



Operations Plan

Brooks Road Landfill Site

Brooks Road Environmental

Draft for Review

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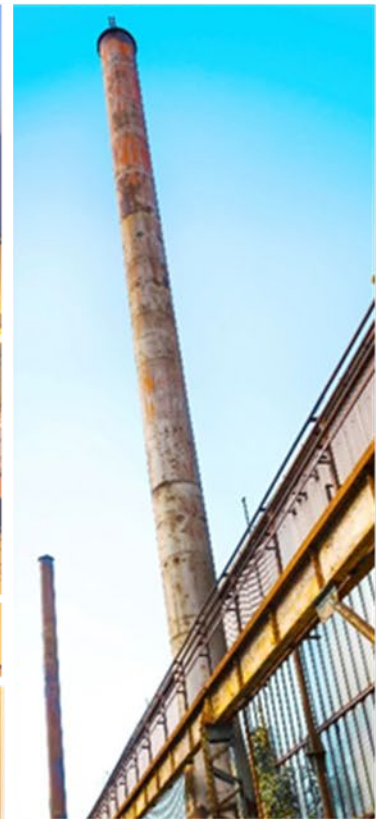




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1. Introduction

The following presents a consolidated Operations Manual for the Brooks Road Landfill Site located at 160 Brooks Road, Cayuga, Ontario (Site). The Site is operated by Brooks Road Environmental (BRE).

This Operation Manual is intended to function as a working document with periodic updates based on changes in Site operations. The Operations Manual summarizes and expands on information and procedures contained in the following documents:

| Title | Date |
|--|--------------------|
| Design and Operations Report Vertical Expansion | April 2019 |
| Waste Disposal ECA No. A110302 | March 27, 2020 |
| Industrial Sewage Works ECA No. 1122-BKUPSM | February 3, 2020 |
| Air ECA No. 8922-9ZHR29 | October 8, 2015 |
| Waste Diversion Protocol | February 14, 2020 |
| Terrestrial and Aquatic Environment Best Management Plan | September 29, 2020 |
| Complaint Protocol | September, 2020 |
| Noise Best Management Practices Plan | January 2021 |
| Leachate Treatment System Contingency and Remedial Action Plan | July 31, 2020 |
| Stormwater Contingency and Remedial Action Plan | April 8, 2019 |

The documents above may be amended from time to time and should be referenced to confirm operations are conducted in compliance with regulatory requirements.

The operations plan has been prepared on the basis of receipt of 1,000 tonnes per day, five days a week.



2. Required Staff/Duties

The following represent the required staff, duties, and required time on Site:

Landfill Supervisor:

- Ensure compliance with all conditions and schedules of the Site's Environmental Compliance Approval.
- The operation, monitoring and maintenance of the landfill as described in the Design and Operations Report.
- All relevant waste management regulations and legislation.
- Environmental concerns related to the waste being handled at the landfill.
- Occupational health and safety concerns pertaining to the waste being handled at the landfill.
- Recording and maintaining daily records of landfill operations including documentation of any complaints, inspections, monitoring and/or operational problems, accepted and rejected waste loads, etc.
- On Site daily

Weigh Scale Attendant:

- Operate and maintain the landfill in accordance with applicable requirements including ECA and D&O;
- Be present on Site at all times when the Site is open;
- Operate weigh scale and computer system;
- Weigh vehicles in and out;
- Direct disposers to proper disposal area;
- Initial inspection of loads, including screening, and refuse receipt of unacceptable loads with notification to the Landfill Supervisor;
- Ensure materials accepted on Site meet conditions of approval;
- Prepare reports related to daily waste receipt.
- On Site at all times when waste is to be received

Landfill Attendant/equipment operator:

- Operate and maintain the landfill in accordance with applicable requirements including ECA and D&O;
- Ensure landfilling is performed in an efficient manner;
- Supervise, organize, and coordinate all personnel and equipment at the tip face;
- Ensure activities are conducted in a safe manner and in accordance with applicable regulations and Health and Safety Plan;



- Be present on Site at all times when the Site is open;
- Perform general Site and surrounding area maintenance including collection of windblown litter on and off Site as identified by the Landfill Supervisor;
- Perform other duties as assigned or required.
- Operate, maintain, repair, and construct improvements to landfill Site and facilities;
- Operate and maintain landfill equipment.
- On Site at all times when waste is to be received

The following equipment is maintained on Site for use in landfilling and landfill support operations.

