



IOWA DEPARTMENT OF NATURAL RESOURCES
CITIZEN CONVENIENCE CENTER
PERMIT APPLICATION FORM 50C



New Permit

Permit Renewal (permit number) 77 -SDP- 73 - 20P CCC

SECTION 1. FACILITY CONTACT INFORMATION

Facility

Name: Ankeny Sanitation Inc Phone: 515 964-5229
Address: 7002 SE Delaware Ave City, State, Zip: Ankeny, Iowa 50021
County: Polk

Responsible Official for the Facility

Name: Dave Massey Phone: 515-964-5229
Address: 7002 SE Delaware Ave Fax: _____
City, State, Zip: Ankeny, Iowa 50021 E-mail: dave@ankenysanitation.com

Owner of Site

Name: A & N Properties Phone: 515 249-2365
Address: PO Box 487 Fax: _____
City, State, Zip: Ankeny, Iowa 50021 E-mail: andrew@ankenysanitation.com

Facility Operator

Name: Ankeny Sanitation Inc Phone: 515 964-5229
Address: 7002 SE Delaware Ave Fax: _____
City, State, Zip: Ankeny E-mail: dave@ankenysanitation.com

Financial Assurance Engineer

Name: Snyder & Associates Inc, Chad Devore Phone: 515 964-2020
Address: PO Box 1159 Fax: _____
City, State, Zip: Ankeny, Iowa 50023-0974 E-mail: cdevore@snyder-associates.com
Iowa Engineer License #: P16007 Expiration Date: 12/31/2027

SECTION 2. SITE INFORMATION

This facility is part of the following solid waste comprehensive planning area:

Planning Area: Metro Waste Authority Date of Last Approved Plan: 9/20/2024

This facility does not participate in a planning area within the state of Iowa other than its own.

*A solid waste comprehensive plan must be developed and approved by the department prior to issuance of a sanitary disposal project permit. Please contact the department's Solid Waste Comprehensive Planning staff at (515) 725-8319 for instructions and requirements for completing a comprehensive plan.

Days and hours of operation of the facility: Monday - Friday 7 AM to 5 PM

Open to the public? Yes No

Service area of the facility and final disposal destination (include unincorporated areas and out of state cities):

Service Area: Ankeny and Rural Polk County

Disposal Facility: Metro Park East Landfill

Type, source and expected weight (tons) of solid waste to be handled per day, week and year at the facility:

per day 2 Ton

per week 10 Ton

per year 520 Ton

Description of the waste handling process to be used (e.g., *individuals unload trash into one of 3 roll-offs on site. Roll-offs are removed when full and replaced with empties.*):

Vehicles are directed to check in at the front office. Contents are inspected for any Non Accepted Material / Hazardous Waste. Once cleared, they are directed to the drop off area where material is unloaded into the proper rolloff container. Once a container is full, it is transported to Metro Park East landfill for disposal.

Check all other materials accepted/activities at the facility:

| | |
|---|---|
| <input type="checkbox"/> Recyclables drop-off - glass, paper, plastic, metal | <input type="checkbox"/> Scrap Metal Salvaging |
| <input type="checkbox"/> Lead Acid Batteries | <input type="checkbox"/> Appliance Demanufacturing |
| <input type="checkbox"/> Used Oil | <input type="checkbox"/> Electronics Demanufacturing |
| <input type="checkbox"/> Antifreeze | <input type="checkbox"/> Yard Waste Composting |
| <input checked="" type="checkbox"/> White Goods Collection | <input checked="" type="checkbox"/> Yard Waste Collection |
| <input type="checkbox"/> Tires | <input type="checkbox"/> HHM/RCC |
| <input type="checkbox"/> Electronics Collection (including Cathode Ray Tubes) | <input type="checkbox"/> Other _____ |

SECTION 3. PERMIT APPLICATION CHECKLIST

Checking the appropriate boxes below certifies that the documents submitted in conjunction with this application form are complete and in compliance with the applicable chapters of the Iowa Administrative Code. While some of the documents below may have been submitted previously, updated copies of each is required to be provided with each permit renewal application, unless a prior document remains current and is identified by Doc ID# below. If an application is found by the department to be incomplete, it may be denied and returned to the applicant.

