

Waste Management of New York, LLC

Mill Seat Landfill Contingency Plan

Prepared for:



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1.0 INTRODUCTION

Mill Seat Landfill is a currently permitted, 95-acre municipal solid waste (MSW) landfill, located at 303 Brew Road in the Town of Riga, Monroe County, New York and is owned by Monroe County. On January 15, 2002, Waste Management of New York, LLC (WMNY) entered into an agreement with Monroe County for a life use lease of the Mill Seat Landfill. Under the 49-year agreement, Monroe County retains ownership of the land while Waste Management assumes all operation, marketing and management of the facility through closure.

The Contingency Plan that follows presents organized, coordinated, technically and financially feasible minimum courses of action that will be taken in the event that unexpected and unforeseen events and/or accidents occur at the Mill Seat Landfill. Contingency plans are presented for construction-related events and daily operations.

1.1 Site Personnel

Below is a list of site personnel:

District Manager	Jeff Richardson
Operations Manager	Gene Dries
Sales	Sue Rossi
Operations Support / Scale House	Beckie Shove
Scale House	Jane Edkin
Lead Operator	Rick Fulwell
Operator	Tim Andrews
Operator	Wayne Dries
Operator	Ricky Green
Operator	Steve Peglow
Operator	Vince Wolcott
Lead Mechanic	Randy Thompson
Mechanic	Al Donovan
Laborer	Charlie Gates
Laborer	Mark Willis

Other emergency and important phone numbers:

Emergency

Ambulance, Fire, Police	911
NYSDEC Region 8	1-585-226-2466
USEPA National Spill Response Center	1-800-424-8802
Town of Riga	1-585-293-3880
Monroe County Department of Environmental Services	1-585-760-7600

Services

Niagara Mohawk (Power Outage)	1-800-867-5222
Connors-Haas (Electrical Repairs)	1-585-265-1810

John W. Danforth Company (Mechanical and Pump Repairs)	1-585-924-7030
Monroe County Pure Waters (Sewer)	1-585-760-7600
Monroe County Van Lare Treatment Plant	1-585-760-7600
Rochester Scale Works (Scale Repairs)	1-585-235-5882

1.2 Initial Procedures

In the event of an emergency, the following initial procedures will take place:

- 1) All gates will be closed. The Scale House Operator will close the main gate and any maintenance gates.
- 2) All staff will be notified by radio to cease operations and to assemble at the administration building. Any customers on site will be retrieved, and brought to the administration building and depending on the nature of the emergency will be escorted out if appropriate.
- 3) The sign-in logs from the main office will be reviewed and an accounting of any contractors or visitors on site will be made. Those individuals who signed in will be retrieved and brought to the administration building.
- 4) The District Manager and Operations Manager will assemble to determine extent of emergency, assign tasks, and follow through with procedures as presented in this Contingency Plan.

1.3 Emergency Management Responsibilities

District Manager (Or Operations Manager In the absence of the District Manager)

- Determine if emergency exists.
- Designate headquarters.
- Notify staff that an emergency exists.
- If the severity of the emergency warrants, follow New York Market Incident Reporting protocol, (Appendix A).
- Notify Gallagher-Basset Insurance Company at 1-800-964-1032.
- Coordinate emergency operations.
- Responsible for all contacts with news media concerning emergency. Reports to the press may include what has occurred, time and location of the incident, existing hazards to people in the immediate or surrounding areas, and whether the situation is under control.
- Reports to the press may not include any statements as to the probable cause or estimate of damage. There must be no guessing or speculating.
- See the names, extent of injury, etc. is withheld from the press until next of kin is notified.
- Report occurrence to the Police and Fire Departments (911), NYSDEC (585-226-2466), Monroe County (585-760-7600) and the Town of Riga (1-585-293-3880) as appropriate.

Operations Manager (Or Lead Operator in the absence of the Operations Manager)

- Report occurrence of emergency situation to site manager as soon as possible.

