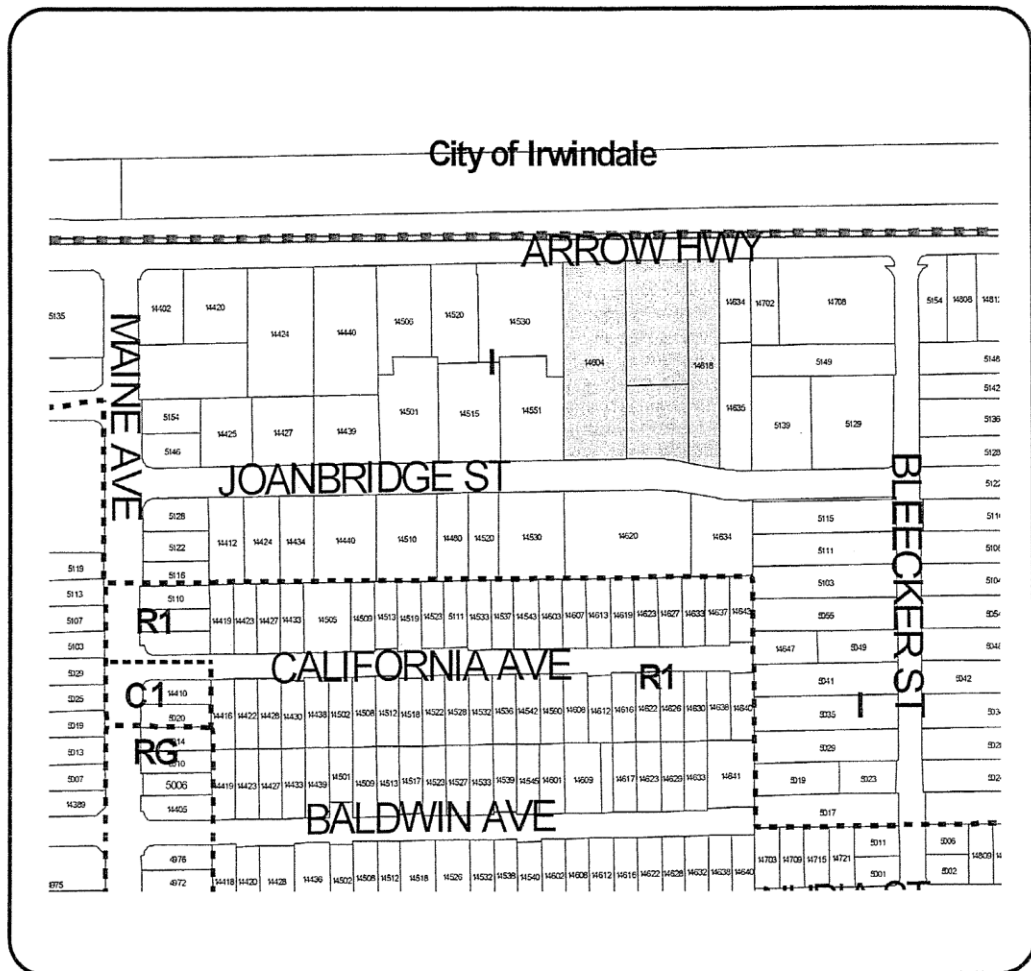
1. **Project Title:** CP-404 (modification)
2. **Lead Agency Name and Address:** City of Baldwin Park  
14403 E. Pacific Avenue  
Baldwin Park, Ca 91706  
(626) 813-5261
3. **Contact Person and Phone Number:** Allan Company  
Contact: Rich Hubbard  
14618 Arrow Highway  
Baldwin Park, CA 91706  
(626) 255-1882 (cell)
4. **Project Location:** 14604-14618 Arrow Highway  
Baldwin Park, CA 91706
5. **Assessor's Parcel Number:** 8414-006-008; 8414-006-009; 8414-006-010;  
8414-006-031
6. **Project Sponsor's Name and Address:** Same of #4
7. **General Plan Designation:** Commercial/Industrial
8. **Zoning:** I-Industrial
9. **Surrounding Land Uses and Settings:**

Incorporated in 1956, the City of Baldwin Park is located approximately 17 miles east of downtown Los Angeles. The intersection of the I-10 and I-605 lies near the southwest corner of this 6.8 square mile City. Although Baldwin park is predominantly a residential bedroom community, recent efforts have placed a greater emphasis on promoting commercial and industrial land uses. Near 'build-out' however, the City is also emphasizing the redevelopment and reuse of existing properties.