Required Documents

Section A. Executive Summary (permit renewals only)

- Summary of modifications, if any, to the facility that occurred during the current permit cycle.
- Summary of each special provision of the current permit to determine if it is to remain the same, be revised or be removed.
- Summary of each permit amendment, if any, that occurred during the current permit cycle to determine if it shall be included with the renewed permit, be revised or be removed.
- Provide documentation and certification as required for new permit amendment requests and new waiver requests from Iowa Administrative Code, if any.

Section B. Site Map or Aerial Photograph (IAC 567 106.4(1)"c")

No Revision Required - See Doc ID#: 97503

Section C. Proof of Ownership/Local Zoning Requirements (IAC 567 106.4(1)"d")

No Revision Required - See Doc ID#: 97607

Section D. Organizational Chart (IAC 567 102.12(5))

No Revision Required - See Doc ID#: See update

Section E. Site Design Plan (IAC 567 106.4(1)"i")

No Revision Required - See Doc ID#: 97503

Section F. Site Operation Plan (IAC 567 106.4(1)"j")

No Revision Required - See Doc ID#: 97503

Section G. Emergency Response and Remedial Action Plan (IAC 567 106.4(1)"l")

No Revision Required - See Doc ID#: See update

Section H. Site Closure Plan (IAC 567 106.4(1)"k")

No Revision Required - See Doc ID#: See update

Section I. Proof of Financial Assurance (IAC 567 106.18)

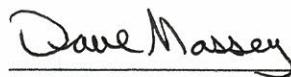
SECTION 4. APPLICANT CERTIFICATION

Certification

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.

I further certify that the construction and operation of the above described facility will be in accordance with the plans, specifications, reports and related communications accepted by the Iowa Department of Natural Resources and on file in its office; and in accordance with conditions imposed in the permit issued by the Iowa Department of Natural Resources.

Signature of Permit Applicant:



Date:

2/11/26

Printed Name: Dave Massey

Title: General Manager

Application for a citizen convenience center must be accompanied by the plans, specifications and additional information required by the applicable solid waste rules under Iowa Administrative Code 567 Chapter 106.

Send completed application with attached information to:

Iowa Department of Natural Resources

Land Quality Bureau

Solid Waste Section

502 E 9th St

Des Moines, IA 50319-0034

For questions concerning this application please contact the Department at (515) 201-8272.

February 11, 2026

Citizen Convenience Center Permit Renewal

Application Form 50C (542-1604)

Section A. Executive Summary (Permit Renewal)

Ankeny Sanitation Incorporated has operated the current Citizen Convenience Center at 7002 SE Delaware Avenue in Ankeny, Iowa since May 1, 2020. During this time to present, all operations have complied with Iowa Code chapters 455B and 455D.

Under the current Permit duration, there have been no changes or modifications to the facility. Facility operations continue at the same address under the Metro Waste Authority solid waste comprehensive planning area. Ankeny and rural Polk County citizens and small businesses can unload trash into the roll off compactor container and into open top roll offs for yard waste. The facility also accepts White Goods for drop off. The site operating hours are Monday through Friday, from 7 am to 5 pm. Solid waste collection vehicles will exchange empty containers for full containers on site when full. Transportation of full waste containers are taken to Metro Park East Landfill for disposal.

Site Map: Plan will remain unchanged from current permit (Section B, Doc ID #97503). Drop-off locations will remain the same using the same handling process. No revisions are required.

Proof of Ownership/Local Zoning: Requirements have gone unchanged from current permit (Section C, Doc ID #97607). No revisions are required.

