

567—123.3 (455B,455D,455F) Requirements for satellite facilities. Satellite facilities are exempt from obtaining a sanitary disposal project permit provided the facility complies with this rule.

123.3(1) The structures for satellite facilities shall meet the following criteria:

- a.* All permanent structures shall meet the requirements of applicable building codes.
- b.* The receiving area shall be constructed of an impervious, smooth material that is nonreactive with the waste.
- c.* All sorting, bulking, transfer and storage areas shall be constructed of an impervious, smooth material so designed to be easily cleaned, be nonreactive with the waste, have secondary containment, and be protected from exposure to the weather.
- d.* The satellite facility site shall be fenced to control access, and a gate shall be installed at the entrance to the site, which shall remain locked when personnel are not on duty.
- e.* A sign shall be posted at the entrance gate indicating the name of the facility, emergency contact information, and days and hours of operation or a contact number for scheduling an appointment to drop off household hazardous materials.
- f.* Operating hours shall be clearly posted at the entrance to either the receiving area or the storage area. It is also recommended that the operating hours be included in public awareness materials.

123.3(2) All satellite facility staff handling hazardous materials shall have received applicable training, including but not limited to the following:

- a.* OSHA 24-hour health and safety training and annual 8-hour refresher training as described at 29 CFR 1910.120.
- b.* Hazardous materials chemistry.
- c.* Personnel and site safety.

123.3(3) A satellite facility shall prepare and maintain a plan of operations. The plan shall be kept on site and shall be available for review by the department upon request, and a copy shall be provided to the RCC servicing the satellite. The plan will include, at a minimum, the following:

- a.* Standard receiving procedures for household and CESQG wastes.
- b.* Procedures for managing unknown materials.
- c.* Procedures for handling open or leaking containers.
- d.* Procedures for handling large quantities of wastes.
- e.* Recycling procedures for usable materials.
- f.* Disposal of nonhazardous waste.
- g.* Use of personal protection equipment (PPE).
- h.* Initial training and continuing education requirements for staff.

123.3(4) A satellite facility shall prepare and maintain an emergency preparedness plan. The plan shall be readily usable as a reference manual by facility managers and operators under emergency conditions and shall be available for review by the department upon request. The plan shall include, at a minimum:

- a.* Facility information.
 - (1) A description of the facility.
 - (2) The name and contact information of the responsible official.
 - (3) Project location.
- b.* Plans for responses to weather-related events.
 - (1) Tornadoes.
 - (2) Windstorms.
 - (3) Intense rainstorms.
 - (4) Lightning strikes.
 - (5) Flooding.
- c.* Plans for responses to fires and explosions.
 - (1) Staff training.

- (2) Fire occurrence procedures.
- (3) Utilities, if applicable.
- (4) Evacuation procedures.

- d.* Emergency and release notification and reporting.
 - (1) Federal agencies.
 - (2) State agencies.
 - (3) County and city agencies.
 - (4) News media.
 - (5) Public and private facilities within five miles.
 - (6) Emergency response agencies and contact information.
 - (7) Reporting requirements and forms.

- e.* Waste management procedures in the event of a temporary discontinuation of services other than planned seasonal closures.
 - (1) Details regarding the temporary closing of the site and the schedule for resuming services.
 - (2) An alternate disposal option if necessary.
 - (3) Details indicating how the public will be informed of the closing.

- f.* Emergency aid.
 - (1) Responder contacts.
 - (2) Medical services.

- g.* Employee orientation.
- h.* Training completion and record keeping.
- i.* Reference tables, figures and maps.
 - (1) Telephone list.
 - (2) Area map showing roads and evacuation routes and alternative access routes.
 - (3) Area map showing location of hospitals.
 - (4) Emergency checklist.