



COUNTY OF SACRAMENTO  
PUBLIC WORKS AGENCY – Rob Leonard, Administrator  
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# SPECIAL WASTE CLEARANCE ACCEPTANCE POLICY

## 1. BACKGROUND:

The County of Sacramento operates the Class III Kiefer Landfill (KLF) and the North Area Recovery Station (NARS), which is the County of Sacramento, owned transfer station. The County of Sacramento solid waste facilities accept mixed municipal solid waste. Some type of wastes are prohibited due to regulatory constraints, environmental or public health concerns or because the waste can readily be recycled or disposed more appropriately at a different type of facility. Other wastes are accepted at the County of Sacramento facilities only when certain conditions are met during or prior to disposal. Wastes requiring “special clearance” include asbestos-containing waste, medical waste, industrial waste, contaminated soils, empty tanks and drums, oversized materials, and large quantities of food or beverages that must be destroyed.

The County of Sacramento Department of Waste Management & Recycling has established a formal process for determining whether wastes can be accepted at the Kiefer Landfill. Through the waste clearance process the DWM&R gathers information on the waste in question. When appropriate, the County of Sacramento Department of Public Health and Local Enforcement Agency provides technical support in evaluating information obtained from waste generators. Other local, state and federal agencies are consulted when appropriate.

Waste Clearances are issued for wastes that may be disposed. The waste clearance describes where and at what times the waste may be disposed and any other conditions that must be met.

A “Special Waste Rate” is applied to materials, which require special handling, record keeping or review. For a copy of the County of Sacramento Waste Acceptance Policy, or for more information on the DWM&R Waste Clearance program, please contact Mr. Ken Pereira at (916) 876 - 9458 or <mailto:pereirak@saccounty.net>.

## 2. PURPOSE:

To specify procedures for clearance of solid waste for disposal at the County of Sacramento Class III Kiefer Landfill. Wastes affected by this Policy include those types identified in the County of Sacramento Waste Acceptance Policy and subsequent revisions as requiring clearance from the DWM&R for disposal at Kiefer Landfill.

### 3. ORGANIZATIONS AFFECTED:

This Special Waste Clearance policy is applicable to the County of Sacramento Department of Waste Management & Recycling (DWM&R), Waste Generators and transporters in Sacramento County are also affected.

### 4. REFERENCES:

- 4.1. County of Sacramento Department of Waste Management & Recycling Solid Waste Acceptance Policy.
- 4.2. Kiefer Landfill Solid Waste Facilities Permit.
- 4.3. Kiefer Landfill Waste Discharge Requirements.
- 4.4. US EPA Publication No. SW 846.
- 4.5. Title 40, Code of Federal Regulations (40 CFR).
- 4.6. Title 14, California Code of Regulations (14 CCR).
- 4.7. Title 22, California Code of Regulations (22 CCR).
- 4.8. Title 27, California Code of Regulations (27 CCR).

### 5. DEFINITIONS:

- 5.1. **Container** shall be as defined by the DWM&R waste acceptance policy.
- 5.2. **Contaminated soils** shall be as defined by the DWM&R Waste Acceptance Policy.
- 5.3. **Designated Waste** shall be defined by the DWM&R Waste Acceptance Policy
- 5.4. **DWM&R** means Department of Waste Management & Recycling.
- 5.5. **Director** means the DWM&R director or his/her designee.
- 5.6. **Hazardous Waste** means solid waste designated by 40 CFR Part 261 and regulated as hazardous waste by the United States Environmental Protection Agency or requires management according to Division 4.5 of 22 CCR by the State of California under Article 1, Chapter 11, Division 4.5 (§66261.3 et seq.).
- 5.7. **Industrial waste** shall be defined by the DWM&R waste acceptance policy.
- 5.8. **Special waste** means all wastes, which require waste clearance, as specified in the DWM&R Waste Acceptance Policy.
- 5.9. **Waste Acceptance Policy** means the County of Sacramento DWM&R Waste Acceptance Policy or future amendments of that policy.
- 5.10 **Waste Clearance Application Form** means documentation provided by the DWM&R which, when completed by the generator, provides information on the characteristics of the solid waste load and specifications regarding an acceptable method of disposal.
- 5.11 **Waste Clearance Decision Form** means documentation provided by the DWM&R to generators based on information provided in the generator's application. The decision form specifies conditions for disposal of materials regulated under this policy.

