

**OPERATING PLAN  
FOR  
ASHLAND TRANSFER STATION  
PERMIT #DES-SWTP94-006**

Solid Waste Collection, Storage, Recycling and Transfer Facility

Date: September 30, 2022

**SECTION I  
FACILITY IDENTIFICATION**

Facility Name: Ashland Transfer Station

Mailing Address: 20 Highland St, Ashland, NH 03222

Street Address: 96 Collins St, Ashland, NH 03222

Permit Number: DES-SW-

Facility Type: Collection, storage, recycling and transfer

Average quantity of waste the facility is designed to receive daily: 5 tons per day.

Maximum quantity of waste to be stored at the facility: 20 to 30 tons

Facility Service Area Description: Town of Ashland, NH

Permittee/Facility Owner: Town of Ashland

Mailing Address: 20 Highland St, Ashland, NH 03217 Phone: 603-968-<sup>4932</sup>~~4424~~

Operator: Craig Moore

Mailing Address: 42 Thompson St, Ashland, NH 03217 Phone: 603-968-3166

## SECTION II PROHIBITED AND AUTHORIZED WASTES

1. **Prohibited Waste:** This facility is not permitted to receive any of the following types of solid waste: asbestos waste; explosive waste; contained gaseous waste; liquid waste; infectious waste; animal carcasses; mercury filled products, contaminated soils and other absorbent media; and any waste generated outside the borders of New Hampshire. Other prohibited wastes include: medical waste and Hazardous waste
2. **Authorized Waste:** The facility is limited to receiving the below listed types of solid waste only. The items checked constitute the only types of solid waste the facility is authorized to collect, store and transfer.

X	Mixed municipal solid waste, as defined by Env-Sw 102.108, namely "solid waste generated at residences, commercial or industrial establishments, and institutions, but excluding construction and demolition debris, automobile scrap and other motor vehicle waste, infectious waste, asbestos waste, contaminated soil and other absorbent media, and ash other than ash from household stoves".						
X	Select recyclable materials, which have been sorted/separated by the generator (i.e. source separated), as follows:						
x	Paper	x	Cardboard	x	Plastics	x	Glass
x	Ferrous metal	x	Non-ferrous metal	x	Textiles		
X	Bulky waste, as defined by Env-Sw 102.23, namely "large items that cannot be handled by normal solid waste processing, collection or disposal methods, such as appliances, furniture, auto parts, tires" (*), as follows:						
x	<u>Appliances/white goods</u> (note: white goods potentially containing CFCs and/or PCBs must be stored separately in a location accessible to qualified personnel who must examine each article and remove/extract CFCs and/or PCB components in accordance with applicable regulations)						
x	<u>Furniture</u>						
x	<u>Large auto parts</u> (e.g., frames, fenders, bumpers)						
x	<u>Tires</u> (Note: tires must be collected and stored only in accordance with Env-Sw 2605)						
	<u>Other (Specify):</u>						
X	Inert construction and demolition debris as defined by Env-Sw 103.26, namely "construction and demolition debris which is comprised of materials that do not degrade, combust or generate leachate", as follows: (check all of the following which this facility will receive):						
x	Asphalt	x	Fiberglass	x	Metal	x	Shingles
x	Brick	x	Glass	x	Plaster	x	Tile
x	Concrete	x	Insulation	x	Porcelain fixtures	x	Drywall
X	Other construction and demolition debris, limited to:						
x	Untreated/unpainted wood and timber			x	Treated/painted wood and timber		
x	Carpeting			x	Plastic/vinyl		
<input type="checkbox"/>	Wood ash from household stoves						

### SECTION III ROUTINE OPERATIONS PLAN

1. **Hours of Operation:** The days and hours the facility will be opened to receive and transfer wastes will be as specified below. All active and routine facility operations, including waste disposal, facility inspections, maintenance, repairs and monitoring, will occur between 6:00 a.m. to 4:00 p.m. under normal non-emergency circumstances.

Days	Hours
Monday	12:00 pm to 4:00 pm
Tuesday	CLOSED
Wednesday	12:00 pm to 4:00 pm
Thursday	CLOSED
Friday	12:00 pm to 4:00 pm
Saturday	8:00 am to 4:00 pm
Sunday	CLOSED

2. **Facility Access Control:** The types of access control to be employed by the facility to prevent unauthorized use are indicated below. *[Check those methods which are applicable to the facility]*

*[Env-Sw 1105.02(a) requires that access to the facility be controlled to prevent unauthorized entry and use. Additionally, Env-Sw 1103.03 requires that the perimeter of the facility be fenced in a manner as to restrict unauthorized access to the facility, except no fence will be required if the natural site features restrict access to the site, or all waste handling, storage and disposal areas at the facility are wholly contained within locked structures or devices when the facility operator is not present. Weather resistant signs, which state that access is restricted, must be posted around the perimeter of the facility site wherever fencing is not required due to the presence of natural features or locked structures as described above. The lawful access points to the facility must be secured by locked gates, or the equivalent, during times when the facility operator is not present.]*

