1.0 GENERAL

1.1 PURPOSE

The City of Spokane Waste to Energy (WTE) Facility is the only municipal waste combustion incinerator in the State of Washington. Therefore, it provides disposal of Special Handling/Non-Typical waste for Spokane County and the surrounding region. To reduce the possibility of error or permit violations, and to assure efficient operation of the facility, specific procedures have been established to review Special Handling/Non-Typical wastes for acceptance at the WTE Facility.

1.2 TABLE OF CONTENTS

1.0 GENERAL
2.0 DEPARTMENTS/DIVISIONS AFFECTED
3.0 REFERENCES
4.0 DEFINITIONS
5.0 POLICY
6.0 PROCEDURE
7.0 RESPONSIBILITIES
8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all Waste to Energy staff.

3.0 REFERENCES

Chapter 173-401 Washington Administrative Code (WAC)
Chapter 173-350 WAC
Spokane Regional Clean Air Agency Permit AOP-3
Chapter 173-303 WAC

4.0 DEFINITIONS

Refer to WAC 173-350-100 for the most current definition of ‘waste’, ‘municipal solid waste’, ‘liquids’, and ‘liquid waste’. 
Special Handling/Non-Typical Waste is solid waste that does not come in through normal collections or residential customers and/or requires special handling. The term does not mean the same thing as, and should not be interchanged with, the term "Special Waste", as defined in Chapter 173-303 WAC.

5.0 POLICY

It is the policy of the City of Spokane that the WTE Facility provide efficient and environmentally sound disposal services for all citizens of Spokane County and the surrounding region. All requests received for the disposal of Special Handling/Non-Typical Waste shall be processed according to the procedures outlined below.

6.0 SPECIAL HANDLING/NON-TYPICAL WASTE ACCEPTANCE PROCEDURE

6.1 The request may be received via telephone, fax, email, online form, or mail

6.2 City of Spokane staff will send a Special Handling/Non-Typical Waste Acceptance form & Special Handling/Non-Typical Waste Rules to requestor via fax, mail, or email, for all waste materials. A completed signed form must be returned to the WTE Facility. Appendix “A” contains the typical package that will be sent to requesters. This package may change as program needs arise.

6.3 The following items shall be required to be included on the Special Handling/Non-Typical Waste Acceptance Form or as an attachment:

A. Detailed description of item(s) requested for combustion services
B. Quantity of items, including volume and/or weight and packaging type
C. Waste’s regulatory status: (i.e., solid waste, hazardous waste, and/or dangerous waste)
D. Characterization documentation, for example SDS, Testing (TCLP or total metals testing), types of plastics, e.g., HDPE, PP, etc...
E. Generator declaration that the information provided is true and accurate
F. Generator name, address, phone number
G. Location of origin of waste

6.4 The signed Special Handling/Non-Typical Waste Acceptance form shall be received and approved prior to scheduling an appointment. All elements must be filled in and all supporting documentation provided.

6.5 The City of Spokane’s designated hazardous waste personnel will review requests against existing categories/profiles of Special Handling/Non-Typical Wastes to determine if materials are acceptable by category or profile.

Materials that are acceptable based on the criteria of a specific category or profile that do not exceed operational limits will be assigned a profile number and City of Spokane staff shall send a letter of approval and conditions of acceptance via fax, email, or mail to requestor.
Requests for disposal of materials that have not previously been accepted at the Waste to Energy facility, have changed in nature since prior approval, or exceed operational limits determined for a specific category (e.g. larger than normal shipment of wastes, frozen wastes, etc.) will be reviewed as follows:

A. Review will be conducted by the City designated hazardous waste personnel and their recommendations will be forwarded to Waste to Energy operational and environmental personnel.

B. Consideration shall include, but not be limited to:
   i. Applicable laws and ordinances
   ii. Permits
   iii. Special Handling/Non-Typical Waste Rules in Appendix A
   iv. Appendix D – List of Unacceptable Wastes
   v. Operational concerns
   vi. Nuisance issues
   vii. Political concerns

C. Waste to Energy operational personnel and environmental personnel shall review each request including all applicable documentation and forward a recommendation for acceptance or rejection to the Solid Waste Disposal Director, or designee.

D. For wastes that are unique in nature or composition, and have not been previously accepted and profiled, the Solid Waste Disposal Director, or designee, will initiate contact with Spokane Regional Clean Air Agency for review and approval prior to accepting or rejecting the waste.

