



KITSAP COUNTY

PUBLIC WORKS

STORMWATER MAINTENANCE WASTE PROCESSING (DECANT) FACILITY

USER HANDBOOK



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INTRODUCTION

Kitsap County Public Works Stormwater Division opened its Maintenance Waste Processing Facility (Decant) Facility in October 1998 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. This waste can contain substances that could be harmful to the environment if not properly handled.

The Decant Facility provides a location for County and private operators to decant liquid waste into the Central Kitsap Wastewater Treatment Plant (CKTP) and to stockpile stormwater system waste solids before the material is disposed of at an approved location.

PURPOSE

This document shall serve as the official User Handbook for both new and experienced operators using the Decant Facility and provides a reference to all guidelines for Decant Facility use and user authorization.

WHO CAN USE THE FACILITY

This facility accepts maintenance waste generated from the cleaning of stormwater systems **located in Kitsap County**. Commercial service providers can become Authorized Users of this facility by following the procedures outlined in this handbook. Once authorized, providers will be added to a list maintained by Kitsap County, which is provided to commercial property owners upon request.

ABOUT THE FACILITY

LOCATION

The Kitsap County Stormwater Maintenance Waste Processing (Decant) Facility is located next to the Central Kitsap Treatment Plant (CKTP) at 12350 Brownsville Hwy, Poulsbo 98370.

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.

DESCRIPTION

The facility consists of a covered building with concrete tanks. Stormwater eductor trucks decant their liquid load onto the slab, where it drains into two forward tanks. The liquid is moved through a series of tanks to settle any remaining solids out. Once settled, the waste liquid is pumped to the treatment plant.

Once the liquid has been decanted, truck operators dump the solid sediment onto the sloping concrete floor in front of the tanks. Residual material can be washed from the truck's tank with a hose.



Once mostly dried, this solid material is moved to the side where it is dried and stored until being hauled to a disposal location.



MATERIAL & PROCEDURE GUIDELINES

PRE-SCREENING

The Authorized User certifies that it will abide by all rules and regulations as specified at the Operators Training, including the 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. These activities include the following:

- Check for obvious odors of gasoline or other solvents.
- 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.
- Check for the presence of extremely acidic or alkaline materials and/or signs of chemical reaction.
- Knowledge of historic land uses surrounding a work area that may impact the composition of the waste, such as industrial or 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, Kitsap Public Health District (360.692.3611), or Kitsap 1 (360.337.5777).

DISPOSAL OF OIL ABSORBENT PADS

Used oil absorbent 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 designated 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, Authorized Users' drivers ("Drivers") must 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 perform 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.



CRITERIA FOR USING FACILITY

AUTHORIZED USERS

Commercial Service Providers (“Authorized Users”) who meet the Kitsap County application and approval process will be granted authorization for their company and their Drivers to use the facility.

APPLICATION & APPROVAL PROCESS

Apply for Use

Decant Facility Use Applications are available on the Kitsap County website at https://www.kitsap.gov/pw/Pages/decant_facility_app.aspx.

Once your application is reviewed, you will receive notice via email. Return the completed and signed Use Agreement, surety 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

Provide Required Documents

Each Authorized User requesting authorization to utilize the facility must provide a signed contract, surety deposit, and Certificate of Liability Insurance per Kitsap County Code (KCC) 9.14.100(a).

- **Surety Deposit**

Authorized Users must 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 of over 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 Authorized User. Neither the payment of said deposit to Kitsap County, nor Kitsap County's utilization of the deposit, shall limit the Authorized User's liability to Kitsap County for the payment of amounts due the County by the Authorized 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.

- **Proof of Insurance**

Authorized Users shall maintain in effect at all times the insurance coverages outlined in the Use Agreement. Evidence of insurance shall be provided in accordance with procedures and requirements specified in the Use Agreement.

Notification of Approval

The contact person listed on your Application will be notified upon receipt and verification of the Application and related materials. Once the Use Agreement is finalized, Kitsap County staff will coordinate with the contact person to schedule driver training.

Attend Training

All Drivers who plan to use the Decant Facility must complete Kitsap County's training program prior to use. This training 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 may offer group or one-on-one training as needed.

Allowable Equipment

Equipment used at the facility must meet the following requirements:

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



REVOKING AUTHORIZATION FOR USE

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

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 (Decant) 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.

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.

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 provide a completed manifest at the time of dumping. Any failure to follow the instructions of the Facility Operator or County staff will result in the revocation of authorization to use the facility.

Any spills that occur outside the indicated area must be reported to the Facility Operator immediately.

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

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

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.



POLICIES, PROCEDURES & TASKS FOR SERVICE PROVIDERS

POLICIES

PW 28.51.02 POL Using the Decant Facility Policy
PW 28.51.04 POL Receiving Waste Policy

PROCEDURES

PW 28.51.02 PRO Commercial Application for Decant Facility Use

TASKS

PW 28.51.04 TSK 1 Receiving Waste from Service Provider
PW 28.51.04 TSK 2 Testing Liquid Waste for pH
PW 28.51.06 TSK 1 Decanting Liquids/Discharging Solids