- Organize and directs repair crews immediately after emergency and obtains outside assistance if necessary.
- Decides if buildings should be evacuated or not.
- Assigns security force to prevent unauthorized personnel from entering building or site.
- Have tools available for necessary shut-offs.
- Serve as advisor in switching and use of electrical circuits.
- Contact local authorities regarding power and water during and after the emergency.
- Have available prints showing company property, buildings, utility services and sewer systems.
- Ensure all contractors on site are accounted for.

Lead Operator (Or Lead Mechanic in the absence of the Lead Operator)

- Ensure security force permits no reporters or photographs on company property unless specifically approved by the District Manager.
- Contact families of injured employees.
- Monitor news as released by radio, television and newspapers and correct inaccurate information as soon as possible.
- Receive members of the press in a courteous manner and make them aware they will receive any news of the emergency as soon as possible. Reporters and photographers are not to be allowed on site unless approved by the District Manager.
- Takes accounting of all employees and visitors on site.

1.4 Location of Major Utility Shut-Off's

The following section lists the locations of the major utility shutoffs. The Lead Operator is responsible for determining utility shutoffs.

1.4.1 Electric

The main breaker panel for the Administration Building is located in the custodial closet. The main breaker panel in the Maintenance Building is located in the mechanical room. The main breaker panel in the Scale House is located in the restroom. Pump stations breaker panels are located on the east walls of the stations.

1.4.2 Water

A master water shutoff for the entire site is located at the backflow preventor / meter near the main gate. The main shutoff for the Administration Building is located in the custodial closet. The main shutoff in the Maintenance Building is located in the mechanical room. The shutoff in the Scale House is located restroom. Hydrants located on-site have individual shutoff valves.

1.4.3 Landfill Gas

The flare station has a control panel with emergency shutoff. The automated control panel also monitors gas flow and flare temperature and will shut down the system, including incoming valves, as necessary. Contact the District Manager or Operations Manager prior to any manual system shut-down.

2.0 CONSTRUCTION RELATED CONTINGENCIES

This section of the report details various courses of action taken in response to contingency events that may occur during facility construction. The contingency actions noted below are suggested actions, and may need to be modified to meet field situations. These contingency actions will be incorporated into future construction contract documents and specifications.

2.1 Unexpected Construction Delays

Unexpected construction work delays can be caused by adverse weather conditions, damaged construction material and/or equipment, and the unavailability of approved construction material or labor. The following courses of action may be taken to mitigate/prevent these delays.

A project schedule will be required by all construction contractors, identifying construction activities and schedule. Work schedules must comply with the hours of construction set forth in the Host Community Agreement. Additionally, the NYSDEC Permit to Operate also imposes seasonal construction requirements that must be complied with. The project schedule will be updated at specified intervals to reflect completed work, status or impacts of outstanding submittals and delivery time/availability of equipment. The Contractor will be held responsible for maintaining the construction schedule by way of penalties or other contract provisions.

Construction contractors will take appropriate measures to prevent unexpected delays caused by weather. These measures will include, but are not limited to, protecting stored materials and completed work from damage caused by adverse weather, runoff control berms, silt controls and other protective devices will be employed by the Contractor.

Any approvals, shop drawings review, and / or material lead times shall be factored into the construction schedule. Any alternates from approved construction plans or methods varying substantially from the approved design must be approved prior to its need on site.

2.2 Personnel Injury

Construction contractors will be responsible for all health and safety issues related to construction activities. All contractors will be required to have suitable equipment and facilities for first aid service for their employees and have posted directions for transporting employees to the nearest hospital.

2.3 Excessive Dust or Noise

During construction, Contractors shall control dust by watering the construction access roads and work areas. Dust generating construction activities will be halted if the dust cannot be controlled.