- 2 x Caterpillar D5 Bulldozer.
- 1 x Caterpillar D6 Bulldozer.
- 1 x Caterpillar D7 Bulldozer
- 1 x Caterpillar 826G Compactor
- 1 x John Deere 225 Rock Truck
- 1 x Caterpillar 330 Excavator
- 1 x Hyundai 210 Excavator
- 1 x stationary odour control mister (OMI Industries A1101HABA00 located inside an insulated enclosure)
- 2 x trailer mounted odour misters (backup)
- 2 x John Deere 270 Skid Steer.
- 1 x HAMM 64 inch sheepsfoot packer.

Heavy equipment shall be operated only by skilled and competent heavy equipment operators.

3. Employee Training

The Landfill Supervisor shall be trained in landfill management. This employee shall complete SWANA's "Principles of Management of Municipal Solid Waste Systems Course".

A minimum of one employee will be trained in landfill operations. This employee shall complete SWANA's "Training Sanitary Landfill Operation Personnel (TSLOP)" course.

The Site-specific Employee Training program includes at a minimum:

1. Site-Specific Health and Safety.
2. Workplace Hazardous Materials Information System (WHMIS).
3. Standard operating procedures for landfilling activities.
4. The terms, conditions, and operating requirements of the ECA.



5. Waste types accepted at the Site and the identification and segregation of recyclable or unacceptable materials.
6. Operation and inspection requirements of the ECA.
7. Relevant waste management regulations and legislation.
8. Complaint receipt and response protocol.
9. emergency procedures and contingency plans in case of fire, spills, off-Site impacts and any other emergency situations.
10. Employees will be trained on the identification of Blanding's Turtles and other Species at Risk. In the event that a Species at Risk is identified on the Site, all activities that could potentially harm the animal will cease and a Ministry of Natural Resources and Forestry (MNRF) biologist will be contacted. This training will satisfy Condition 12.2 of the Notice of Approval.
11. Employees will be trained in the requirements of the Noise Best Management Practices Plan.

4. General Operational Requirements

4.1 Hours of Operation

The Site will be opened to conduct general operations during the following hours:

- 6:00 a.m. to 6:00 p.m., Monday to Friday
- 6:00 a.m. to 2:00 p.m. on Saturdays, for Site preparation, Site maintenance and daily cover activities.

The Site will be opened to receive waste during the following hours:

- 7:00 a.m. to 5:00 p.m., Monday to Friday,
- 7:00 a.m. to 1:00 p.m., on Saturdays.

No operations shall take place at the Site outside of the stated hours and the Site shall be closed on statutory holidays.

4.2 Access Control, Supervision, and Traffic Spotting

Site access is from Brooks Road.

Site access shall be limited to times when both the Weigh Scale Attendant and Landfill Attendant are on duty. At all other times, the gate shall be fully secured and locked.

A sign shall be installed and maintained at the main entrance/exit to the Site on which is legibly displayed the following information:

1. The name of the Site and Owner;
2. The number of the Approval;
3. The name of the Operator;



4. The normal hours of operation;
5. The allowable and prohibited waste types;
6. The telephone number to which complaints may be directed;
7. A warning against unauthorized access;
8. A twenty-four (24) hour emergency telephone number (if different from above); and
9. A warning against dumping outside the Site.

Additional signage will be maintained within the Site to direct on-Site vehicles to the tip face. All signs are maintained in legible condition.

4.3 Waste Screening and Acceptance

All waste loads brought to the Site are directed over the entrance scale for initial inspection by the Weigh Scale Attendant. Here the Weigh Scale Attendant will:

1. Query each Site user as to the contents of their load of materials to be disposed of at the Site
2. Weigh and record the details of the load including type, source, and quantity.
3. Direct the driver to keep the load covered and drive to the active tip face
4. Reject the load, if necessary

When the driver reaches the tip face, the Landfill Attendant will direct them as necessary to unload in an appropriate location. The Landfill Attendant will conduct a visual inspection of all loads of material delivered to the active face. If any unacceptable is identified, the driver will be directed to stop unloading and waste rejection procedures will be followed. If divertable waste is identified, then waste diversion procedures will be followed.