	Perimeter fencing	X	Locked building(s)
X	Locked gate	X	Locked container(s)
X	Natural Barriers: sloped back of site with trees		
	Access Restricted signs which read as follows: Unlawful Dumping Subject to a Fine		
	Other (specify):		

3. **Signs and Postings:** Signs and Postings at the facility will include the items listed below *[ref. Env-Sw 1105.05]*.
- Legible signs must be posted near each public entrance to the facility and must include: (1) the facility name and permit number; (2) the name, address and telephone number of the permittee; (3) the days and hours that the facility will be open to receive waste; (4) the types of waste accepted; (5) a statement that unlawful dumping shall be subject to fine and prosecution.
  - A copy of the permit, including a complete copy of the operating plan of record and a complete copy of the facility closure plan, must be maintained at a location accessible for use by the facility operators and for inspection by the New Hampshire Department of Environmental Services.
  - A copy of the authorization page of the facility's Solid Waste Permit, bearing the permit number and the authorization signature, must be prominently displayed at the facility.
  - Current operator certificates, obtained pursuant to the provisions of Env-Sw 110.05, must be prominently displayed at the facility.
  - All municipalities and waste haulers must affix ownership identification and/or the facility or company logo to all waste containers used in conjunction with the operation of the facility (ref. RSA 149-M:10,II and Env-Sw 1004.07(b)). *[specify if applicable]*:
  - Other signs or postings: N/A
4. **On-site Traffic Patterns:** Facility operations must be conducted in a manner that does not allow incoming or exiting vehicles to obstruct the safe passage of traffic on any public road leading to and from the

facility. Facility operations must be conducted in a manner as to accommodate on-site traffic flow in a safe and efficient manner. Where public drop-off is allowed, separate access for passenger vehicles must be provided. Plan reference/identification: See Attachment A

5. Waste Acceptance and Rejection Procedures: Only authorized wastes, as specified in the permit, may be accepted by the facility. Incoming wastes must be inspected and, if necessary, sampled and analyzed to assure the facility accepts authorized waste only. All unauthorized waste must be rejected by the facility. The permittee must advise the transporter of a rejected waste as to potentially available alternative facilities which the permittee believes or knows to be authorized to receive the type of waste being rejected.

- (a) Unloading and sorting procedures will be described as below. [Check those procedures which apply to the facility]

X	Wastes will be unloaded directly into the appropriate containers by the person(s) delivering the wastes. Wastes which will be unloaded in the manner include: MSW, C&D, co-mingled, newspaper, acc, scrap steel, propane tanks, white goods
	Wastes will be unloaded onto a tipping floor or pad and sorted into designated containers by the facility's attendant(s). Wastes which be unloaded in this manner include: N/A
	Other unloading procedures: N/A

- (b) Waste inspection procedures: All transfer containers (and/or stockpiles of waste, as may apply to tires, scrap metal, appliances or other waste stored in accordance with Env-Sw 504.05) will be visually screened by the facility attendant on a routine basis to identify and remove unacceptable waste. Additional waste inspection procedures will be as described below. *[Check those procedures which apply to the facility]*

X	Relative to the collection, storage and transfer of source-separated recyclable materials, as defined in Env-Sw 104.42, individual users of the facility are expected to participate in the inspection and sorting of the wastes which they deliver. The facility attendant will oversee such activities and instruct users to immediately remove any unacceptable waste which they may deliver. Wastes which will be inspected in this manner include: cardboard, newspaper and magazines, aluminum, glass, steel cans, plastic bottles, scrap metal, white goods
X	Relative to the collection, storage and transfer of mixed municipal solid waste, the attendance on duty will periodically intercept bags of wastes prior to their placement in the authorized transfer container and will visually inspect the contents to determine that no unacceptable wastes, as specified in Section II of this manual, have been received.
X	Other inspection procedures to identify and remove unacceptable wastes are as follows: Have one attendant to inspect all disposable solid waste and reject all hazardous waste including mercury added products.

6. Waste Quantity, Source and Destination Monitoring Procedures: The quantity, source and destination of all incoming waste, outgoing waste, and, if applicable, certified waste-derived products produced by the facility must be measured and recorded in the facility operating record (ref. Evn-Sw 1105.06(a) and Env-Sw 1106.09).

- (a) Waste Quantity: The quantity of each incoming and outgoing waste will be measured and recorded by the method(s) described below. *[Check one or more]*.

X	<b>Scales will be used by the facility to provide a weight record for the following incoming/outgoing wastes: Construction Debris &amp; Shingles see Attachment C</b>
X	Designated storage container(s) will provide a volume of measurement record for the following incoming wastes: Electronics, tires Air conditioners and Refrigerators and Freezers, Dehumidifiers
X	The final destination facility will provide scale receipts to record the quantity of the following outgoing waste: MSW, C&D, scrap metal, co-mingled recyclables
	Other: N/A

- (c) Source Monitoring: Procedures followed to determine and record the source of all incoming waste will be as follows: Invoice from Town of Ashland for all chargeable items

See attachment B and Town of Ashland Ordinance 20

- (d) Destination Monitoring: Procedures followed to determine and record the destination of all outgoing waste will be as follows: Invoicing sent to office on all outgoing materials, kept at Town Office.