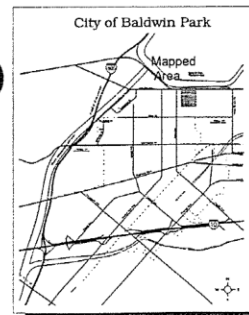
According to the 2000 Census, Baldwin Park has approximately 75,900 persons. This is more than double the population in 1960. Baldwin Park is predominantly a Hispanic working class community, although between the 1990 and 2000 Census has experienced a recent increase in its Asian population. Furthermore, the City has a considerably larger than average household size than the County average, suggesting increased pressure on the City's housing stock and the provision of services including recreational opportunities.

**FIGURE 1 - PROJECT LOCATION MAP**---This project is specific to the Allan Company complex. Allan Company's primary address is 14618 Arrow Highway. However, the entire Allan Company complex comprises the following addresses: 14604-14618 Arrow Highway; 14634 Joanbridge Street 5115 Bleecker Street and 5129 Bleecker Street. The proposed structures will located at 14604-14618 Arrow Highway.





**Figure 1**  
Project Location Map



**10. Description of Project:**

The project involves the demolition of 13,000 s.f. of building and the new construction of a 37,440 s.f. permanent, semi-enclosed structure for the existing recyclables sorting machinery. This project is proposed to be completed in three (3) phases by March, 2005.

**11. Introduction, Purpose and Need for the Project:**

Over the last decade, there has been a significant increase in the number of individuals recycling and the types of products to be recycled. In an effort to meet the needs of the changing recyclables world, Allan Company installed large sorting machinery a couple of years ago and are now beginning to remodel the site to incorporate the large piece of machinery.

**12. Project Characteristics:**

The Applicant is proposing to phase this project. Phase 1 consists of the construction of a 24,960 structure which is replacing and expanding the existing structure at the site. This structure shields the existing sorting equipment at the site. Phase 2 will be a new 4,160 s.f. structure to the rear of Phase 1 which will encompass the loading dock. Phase 3 is a new 8,320 s.f. structure to the north of Phase 1 (adjacent to Arrow Highway) which will encompass the drop-off area.

This project will eliminate the current makeshift 13,000 s.f. cover over the recyclables sorting machinery and in its place will be constructed a permanent cover with semi-open sides. The proposed structures will protect not only the machinery, but also the employees from the elements, provide a more pleasing aesthetic view and hopefully reduce any smell emitting from the recyclables.

**13. Other public agencies whose approval is required (e.g., permits, financing approval, or participation agreement):**

Only the Planning Commission or the City Council on appeal, are the only public agencies whose approval is required.

**14. References:**

The following are referenced where appropriate in the Environmental Checklist Form:

- a. General Plan
- b. Municipal Code
- c. Zoning Code
- d. Geological Map---Liquefaction Zones

## INITIAL STUDY CHECKLIST

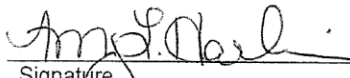
### ENVIRONMENTAL FACTORS POTENTIALLY AFFECTED:

The environmental factors checked below would be potentially affected by this project, involving at least one impact that is a "Potentially Significant Impact" as indicated by the checklist on the following pages:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Aesthetics                    | <input type="checkbox"/> Agriculture Resources              | <input type="checkbox"/> Air Quality              |
| <input type="checkbox"/> Biological Resources          | <input type="checkbox"/> Cultural resources                 | <input type="checkbox"/> Geology / Soils          |
| <input type="checkbox"/> Hazards & Hazardous Materials | <input type="checkbox"/> Hydrology / Water Quality          | <input type="checkbox"/> Land Use / Planning      |
| <input type="checkbox"/> Mineral resources             | <input type="checkbox"/> Noise                              | <input type="checkbox"/> Population / Housing     |
| <input type="checkbox"/> Public Services               | <input type="checkbox"/> Recreation                         | <input type="checkbox"/> Transportation / Traffic |
| <input type="checkbox"/> Utilities / Service Systems   | <input type="checkbox"/> Mandatory Findings of Significance |   |

### DETERMINATION: (To be completed by the Lead Agency)

- ☒ I find that the proposed project COULD NOT have a significant effect on the environment, and a NEGATIVE DECLARATION will be prepared.
- ☐ I find that although the proposed project could have a significant effect on the environment, there will not be a significant effect in this case because revisions in the project have been made by or agreed to by the project proponent. A MITIGATED NEGATIVE DECLARATION will be prepared.
- ☐ I find that the proposed project MAY have a significant effect on the environment, and an ENVIRONMENTAL IMPACT REPORT IS REQUIRED.
- ☐ I find that the proposed project MAY have a "potentially significant impact" or "potentially significant unless mitigated" impact on the environment, but at least one effect 1) has been adequately analyzed in an earlier document pursuant to applicable legal standards, and 2) has been addressed by mitigation measures based upon the earlier analysis as described on the attached sheets. An ENVIRONMENTAL IMPACT REPORT is required, but it must analyze only the effects that remain to be addressed.
- ☐ I find that although the proposed project could have a significant effect on the environment, because all potentially significant effects (a) have been analyzed adequately in an earlier EIR or Negative Declaration pursuant to applicable standards, and (b) have been avoided or mitigated pursuant to that earlier EIR or NEGATIVE DECLARATION, including revisions or mitigation measures that are imposed upon the proposed project, nothing further is required.