Organizational Chart: Section D has changed with adding our Assistant General Manager, Brandon Dindorf. See update

Site Design Plan: Plan will remain unchanged from current permit (Section E, Doc ID #97503). Drop-off locations will remain the same using the same handling process. No revisions are required

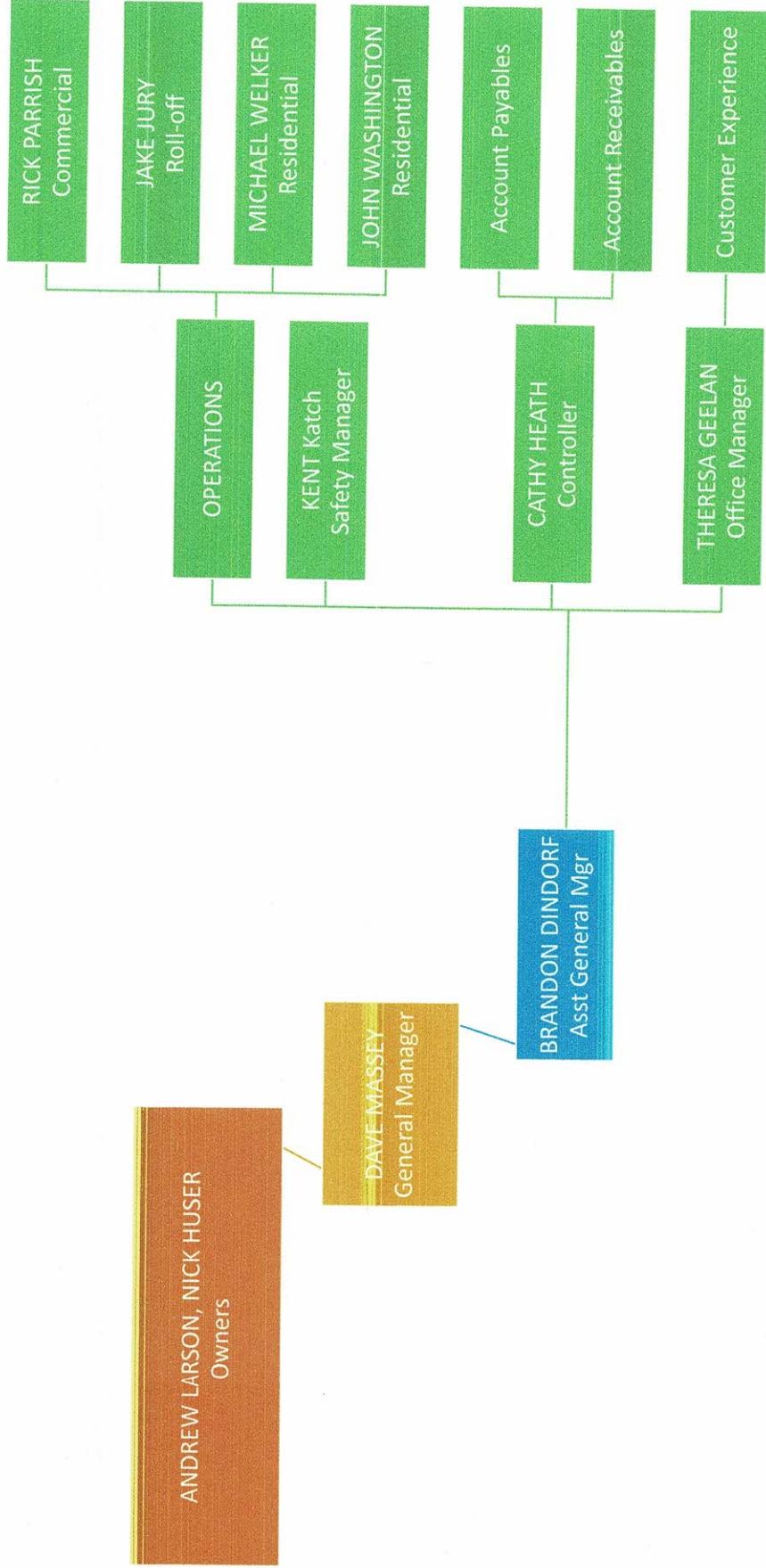
Site Operation Plan: Plan will remain unchanged from current permit (Section F, Doc ID #97503).