7. Storage Time and Capacity Limits: The maximum total quantity of waste permitted to be stored at the facility is indicated in Section I of this manual. All waste storage and transfer procedures must also meet the following additional requirements:

- (a) All solid waste received at the facility must be actively managed;
- (b) All solid waste leaving the facility must be transferred to an authorized facility;
- (c) Waste must not be stored at the facility for a period of time which results in a condition adversely affecting the environment, public health or safety, including conditions that attract insects and vectors, generate odors or leachate, or have the potential to cause fire or explosion.
- (d) Putrescible wastes must be transferred from the facility before producing a noticeable odor or within one week of its receipt by the facility, whichever is earlier.
- (e) If the facility manages tires, they must be stored and transferred in accordance with the applicable requirements of Env-Sw 905.02.

Procedures for monitoring compliance with the above listed requirements will be as follows: We monitor daily volume of solid waste on hand and dispose of it in an environmentally safe manner. When containers are full, they will be disposed of to an approved hauler with invoice and weight slips for each item disposed.

8. Collection, Storage and Transfer Procedures:

Collection: See Attachment B

Storage: See Attachment B

Transfer: See Attachment

SECTION IV  
RESIDUAL WASTE MANAGEMENT PLAN

Provide a detailed description of how all residual waste (Env-Sw 104.27) shall be managed by the facility. Refer to Env-Sw 1105.11 (d) (4) for details.

**ORDINANCE #20**  
**RECYCLING AND USE OF**  
**RECYCLING/TRANSFER CENTER**

*Adopted on December 5, 2005*

*Adopted by Legislative Body March 8, 2016*

*Amended by Governing Body 11/21/16*

*Amended by Governing Body*

**I. PURPOSE** To define recycling to the inhabitants of the Town of Ashland and to set regulations for the use of the Transfer/Recycling Center.

The purpose of the facility is to provide for proper disposal of solid wastes and recyclable materials generated by the inhabitants of the Town of Ashland. Proper regulation for use of the facility is necessary to control costs, assure proper and efficient utilization, establish efficient management procedures, and to prevent ground water and air pollution.

**II. WASTE DISPOSAL POLICY** Dumping of solid wastes anywhere within the Town of Ashland except at the Transfer/Recycling Center is prohibited pursuant to RSA 149-m. (RSA 149-m requires a solid waste facility permit from the state for disposing of any solid waste).

**III. DEFINITIONS/RESPONSIBILITIES**

- A. Facility means the transfer/recycling facility located and operated in the Town of Ashland, including additions and modifications that may be added for disposal of solid waste or other purposes.
- B. The Town means the Town of Ashland.
- C. Inhabitants of the Town mean residents of the Town of Ashland and non-resident taxpayers in the Town of Ashland.
- D. Non-Ashland Waste means waste generated outside the limits of the Town.
- E. Commercial User means any person or entity that collects acceptable waste material for a fee or other compensation.
- F. Business User means any person whose use of the facility is related to a business located within the Town, e.g. gas stations, restaurants, retail stores, condominium developments, manufacturing facilities, campgrounds, construction companies and other enterprises of a similar nature.
- G. Selectmen mean the Board of Selectmen of Ashland or their designated agents.
- H. Ordinance means the Town of Ashland Ordinance Regarding Recycling and the Use of the Transfer/Recycling Center.
- I. Acceptable and Non-Acceptable is defined in the ordinance.
- J. Commercial – Automotive facilities
- K. All other terms shall have their ordinary meaning

**IV. FACILITY POLICY** Use of the facility shall be subject to the policies set forth in this Ordinance.

- A. Recyclable materials shall be placed in the designated containers or locations as the facility manager directs.
- B. Materials that are unacceptable under Section VI of this ordinance shall not be brought to or deposited at the facility.

- C. Only persons with a Recycling/Transfer Permit may use the facility. Permits shall be issued to persons residing in the Town and non-resident taxpayers in the Town.
  - 1. Permits shall be in the form of stickers, i.e., decals of distinctive color and number issued by the Town to persons entitled to use the facility.
  - 2. Transfer/Recycling permits shall be distributed one per vehicle per household and shall be issued upon presentation of the vehicle registration.
  - 3. Assigned Transfer/Recycling permits shall be permanently attached to the lower right-hand corner of the windshield.

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- 4. Transfer/Recycling permits may be obtained from 8-4 Monday, Tuesday, Wednesday, Friday and 8-5 on Thursday at the Town Office.
- 5. If the vehicle to which the permit is affixed becomes temporarily unavailable, a temporary permit may be obtained at the Town Office during the hours stated above.
- 6. Day passes are available for \$3.00 for contractors doing work for Ashland residents. Temporary permit holders are still liable for the dumping fees.
  - 6.1 Residents of towns other than Ashland may use the facility for the dumping of construction debris.