### 6. POLICY:

- 6.1. A Waste Clearance Decision Form must accompany incoming loads of "special waste".
- 6.2. Waste Clearance Decision Forms are issued by DWM&R after review of a completed Generator's Waste Clearance Application Form. Copies of the Generator's Waste Clearance Application Form are available from DWM&R. A Generator's Waste Profile Sheet and a Generator's Certification of Representative Sample are also required for certain waste types specified in the waste acceptance policy.
- 6.3. Forms completed by the generator are returned to the DWM&R. Instructions and address for returning forms are contained on the forms.
- 6.4. Special waste loads may be subject to certain conditions, which will be specified on the Waste Clearance Decision Form. These conditions include, but are not limited to:
  - 6.4.1. A particular solid waste handling facility to which the waste must be taken.
  - 6.4.2. A disposal schedule to which the transporter must adhere.
  - 6.4.3. An acceptable haul route to which the transporter must adhere.
  - 6.4.4. Conditions for handling or packaging the waste prior to disposal.
- 6.5. Special wastes will be charged a special waste disposal fee as specified by County of Sacramento ordinance. The Director of the DWM&R, or his/her designee shall have the authority to make exceptions to the special waste

fee for a certain type of waste when it can be clearly demonstrated that the waste type does not have unique operational, administrative, public health or environmental impacts.

6.6. The number of types of special waste loads accepted at the Kiefer Landfill may be limited by weather constraints, such as heavy rains or high winds or operational constraints.

6.7. Available daily and yearly landfill capacity, in terms of both numbers of incoming vehicles and total tonnages, is restricted for special wastes to quantities to be determined by the DWM&R. The DWM&R reserves the right to allocate this capacity.

6.8. The generator will produce, at the request of the DWM&R laboratory test data from representative samples, material safety data sheets, or other documentation that the waste being disposed of is not a regulated Hazardous/Designated Waste or otherwise being improperly handled. All such documentation will be attached to the Application for Waste Clearance Decision.

6.9. The Generator's Application for Waste Clearance Decision should be submitted to the DWM&R at least two weeks prior to the anticipated start of disposal activities.

6.10. If material being disposed is generated at regular intervals and is consistent in its composition, an Application for Waste Clearance Decision may be issued allowing disposal over a period of up to one year.

6.11. The Director of the DWM&R or his/her designee shall have the authority to declare an emergency authorizing the disposal of materials otherwise requiring clearance under this policy, which could pose a threat to public health or the environment if not disposed immediately.

6.12. Enforcement. The Director of the DWM&R or his/her designee is authorized and responsible to enforce or seek enforcement through the prosecutor's office of this Public Rule pursuant to the civil penalty provisions of the County of Sacramento.

## 7. PROCEDURES:

### **Action by: Generator:**

Action:

7.1. **Generator** determines if Waste Clearance is needed and obtains application form from the DWM&R. The generator will then return the completed Application For Waste Clearance Decision to the DWM&R.

### **Action by: DWM&R Special Waste Division:**

Action:

7.2. **DWM&R Special Waste Division** reviews the Application For Waste Clearance Decision received from the generator. DWM&R Special Waste Division completes the Waste Clearance Decision Form and if approved, forwards this form to the Kiefer Landfill Engineering Department for review. If the Special Waste Division denies the application, the division will notify the Generator as to reasons for disapproval and will maintain the Application and/or the associated records at the Division Office.

### **Action by: DWM&R Kiefer Landfill Engineering Department:**

Action:

7.3. **DWM&R Kiefer Landfill Engineering Department** reviews the Application For Waste Clearance Decision received from the DWM&R Special Waste Division and completes the appropriate portion of the Waste Clearance Decision Form. If approved, the Kiefer Landfill Engineering Department forwards this form to the Kiefer Landfill Operation Authority. If the Landfill Engineering Department denies the application, the Kiefer Landfill Engineering Department will notify the Generator as to reasons for disapproval and will maintain the Application and Waste Clearance Decision Form in documents storage at the Kiefer Landfill.



