



**Kitsap County Department of Public Works
Stormwater Division**

**Stormwater Maintenance Waste
Processing Facility**

User Handbook

**Kitsap County Stormwater Division
614 Division Street, MS-26A
Port Orchard, WA 98366
360.337.5777**

SECTION I

INTRODUCTION

PURPOSE

The purpose of the Stormwater Maintenance Waste Processing Facility is to provide a safe and effective method for Kitsap County and private operators to dispose of maintenance waste generated from the cleaning of Stormwater systems within Kitsap County.

BACKGROUND

In October 1998, Kitsap County opened its first facility to process waste generated from the maintenance of Stormwater systems. It has been found that this waste can contain substances that could be harmful to the environment if not disposed of properly. The Maintenance Waste Processing Facility provides a location for county and private operators to decant liquid waste into the Central Kitsap Wastewater Treatment Plant and to stockpile solid waste which, when dry, will be landfilled or recycled.

This facility can accept maintenance waste generated from the cleaning of Stormwater systems located in Kitsap County. Companies can become an “approved user” to use this facility by following the procedures outlined in this handbook. Once approved, companies will be added to a list maintained by Kitsap County. This list will be provided to commercial property owners upon request.

SECTION II

MATERIAL AND PROCEDURE GUIDELINES

PRE-SCREENING

The approved user certifies that it will abide by all rules and regulations as specified at the Operators Training including those waste screening procedures listed below. Waste screening activities must be performed to assist in characterizing the waste stream and to reduce the likelihood of discharging contaminated material. Waste screening activities include the following:

- A. Check for obvious odors of gasoline or other solvents.
- B. Check for oil sheen produced by the pooling or accumulation of petroleum products. If an oil sheen is identified or suspected based on land use, place absorbent pads in the structure for 24 hours before cleaning. See below for information on the disposal of these pads.
- C. Check for the presence of extremely acidic or alkaline materials and/or signs of chemical reaction.
- D. Knowledge of historic land uses surrounding a work area that may impact the composition of the waste such as Industrial/commercial facilities storing hazardous materials or generating dangerous wastes. Information on recent spills may be available from local agencies such as the Kitsap County Department of Emergency Management (360.337.7119), the local fire department, the Kitsap Public Health District (360.692.3611), or the Kitsap 1 (360.337.5777).

DISPOSAL OF OIL ABSORBENT PADS

If oil absorbent pads are required, they must be disposed of properly. It is recommended that all free liquids be removed and the pads double bagged in plastic before they are thrown in the garbage or taken to the landfill.

MATERIAL NOT ACCEPTED

Only waste from routine maintenance of Stormwater systems in Kitsap County will be accepted at the facility. The following are some examples of what will NOT be accepted:

- Any material that designates as hazardous or dangerous waste
- Waste generated from the cleanup of some spills
- Sewage or septic waste
- Industrial waste
- Car wash pits
- Ditch/pond waste

If you have questions regarding what will be accepted, please contact the Kitsap County Stormwater Division at 360-337-5777.

TESTING

Each time a load is brought to the facility, the Facility Operator will perform a pH test as required by the Central Kitsap Wastewater Treatment Plant. In addition, the Kitsap Public Health District guidelines recommend periodic testing of Stormwater maintenance waste to determine the recycling and disposal options available for that waste. Kitsap County Stormwater Division staff will preform random testing of liquids and solids at the facility. Any suspect loads may also be tested as needed. All users of the facility must cooperate with personnel performing testing.

SECTION III

CRITERIA FOR USING FACILITY

APPROVED USERS

Approval to use the facility will be granted to vendors who meet the county application process.

APPLICATION PROCESS

1. Attend Training

All drivers who plan to use the Stormwater Maintenance Waste Processing Facility must complete Kitsap County's training program prior to using the facility. This program includes information on the facility itself as well as procedures to follow to assist in identifying contaminated loads PRIOR to cleaning a system. This decreases the possibility of bringing a "hot load" to the facility and being turned away. At no time shall there be less than one trained person per vehicle. Kitsap County will maintain a list of drivers who have completed the training program. If a driver has not completed this training, he or she will not be permitted to discharge any loads to the facility.

Kitsap County will periodically offer group training classes. However, the facility operator may also provide one-on-one training as needed.