The Contractor will be required to meet the site operational noise requirements specified in 6 NYCRR 360-1.14(p) for rural areas. All construction equipment shall be equipped with properly operating exhaust systems. All equipment, which fails to meet these requirements, shall be removed from service and repaired or replaced as necessary.

2.4 Equipment Breakdown

Construction contractors shall be responsible for providing adequate spare parts and equipment in the event of equipment breakdown. Backup site equipment or rental equipment will be employed as required to meet project completion dates.

2.5 Unusual Traffic Conditions

During any construction activities at the facility, construction traffic shall not interfere with active landfill disposal operations or public roadway operations. Construction and landfill operation personnel will coordinate activities during construction meetings to reduce traffic conflicts.

2.6 Uncontrolled Release of Runoff

Construction activities will be completed in accordance with an approved Erosion and Sediment Control Plan submitted and approved prior to any site work. The plan will detail how runoff water will be controlled during each phase of the project.

3.0 ROUTINE OPERATIONS

This section details various courses of action that may be taken in responding to contingency events occurring during routine operations.

3.1 Inoperable Leachate Pumps

All pump stations will be equipped with duplicate pump systems. In the event that one pump is inoperable, the second pump will control leachate levels under normal operating conditions. Normal pump maintenance and service items will be on site. Pump station designs shall be such that the pumps will be readily accessible.

3.2 Loss of Electric Power

A standby generator will be utilized for temporary supply of electricity to the leachate pumps and other critical facility components (i.e., monitoring systems) in the event of a loss of electrical power. If a long-term shutdown of a pump station is required, a temporary pumping system or other remedy will be implemented.

3.3 Personnel and User Safety

WMNY maintains corporate-wide emergency management plans and safety training conducted by corporate safety staff. All WMNY employees are required to complete this comprehensive Emergency and Safety training.

3.4 Fire

Buildings will be constructed and operated in accordance with national and state fire codes. On-site and portable fire fighting equipment (extinguishers, hoses, etc.) will be available for extinguishing and containing small fires. Portable extinguishers will be appropriately mounted and/or kept in all buildings and on all pieces of on-site equipment. Fire department phone numbers will be posted at each telephone. Training in the use of on-site fire fighting equipment will be provided to all employees. The Local Fire Department will be notified by dialing 911 for all fires.

In the event that a significant fire occurs on the Landfill, the following procedures will be followed:

- Emergency Coordinator will be notified of the situation and will direct all response actions;
- The Fire Department will be notified by dialing 911;
- Operations at the fill area will cease and facility personnel will keep construction and waste hauling personnel at a safe distance and/or direct them off-site;
- The Emergency Coordinator will visually inspect the fire to determine if movement of materials can be attempted without endangering operators or equipment;
- Fire fighters will be escorted to the fire as soon as they arrive on site. Once on-site, the local Fire Department shall coordinate fire-fighting activities;

- Facility equipment may be utilized to supplement the Fire Department efforts, soil may be used to smother the fire, or water from the on-site hydrant system;
- After the fire is extinguished, the need for remedial work may be discussed with the NYSDEC and initiated if required;
- The Emergency Coordinator will ensure that all utilized equipment is restored to pre-accident, operational condition, as required.

In the event that a "Hot Load" (burning or smoldering load of waste) enters the site, the following procedures will be followed:

- Emergency Coordinator will be notified of the situation and will direct all response actions;
- The "hot load" will be directed to a clear isolated area where proper actions can be initiated;
- The Local Fire Department will be notified by dialing 911;
- Operations at the fill area may cease and facility personnel will keep equipment and personnel at a safe distance and/or direct them off-site depending on when/where the "hot load" is discovered;
- The Emergency Coordinator will visually inspect the situation to determine if movement of materials can be attempted without endangering personnel or equipment;
- Fire fighters will be escorted to the fire as soon as they arrive on site. Once on-site, the local Fire Department shall coordinate fire-fighting activities;
- Facility equipment may be utilized to supplement the Fire Department efforts, soil may be used to smother the fire, using water from the on-site hydrant system;
- After the fire is extinguished, the need for remedial work may be discussed with the NYSDEC and initiated if required;
- The Emergency Coordinator will ensure that any utilized emergency equipment is restored to pre-accident, operational condition, if required.