E. After receiving final approval from the Solid Waste Disposal Director or designee, the acceptance request will be assigned a category and profile ID number. City of Spokane staff shall send a letter of approval and conditions (Appendix “B” contains an example approval letter) via fax, email, or mail to requestor. All subsequent loads of the same material from the same generator do not need to complete the approval process again, except that approvals shall expire after two years and will be subject to renewal after expiration.

6.6 At least 24 hours notice is required to set up an appointment for delivery.

6.7 City of Spokane staff will set the delivery appointment via phone. The appointment cannot be set up by email, fax, or voice mail.

6.8 Notification of Special Handling/Non-Typical Waste Delivery form with scheduled date and time is completed by Solid Waste personnel and copies provided to all applicable City of Spokane staff. Example notification forms are included in Appendix “C”.

Page 3 of 4
6.9 The City of Spokane staff will file and document all correspondence and supporting information.

6.10 The City of Spokane staff shall submit a summary of Special Handling/Non-Typical Wastes, received during the applicable reporting period, to Spokane Regional Clean Air Agency in conjunction with the semi-annual report for the Spokane Waste to Energy Facility.

6.11 The City of Spokane's list of unacceptable wastes, as of March 12, 2019 is contained in Appendix "D".

7.0 RESPONSIBILITIES

The Solid Waste Disposal Director or his/her designee is responsible for administering this policy.

8.0 APPENDICES

8.1 "A" - SPECIAL HANDLING/NON-TYPICAL WASTE ACCEPTANCE FORM & SPECIAL HANDLING/NON-TYPICAL WASTE RULES [March 23, 2019]

8.2 "B" - EXAMPLE SPECIAL WASTE LETTER OF APPROVAL

8.3 "C" - EXAMPLE NOTIFICATION OF SPECIAL HANDLING WASTE DELIVERY FORM

8.4 "D" - LIST OF UNACCEPTABLE WASTES [March 23, 2019]

APPROVED BY:

[Signature]  3-29-19  Date

[Signature]  3-27-19  Date

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CITY OF SPOKANE SOLID WASTE DISPOSAL
SPECIAL HANDLING/NON-TYPICAL WASTE ACCEPTANCE FORM

<table>
<thead>
<tr>
<th>Date:</th>
<th>Waste Generator Business Name, Contact Name, Phone, Email &amp; Address:</th>
<th>Other Contact Information if Applicable (include relationship to Generator):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Detailed Waste Description: (Continue on page 2 if needed)</th>
<th>Quantity per Delivery (lbs or tons):</th>
<th>Estimated Frequency:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>lbs</td>
<td>tons</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Packaging Type:</th>
<th>Loose</th>
<th>Pallets</th>
<th>Bales</th>
<th>Metal Drums</th>
<th>Plastic Drums</th>
<th>Other</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Regulatory Status of Waste per Chapter 173-303 WAC (check all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Solid Waste</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicable WAC 173-303-071(3) Exclusions - MUST complete Page 2, Supplement 1:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(c) Household Hazardous Waste Exemption (Take Back Program Drugs for Households/Residences ONLY)</td>
<td>(nn) Controlled Substances, Drugs that are state-only dangerous wastes</td>
</tr>
</tbody>
</table>

Has the waste been designated non-hazardous by the generator?  
☐ Yes  ☐ No  ☐ NA (explain) ____________________________________________________________________________

Have you provided an SDS, test results, or other data supporting non-hazardous designation? If an SDS and/or testing is available for the material, it must be submitted.  
☐ Yes  ☐ No  ☐ NA (explain) ____________________________________________________________________________

Is the waste generated in Spokane County?  
☐ Yes  ☐ No, enter where waste is generated: ____________________________________________________________________________

Has this waste been previously accepted at this facility?  
☐ Yes  ☐ No  ☐ If yes, has it changed in any way?  ☐ Yes  ☐ No  ☐ NA

If required, have the containers been triple rinsed?  
☐ Yes  ☐ No  ☐ NA

Is the waste:  
☐ Oil or petroleum contaminated rags (no free flowing liquids/oil)  
☐ Absorbent containing oil or petroleum (no free flowing liquids/oil)  
☐ Oil filters (must be drained of free liquids)  
☐ Is any of the oily waste from clean-up of a spill that was over 1,000 gallons?  
☐ Yes  ☐ No

Other pertinent information (include any information on hazards associated with the waste, odors, handling issues, etc....) ____________________________________________________________________________

Generator Signature (Required):  
________________________________________________________________________

By signing this SPECIAL HANDLING/NON-TYPICAL WASTE ACCEPTANCE FORM you acknowledge that the information on this form is true and accurate and you have read and agree to abide by the Special Handling/Non-Typical Waste Rules.

