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CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4490]-[2005]-[06]
	LGL 2005-31
TITLE: SECURED BURN HANDLING PROCEDURE EFFECTIVE DATE: JANUARY 1999 REVISION DATE: FEBRUARY 2005 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The Spokane Regional Solid Waste System Waste to Energy Facility is the only municipal solid waste incinerator in the State of Washington. Therefore, it provides secure destruction of confidential documents and other items requiring destruction in response to requests statewide. Specific procedures have been established to facilitate this destruction of materials while maintaining efficient operations of the Facility.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to the Regional Solid Waste System (Regional System) and the Solid Waste Management Department's waste to energy operations staff.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

It is the policy of the Regional System that the Spokane Regional Solid Waste System shall provide comprehensive, environmentally sound solid waste management services for the citizens of Spokane County and the surrounding region. These services include the secured destruction of documents of a sensitive, controlled, or personal nature.

6.0 PROCEDURE

- 6.1 The customer shall schedule an appointment for secured destruction of documents via phone at least 24 hours prior to delivery.
- 6.2 The customer shall deliver waste to the waste to energy facility and pay the special waste and secure burn charge.
- 6.3 If the customer requires a forklift for unloading assistance, there is an additional charge.

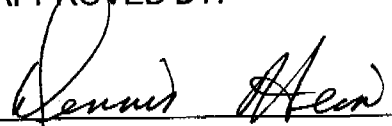
7.0 RESPONSIBILITIES

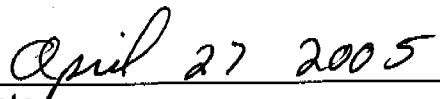
The Spokane Regional Solid Waste System Director or his/her designee is responsible for administering this policy.


8.0 APPENDICES

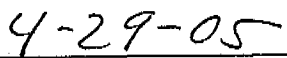
8.2 SECURED BURN PROCEDURE & FORM

APPROVED BY:

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Attorney (AST)

  
\_\_\_\_\_  
Date

# Spokane Regional Waste to Energy Facility

## SECURED BURN PROCEDURE & FORM

### CUSTOMER / NOTIFICATION INFORMATION

**SECURE BURN CHARGE IS \$165.00/TON**

Requestor: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Phone Number: \_\_\_\_\_

Delivery Date & Approximate Time: \_\_\_\_\_

Description of Material, Quantity, Etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Arrangements (Forklift or Other Special Handling)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When a customer calls to request special handling concerning the destruction of materials, the process outlined below should be followed.

Level of Service:

The customer can watch the materials being loaded into the hopper as a dedicated load. This requires additional processing by crane operator - The fee is \$165/ton.

Time involved for customer is 45 minutes (1-1/2 hours if witnessed on each end).

***The customer must call the day before to set up an appointment.***

Notifications should be faxed by System staff, providing the information requested above, to:

- Control Room – 624-4223
- Lois/Rhonda – Ext. 7899
- Scalehouse – Ext. 6877

When customer arrives, the Scalehouse will call the Control Room to arrange for someone to meet the customer on the floor.