Emergency Response and Remedial Action Plan: Section G has changed with updating addresses and phone numbers for contacts. See update

Site Closure Plan: Section H, Site Closure plan has changed due to updated volume / tons being received and delivered to Metro Park East Landfill. See update

Proof of Financial Assurance: Section I, Financial Assurance / Letter of Credit amount and expiration date has been updated to reflect the increase of tons. See update

Ankeny Sanitation, Inc.



2026
Ankeny Sanitation Collection Point
Closure Cost Estimate

The following is intended to comply with section 567-106.18 of the Iowa Administrative Code as it applies to Citizen Convenience Centers (CCC). Currently, the waste received at the Ankeny Sanitation Collection Point is directly loaded into a roll-off container owned by Ankeny Sanitation.

Once fully loaded, the waste is transferred to the Metro Park East Landfill for disposal under a 28E agreement.

The CCC is designed to operate with two rolloff containers, one for waste the other for yardwaste.

The containers are emptied once or twice a week, depending on the season. No waste is stored on the concrete or adjacent ground at any time. As a result, no cost will be calculated for storage except for what is stored in the containers.

Cost to dispose of the maximum storage capacity of 2 Rolloff Containers at the CCC.

Trash Container

Average tons per load last year was 7.00 X \$43.00 a ton = \$301.00 (Disposal Cost)
Transportation cost to Metro Park East Landfill \$250.00
Total Trash cost = \$551.00 X 2 = \$1102.00

Yard Waste Container

Average tons per load last year was 2.50 X \$31.00 a ton = \$77.50 (Disposal Cost)
Transportation cost to Metro Park East Landfill \$250.00
Total Yard Waste cost = \$327.50 X 2 = \$655.00

Total Closure Estimate = \$1757.00

Daily Trash Estimate:

1 -40 yard Trash container

Emptied weekly

Transportation cost= \$250.00

Estimated Tons per load = 7

Disposal cost per ton = \$43.00

Disposal cost= \$301.00

Maximum Cost for trash = \$1102.00

Daily Yard Waste Estimate:

1 -40 yard Trash container

Emptied weekly

Transportation cost = \$250.00

Estimated Tons per load= 2.50

Disposal cost per ton= \$31.00

Disposal cost= \$77.50

Maximum Cost for Yard Waste = \$655.00

Maximum Site Closure Estimate: \$1,757.00

| | |
|---|--|
|  | <p>I hereby certify that this Engineering Document was prepared by me or under my direct personal supervision and that I am a duly Licensed Professional Engineer under the Laws of the State of Iowa.</p> <p><i>Chad D. DeVore</i> 01/26/2026 Chad D. DeVore, P.E. Date License Number P16007 My License Renewal Date is December 31, 2027 <u>Closure Cost Estimate</u> <hr/><hr/><hr/></p> |
|---|--|



February 2, 2026

Irrevocable Standby

Letter of credit number: # 0453

Dollar amount: \$1,757.00

Expiration Date: 05/01/2029

Applicant: Ankeny Sanitation, Inc.
7002 SE Delaware Ave
Ankeny, IA 50021

Beneficiary: Iowa Department of Natural Resources
Wallace State Office Building
502 E 9th St., 4th Floor
Des Moines, Iowa 50309

We hereby establish our irrevocable letter of credit No. 0453 for the account of Ankeny Sanitation, Inc. Ankeny, Iowa in the amount of \$1,757.00 and authorize you to draw at sight on First National Bank, 1205 N. Ankeny Blvd, Ankeny, Iowa.

Drafts on us at sight must be accompanied by this original letter of credit and all amendments (if any) and a beneficiary's statement signed by an authorized signer of the beneficiary as follows: "We are drawing under this letter of credit as Ankeny Sanitation, Inc. has now failed to make the required contractual payments to Metro Waste Authority."

Partial drawings are permitted. The original of this letter of credit must accompany any drawings hereunder for endorsement of the drawing amount and will be returned to the beneficiary unless it is fully utilized.