For City of Spokane Staff Use Only (Approval may also be done electronically via email)

☐ Material reviewed and approved by Solid Waste Disposal Operations and Environmental personnel

Signature (Required): __________________________________________________________________________  Date: ____________

☐ Material reviewed and approved by Solid Waste Disposal Director or Designee

Signature: __________________________________________________________________________  Date: ____________

☐ Material is not acceptable because __________________________________________________________________________

Signature: __________________________________________________________________________  Date: ____________
Detailed Waste Description: (Continued from page 1 if needed)

---

**Supplement 1 - Additional Controlled Substances, Legend Drugs, &/or Over the Counter Drugs Information.**

If the waste includes Controlled Substances, Legend Drugs, &/or Over the Counter Drugs, complete the following.

Do the Controlled Substances &/or Drugs include:

- [ ] Controlled Substances &/or Drugs confiscated as evidence as part of law enforcement
- [ ] Drugs collected by a household/residential takeback program
- [ ] Controlled Substances &/or Drugs generated by a pharmacy/dispenser licensed (chapter 69.50 RCW or Title 18 RCW) and authorized to possess drugs within the state of Washington
- [ ] Controlled Substances &/or Drugs from a reverse distributor licensed (chapter 69.50 RCW or Title 18 RCW) and authorized to possess drugs within the state of Washington

For Controlled Substances &/or Drugs, except those collected under a household/residential take back program, have all, and will all future delivered, Controlled Substances &/or Drugs be designated and only those that are not federal hazardous waste will be included in loads.

- [ ] Yes  [ ] No  [ ] No - Law Enforcement Conditionally Exempt Small Quantity Generator

For waste deliveries that contain Controlled Substances &/or Drugs, you will be required to provide a list of those that will be included in the delivery at the time of scheduling.
<table>
<thead>
<tr>
<th>Source of Loads</th>
<th>RCRA HW</th>
<th>State-Only DW (2)</th>
<th>Non-HW/Non-DW (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy-Licensed Dispenser</td>
<td>Not Accepted</td>
<td>Accepted</td>
<td>Accepted</td>
</tr>
<tr>
<td>Reverse Distributors</td>
<td>Not Accepted</td>
<td>Accepted</td>
<td>Accepted</td>
</tr>
<tr>
<td>Waste Brokers</td>
<td>Not Accepted</td>
<td>Accepted</td>
<td>Accepted</td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Not Accepted except per (1) below</td>
<td>Accepted (can be in state or out of state law enforcement)</td>
<td>Accepted</td>
</tr>
<tr>
<td>Residential Take-Back Program (includes those collected from deceased persons homes by law enforcement or coroner offices)</td>
<td>Accepted under household hazardous waste exclusion (WAC 173-303-071(3)(c))</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) If the law enforcement agency is a conditionally exempt small quantity generator of RCRA HW and tracks RCRA HW generation to verify status, RCRA HW controlled substances, pharmaceuticals, or drugs may be accepted. Delivered RCRA HW cannot contain mercury, iodine, large quantities of halogenated materials or other substances that might impact environmental compliance.

(2) No mercury or iodine containing materials.
SPECIAL HANDLING WASTE RULES

1. By signing the attached SPECIAL HANDLING/ NON-TYPICAL WASTE ACCEPTANCE form you acknowledge that you have read the following information and agree to abide by the rules of disposal of Special Waste.

2. The charge for Special Handling Waste is $XXX\(^1\) per ton, with a minimum charge of $XXX\(^1\) for 140 lbs. or less. If a forklift and operator are required there is an additional charge of $XX\(^1\) per hour with a minimum charge of $XX\(^1\). A forklift is available during limited hours and by appointment only.

3. The City does not provide labor for unloading. It is the responsibility of the driver to unload the material and, if necessary, to bring additional labor. For loads that require forklift assistance it is the responsibility of the driver to move pallets to the end of the truck so the forklift can access the material.

4. This is a refuse disposal facility. The site does not have a loading dock. Unless directed otherwise, materials contained in the vehicles will be unloaded onto the floor or into the pit by the truck driver. City staff will not sweep out or clean up transport vehicles.

5. If the U.S. Department of Agriculture (USDA) is requiring the destruction of the materials, the shipper must set up an appointment with the USDA. The USDA phone number is (509) 353-2950\(^2\).

6. Exact payment is required at time of service, unless a billing account has been set up in advance (call City of Spokane Utility Billing at 509-625-6179\(^2\) to set up an account). Payment may be made by cash, check, MasterCard or Visa.