3.5 Explosive Gas

If explosive gas levels exceed ten percent (10%) of the lower explosive limit for methane the potential for explosive gas conditions exist in structures on or offsite. This excludes the gas control and recovery system. In the event that gas concentrations exceed these criteria during any monitoring event, the following contingency program will be undertaken.

- Site Emergency Coordinator and NYSDEC will be notified immediately.
- The gas levels detected and a description of steps taken to protect human health will be submitted to NYSDEC within seven days of detection.
- A complete round of monitoring for combustible gas in all gas monitoring locations will be conducted weekly for one month.
- Within 45 days of detection of gas exceedance levels, a plan will be submitted to implement a remediation plan for the methane gas releases and schedule for the

implementation of the plan within 60 days of the date of the detection. The plan will describe the nature and extent of the problem and the proposed remedy.

3.6 Dust Control

To control dust on internal roadways, all access roads and Brew Road north of the Landfill will be periodically sprayed by a water truck. The frequency of the spraying will be dictated by the dust problem. All paved access roads will be swept by a facility-owned sweeper as necessary.

Some debris and powdery wastes may cause considerable dust, especially on windy days. These materials may be sprayed if it is known they will not react with the water. In addition, to minimize their escape, powdery waste may be deposited in a trench excavated into the existing waste and immediately covered.

Temporary vegetation will be established in open construction areas that are not designated for immediate use and intermediate capping operations.

The recording and disposition of a dust or mud problem will be entered into the facility's daily log only if the problem caused the operation to be suspended.

3.7 Litter

The control of litter will make subsequent litter cleanup easier and less frequent. Litter control procedures to be carried out at the site are discussed more fully in the Operations and Maintenance Report.

Vehicles and cabs shall be kept clean and uncluttered at all times. Before leaving the landfill, all refuse hanging from the vehicle will be removed. Trailers will be swept clean in designated areas only.

3.8 Odor

Odor is controlled at the site by covering the waste with 6 inches of soil or a suitable approved alternative material at the end of each working day, by the installation of the final cover, and by the landfill gas collection and management system. The landfill gas system consists of horizontal and vertical wells networked to a flare unit.

Should odors from the landfill operation become a problem off site, WMNY will commence an investigation to locate the source of the odors (working face, trucks, etc.) and initiate reasonable actions to eliminate or mitigate the problem. Potential actions to mitigate odors include: (i) reducing the size of the working face; (ii) using increased daily cover; (iii) installing final cover over areas that have been filled to final grade; or (iv) installing further gas management wells.

3.9 Noise

Muffler systems have been installed on equipment to reduce equipment noise and any potential nuisance it will cause. If noise problems occur, WMNY will establish the source of the increased noise

levels and develop methods to decrease or eliminate the off-site noise impacts. Potential methods to decrease noise impacts include: (i) using different equipment; (ii) installing more efficient muffler systems; or (iii) limiting the use of the offensive equipment to certain times of the day.

3.10 Unavailability of Equipment

In the event of equipment breakdown, one or more of the existing pieces of equipment available at the site will be utilized to continue the daily landfilling operations. If the broken equipment cannot be repaired or temporarily substituted with any of the available on-site equipment, replacement equipment may be available from other WMNY facilities, as well as from local rental companies on an as needed basis. Equipment repairs are made in the on-site maintenance facility, or in the case of major repairs, through the equipment manufacturer or licensed service representative. If equipment breakdown threatens to prevent continued landfilling operations, then additional equipment will be rented.