Unacceptable/Rejected Waste

The Landfill Attendant shall immediately give notice to the Weigh Scale Attendant if unacceptable wastes have been brought to the active face.

If unacceptable waste is identified at the tip face and the original waste hauler is still at the Site, the truck will be reloaded and the rejected material will be sent off Site. Otherwise, the material will be segregated adjacent to the tip face and removal of the load to a licensed location will immediately be coordinated by the Landfill Supervisor. The District Manager of the MECP will be notified of all waste loads rejected from the Site.

Recyclable Materials

BRE personnel are trained to inspect each waste load through identification of load contents at the weigh scale and visually as it unloads at the tip face. Waste haulers are to confirm the type of waste and state if any recoverable materials are included. Personnel will note when a waste load contains:

- Tires
- Electronics
- MHSW



- Recyclables including metal and wood

In the event that wastes with potential for diversion are identified, the hauler will be provided with the information for the pertinent collection location and BRE will record the diverted waste on the daily log.

In the event that waste eligible for diversion is noted at the tip face after the hauler has left the Site, BRE will attempt to segregate the material at the tip face, when safe and practical to do so, to be transported to the nearest pertinent collection facility and the diverted waste will be recorded on the daily log.

Quantities of waste diversion, whether through redirecting the hauler or by segregation at the tip face, will be reported in the Annual Compliance Report required by the EA Notice of Approval.

4.4 Cover Material

Daily Cover Soil

At the end of each day, a minimum of 0.15 m of daily cover soil and/or suitable imported material is placed on all exposed waste. The off-Site material or alternative daily cover materials can include imported soil, wood chips, saw dust, compost or fill that does not produce leachate exceeding any contaminant concentration specified in Schedule 4 of O. Reg. 347. To help minimize windblown litter and control odour, daily cover material is applied at a thickness of at least 0.15 m. When daily cover soil placement involves the use of on-Site fine-grained soils, the soil is scraped off the refuse and/or scarified prior to placement of subsequent lifts of refuse to promote a hydraulic connection to the underlying waste.

At no time shall odourous waste, or waste subject to dispersion by wind be left uncovered overnight.

Interim Cover

Certain areas of the landfill may be completed with interim cover to allow additional settlement and consolidation of the waste prior to final refuse placement to final contours. Interim cover is generally applied to areas that will remain inactive for longer than six months.

Interim cover consists of a 0.3 m layer of soil placed over the waste and graded to promote surface water runoff. Interim cover removal, prior to resumption of landfilling, will be performed to promote hydraulic connections between waste lifts. Interim cover soil meets Table 3 of Soil, Groundwater and Sediment Standards for use under Part XV.1 of the Environmental Protection Act. Interim cover soil is sourced from the on-Site soil stockpile. Prior to installation of interim cover over a portion of the landfill, the soil source location will be sampled for VOCs, metals, and PAHs to confirm the soil meets the above-mentioned standards.

Any surface water runoff from areas completed with interim cover, which does not come into contact with waste, is considered to be clean and is directed to the on-Site surface watercourse(s). Surface runoff which does come into contact with waste, is treated as leachate. The quality of surface runoff is monitored as part of the surface water monitoring program.



Final Cover

Progressive final cover placement will be carried out in areas of the landfill that have reached final contours. The progressive placement of final cover will reduce leachate generation by promoting surface runoff thereby reducing infiltration into the landfill.

4.5 Inspections and Record Keeping

Landfill Supervisor

The following inspections will be carried out on a daily basis:

1. Nuisance factors associated with housekeeping procedures such as dust, litter, and odour are under control.
2. General Site appearance.
3. Site security.
4. Presence of leachate seeps.
5. Presence of poor drainage conditions.
6. There is no visual or olfactory evidence of environmental impact from Site operations, including the presence of a spill.
7. Odour inspection at the active face, closed portions of the landfill, and the leachate management systems.
8. Deficiencies and recommended corrective actions will be noted.

The following inspections will be completed on a monthly basis:

1. Condition of Site access roads, including identification of the presence of potholes or other maintenance requirements that could increase noise from Site traffic.
2. Condition of surface water drainage works.
3. Condition of landfill area.
4. Erosion and sedimentation in surface water drainage system.
5. Presence of ponded water.
6. Adequacy of cover material.
7. Evidence of vegetative stress.
8. Condition of groundwater monitoring wells.
9. Presence of vermin, vector, or wildlife.
10. Condition of fence and silt fence surrounding the Site.
11. Condition of, and maintenance activities to control, vegetation within one metre of fence.
12. Condition of signs around the Site.
13. Presence of blowing litter around Site perimeter.