**Action by: DWM&R Kiefer Landfill Operations Department:**

Action:

**7.4. DWM&R Kiefer Landfill Operations Department** reviews the Application For Waste Clearance Decision received from the DWM&R Landfill Engineering Department and completes the appropriate portion of the Waste Clearance Decision Form. If approved, the Kiefer Landfill Operations Department forwards this form to the Generator with the arrangements and special conditions of receipt. If denied, the Kiefer Landfill Operations Department will notify the customer as to reasons for disapproval. It is the responsibility of the Kiefer Landfill Operations Department to notify the scale attendant and to maintain the final document and/or associated records in storage at the Kiefer Landfill.

**Action by: Generator:**

Action:

**7.5. Generator if waste approved,** provides transporter with a copy of the Waste Clearance Decision Form prior to transporting load to Kiefer Landfill.

**Action by: Transporter:**

Action:

**7.6. Transporter presents the Waste Clearance Decision Form** to DWM&R staff at the cashier's booth of the Kiefer Landfill with each load of approved waste delivered to the Kiefer Landfill covered by that form.

**Action by Cashier Attendant:**

Action:

**7.7 Cashier Attendant** will attach scale ticket to the cashier copy of the Waste Clearance Decision Form and return this form and documentation to the Kiefer Landfill Operations Department for permanent record.

**8. RESPONSIBILITIES:**

- 8.1.** All those generating solid waste for ultimate disposal at DWM&R disposal facilities are responsible for ensuring that the solid waste is not being improperly handled and that, when required, a Waste Clearance Decision Form accompanies the solid waste loads.
- 8.2.** Transporters of solid waste to DWM&R facilities are responsible for not knowingly transporting improperly handled waste, and for presenting a Waste Clearance Decision Form as requested by Sacramento County officials or facility attendants.
- 8.3.** DWM&R is responsible for ensuring that Sacramento County solid waste facilities are available for use by the residents of Sacramento County for municipal waste handling and disposal, and that these facilities are constructed and operated in conformance with applicable federal, state and local regulations.
- 8.4.** The DWM&R is responsible for requiring transporters to present an approved Waste Clearance Decision Form at the disposal facility prior to unloading materials covered by this Policy. The DWM&R has the authority to check incoming loads to ensure that the waste being delivered is consistent with the waste described on the Waste Clearance Approval Form.
- 8.5.** Officials at the DWM&R are responsible for processing Waste Clearance Applications Forms and for maintaining records of materials approved for disposal.

**9. APPENDICES:**

These appendices are available from the DWM&R:

- 9.1.** Application for Waste Clearance Decision
- 9.2.** DWM&R Waste Clearance Decision Form

**COUNTY OF SACRAMENTO  
DEPARTMENT OF WASTE MANAGEMENT & RECYCLING  
APPLICATION FOR WASTE CLEARANCE DECISION**

Initial Request     Renewal Previous WC # \_\_\_\_\_

<b>A. WASTE GENERATOR:</b>			
_____ Company/Individual Name			
_____ Contact Name/Title	(    )	_____ Phone #	(    ) Fax #
_____ E-mail Address		_____ EPA #	
_____ Address Where Waste Generated	_____ City	_____ CA.	_____ Zip Code
_____ Mailing Address of Generator	_____ City	_____ St.	_____ Zip Code

<b>B. CONSULTANT (if applicable):</b>			
_____ Consultant Company Name			
_____ Contact Name/Title	(    )	_____ Phone #	(    ) Fax #
_____ E-mail Address			

<b>C. TRANSPORTER:</b>			
_____ Company/Individual Name			
_____ Contact Name/Title	(    )	_____ Phone #	(    ) Fax #
_____ E-mail Address		_____ EPA #	
_____ Mailing Address of Waste Hauler	_____ City	_____ CA.	_____ Zip Code

<b>D. WASTE STREAM INFORMATION:</b>	
_____ NAME/DESCRIPTION OF WASTE	
_____ PROCESS GENERATING WASTE	
_____ Annual Amount (pounds/tons/cubic yards)	_____ Estimated Amount Per Each Delivery
Frequency of Disposal; <input type="checkbox"/> One Time Only <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____	