3.11 Unusual Traffic Conditions

The present traffic volume to the existing facility does not interfere with the area's normal traffic flows. If there is an interruption in traffic flow, or a backup caused by an interruption in landfill operations, landfill personnel are available to direct traffic on site. There is sufficient room internally on the site that can be used for traffic staging in unusual conditions. Both the inbound and outbound scales can be utilized as inbound scales.

3.12 Vectors

Daily cover materials placed over the waste at the end of each working day controls vectors such as rodents, birds, etc. If there should be an infestation of any vector, WMNY may institute an extermination program that will comply with appropriate NYSDEC requirements.

3.13 Receipt of Unauthorized Waste

Waste unauthorized for disposal at Mill Seat is described in the Operation and Maintenance Manual. If unauthorized waste is not detected until it is on the working face of the landfill, WMNY will require the hauler to remove it immediately. In cases where the hauler cannot be identified, landfill personnel will implement the following procedures:

- The unauthorized material will be separated from other waste on the working face and information will be gathered to identify the waste and the generator (general composition, quantity, labeling, etc.);
- The District Manager, the NYSDEC, Monroe County Emergency Services and any other appropriate agencies will be notified as is deemed necessary;
- If necessary to protect the safety of on-site personnel, landfill operations will be suspended; and
- A licensed hazardous waste hauler or disposal company will be contacted to transport the waste to an approved treatment or disposal facility (within 90 days after discovery of the waste).

Site operations will not resume until clearance is obtained from the District Manager or Emergency Coordinator. All activities connected with the receipt of unauthorized waste will be recorded on the appropriate forms and filed at the landfill office and with the NYSDEC.

3.14 Release of Toxic Materials

Should there be a release of toxic or hazardous materials, the following procedure will be followed:

- Initiate the Emergency Procedures if the slightest danger is perceived.
- Establish a barrier to keep all unnecessary personnel out of the area.
- Establish a Command Center out of the danger zone.
- Contact NYSDEC spill hotline at 1-800-457-7362.
- Contact NYSDEC Region 8 at 585-226-2466.
- Should a Petroleum/Chemical Spill enter the sewer system, contact Monroe County Pure Waters at 585-760-7600.

The materials that are present on site in quantities large enough to cause potential harm to human health and the environment are leachate, landfill gases, and fuel oils. Spills or leaks of other materials, such as machine oils or fluids stored in the maintenance building, will be managed in the same way as spills of oil or leachate; however, due to the small quantities of these materials stored on site, spills of these materials will pose only a very small risk to health and these events will be much less severe and more easily controlled.

3.15 Groundwater and Surface Water Impacts

A groundwater monitoring system is in place to monitor the groundwater around the entire WMNY facility for the presence of impacts from the landfill. This groundwater monitoring system is described in the Environmental Monitoring Plan. The specific contingency measures to be taken by WMNY in the event of groundwater impacts will depend on the nature and extent of the impacts. Potential actions may include:

- Installation of additional ground-water monitoring wells;
- Increased frequency of ground-water quality testing;
- Increased pumping of the primary and secondary leachate collection systems to reduce leakage from the landfill;
- Placement of final cover over the landfill to minimize leachate generation;
- Installation of ground-water extraction wells to remove contaminated ground water for treatment;
- Providing replacement water supply for affected supply wells; and
- Installation of subsurface barriers, such as bentonite slurry cutoff walls, to lateral ground-water migration.

In the unlikely event that ground-water impact is identified, WMNY will undertake a detailed remedial investigation of the impact. This investigation will be performed within six months of the first

detection of the impact. The results of the investigation, which will include a plan for addressing the impacts, will be submitted to NYSDEC.

Surface-water structures that may potentially be impacted include surface-water drainage ditches and sedimentation basins. Surface water will be monitored at sedimentation basin discharge points. Depending on the concentrations of identified constituents, the water would either be: (i) discharged to a receiving natural watercourse; (ii) pumped into the sewer system; or (iii) treated in-place. At the same time, the source of surface-water impact would be investigated and a plan would be developed and implemented to mitigate the source.