**V. HOURS OF OPERATION**

- A. Hours of operation shall be posted at the facility. As of the effective date of this ordinance/regulation, the hours are: Monday, Wednesday, Friday from 12:00 noon to 4:00 PM and Saturdays from 8:00 AM to 4:00 PM
- B. The Selectmen may change the hours of operation when different hours would seem to serve the community better.
- C. Dumping at other than posted times shall be a violation of these regulation.

**VI. UNACCEPTABLE MATERIALS** Materials listed in this section shall be considered unacceptable and shall not be deposited at the facility.

- A. Radioactive, hazardous, explosive or toxic substances
- B. Fuel tanks or parts thereof and catalytic converters;
- C. Dead animals, animal carcasses, pelts, offal, human tissue or fluids;
- D. Motorized vehicles of any type;
- E. Any material that in the opinion of the facility attendant constitutes a serious hazard to other users, to the property of the Town, or to the operation of the facility.
- F.

***The following materials (containers with contents) are considered hazardous waste and shall not be deposited at the Recycling/Transfer Facility. These materials (containers) should be set aside and disposed of during a Hazardous Waste Collection Day on and date and at a location to be determined.***

**Pesticides**

Fungicides  
 House Plant Insecticide  
 Arsenicals  
 Botanicals  
 Carbamates  
 Chlorinated Hydrocarbons

**House**

Household batteries  
 Oven Cleaners  
 Toilet Cleaners  
 Photographic Chemicals  
 Disinfectants  
 Drain Cleaners



Organo-phosphates  
Flea Collars and Sprays  
Roach and Ant Killers  
Rat and Mouse Poisons  
Herbicides

**Paints**

Rust Paints  
Thinners and Turpentine  
Furniture Strippers  
Wood Preservatives  
Stains/Finishes

Rug /Upholstery Cleaners  
Bleach Cleaners  
Mothballs  
Pool chemicals  
Ammonia based cleaners  
Abrasive Cleaners / Powders

**Auto Products**

Brake Fluids

Antifreeze and all paints are not accepted. [Amended 11/21/2016]

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**EMPTY CONTAINERS ARE RECYCLABLE**

**VII. NON-ASHLAND WASTE MATERIALS** Wastes generated outside the Town shall not be deposited at the facility unless the town of origin has an agreement with the Town regarding the use of the facility.

**VIII. OPERATION OF THE FACILITY**

- A. AUTHORITY OF FACILITY MANAGER. The facility manager or his designee shall have the right to refuse use of the facility to any person or user who is misusing the facility, is violating these regulations, or does not have a current and proper permit attached to their vehicle.
- B. BURNING. No on-site burning is allowed.
- C. FIREARMS. Discharge of firearms is prohibited at the facility
- D. SECURITY. The facility shall be secured at all times when not open for public access under Section V. No person may enter the facility when it is closed except by permission of the Selectmen/ Public Works Director.

**IX. BUSINESS USERS**

- A. Business users shall be subject to all requirements pertaining to use of the facility.
- B. Business users shall only deposit materials collected within the Town. No out-of-town materials shall be accepted.
- C. Business users, as defined in this ordinance shall separate out all recyclable materials from each load prior to entrance or in the case of after-the-fact disposal, may have its permit and privilege suspended.

**X. COMMERCIAL HAULERS**

- A. Permits Commercial haulers shall be required to purchase one permit per vehicle, per year, from the Town at a cost of \$100 per vehicle.
- B. Commercial haulers shall only deposit materials collected in the Town of Ashland.
- C. Commercial haulers shall provide the facility manager with a list of customers at the time the annual permit is issued. The haulers shall update the list of Ashland customers on a quarterly basis. Commercial haulers, as defined in this ordinance shall separate out all recyclable materials from each load prior to entrance, or in the case of after-the-fact disposal, may have his/her permit and privilege suspended.

**XI. FEES**

To offset the costs of operating the facility, fees shall be charged for items requiring special handling according to the schedule listed in this section.

A. Payment of Fees.

Failure to pay disposal fees within 60 days of billing shall result in suspension of access to the facility for a period specified by the Selectmen not to exceed 60 days for the first offense

All fee related transactions are billed, no payments are accepted at the facility. Statements will be sent during the last week of the month and due by the 15<sup>th</sup> of the following month. A list of unpaid statements will be sent to the facility following the due date. Use of the facility will be denied until unpaid statement is paid.

Unpaid invoices will be subject to a \$10.00 processing fee.