  
Signature

August 28, 2003  
Date

Amy L. Harbin, Principal Planner  
Printed Name

City of Baldwin Park  
For

**APPENDIX G**

**DRAINAGE AND RUNOFF**

**CONTROL PLAN**

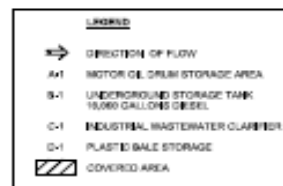
NORTH



ARROW HIGHWAY

14618 Arrow Hwy  
Parking=34

Proposed  
Steel Processing Building  
L250' X W60' X H30'  
14635 Joanbridge St

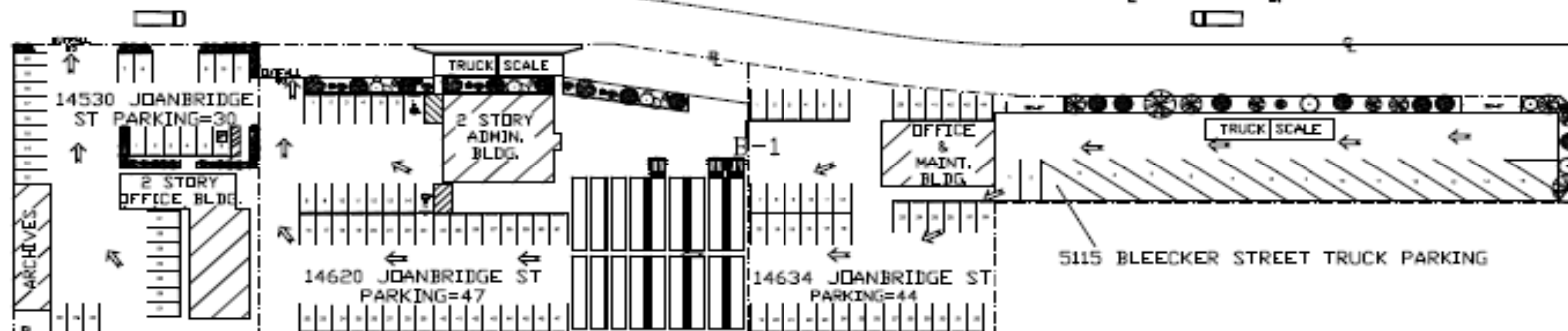


5129  
BLEECKER  
STREET

BLEECKER ST

JOANBRIDGE STREET

TRUCK PARKING=10  
CAR PARKING=25



**ASA, Inc.**  
P. O. Box 1002  
Glendale, CA  
91208  
Phone: (213) 965-7472  
Fax: (818) 240-2110

**ALLAN COMPANY - RECYCLING FACILITY**  
14620 JOANBRIDGE STREET  
BALDWIN PARK, CA 91706

SITE PLAN STORMWATER FLOW PATH	
Scale: 1" = 75'-0"	
DATE: 01/11/01	DESIGNED: J. L. HARRIS
DRAWN: J. L. HARRIS	CHECKED: J. L. HARRIS
APPROVED: J. L. HARRIS	DATE: 01/11/01

**APPENDIX H**  
**UNIFIED PROGRAM FACILITY**  
**PERMIT**  
**LA COUNTY FIRE DEPT.**



LOS ANGELES COUNTY CERTIFIED UNIFIED PROGRAM AGENCY  
ADMINISTERED BY LOS ANGELES COUNTY FIRE DEPARTMENT

**UNIFIED PROGRAM FACILITY PERMIT**

FISCAL YEAR: July 1, 2009 - June 30, 2010

ISSUED TO: FA0003100  
ALLAN COMPANY  
14618 ARROW HWY  
BALDWIN PARK, CA 91706

LA Co. CUPA NO. AR: AR0003101

FACILITY OWNER: CEDERWOOD YOUNG COMPANY

THIS PERMIT IS ISSUED FOR THE FOLLOWING PROGRAMS:

Administering Agency:

LA COUNTY FIRE DEPARTMENT

Program Description:

CALIFORNIA ELECTRONIC REPORTING SURCHARGE  
HAZARDOUS MATERIALS DISCLOSURE PROGRAM

**THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED  
AT THE FACILITY AT ALL TIMES.**

ISSUED BY: P. Michael Freeman  
County of Los Angeles Fire Chief

ISSUED ON: Feb 9, 2010

**This permit is valid only for the above location and is subject to ALL REQUIRMENTS of State and Local Laws.  
The permit is non-transferrable and is void upon change in ownership or location.**



LOS ANGELES COUNTY CERTIFIED UNIFIED PROGRAM AGENCY  
ADMINISTERED BY LOS ANGELES COUNTY FIRE DEPARTMENT

**UNIFIED PROGRAM FACILITY PERMIT**

FISCAL YEAR: July 1, 2009 - June 30, 2010

ISSUED TO: FA0014847  
ALLAN COMPANY  
14620 JOANBRIDGE ST  
BALDWIN PARK, CA 91706

LA Co. CUPA NO. AR: AR0014848

FACILITY OWNER: CEDERWOOD YOUNG COMPANY

THIS PERMIT IS ISSUED FOR THE FOLLOWING PROGRAMS:

Administering Agency:

LA COUNTY FIRE DEPARTMENT  
LA COUNTY DEPT OF PUBLIC WORKS

Program Description:

CALIFORNIA ELECTRONIC REPORTING SURCHARGE  
HAZARDOUS MATERIALS DISCLOSURE PROGRAM  
UNDERGROUND STORAGE TANK PROGRAM (UST)

**THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED  
AT THE FACILITY AT ALL TIMES.**

ISSUED BY: P. Michael Freeman  
County of Los Angeles Fire Chief

ISSUED ON: Feb 9, 2010

**This permit is valid only for the above location and is subject to ALL REQUIREMENTS of State and Local Laws.  
The permit is non-transferrable and is void upon change in ownership or location.**