3.16 Shortage of Leachate Storage Capacity

In the event that the leachate storage facility is at or above capacity, Mill Seat landfill will work with Monroe County Pure Waters to establish the allowable daily discharge rate and frequency required to remove the leachate from the tanks. If necessary, leachate tanker trucks will also be employed to remove leachate from the tanks and transport to the treatment facility. Simultaneously, an investigation will be conducted to determine why there is more leachate than normal. Following the investigation and determination, remedial actions may be implemented, as necessary.

All incidences and the disposition of the leachate storage being at or above capacity will immediately be brought to the attention of the Lead Operator and noted in the daily operations log. The Monroe County Department of Environmental Services Director will also be notified within 24 hours.

3.17 Tank Spills or Leakage

The leachate storage area consists of two leachate storage tanks, secondary containment structure for the tank, and a leachate hauling truck off-loading area. Leachate flows either to the Monroe County sewer system or into leachate hauling trucks, which then transports the leachate to a wastewater treatment plant. This leachate truck loading area is designed to have a containment structure to hold any spillage from the truck loading operation. The contingency plan for the leachate storage area is as follows: (i) spillage contained within the secondary containment structure will be pumped into the leachate storage tank or to the sewer system, as appropriate (this will be accomplished using portable pumps and hoses); (ii) if the leachate storage tank is ruptured, the leachate transmission system will be temporarily shut-down until the leachate can be redirected to the sewer system or tanker trucks; and (iii) if the leachate flow exceeds the capacity of the storage tank, then the pumps in each riser house will be shut down and leachate allowed to back up in the cell.

3.18 Unavailability of Leachate Treatment Facility

If the Monroe County sewer system is temporarily unable to accept leachate from Mill Seat, leachate will be stored in the on-site leachate storage tank. Closure of the plant will be determined through communication with Monroe County. Leachate in the storage tank will be pumped into tanker trucks, which will take the leachate to an approved alternate wastewater treatment plant for treatment and disposal (Monroe County's Northwest Quadrant Treatment Plant, for example). Mill Seat may also recirculate leachate back into Stages I and II utilizing the leachate recirculation system.

All incidences of the unavailability of leachate treatment facilities will immediately be brought to the attention of the Lead Operator and noted in the daily operations log. The Monroe County Department of Environmental Services Director will also be notified within 24 hours.

3.19 Monitoring, Maintenance, Alarms and Safety Equipment

The pump stations and gas flare unit are tied into a site-wide telemetry system, monitored at the Administration Building. Emergency shutdown features are programmed into the telemetry system. The tank level monitoring system is also automated, with high-level shut-off ability.

Each building has explosive gas monitoring systems with alarms should explosive gas levels be detected.

The site operates a weather monitoring station at the administration building. Temperature, wind speed and direction, relative humidity and precipitation are recorded daily.

WMNY has corporate equipment maintenance programs that are strictly adhered to for all vehicles and equipment. Leachate collection and pump station maintenance programs are also in place for the site as described in the Operations and Maintenance Plan for the site.

WMNY's Policies and Procedures manual describes the working face policy, which requires that all personnel on the working face wear appropriate personal protective equipment (hard hat, safety glasses, and high visibility clothing).

4.0 EXCEEDANCE OF ALLOWABLE LEAKAGE RATE

An Allowable Leakage Rate from the secondary leachate system shall be determined by the secondary flow data (based on a 30-day average) divided by the area of primary liner system above it, expressed as gallons per day per acre. Should the rate exceed 20 gallons per day per acre, the following actions will be taken.

1. Investigate and determine, to the extent practical, the location, size and cause of the excessive rate.
2. Determine whether landfill operations should be suspended, whether wastes should be removed, what repairs might be necessary and other remedial actions.
3. Determine short-term and long-term actions to reduce the excessive leakage rate.