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**FEE SCHEDULE**

**Scale Items - .08 a pound – Vehicles will be weighed in and out**

- Wood Debris
- Building Debris
- Shingles
- Hot Tub/Sauna
- Boats, canoes, etc

**Household Items**

- Refrigerator, freezer, air conditioner, dehumidifier \$15 each
- Upholstered furniture, mattress, box spring \$ 7 each

**Electronics**

- Microwaves, stereo equipment, radios, fax, copiers \$10 each
- Computers, parts, laptops, printers, dvd, recorders \$10 each
- TV's under 25' \$10 each
- TV's over 25' \$20 each
- Projector TV's \$30 each

**Tires/Automotive**

- Under 17" \$ 4 each
- 18' – 19" \$ 7 each
- 20" – 24" \$14 each
- Skidder, loader, construction etc \$30 each
- Motor vehicle seats \$ 7 each
- Batteries \$ 4 each

**Other**

- Propane 20 lb or less \$ 4 unit
- Propane 30 lb \$22 unit
- Propane 100 lb \$25 unit

**XII. SEPARATION AND RECYCLING REQUIREMENTS**

1. **Metal containers:** Shall be free of all contents, shall have one end removed, and shall be deposited in the designated area.
2. **Tires** – disposal of tires shall be limited to residents only. NO commercial disposal of tires shall be allowed. All tires shall have rims removed if possible.
3. **Building Materials** – All residues from construction or demolition of buildings shall be inspected by the facility attendant prior to disposal.

#### **XIV. TREE LIMBS AND BRUSH**

1. Tree limbs and brush **5 inches or less** in diameter shall be deposited in the area designated **for brush. NO STUMPS ALLOWED.**

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#### **XV. VEGETABLE MATTER**

1. All lawn clippings, leaves, green and dry garden waste, and other vegetable matter shall be deposited in the area designated for compost.
2. No plastic garbage bags or other containers shall be deposited with discarded vegetable matter.

#### **XVI. GLASS**

1. Glass shall be recycled in the designated containers.
2. No glass shall be deposited with normal household waste.
3. Windows and motor vehicle glass shall be weighed and deposited in the construction debris as these items are not recyclable.

#### **XVII. CANS**

1. All aluminum cans shall be recycled. They shall be empty and deposited in the designated area.
2. All tin-cans and non-aluminum cans shall be recycled. They shall be empty and deposited in the designated area.

#### **XVIII. NEWSPAPER, MAGAZINES, PAPER**

1. Newspapers shall be clean and dry and shall be deposited in designated area.
2. Magazines and other "slick" paper publications shall be deposited in designated area.
3. Mixed paper (basically any kind of paper you can rip by hand) shall be deposited in designated area.  
**Acceptable** paper to recycle – office paper, computer paper, fax paper, soft cover books, posters, white/colored paper, manila folders, envelopes, junk mail, cereal boxes, shoe boxes, egg cartons, brown paper bags, hard covered books with the cover removed, school paper (ruled, construction paper)  
**Not accepted** – tyvek envelopes, gift paper, blue print paper, plastic bags, food contaminated paper products (paper plates, napkins), waxed paper, carbon paper, adseptic packages (drink cartons)

#### **XIX. CARDBOARD**

1. Clean, dry, corrugated cardboard shall be flattened and deposited in the designated area.

**XX. WASTE OIL**

1. Waste oil from personal use only shall be deposited in the Waste Oil drum provided.  
**Must be oil only – no water or Mixed with Antifreeze.**

**XXI. BATTERIES**

1. Wet cell batteries shall be deposited in designated area – see fee schedule.

**XXII. AMENDMENTS**

The Board of Selectmen may, after a public hearing, amend any section of this ordinance to address the needs of the time without further action of Town Meeting.

**XXIII. VIOLATIONS, FINES AND ASSESSMENTS**

Any person who violates this ordinance shall be subject to penalties after a second written warning equaling \$50 for first offense; \$100 for second offense; \$250 for third offense with the suspension or termination of access to the facility.

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**XXIV. SEPARABILITY**

The invalidity of any provision of this ordinance shall not affect the validity of any other provision not the validity of the ordinance as a whole.

**XXV. TRANSPORTING**

It shall be unlawful to transport rubbish of any kind through the streets of Ashland unless it is properly covered and secured to prevent its falling on the street.

**XXVI. OFFICIAL USE OF AREA**

It shall be unlawful for any person to be within the confines of the town's recycling center unless on official business, whether the center is open or closed. This includes – bicycles, motorcycles, snow machines, and any person afoot.

There will be absolutely no shooting in the transfer/recycling center area. Anyone found in violation of this will be fined not less than \$50.00

**XXVII. EFFECTIVE DATE**

This ordinance shall take effect following the Selectmen's public hearing.

History – Consolidation of "Ordinance Regarding Use of Landfill" and "Recycling Ordinance"

Date: December 5, 2005

Reviewed: March 6, 2006

Amended: March 6, 2006

Amended: September 6, 2011

Per vote of the Board of Selectmen after Public Hearing on December 5, 2005

Amended by Legislative Body – March 8, 2016

Amended by Governing Body – November 21, 2016

**SECTION V  
FACILITY MAINTENANCE, INSPECTION AND MONITORING PLAN**

1. This section of the manual address's routine maintenance, inspection and monitoring requirements necessary to assure the integrity of facility operations, including a description of the measures to be undertaken to monitor and inhibit the following:

**Spontaneous Combustion:** Fire extinguisher in the transfer facility as you walk through the main door. Fire extinguisher is inspected yearly.