**E. PHYSICAL CHARACTERISTICS OF WASTE:**

- 1. Color? \_\_\_\_\_
- 2. Does the waste have a strong incidental odor?  No  Yes – Describe: \_\_\_\_\_
- 3. Physical State?  Solid  Liquid  Semi-Solid  Powder/Dust  Other: \_\_\_\_\_
- 4. Free Liquids?  No  Yes % moisture by volume - \_\_\_\_\_%
- 5. Ph?  ≤2  >2≤4  >4≤7  >7≤10  >10≤12.5  ≥12.5
- 6. Flash Point?  <140F/60C  140F-199F/60C-93C  ≤200F/93C

**F. WASTE CHARACTERIZATION**

7. Pursuant to Section 66262.11 Title 22, California Code of Regulations, It is the responsibility of the generator to determine if his/her waste is hazardous by testing representative samples of the waste using methods set forth in Chapter 11, Division 4.5, 22CCR and/or applying knowledge of the hazardous characteristics of the waste in light of the materials or process used to generate the waste.

8. **Determinative Method(Check all that apply)?**
- Soluble Limit Threshold Concentration (STLC)
  - Toxicity Characteristic Leaching Procedure (TCLP)
  - Generator Knowledge
  - Total Threshold Limit Concentration (TTLC)
  - Polarized Light Microscopy (PLM CAR 435)
  - Aquatic Toxicity Test
  - Other (describe)\_\_\_\_\_

9. The Department of Waste Management and Recycling reserves the right to request copies of all analytical used by the generator in making their waste characterization as well as the right to require additional sampling and/or analytical as deemed necessary for determining a Waste Clearance Decision.

**G. SAMPLING INFORMATION (if applicable):**

- 1. Source of Sample (i.e. drum, stockpile, sump, tank, etc.)? \_\_\_\_\_
- 2. Sampling Method?  Composite  Discrete/Grab  Other: \_\_\_\_\_
- 3. Number of Samples? \_\_\_\_\_

**H. GENERATOR CERTIFICATION:**

By signing this Waste Characterization Form/Application Form for Waste Clearance Decision, the Generator certifies:

- 1. This waste is not a “Hazardous Waste” as determined using the method set forth in Chapter 11, Division 4.5, 22 CCR.
- 2. This waste does not contain regulated radioactive materials or regulated concentrations of PCBs (Polychlorinated Biphenyls).
- 3. All information provided is a true and accurate description of the waste material. All relevant information regarding known and suspected hazards in the possession of the Generator has been disclosed herein.
- 4. This waste complies with the regulations of the County of Sacramento Department of Waste Management & Recycling.
- 5. The analytical data presented herein, attached hereto, or otherwise submitted for the purpose of completing or supplementing any or all of the information on this form was derived from testing a representative sample taken in accordance with 40 CFR 261.20(c) or equivalent rules.
- 6. If any changes occur in the character of the waste (i.e., physical characteristics, chemical composition, process of generation, etc.), the Generator shall notify the County of Sacramento Department of Waste Management & Recycling Special Waste Division.
- 7. Signature: \_\_\_\_\_ Title: \_\_\_\_\_
- 8. Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS - APPLICATION FOR WASTE CLEARANCE DECISION FORM**

Information on this form is used to determine if questionable waste is a “special waste” that may be disposed as solid waste, in a legal, safe and environmentally sound manner. Answers must be provided for all selections of this form, and must be printed in ink or typed. A response of “NONE” or “N/A” (not applicable) can be made if appropriate. If additional space is needed, indicate on the Application form and attach. If you have questions concerning this form, please contact the Special Waste Division at (916) 481-4316.

**PARTS A. – C.** Enter appropriate contact information. If you have a waste generator ID number issued by the USEPA or State of California, enter it in Section A.

**PART D. WASTE STREAM INFORMATION:**

**Name of Waste** – Enter the name generally descriptive of this waste (e.g., paint sludge, contaminated soil, soil, dust, etc.).

