

Guideline for Preparing a Facility Operating Plan for a Waste Tire Monofill

November 6, 2019

This document explains the information that owners and operators of waste tire monofills need to include in the facility operating plan (FOP) and includes a template that may be used to develop the FOP.

Please be aware that the following documents should not be included in the FOP because they are independent of the FOP:

Closure and Post-Closure Plan: Submit this plan, including drawings and text, as a separate document. K.A.R. 28-29-12.

Restrictive Covenant: Consult your KDHE-BWM Permit Manager before preparing this document. K.A.R. 28-29-20.

Financial Information: Discuss with the KDHE-BWM Financial Assurance Auditor to prepare this document. K.A.R. 28-29-325(a)(8).

Construction Quality Assurance (CQA) plan: See policy BWM 00-04.

FOP Template

Title page for the FOP that includes the name of the facility, permit number, and ate.

Table of contents that lists the page number of each required topic.

The body of the FOP will contain the information that is required in the plan.

FOP Requirements

The following are pertinent official policies for waste tire monofills. Note: This is not meant to be all-encompassing, as other policies and regulations that apply to all landfills also apply to tire monofills.

Policies (Found at http://www.kdheks.gov/waste/p_policies.html)

- BWM 01-02: Intermediate Cover at Waste Tire Monofills
- BWM 2011-P1: Process Waste Tires: Applicability of the Tonnage Fee
- BWM 09-02: Interpretation of "Premises" in Waste Tire Laws
- BWM 2011-P2: Cutting Sidewalls out of Tires for Landfill Disposal
- BWM 2013-P1: Recycling Waste Tires as Craft Projects
- BWM 2014-P3: Final Cover at Waste Tire Monofills
- BWM 2015-P2: Disposal of Solid Rubber Tires

Operating Hours. Provide the normal operating hours, including days of the week and any holidays.

Emergency Contacts. Provide contact information for who the site will contact in case of specific emergencies.

Landfill Personnel. Provide contact information for pertinent employees.

Origin of Waste. Although the site can only accept waste tires, provide any other pertinent information about the origins of the waste, such as which counties or businesses the site accepts tires from.

Expected Daily Waste. Provide an estimate of what the site receives daily, in passenger tire equivalents. A passenger tire equivalent is 20 pounds of tires or processed waste tires.

Trespassing, Access Control, and Unauthorized Dumping. Provide information for how the facility prevents trespassing and unauthorized dumping, and what the policy is if unauthorized dumping is found. For more information on access control, see BWM Policy 2012-P1.

Utilities. Describe the facility's utilities including heat, power, water, communication equipment, and sanitary facilities.

Machinery and Equipment. List the equipment the facility will use and its design capacity.

Access and Haul Roads. Describe the roads and how workers access the site.

Management of Waste. In this section describe how waste is managed at the facility. Describe how incoming loads are screened, if applicable. Describe how salvaging is done on the site, including retreading or reselling tires.

Waste Tire Processing and Disposal Standards. Waste tires will be processed in accordance to K.A.R. 28-29-29(b) and Policy 11-P2. Describe how waste tires are processed at the facility.

Storm Water Management. Describe the facility's system of managing storm water. For more information on storm water control see K.A.R. 28-29-308(d).

Intermediate Cover. Intermediate cover at the facility will follow BWM policy 01-02. Describe how intermediate cover is applied at the facility.

Final Cover. Final cover at the facility will follow BWM policy 2014-P3. Describe how final cover is applied at the facility. You can state that the final cover is described in the facility's closure plans, if applicable.

Closure Procedures. Describe when and why the operator would suspend the receipt of waste at the facility, both temporarily or final situations due to conditions of the permit.

Dust Suppression. Describe the procedures that will be used to minimize dust at the disposal unit and on haul roads.

Pest Control. Pests will be controlled, at minimum, in accordance with K.A.R. 28-29-29b. Describe further how the facility controls pests.

Contingency Plan. Develop a contingency plan that describes how the facility would handle specific emergencies.

Safety Plan and Procedure. Describe the specific safety procedures that will be followed by employees at the landfill. Describe employee training, including yearly FOP training. For more information on safety procedures see TGD SW-2005-G1.

Facility Capacity. Provide the estimated total capacity of the facility in passenger tire equivalents and years. Make sure it matches the capacity reported in the design plans and engineering report.

Facility Development and Waste Placement Progression. Describe the approach of facility development and the waste placement progression in individual units. Provide a drawing which delineates the phases as an attachment. Construction quality assurance activities must be done before construction activities.

Record Keeping. Certain records must be kept for a minimum of five years or for the life of the facility. Describe where records will be kept.

Attachments. Area for all documents relative to the FOP.