14. Condition of stormwater management pond.

Weigh Scale Attendant

Landfill records shall be maintained by the Weigh Scale Attendant and include a daily summary of landfill activities in accordance with ECA requirements and the D&O. At a minimum daily logs shall include the following:

1. Daily tonnage of waste received.
2. Hours of operation.
3. Equipment used.
4. Daily cover material used.
5. Area of Site where landfilling occurred.
6. Record of daily Site inspection by the Landfill Supervisor including name and signature of inspector.
7. Complaints received.
8. Description of any emergencies on Site.
9. Hauler, type, and quantity of any rejected wastes either from the scale or identified at the active face.
10. Hauler, type, and quantity of any diverted waste.
11. A description of any out-of-service period of any control, treatment, disposal or monitoring facilities, the reasons for the loss of service, and action taken to restore and maintain service.

Records will be maintained using a combination of TRUX software and electronic documentation. Records are retained for a minimum of two years.

Landfill Attendant

The following inspections will be carried out on a daily basis:

1. An inspection sweep of heavy equipment will be completed prior to use to confirm that wildlife are not present or trapped in the equipment stored on Site

4.6 Complaints Response Procedure and Record Keeping

The purpose of this procedure is to establish a clear process for residents to voice any concerns they may have with respect to operating issues at the Site. The following steps outline the various avenues the public may follow to lodge any complaint resulting from operations at the Site:

1. During regular hours of operation, 7:00 am to 5:00 pm (Monday to Friday) any complaints should be made directly to the Site by calling 1-888-40-BRENV (27368) or 416-389-8876. The Weigh Scale Attendant will ensure the issue is dealt with immediately. Alternatively, complainants may choose to visit the Site in person and speak directly to the Landfill Supervisor or Weigh Scale Attendant during the above noted regular hours, provided the Site



is not closed between these hours. Upon entering the Site, the complainant shall check-in at the scale house.

2. Outside regular hours of operation, a voice message can be left at 1-888-40-BRENV (27368) or 416-389-8876. In cases of emergency, residents should call 911 so that appropriate action(s) can be taken
3. When making a complaint, residents should be prepared to provide the following information
 - Date and time
 - Resident's name
 - Resident's address
 - Location relative to the Site
 - Contact information (email address is preferred for follow-up purposes)
 - Nature of the complaint
 - Weather conditions at the time of the complaint

Weather conditions will be documented to determine if the weather was a contributing factor to the complaint (e.g., litter impacts can be associated with periods of high winds, or odour impacts can be associated with overcast periods with little wind).

In the event of receipt of a complaint related to odour, BRE personnel will travel to the location of the odour complaint (or the nearest accessible location) to assess for the presence of odour. BRE personnel will then trace back toward the Site and complete a perimeter inspection for the presence of odour. This inspection will be in addition to any daily inspections already carried out by BRE. The purpose will be to determine if odour is coming from the Site and to determine the potential on-Site source. If odour is confirmed to originate from the Site, per Condition 3(29) of ECA No. A110302, BRE will initiate mitigation measures in accordance with the Odour Management Plan. Mitigation measures to be implemented are specific to the source of on-Site odour.

When a complaint is received, BRE will notify the MECP as soon as practicable. Complaint forms will be completed and logged by Brooks Road Environmental (BRE) when a complaint has been received. This will be undertaken for all complaints, whether written or verbal. The complaint form template is provided in the Complaint Protocol report. Any complaint investigations activities recorded on the complaint form will be sent to the MECP within seven (7) days of completion.

These forms will provide a record to be kept on file, along with copies of any correspondence to, or discussion with, the complainant. Upon request, members of the Public Liaison Committee (PLC) will receive a copy of each complaint.

A response will be made to the complainant by the end of the next business day (from the day that BRE receives the complaint) confirming the receipt of the complaint, the nature of the complaint, and results of any follow-up. If the complaint cannot be resolved within a reasonable time period, the complainant will be notified of the action to be taken.