**Process Generating Waste** – List the specific process/operation or source that generates the waste (e.g. spray painting, spill clean up, process waste water treatment, building maintenance, etc.).

**Annual Amount** – Enter the amount of waste that will be generated and transported by your firm annually (expressed in pounds, tons, or cubic yards. Enter the amount that will be hauled each trip (expressed in pounds, tons, or cubic yards).

**Frequency of Disposal** – Enter how often this waste will be transported.

**Special Handling Instructions/Supplemental Information** – For all wastes, describe any special handling requirements and any additional information that you feel would assist in determining the proper method(s) for transportation, treatment, storage, and disposal of the waste.

**PART E. PHYSICAL CHARACTERISTICS OF WASTE:**

1. Color – Describe the color of the waste (e.g. blue, transparent, varies, etc.).
2. Odor – **DO NOT SMELL THE WASTE!** If the waste has a known incidental odor check “Yes” and describe it (e.g., acrid, pungent, solvent, sweet).
3. Physical State – Check the appropriate box for the physical state of the waste. Include a description if “other” is chosen (e.g., gas, etc.).
4. Free Liquids – Check “Yes” if liquid is usually present when packaging for shipment and estimate the percentage of the liquid. Check “No” if there are no free liquids as determined by the Paint Filter Test (Method 9095 of SW-846) or direct observation.
5. pH – Check the appropriate box for the pH of a representative sample of the waste. For solid or non-aqueous waste streams, indicate the pH of the sample when mixed with an equivalent weight of water.
6. Flash Point – Check the appropriate box for the flash point of the waste and the method used to obtain the flash point, if applicable.

**PART F. WASTE CHARACTERIZATION:**

1. Read the regulatory requirements set forth by the California Code of Federal Regulations as stated in number 7
2. Indicate the determinative method used in making the waste characterization (check all that apply)
3. Attach copies of all analytical and/or other documentation pertaining to characterization of the waste stream in question. Note: Analytical requirements may be obtained from DWM&R Special Waste.

**PART G. SAMPLING INFORMATION:**

1. Indicate where the sample of the waste was obtained.
2. Check the appropriate box indicating the method of sampling.
3. Indicate the number of samples taken.

For soil loads between 0-300 cu. yd. a minimum of one 4-point composite per 150 cu. yd is required.

For soil loads between 300-750 cu. yd. a min. of one 4-point composite per 250 cu. yd is required.

For soil loads between 750-1500 cu. yd a min of one 4-point composite sample per 500 cu yd is required

For soil loads in excess of 1500 cu. yd a minimum of one 4-point composite per 750 cu yd. is required

If the sample was handled using a Chain of Custody, attach the completed form.

**PART H. GENERATOR CERTIFICATION:**

By signing this form, the Generator **CERTIFIES** that the statements in the numbers 1, 2, 3, 4 ,5 and 6 are true and accurate with respect to the waste streams listed.

7. Signature – An authorized employee of the Generator. This is not required if the form is electronically submitted. However, the CERTIFICATION is validated by electronically submitting this form.
8. Title – Enter employee’s title.
9. Name – Type or print.
10. Date – Enter the date submitted.

**ANALYTICAL REQUIREMENTS:**

1. The analytical data must be less than 12 months old when received by the County of Sacramento
2. The analytical report must be legible, typed on the laboratory letterhead, and include the address and phone number of the laboratory.
3. Draft or preliminary reports will not be accepted.
4. Results must include test method and have units of measure identified.
5. For results reported as “non detect” a detection limit or reporting level must be included. The laboratory detection limits must be less than the regulatory thresholds
6. Incomplete or inconsistent data may result in a request for new or additional analytical information  
Examples of inconsistencies include but are not limited to:
  - a) Required holding times not met.
  - b) Chain of custody not included or incomplete.
  - c) QA/QC reports not included.

Send the completed application to:

Mail: County of Sacramento  
Department of Waste Management & Recycling  
Special Waste – Mr. Ken Pereira  
9850 Goethe Road  
Sacramento, California 95827-3561

E-mail: [Pereirak@saccounty.net](mailto:Pereirak@saccounty.net)

Phone: Mr. Ken Pereira – (916) 876 - 9458