**Vector Production:** N/A

**Generation of Methane, Hazardous, or Explosive Gases:**n/a

**Odors:** N/A

**Dust:** Minimal

**Windblown Litter:** All windblown waste will be picked up at the end of each day and placed back in its proper container.

**Leachate:** N/A

**Spills:** Spill kits on site.

2. [In addition to the above-listed items, this section should also describe any additional procedures which are necessary for operation of the facility in accordance with RSA 149-M, The New Hampshire Solid Waste Rules and the facility permit. These procedures include the following:

*Additional measures which must be taken to maintain the facility including the building, the site, and facility equipment; See Attachment A*

*Site-specific management procedures to prevent the discharge of pollutants to the air, surface water or groundwater (ref. Env-Sw 1002): Annual Monitoring is conducted by Emery and Garrett*

*Management procedures required to prevent discharge of pollutants to drinking water aquifers under Part Env-Ws 420, Groundwater Reclassification and Env-Ws 421, Best Management Practices; Annual Monitoring is conducted by Emery and Garrett*

*Procedures to assure that solid waste management activities do not take place beyond the location(s) shown on the site plan and authorized under the permit; See attachment A*

*Procedures to assure that setbacks and facility siting standards are maintained. These procedures would apply to: maintaining property line setbacks; maintaining surface water setbacks under the Shore Land Protection Act or Rivers Management and Protection Program; as well as preventing encroachment on wetlands, the 100-year flood hazard zone, lands subject to flowage rights, and habitat for endangered species;*

*Measures taken to maintain features which minimize adverse impacts to surrounding properties such as stockade fencing, landscaping berms or other vegetation (ref Env-Sw 1103.04); and*

*Any other operating procedures required to provide sufficient detail to allow the certified operator or other trained facility personnel to operate the facility in compliance with RSA 149-M, the permit and the solid waste rules without further explanation or guidance.]*

**NOTE:**

- (1) Equipment will be maintained with respect to current age and usage;
- (2) Site will be kept clean and waste free;
- (3) Building will be maintained to prevent costly repairs and safety hazards.

**Additionally:**

1. Lights, Balers and other electronic equipment will be turned off every night.
2. All recycling cart containers will be emptied to bulk storage before closing.

3. Floors will be swept as needed throughout the work day.
4. Grounds shall be clean and organized. And free of litter.
5. Forklift propane tank will be turned off at the end of each day.
6. Except for the trash compactor, no equipment may be operated if there is only one attendant on site.
7. All incidents/Accidents must be reported to the Public Works Director immediately. And incident report must be filled out.
8. Before leaving for the day shut and lock all doors check facility to see that all residents have left the facility.

**SECTION VI  
CONTINGENCY PLAN**

**Identify potential emergencies such as fire, explosion, operator injury, etc. based on the type of facility and wastes being handled and describe the appropriate response by facility personnel for each emergency:**

**Fire:** Fire could result from storage of paper/cardboard. The staff shall respond by calling 911 and then using available fire extinguisher to maintain until fire department arrives.

**Explosion:** Explosion could result from stored propane cylinders. Staff will call 911 and let appropriate emergency crews take care of handling the emergency situation.

**Operator Injury:** Operator injury could result from operation of Fork lift and Minin Loader or other equipment to assist in disposal of solid waste. Staff will call 911 and let emergency crews take care of handling the emergency situation. Incident must be reported to the PWD and report will be filled with NHDES: See Incident Report attached.

**Other Potential Emergencies:** N/A

The following local and state officials must be contacted in the event of an emergency at the facility:

**Fire Department:** 603-968-7772 or 911

**Ambulance Service:** 911

**Police:** 911

**NH DES :**603-271-2925

**Fire Marshall:** 603-223-4289

Other (specify): Highway Department: 603-968-3166.

Other(specify): Clean Harbors: 1-800-645-8265

**SECTION VII  
EMPLOYEE TRAINING PROGRAM**

**Operator Certification:** Facility operators must be trained and certified in accordance with the requirements of Env-Sw 1600 of the Solid Waste Rules. In order to receive certification, applicants must fulfill the education and experience qualifications specified in Env-Sw 1605, submit an application on forms provided by the Department, attend the Department's operator training program, and pass an examination applicable to the level of certification being sought. For more information on the certification program, contact the Solid Waste Operator Training Program of the New Hampshire Department of Environmental Services at (603) 271-2925.

**Certification Workshops:** Operator certification is valid for one year from the date of issuance. In order to renew their certification, all certified facility operators must attend at least one annual workshop administered or approved by the Department of Environmental Services. If a certificate holder fails to attend an annual workshop, then he/she will be ineligible to renew their certification. A calendar of upcoming solid waste facility workshops may be obtained from the Solid Waste Operator Training Program at (603) 271-2925.