7. At least 24 hours notice is required to set up an appointment for delivery. An appointment may be scheduled by calling (509) 625-6580\(^2\). Leaving a message on voice mail does not constitute an appointment. We are open for appointments and scheduling Monday – Friday only. Trucks that arrive without an appointment, or outside of a scheduled appointment, may be denied service.

8. Waste material delivered to the facility for disposal must be representative of the waste authorized for acceptance. The waste materials must not contain asbestos and must not be a federal, state, or local regulated hazardous waste per WAC 173-303 unless otherwise exempted or allowed under this rule and approved in advance of scheduling. The City of Spokane reserves the right to refuse any loads, at any time, for any reason. The City is not responsible for any costs incurred by the generator or their agents.

9. If the load contains petroleum-contaminated materials, the waste must have been derived from incident spills of less than 1,000 gallons. The load must not cause the City to exceed its monthly permitted limit of 150 tons of petroleum-contaminated material.

Please sign the attached form indicating that these rules have been read and the undersigned agrees to follow them. A signed copy may be emailed, mailed, or faxed to our office at 509-625-6537\(^2\). A signed copy must be received before an appointment can be scheduled.

---

\(^1\) Pricing typically changes from year to year and is established in City Municipal Code.

\(^2\) Phone number is current as of March 12, 2019. May be up-dated without up-dating this procedure as needed.
Appendix “B”
EXAMPLE SPECIAL WASTE LETTER OF APPROVAL
Delivered via email [(Delivery Email Address)]

Dear {Name},

The City of Spokane (City) has received your request to dispose of [Waste Description] at the City of Spokane Waste to Energy Facility (Facility). I hereby approve the acceptance of the waste described above with the following conditions:

1. Waste is declared by the generator to be a solid waste and is not a federal hazardous waste or a dangerous waste under Chapter 173-303 WAC unless otherwise exempted or allowed and approved in advance by the City.
2. Except for drugs collected under residential Takeback Programs, if the waste includes controlled substances, pharmaceuticals, or drugs an inventory must be provided along with the scheduling request (#7 below) (i.e., a list controlled substances, pharmaceuticals, or drugs that will be included in the delivered load – quantities are not needed). See that attached Information Sheet for these types of wastes.
3. If waste comes from a spill clean-up, spill was less than 1,000 gallons.
5. Acceptable packaging (combustible preferred) and unloading procedures approved by System personnel.
6. The System reserves the right to reject future shipments for any reason.
7. Minimum 24 hour notification prior to delivery in order to schedule and coordinate with System personnel. Call (509) 625-6580 to set up an appointment.
8. If forklift services are required, the charges will be $75/hour (with a $37.50 minimum charge).
9. Your load will not cause us to exceed our total monthly limit of 150 tons of oily waste. An estimate of the amount of oily waste must be provided along with the scheduling request (#7 above)

The Facility is owned and operated by the City of Spokane Solid Waste Disposal Department. The Facility is permitted to dispose of solid waste via incineration (2500°F) by the Spokane Regional Health District, Spokane Regional Clean Air Agency, and the Washington State Dept. of Ecology.

The Facility appreciates doing business with [Company] and hopes you consider us for your future waste disposal needs.

Sincerely,

Chuck Conklin
Director
Solid Waste Disposal Department

Cc: file
Information Sheet for
Acceptance of Controlled Substances, Pharmaceuticals, or Drugs
City of Spokane Waste to Energy Facility

The following is a summary of controlled substances, pharmaceuticals, or drugs that can and cannot be accepted by the City of Spokane Waste to Energy Facility.

<table>
<thead>
<tr>
<th>Source of Loads</th>
<th>Controlled Substance, Legend Drug, &amp; Over the Counter Drug Waste Types</th>
<th>RCRA HW</th>
<th>State-Only DW</th>
<th>Non-HW/Non-DW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy-Licensed Dispenser</td>
<td>Accepted under WAC 173-303-071(3)(nn) if generator is licensed in WA under Chapter 69.50 RCW or Title 18 RCW. List Required at Time of Scheduling</td>
<td>Not Accepted</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Reverse Distributors</td>
<td>Accepted under WAC 173-303-071(3)(nn) if generator is licensed in WA under Chapter 69.50 RCW or Title 18 RCW. List Required at Time of Scheduling</td>
<td>Not Accepted</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Waste Brokers</td>
<td>Accepted under WAC 173-303-071(3)(nn) if came from a generator licensed in WA under Chapter 69.50 RCW or Title 18 RCW. List Required at Time of Scheduling</td>
<td>Not Accepted</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement</td>
<td>Accepted under WAC 173-303-071(3)(nn) (can be in state or out of state law enforcement) List Required at Time of Scheduling</td>
<td>Not Accepted except per (1) below</td>
<td>Accepted</td>
<td></td>
</tr>
<tr>
<td>&quot;Residential Take-Back Program (includes those collected from deceased persons homes by law enforcement or coroner offices)&quot;</td>
<td>Accepted under household hazardous waste exclusion (WAC 173-303-071(3)(c))</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) If the law enforcement agency is a conditionally exempt small quantity generator of RCRA HW and tracks RCRA HW generation to verify status, RCRA HW controlled substances, pharmaceuticals, or drugs may be accepted. Delivered RCRA HW cannot contain mercury, large quantities of halogenated materials or other substances that might impact environmental compliance.