The amounts of any drafts under this credit are to be endorsed on the reverse side hereof. Such drafts must bear the clause "Drawn under First National Bank credit number 0453 dated February 2, 2026."

We hereby agree with drawers that drafts as specified above will be duly honored upon presentation to First National Bank at the address indicated above if presented on or above expiration date.

This credit is subject to the international standby practices (1998 revision) international Chamber of Commerce Publication No. 590, or any subsequent revision thereto.

Sincerely,

Thomas J. Friedman,
Market President

EMERGENCY CONDITIONS-RESPONSE ACTIVITIES- REMEDIAL ACTIONS

Failure of Utilities

Electrical Failure - In case of short-term (less than 48 hours) electrical failure:

- Contact Dave Massey, General Manager – 641-530-5045
- Contact the electric company — MidAmerican Energy – 800-799-444.
- The site is equipped with a backup generator to run the basic functions of the office, Electric, Heat and Lights.
- The facility does not have a scale. Drivers sign in prior to unloading waste or recyclables. Waste is placed in the hopper of the waste compactor container. Some waste can be accepted even without electricity to operate the compacting unit. However, if electricity is off for an extended period that results in the hopper being full, the facility should be shut down to prevent waste from overflowing the hopper and being piled on the ground.
- If necessary, provide flashlights or lanterns to all staff members prior to darkness.
- Do not use candles for light unless necessary because of the associated fire hazard.
- Portable generators can be obtained from Sun Belt Rentals 515-318-6413
- Notify any additional staff or the public that may be affected by the outage.

Electrical Failure - In case of long-term (over 48 hrs.):

- Follow the above procedures for short-term failures first.
- If conditions prevent normal operation of the facility, arrangements can be made with Ankeny Sanitation to have an alternative top-loading roll-off container brought to the site. This type of container would not require electricity to receive and transport waste.
- Arrangements could also be made to have shorter operating hours.
- If these are not feasible alternatives and the site must be closed, signage will be posted that the CCC is temporarily closed.

Failure of other utilities

- Water — Water is not necessary for operation.
- The office is now all electric. The electric furnace or a portable heater can be operated off the standby generator if necessary.
- Phone outage — Contact the local fiber service provider, Unite Private Networks 866-813-3608.

Weather-Related Events

Tornado watch — Conditions are possible for a tornado to occur.

Tornado warning — A tornado has been sighted or indicated by radar.

In case of a tornado watch, staff will do the following:

- Watch the sky and listen to the local radio or television for conditions.
- Locate appropriate emergency supplies including battery-powered radio, mobile telephone, flashlights, spare batteries, etc.
- Be prepared to seek shelter on the main level in one of the three bathrooms.
- Notify customers and visitors of conditions and the location of the site's tornado shelter.
- If funnel-shaped clouds are observed, immediately seek shelter and report the occurrence to the local law enforcement agency.

In case of tornado sighting or tornado warning, staff will do the following:

- Take immediate cover in one of the three bathrooms, located on the main level.
- Staff will immediately escort all visitors and customers to one of the tornado shelters.
- Stay away from windows and open spaces. Get under a heavy piece of furniture such as a desk or workbench if possible.
- If caught outside and unable to reach a building, take shelter in a culvert or ditch. Use arms to protect your head and neck. Be alert about flooding conditions.
- Turn on the battery-operated radio or television and monitor the local station for the "all clear" announcement from authorities.
- Staff and customers will remain sheltered until they can be determined that no further danger exists.