Appropriate signage will be placed at the Site entrance/exit indicating the overview of the Public Complaint Procedure, including the phone number for registering any complaint. Phone numbers for



the Ministry of the Environment, Conservation and Parks (MECP) Hamilton District Office and Haldimand County By-law enforcement will also be included on the signs.

MECP Hamilton District Office:
Taylor Buck, 365-336-7491

Haldimand County By-law Enforcement
Caledonia Office, 905-318-5932

4.6.1 Complaint Reporting

All complaints will be reviewed on an annual basis and summarized in the Annual Monitoring Report. BRE will be responsible to ensure that the following is undertaken and documented:

- Circulating all complaints to members of the PLC, MECP Hamilton District Office and Haldimand County prior to each PLC meeting, and keeping a public record at the Owner offices. Copies of complaint forms will be available at the Site office.
- Reviewing with the PLC and County all complaints received and Owner's response/ action at each PLC meeting.
- Provide a summary of complaints received and how they were addressed as part of the Annual Compliance Report and posting that summary on the website, as per EA Condition of Approval 6.6

4.7 Stormwater Management System Pond

Surface runoff from buffer lands, and portions of the landfill completed with interim and final cover is directed to perimeter ditching and conveyed to the Stormwater Management System Pond (SWMS Pond). The SWMS Pond is operated in an open condition, with the effluent control valve normally open. This means the SWMS Pond will attenuate stormwater and discharge automatically. Routine monitoring is conducted in accordance with the ECAs. Should monitoring identify exceedance of trigger levels that warrant closing the SWMS Pond. The Landfill Supervisor will be responsible for ensuring the valve is closed and the Stormwater Management Contingency and Remedial Action Plan is implemented.

4.8 Blowing Paper and Litter

Preventative litter control measures will be taken to minimize blowing of litter from the active area of the landfill.

1. All vehicular traffic transporting waste to and around Site will be tarped, if required, to prevent litter from blowing out of vehicles.
2. Daily cover will be used to cover all exposed refuse to confine light weight material.
3. Extents of active face shall be kept to a minimum on windy days.

Site perimeter maintenance measures shall be taken to prevent blowing litter from leaving the Site. Site personnel shall gather litter on an as-required basis, including on-Site litter and, when required, litter on adjacent lands and roadway.



Site personnel gather litter on an as-needed basis, both from the Site and, when required, from adjacent lands and roadway. This activity is performed by all Site staff as necessary and is the responsibility of the Landfill Supervisor to determine need.

4.9 Noise Control

Potential noise impacts from the Site will generally result from operation of the landfill equipment. The operation of this equipment is conducted in such a manner as to minimize noise impacts, wherever possible.

All landfill construction equipment associated with the development, operation, or closure of the Site comply with the noise levels outlined in the "Noise Guidelines for Landfill Sites" (MECP 2012). The landfill equipment will be assessed annually in accordance with the Noise Best Management Practices Plan.

4.10 Odour Control

The entire Site should be inspected on a daily basis, as described in Section 4.5 and emphasis should be placed on the following areas of the Site, with respect to the potential for odour generation:

- Waste receiving area
- Landfill working faces
- Closed areas
- Leachate collection system, storage tanks
- Other activities that should occur during the inspection include:
 - Evaluate the waste receiving area and truck queue times to ensure that waste is landfilled in timely fashion
 - Evaluate the size of the working face. The size of the working face should not be oversized
 - Check that a daily cover is applied to the working face at the end of each working day
 - Evaluate the interim and final cover in closed/decommissioned areas of the landfill for cracks, fissures and/or erosion and evaluate the coverage and health of vegetation
- Inspect the leachate collection system, storage tanks for exposed areas, leaks and spills
- Determine and document weather conditions including wind speed, direction, humidity, precipitation, and temperature

If an odour is confirmed to be coming from an on-Site source and can be detected at the property boundary, mitigation measures should be implemented and documented in the daily log. Subsequent daily inspections must include inspection of the source area and mitigation measures implemented to determine if effective odour prevention and control is being accomplished. The Landfill Supervisor is responsible to ensure the Odour Management Plan is followed by landfill operators.