In addition, controlled substances, pharmaceuticals, or drugs containing the following substances cannot be accepted:
- Mercury
- Iodine
Appendix “C”

EXAMPLE NOTIFICATION OF SPECIAL HANDLING WASTE DELIVERY FORM
City of Spokane Solid Waste Disposal

NOTIFICATION OF SPECIAL WASTE DELIVERY

SPECIAL WASTE HANDLING FEE: $177.40/TON

Date Called: 1/0/1900
Organizations/ Responsible Party: 0
Contact Name: 0
Payment Type:

Time Called: 0:00
Profile ID:
Phone: 0

DELIVERY INFORMATION

Date of Delivery: Saturday, January 0, 1900
Time: 0:00
Description of Material: 0
Material Origination: 0
Vehicle Type: 0
Est. Time to unload: 0
Unloading Location: 0

Has material been previously accepted? Yes No
If no, STOP. Complete the “Special Waste Acceptance” form. If yes, continue.
If accepted previously, has the waste material changed in any way? Yes No
If yes, STOP. Complete the “Special Waste Acceptance” form. If no, continue.

Does the Delivery include Controlled Substances of Drugs that are
From a program to collect drugs from residences (can include collecting
drugs of deceased persons) (No list needed)
From any other source (evidence, out of date prescriptions, etc....)
A list of controlled substances and drugs included in the delivery must be
submitted to the Environmental Manager for review before the delivery can
be scheduled.
Has the list been submitted and reviewed? Yes No
Yes No
Yes No

Does the Delivery include Oily rags &/or other oily debris If yes, approximate weight
in tons.
Yes No
If yes, approximate tons

Special Arrangements (Forklift, Loader, Manpower, After-Hours, Etc.):

Revised: 11/13/2018
Fax/Emailed @ 0:00 By: 0

Method of Payment:
Cash Check
Acct # CC
Appendix “D”
LIST OF UNACCEPTABLE WASTES [March 23, 2019]

Following are wastes that are deemed unacceptable:

a. Asbestos-containing materials (ACM) per Spokane Regional Clean Air Agency regulations
b. Radioactive materials
c. Excessive liquids (liquids that breach containers or are free-flowing)
d. Wastes containing higher sulfur content than normal municipal solid wastes
e. Wastes that produce toxic residues that can survive the normal combustion and treatment process and/or add pollutants to the Waste to Energy plant’s emissions
f. Wastes containing metals/metalloids (e.g. cadmium, mercury, lead, nickel, arsenic) or halogenated compounds (e.g. chlorine, fluorine, iodine, bromine) in sufficient quantities that may cause emission concerns
g. Wastes containing refrigerants
h. Non-combustible construction and demolition debris, including gypsum related materials
i. Waste that emits foul and/or obnoxious odors that would offend a reasonable person
j. Out of County generated containers requiring triple rinsing for disposal, unless it can be adequately demonstrated that the rinsing was completed.
k. Human remains or recognizable body parts
l. Materials designated as hazardous wastes per Chapter 173-303 unless otherwise exempted or allowed under this rule and approved in advance of scheduling.

Examples of waste that are NOT accepted based on the above, can include, but are not limited to:

- Ammunition containing lead
- Light bulbs/lamps that contain mercury (fluorescent, high intensity discharge (HID), metal halide, high pressure sodium, etc...)
- Halogenated materials (e.g., chlorinated plastics such as PVC, chlorine, fluorine, iodine, and bromine containing materials, etc. ...)
- Electronics (unless tested to verify not hazardous waste)
- Prescription drugs that designate as hazardous waste unless otherwise exempted or allowed under Chapter 173-303 WAC and approved in advance of scheduling.

Solid Waste Disposal Department staff may be able to provide information on possible disposal options for unacceptable wastes. Call 509-625-6580 for further information.