Once all danger has passed, staff members will:

- Proceed to the Emergency Assembly location at the front office door. Account for all staff, customers, and visitors.
- Extinguish any fires that may have resulted.
- Determine the extent of injury to those on-site and provide appropriate emergency care as required. Do not attempt to move seriously injured victims. Call for emergency responders and administer any necessary first aid.
- Determine the extent of damage to the buildings and equipment. Note and avoid any downed power lines, electrical system damage, etc.
- Report on the site conditions to the General Manager. If downed power lines are observed, notify the appropriate utility for assistance. Avoid the areas and warn others to stay away from these areas.
- If spillage of a fuel or regulated material occurred, notify the IDNR to report a hazardous spill. Take appropriate action to contain the spilled material and remediate the condition as detailed previously.
- The staff or General Manager will determine if the site can be operated with the available equipment. If not, arrangements will be made to get back-up equipment.
- Report any damage to the General Manager before proceeding with repairs.
- Document all damage with notes and photographs for insurance purposes.

Windstorms

- Downburst — a strong rush of wind formed by rain-cooled air. Strong down bursts can produce extensive damage and are often mistaken for tornados, but have similar effects on buildings, trees, etc. A downburst can overturn a mobile home, tear roofs off buildings, and topple trees.
- Weather forecasters do not always provide a warning of a downburst because they are not easily predicted. However, if a warning of conditions being favorable for downbursts is heard, follow the same procedures as for a tornado watch.
- If a downburst occurs, follow the procedures indicated following a tornado warning. Document all damage with notes and photographs for insurance purposes.

Intense Rainstorms and Erosion

- Severe thunderstorm watch — indicates a severe thunderstorm with damaging winds 58 miles per hour or more or hail $\frac{3}{4}$ inch in diameter or greater is likely to develop.
- Severe thunderstorm warning — indicates a severe thunderstorm has been sighted or indicated on radar.
- Thunderstorm watch procedures:
 - Seek a safe place in a building.
 - Watch the sky and listen to the local radio or television station for weather updates.
 - Warn other staff and customers/visitors of pending weather conditions.
- Thunderstorm warning procedures:
 - Instruct all staff and customers/visitors to go to a place in a substantial building or the designated tornado shelter.
 - Monitor a battery-operated radio or television for weather conditions and the “all clear” report.
 - Following the “all clear” report, account for all staff, customers and visitors.
 - Determine if any injuries were received and provide first aid if appropriate. Call 911 for emergency personnel if injuries are serious or threatening.
 - Survey the site and buildings, particularly noting the conditions of the power lines, the roofs of the buildings, and the equipment, etc.
 - Document all damage with notes and photographs for insurance purposes.

Lightning Strikes - Lightning strikes can cause fires, can injure personnel and/or visitors/customers, can damage electrical power sources, and can cause damage to the facility equipment including compactors, electronics, and other equipment.

- Following a significant strike of lightning that appears to have hit close, the employee on duty should be sure no other staff or customer was impacted by the lightning strike. If injury has been incurred, emergency assistance (911) must be contacted immediately. Depending upon the extent of injuries, appropriate first aid may be given. Unless danger is eminent, the injured should not be moved except by trained emergency workers.

- Following a significant lightning strike, the staff should inspect the site buildings to determine if any damage or fire has resulted from a direct lightning hit. If a fire is observed, immediately call 911 and, if it can be safely done, begin fire control procedures. If the electrical wires appear to be damaged in any way by the lightning, immediately cordon off the area, if possible, throw the main electrical breaker. Do not use water to fight an electrical fire.
- If electrical power sources have been partially or totally affected by a lightning strike, the breaker box should be inspected and if danger is possible from shorting or overloading of circuits, the main power breaker should be shut down.
- If lightning has significantly damaged the compactor or other site equipment, staff should check the appropriate breakers and contact an electrician for repairs or replacement. If the equipment is out of commission for several days or more, contact Ankeny Sanitation to arrange for a top-loading roll-off container to be delivered as a backup unit for temporary usage. If the facility operations change significantly, the IDNR field office should be notified of the circumstances and the estimated schedule for repairs/replacement.
- Document all damage with notes and photographs for insurance purposes.

Flooding - The Ankeny Sanitation Collection Point is located too far from any surface water and at a much higher elevation, making the flooding of the extremely unlikely.

Event and Post Event Conditions — Depending upon the extent of damage to the facility, the General Manager will determine if the facility should continue to be operational or if the facility should be open for modified hours.