2. Provide Cash Deposit

Each company utilizing the facility shall, at the time it submits an application, deposit with the County, and shall maintain during the entire term of the Use Agreement, a non-interest bearing cash deposit as follows: \$2,000 for the first listed vehicle and \$500 per vehicle for the next four (4) listed vehicles. Fleets in excess of five (5) listed vehicles shall provide an additional deposit of \$250.00 per vehicle in excess of five (5) vehicles.

This deposit shall be used to ensure payment of costs associated with disposal of contaminated materials, damages to the facility or other County property, and any other amounts due the County by the Approved User. Neither the payment of said deposit to Kitsap County, nor Kitsap County's utilization of the deposit, shall limit the Approved User's liability to Kitsap County for the payment of amounts due the County by the Approved User in excess of the amount covered by said deposit. If the County utilizes the cash deposit, authorization to use the facilities may be suspended and use privileges will not be reinstated until deposit levels are restored to the original amount and all outstanding bills have been paid. The deposit will be returned to the Authorized User when this Use Agreement expires or terminates and all outstanding claims are satisfied. A waiver of the cash deposit may be granted to public agencies.

3. Provide Proof of Insurance

Each Approved User shall maintain in effect at all times insurance coverages outlined in the Decant Facility Use Agreement. Evidence of insurance shall be provided in accordance with procedures and requirements specified in the Decant Facility Use Agreement.

4. Allowable Equipment

Equipment used at the facility must meet the following requirements:

- Ability to discharge liquids and solids separately.
- Total capacity for liquid not to exceed 2,500 gallons.

5. Submit Application

Applications are available from the Kitsap County Stormwater Division online at https://spf.kitsapgov.com/pw/Pages/decant_facility_app.aspx

Once the Application is approved, a Decant Facility Use Agreement will be emailed to the user and must be completed and returned with cash deposit, and required insurance documents to:

Kitsap County Stormwater Division
Maintenance Waste Processing Facility App.
614 Division St, MS-26A
Port Orchard, WA 98366-4685

6. Application Approved

The contact person listed on your Application will be notified upon receipt and verification of the approved Decant Facility Use Agreement and related materials.

SECTION IV CRITERIA FOR REVOCATION OF APPROVAL

Kitsap County reserves the right to revoke approval to use the facility for any of the following reasons:

1. Discharge other than Stormwater

Only liquids and solid waste collected from the cleaning of stormwater drainage systems within Kitsap County may be disposed of at this facility. All Kitsap Public Health District waste screening guidelines must be followed.

Waste collected from solid waste transfer stations, sanitary sewers or on-site septic systems, utility vaults, sites associated with the production of solvents, fuels, PCBs, pesticides, or radioactive materials is specifically prohibited from being disposed of at the Kitsap County Stormwater Maintenance Waste Processing Facility.

Any user who disposes of a contaminated load at the facility will be responsible for the cost of cleaning the facility, sewer line, receiving treatment plant, and all related disposal costs. In addition, the user may have their authorization to use the facility revoked.

2. Discharge from facilities within other counties or city limits

This facility is available for disposal of maintenance waste from Kitsap County only. Drivers will be required to complete a manifest each time they bring a load to the facility. Information required on this manifest includes the address of the source of the material as well as the associated company invoice number. Discharge of maintenance waste from facilities outside the Kitsap County area will result in revocation of the authorization to use the facility.

3. Misuse of the system or site; failure to follow the facility operator's directions

Any misuse of the facility or site will result in the revocation of authority to use the facility. Drivers must present a completed manifest to the facility operator. Due to the potential need to isolate loads, drivers must wait for instructions from the facility operator before beginning discharge. Any failure to follow the instructions of the facility operator will result in the revocation of authorization to use the facility.

4. Failure to provide a signed agreement, required insurance, and deposit

Any failure to provide the necessary documentation and/or cash deposit will result in revocation of authority to use the facility.

5. Failure to pay for disposal when necessary

Any failure to pay for the disposal of identified “hot” loads and any related cleanup will result in revocation of authority to use the facility.

SECTION V

MAP AND DIRECTIONS

The Kitsap County Stormwater Maintenance Waste Processing Facility is located at the Central Kitsap Treatment Plant, 12350 Brownsville Highway, Poulsbo.

From Hwy. 303/Waaga Way: Take Brownsville Hwy. east for approximately 3 miles. The entrance to the Treatment Plant is on the left approximately .5 miles past the South Keyport Rd. intersection.

From Hwy. 3: Take the Keyport/Hwy. 308 exit. Follow Hwy. 308 to Brownsville Hwy. Turn right on Brownsville Hwy. for approximately 2 miles. The entrance to the Treatment Plant is on the right.