4.1 Notification

Within seven (7) days, NYSDEC will be notified of the exceedance. Within 14 days, a preliminary written assessment will be prepared. The preliminary assessment must include a description of the amount of liquid and suspected source of leakage, considering precipitation events, possible location, size and cause. The assessment must also include short-term actions taken or planned. Progress reports shall be issued monthly for as long as there is an exceedance of the allowable leakage rate.

Appendix A

Incident Reporting Protocol

New York Market Area – Incident Reporting Protocol

WMNY Corporate has a “Serious Reporting Protocol” that we need to ensure we are following, (see attached). We, in New York, want to ensure we follow our own internal protocol. Below is a list of the appropriate person to contact in the event that any of the following incidents occur at your site:

1. Accident involving an occupied vehicle and the occupant is admitted to the hospital.
2. Employee fatality
3. Contractor fatality
4. Any head injury or other life threatening injury
5. Any amputation or other loss of body part
6. High profile event that brings or may bring negative attention or exposure to the company
7. Any employee struck by mobile or moving equipment
8. Any mobile equipment that is turned over or rolled over.
9. An unexpected OSHA visitation.

Please ensure that one of the following people in your area is notified immediately, but no later than 1 hour after the incident:

Upstate Sites:

Joanne Raguso
Safe Practices and Standards Specialist - Upstate
Cell Phone – 585-261-3577

Downstate Sites:

Jose Rodriguez
Safe Practices and Standards Specialist - Downstate
Cell Phone – 917-647-8531

If neither Joanne or Jose can be reached, contact:

Jim Sordi
New York Safety Director
Cell Phone – 917-697-0769
Home – 718-252-0927

The Serious Incident Reporting Protocol and reporting to Corporate will then be followed with the assistance of the appropriate Safety Specialist.

Serious Incident Reporting Protocol

Within three hours of any of the following events, notification must be made to the corporate safety staff, identified in the monthly duty roster to be provided in WM VISOR under the safety section.

EVENTS TO REPORT WITHIN THREE HOURS:

1. Employee fatality
2. Contractor fatality
3. Life threatening Injury
4. Any amputation or other loss of body part
5. High profile event that brings or may bring negative attention or exposure to the company
6. Any employee struck by mobile or moving equipment
7. Any mobile equipment that is turned over or rolled over

The safety duty roster employee will determine follow-up action and make decision whether or not to activate the system critical incident response team. Within twelve hours of the event an initial detailed report of the incident is to be provided to the corporate safety staff. The report shall state concise facts only and shall be free of conclusory statements of fact or law, or opinions concerning the same. The author of the report shall, if at all possible under the circumstances, consult with either the Area or Corporate Legal Departments before submitting any draft of the report. Under any circumstances, the author shall consult with the Area or Corporate Legal Departments before finalizing the report.

Within seven days of the incident, an incident analysis panel will be convened from the corporate office to review the findings, jointly with the appropriate field staff, to ensure that all causal factors have been identified and corrective measures developed and implemented across the system. The report form is available under WM Visor, in the operations tab, on the Health & Safety page.

Reporting Guidelines for Critical Incidents

The following information must be included in the twelve-hour report.

1. Type of incident
2. Date and time of the incident
3. Weather conditions
4. Location (nearest town/street)
5. Type of WM vehicle involved
 - Date of last PM & type of last PM
 - Condition of warning devices and safety appliances at time of occurrence
 - Pertinent mechanical history
6. Name of employee
 - Date of birth
 - Date of hire
 - Date of CDL
 - Time on duty
 - Prior time off duty
 - Marital status
 - Number of dependents
 - Prior 90 day field observation date
 - Prior 90 day safety meeting attended & which topics covered
 - Recap of training and experience
 - A drug test (yes or no) and who administered
7. Suggested action taken
8. Preliminary Root cause
9. Media coverage
10. Other comments
 - Adjuster responding
 - Appropriate regulatory agency notified
 - EPA, OSHA, or other agency intervention
 - Estimated cost