Mitigation measures are described in the Odour Management Plan and generally include:

- Apply daily cover soil to control odours produced by recently disposed waste materials.
- Repair cover in non-active areas of the landfill
- Apply odour control granules
- Operate odour control misting system if climatic conditions are appropriate

4.11 Dust Control

Dust generation is common at most landfill sites due to the handling of soils and the movement of vehicles along gravel and dirt roads.

The Site is buffered by a screening berm along the west Site boundary (Brooks Road) and the vacant lands to the north, east and south. Under normal operational conditions, dust generation is localized and remote from potential receptors.

Sources of dust at the Site include:

- Landfilling activities at the active waste face
- Operation of incoming/outgoing waste transportation vehicles on Site access roads and at the Site entrance
- Placement of daily cover material
- Construction of interim cover, final cover, and other Site infrastructure

During standard operations (other than construction), dust will be monitored by the Landfill Supervisor by visual means and through monitoring of climatic conditions with the potential to contribute to the generation of fugitive dust. Standard dust mitigation measures are employed on an as-needed basis and may include the following:

- Visual inspection of the property boundaries by the Landfill Supervisor for dust.
- During dry periods, or when the landfill operator identifies dust at the property boundary, the speed limit of vehicles operating on Site is limited to 15 km/hour.
- During dry periods, or when the landfill operator identifies dust at the property boundary, on-Site roadways and surfaces used by refuse trucks may be watered or covered with wood chips.
- On extremely dry and windy days, the wetting of working and stockpiling areas is undertaken.
- If dust appears to be generated from the placement of daily cover, wetting is only implemented if all other operational adjustments, such as slower operation or using a different stockpile of material. This avoids the unnecessary generation of leachate by wetting at the active waste face.
- If necessary, the Site entrance and Brooks Road is cleaned by a street sweeper to minimize soil on the road that may contribute to dust emissions.

During construction operations, such as placement of interim cover, final cover, or other landfill infrastructure, dust control measures include:

- Daily visual inspections by the Landfill Supervisor of the work being performed.



- Wetting or covering of stockpiled soil materials as needed.

4.12 Wildlife and Nuisance Animals

Vector, vermin, and wildlife will be deterred through standard operating procedures. Application of daily cover will ensure no food waste that may attract nuisance animals is left exposed. If the Landfill Supervisor or Landfill Attendant identify an outbreak of flies, rodents, or other vector/vermin, then a professional exterminator will be brought in to manage the outbreak.

Work areas are to be kept clean and free of potential hazards such as wire, cable, tubing, plastic, antifreeze or other materials that wildlife may eat or become entangled in. Installation of permanent, perimeter silt fencing may provide a deterrent to some wildlife species from entering the Site.

4.13 Maintenance of Site Access Roads

Haul roads will be maintained by snow ploughing, dragging or grading, supply and application of gravel where required, and maintenance of adequate drainage including culverts where required. The Landfill Supervisor will identify through the daily inspections when maintenance is required.

5. Leachate Treatment System

The Leachate Treatment System (LTS) receives leachate from the landfill leachate collection system sump for treatment and discharge to the treated effluent holding tanks. The treated effluent is discharged continuously to the Brooks Road Roadside Ditch in accordance with the Industrial Sewage ECA. Treated effluent generated in excess of the rated capacity for discharge to the roadside ditch is removed from the Site by tanker truck.

The LTS is operated by an external consultant. Operations must be maintained in accordance with the Industrial Sewage ECA.

The coordination of tanker trucks to manage the off-Site haulage of treated effluent generated in excess of the rated capacity for discharge to the roadside ditch is completed by the Weigh Scale Attendant.

In the event of an upset in the LTS operation or the identification of an effluent sample result above the Industrial Sewage ECA effluent limits, the Landfill Supervisor will be responsible for implementing the Leachate Treatment System Contingency and Remedial Action Plan.

6. Monitoring, Inspection, Maintenance and Reporting

The Landfill ECA and Industrial Sewage ECAs require an environmental monitoring program. This includes the collection of groundwater levels, groundwater quality samples, surface water quality samples, surface water flow measurements, LFG monitoring, leachate levels, leachate quality samples, and LTS effluent samples.



The environmental monitoring program is currently conducted by a consultant, including the collection of environmental quality data and preparation of annual reports.

7. Summary of Duties by Personnel

Table 1 provides a summary of the duties and responsibilities of each of the required personnel identified in Section 2.