**Employee training programs will also include the following:**

**Safety Training:** All staff shall be aware of location of eye wash station and are instructed to call 911 to allow emergency personnel to take care of any issue of safety.

**Special Equipment Training in Accordance with Manufacturer Recommendations:** All staff will read equipment operating manuals before using equipment.



**SECTION VIII  
RECORD KEEPING AND REPORTING**

Record keeping at the facility must comply with the requirements of Env-Sw 1105.06, Facility Operating Record and Env-Sw 1108.07, Reporting Requirements. Record keeping and reporting will include the following:

1. Facility Operating Record
  - (a) The permittee must compile and maintain records at the facility which document all phases of facility operations, including the following information:
    - (1) Identification of the facility by name, location by street and municipality and permit number;
    - (2) Identification of the permittee by name, address and telephone number;
    - (3) Identification of all facility operator(s) by name, address, certificate number, and date(s) of employment at the facility;
    - (4) Quantity, type, source and destination of all waste received by the facility;
    - (5) Quantity, type and destination of all waste generated by the facility, if any, including bypass waste and residual waste;
    - (6) Quantity, type and destination of all certified waste-derived products produced by the facility, if any;
    - (7) Record of inspections, maintenance, and repairs;
    - (8) Record of accidents, violations, remedial and emergency event response actions;
    - (9) Record of complaints received and related response actions;
    - (10) Data from all environmental monitoring performed at or for the facility, whether required by the solid waste rules or the permit or undertaken voluntarily;
    - (11) Documentation of contact with the waste management district(s) served by the facility as required by Env-Sw 1105.12;
    - (12) Other information and documentation as required by the terms and conditions of the permit.
  - (b) The operating records identified in (a) above must be maintained at the facility at all times during the active life of the facility, unless approval is granted pursuant to the provisions for a type V permit modification in Env-Sw 315 or a waiver to relocate or destroy the record.
  - (c) Operating records must be made available for department inspection and copies provided to the department pursuant to Env-Sw 2000.
  - (d) Following closure of the facility, the operating records must be maintained at a location approved by the department in the closure plan, unless destruction of the records is approved pursuant to the provisions for a type V permit modification in Env-Sw 315.
2. Reporting Requirements
  - (a) The permittee must notify the department in writing within 30 calendar days of any change in the facility address, telephone number, key certified operators and contact person(s).
  - (b) The permittee must file an annual facility report by March 31 for the prior calendar year for each year, on forms provided annually by the Department of Environmental Services (Department). If a form is not received from the Department the permittee should contact the Waste Management Division Technical Assistance Section at 271-2925 to obtain the proper form.
  - (c) The permittee must report all changes in operational and ownership control in accordance with the provisions for a type III or type IV permit modification, as applicable, pursuant to Env-Sw 315.
  - (d) Relative to co-existence with other activities, the permittee must notify the New Hampshire Department of Environmental Services in writing prior to conducting the following activities at the facility not specifically authorized in the permit (ref. Env-Sw 1101.02 and Env-Sw 1105.07 (d)):
    - (1) Any activity not regulated by the Solid Waste Rules but involving a waste listed in Env-Sw 101.03 (The Solid Waste Rules do not apply to these wastes, but permittees must notify the NH Department of Environmental Services prior to conducting activities with any of them at the facility); and
    - (2) Any activity that is permit-exempt in Env-Sw 302.03.

- (e) The permittee must report, as soon as practicable, all incidents or situations which involve an imminent and substantial risk to human health, safety or the environment and/or constitute a violation of the solid waste rules or the facility permit. This reporting must be as specified in Env-Sw 1105.09. This form is attached at the end of this document and can be found on-line at <https://onlineforms.nh.gov/Home/c1e5dbf5-f988-4a02-ac1c-38389f90dfa0>
- (f)

This Operating Plan shall take effect upon its adoption by the Selectmen.

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

Ashland Board of Selectmen:

\_\_\_\_\_

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**ATTACHMENT B**  
**COLLECTION, STORAGE AND TRANSFER PROCEDURES**

- 1) **MSW (Municipal Solid Waste)**
  - (a) Will be collected in approved 40 yd container and packed by power unit
  - (b) Will be stored in closed container on site
  - (c) Will be transferred to approved vendor and tracked by vendor haul slip and invoice
- 2) **C&D (Construction and Demolition)**
  - (a) Will be collected in 40 yd open top roll off containers
  - (b) Will be stored in open top containers on site
  - (c) Will be transferred to approved vendor and tracked by vendor haul slip and invoice
- 3) **Recycling Materials (includes: plastic bottles, tin cans, Aluminum cans, paper, newspaper, cardboard & magazines)**
  - (a) Will be collected in bulk storage areas designated by type
  - (b) Will be made into bales and stored until ready to ship
  - (c) Will be transferred to approved vendor and tracked by vendor haul slip and invoice
- 4) **Glass**
  - (a) Will be collected in a bulk storage area
  - (b) Will be stored until ready to be recycled
  - (c) Will be transferred to approved vendor and tracked by vendor haul slip and invoice
- 5) **Aluminum**
  - (a) Will be collected in a bulk storage area
  - (b) Will be stored until ready for transport
  - (c) Will be delivered to vendor by the Town
  - (d) Will be paid by vendor with invoice, to be turned into the Town
- 6) **Scrap materials**
  - (a) Will be collected in a bulk storage area
  - (b) Will be crushed and stored until placed in a 40-yard container
  - (c) Will be transferred to approved vendor and tracked by haul slip and invoice
- 7) **White Goods**
  - (a) Will be collected in approved area
  - (b) Freon will be removed by approved vendor, marked that Freon has been removed and stored in approved area
  - (c) Will be transferred when scrap metal is disposed of
- 8) **Propane Tanks**
  - (a) Will be collected by staff on site
  - (b) Will be stored on site away from other materials
  - (c) Will be transferred to vendor yearly when the right number of 100 has been collected.
- 9) **Waste Oil**
  - (a) Will be collected by staff on site
  - (b) Will be collected in a 55-gallon drum, transferred to (2) 220-gallon oil drums
  - (c) Will be used in waste oil furnace installed at the facility
- 10) **Car Batteries**
  - (a) Will be collected by staff on site
  - (b) Will be stored in 20 yd closed container, set on a spill proof skid
  - (c) Will be disposed of by selling to junk dealer
- 11) **Tires**
  - (a) Will be collected by staff on site
  - (b) Will be stored in a covered container
  - (c) Will be transferred to approved vendor and tracked by haul slip and invoice

TOWN OF ASHLAND  
TRANSFER/RECYCLING INVOICE  
WEIGH SLIP

SCALE INFO BELOW

PO Box 517, Ashland, NH 03217  
603-968-4432

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Plate #: \_\_\_\_\_

**SCALE ITEMS**

Wood Debris-----Weight @ \$ \_\_\_\_\_ Load Total \$ \_\_\_\_\_  
Building Debris-----Weight @ \$ \_\_\_\_\_ Load Total \$ \_\_\_\_\_  
Shingles-----Weight @ \$ \_\_\_\_\_ Load Total \$ \_\_\_\_\_  
Hot Tub, Sauna-----Weight @ \$ \_\_\_\_\_ Load Total \$ \_\_\_\_\_  
Boat, Canoe, etc.-----Weight @ \$ \_\_\_\_\_ Load Total \$ \_\_\_\_\_

**HOUSEHOLD**

Refrigerator, Freezer, Air Conditioner, Dehumidifier ----- \$15/Unit \$ \_\_\_\_\_  
Upholstered Furniture, Mattress / Box Spring ----- \$ 7/Unit \$ \_\_\_\_\_

**ELECTRONICS**

Microwaves, Stereo Equipment, Radios Fax Machines, Copiers ----- \$10/Unit \$ \_\_\_\_\_  
Computers Parts / Laptops, Printers VCR/DVD Players or Recorders ----- \$10/Unit \$ \_\_\_\_\_  
TV's Under 25" ----- \$10/Unit \$ \_\_\_\_\_  
TV's Over 25" ----- \$20/Unit \$ \_\_\_\_\_  
Projection TV's----- \$30/Unit \$ \_\_\_\_\_

**TIRES/Automotive**

Under 17" ----- \$4/Per tire = \$ \_\_\_\_\_  
Under 18" to 19" ----- \$7/Per tire = \$ \_\_\_\_\_  
Under 20" to 24" ----- \$16/Per tire = \$ \_\_\_\_\_  
Farm Tractor--front. \$30 Rear. \$80-----Per tire = \$ \_\_\_\_\_  
Construction Tires See Attendant ----- qty @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
Batteries----- \$4/Unit \$ \_\_\_\_\_

**OTHER**

Propane 20lb or Less----- \$4/Unit \$ \_\_\_\_\_ Client  
Signature \_\_\_\_\_  
Propane 30lb ----- \$22/Unit \$ \_\_\_\_\_  
Propane 100lb ----- \$25/Unit \$ \_\_\_\_\_ Transfer Station Attendant  
  
Transfer Station Permit----- \$5 \$ \_\_\_\_\_  
Day Pass----- \$3 Total Charges \$ \_\_\_\_\_



- (e) The permittee must report, as soon as practicable, all incidents or situations which involve an imminent and substantial risk to human health, safety or the environment and/or constitute a violation of the solid waste rules or the facility permit. This reporting must be as specified in Env-Sw 1105.09. This form is attached at the end of this document and can be found on-line at <https://onlineforms.nh.gov/Home/c1e5dbf5-f988-4a02-ac1c-38389f90dfa0>
- (f)

This Operating Plan shall take effect upon its adoption by the Selectmen.

Date: 0/24/2023

Ashland Board of Selectmen:

Robert J. Letourneau  
Alan J. Colby  
Bob Hardy  
ADL  
Ann-Marie Barney