**Summary of Landfill Personnel Duties and Responsibilities
Operation Plan
Brooks Road Landfill Site**

| | Landfill Supervisor | Weigh Scale Attendant | Landfill Attendant/Equipment Operator | External Consultant |
|------------------------------------|---|---|--|----------------------------|
| Time on Site | Daily during weekday operations | At all times when waste is being received | At all times when waste is being received | As needed |
| Daily Inspection Duties | <ol style="list-style-type: none"> 1.Nuisance factors associated with housekeeping procedures such as dust, litter, and odour are under control. 2.General Site appearance. 3.Site security. 4.Presence of leachate seeps. 5.Presence of poor drainage conditions. 6.There is no visual or olfactory evidence of environmental impact from Site operations, including the presence of a spill. 7.Odour inspection at the active face, closed portions of the landfill, and the leachate management systems. 8.Deficiencies and recommended corrective actions will be noted. | <ol style="list-style-type: none"> 1.Inspection of all waste delivered to the site | <ol style="list-style-type: none"> 1.Equipment inspection 2.Inspection for the presence of wildlife 3.Inspection of waste delivered to the active fill area for unacceptable or divertable material | |
| Daily Record Keeping Duties | <ol style="list-style-type: none"> 1.Inspection record | <ol style="list-style-type: none"> 1.Daily tonnage of waste received. 2.Hours of operation. 3.Equipment used. 4.Daily cover material used. 5.Area of Site where landfilling occurred. 6.Record of daily Site inspection by the Landfill Supervisor including name and signature of inspector. 7.Complaints received. 8.Description of any emergencies on Site. 9.Hauler, type, and quantity of any rejected wastes either from the scale or identified at the active face. 10.Hauler, type, and quantity of any diverted waste. 11.A description of any out-of-service period of any control, treatment, disposal or monitoring facilities, the reasons for the loss of service, and action taken to restore and maintain service. | | |
| Monthly Inspection Duties | <ol style="list-style-type: none"> 1.Condition of Site access roads, including identification of the presence of potholes or other maintenance requirements that could increase noise from Site traffic. 2.Condition of surface water drainage works. 3.Condition of landfill area. 4.Erosion and sedimentation in surface water drainage system. 5.Presence of ponded water. 6.Adequacy of cover material. 7.Evidence of vegetative stress. 8.Condition of groundwater monitoring wells. 9.Presence of vermin, vector, or wildlife. 10.Condition of fence and silt fence surrounding the Site. 11.Condition of, and maintenance activities to control, vegetation within one metre of fence. 12.Condition of signs around the Site. 13.Presence of blowing litter around Site perimeter. 14.Condition of stormwater management pond. | | | |

**Summary of Landfill Personnel Duties and Responsibilities
Operation Plan
Brooks Road Landfill Site**

| | Landfill Supervisor | Weigh Scale Attendant | Landfill Attendant/Equipment Operator | External Consultant |
|--|--|---|--|---|
| Training Requirements | SWANA's "Principles of Management of Municipal Solid Waste Systems Course" Site-specific training | SWANA's "Training Sanitary Landfill Operation Personnel (TSLOP)" (if Landfill Attendant does not have training) Site-specific training | SWANA's "Training Sanitary Landfill Operation Personnel (TSLOP)" (if Weigh Scale Attendant does not have training) Site-specific training | Field Sampling Standard Operating Procedures Site-specific health and safety training |
| Complaint Protocol Responsibilities | Complaint investigation Reporting to MECP Implementation of corrective actions | Receipt of complaints by phone or in person | Implementation of corrective actions | |
| Best Management Plan Responsibilities | Implementation of Stormwater Contingency and Remedial Action Plan Implementation of LTS Cotningency and Remedial Action Plan Implementation of Odour Management Plan | | Observation of potential change in equipment noise levels | Conduct equipment noise assessment Conduct wildlife surveys and wetland monitoring |
| Leachate Treatment System Responsibilities | Discharge of treated effluent in consultation with external consultant | Coordination of trucks to haul treated effluent generated in excess of rated capacity for discharge to the roadside ditch | | Operation, monitoring, and maintenance of leachate treatment system Discharge of treated effluent in consultation with Landfill Supervisor |
| Environmental Monitoring Program Responsibilities | | | | Implementation of monitoring program, annual reporting |



about GHD

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