Fire and Explosions

Waste Materials

Load of Waste

- Upon discovery of a fire in a load of waste, immediately direct the vehicle to an isolated location away from all buildings and equipment.
- Determine what material is burning and if appropriate use fire extinguishers or dirt to extinguish the fire. Call the fire department or 911 for assistance.
- Always stay up wind of the fire.
- After the fire is extinguished and if conditions allow, arrange to have the waste spread to be sure all burning material is extinguished and covered with additional dirt.
- Do not put the debris with other waste for at least 24 hours to be sure the fire is totally extinguished and will not re-ignite.
- After 24 hours and staff are assured that the fire will not re-ignite, transport the debris to the designated landfill for disposal.
- Document all damage with notes and photographs for insurance purposes.

Fire at the Facility

- Post signs at the designated drop off area and other locations prohibiting smoking on the facility site.
- Upon discovery of a fire, immediately evacuate all customers from the facility.
- Determine what waste is burning and whether it can be safely extinguished with a hand-held extinguisher.
- If not, call the fire department 515-965-6469 or 911.
- Determine if the burning waste can be safely removed from the rest of the nonburning waste. If possible, separate the burning waste and extinguish it with water, fire extinguisher or other materials available for firefighting.
- If the waste cannot be safely separated, begin hosing down the waste with water and fire extinguishers as appropriate for the waste that is burning. If appropriate, cover the waste with dirt.
- Monitor the location for as long as necessary to determine if the fire is totally extinguished prior to transporting the waste to the appropriate landfill for disposal.
- Document all damage with notes and photographs for insurance purposes.
- Fire in the Compactor Container
- Upon discovery of a fire in either compactor container, immediately evacuate the facility.
- If possible, determine what waste is burning and whether it can be safely extinguished with a hand-held extinguisher.
- If not, call the fire department 515-965-6469 or 911.
- Determine if the burning container can be safely removed from the facility. If possible, transport the container to an isolated area away from buildings.
- If the container can be unloaded safely, remove the contents to a hard surface or dirt area that is free of combustible materials such as brush, grass, etc.
- If appropriate, extinguish the burning waste with water, fire extinguishers or dirt if available for firefighting.
- If the waste cannot be removed from the container, begin hosing down the waste with water and fire extinguishers as appropriate for the waste that is burning.
- Monitor the location for as long as necessary to determine if the fire is totally extinguished prior to transporting the waste to the Metro Park East Landfill for disposal.
- Document all damage with notes and photographs for insurance purposes.

Buildings and Site

Basic fire training should be provided for all staff and should include:

- The location of all fire extinguishers.
- Operation of a fire extinguisher.
- The location of all exits for all buildings.
- The location of emergency phone numbers.
- Basic emergency training includes how to extinguish burning clothing on a person and how to treat burn wounds.

Fire Occurrence Procedures

- Upon determination of a fire in any of the buildings or containers on-site, staff will immediately assess the situation and determine the size of the fire, the material burning, and its location relative to other flammables or explosives.
- If fire extinguishers or a water source can be used to safely control the fire, staff with proper training can attempt to extinguish the fire.
- If the fire is too large or dangerous or located close to highly flammable or explosive materials, immediately evacuate the area and call 911 for emergency assistance.
- Provide adequate directions and details to the 911 operators to expedite the emergency vehicles to the site.
- Give the operator your name, explicit details regarding the nature of the emergency, the address of the emergency, any injuries, and other requested information.
- Stay on the line unless instructed to hang up or unless personal safety is jeopardized.
- Directions to the Ankeny Sanitation Collection Point site-7002 SE Delaware Ave, Ankeny, IA 50021
- Evacuate all staff and customers/visitors and direct them to a safe area away from the fire. Be aware of the wind direction and its potential influence on a fire.
- Never reenter a burning building.
- Equipment — The only on-site equipment consists of the compactor containers (waste and recyclables), skid loader and wheel loader.

If a fire occurs in a compactor unit, staff should immediately:

- Direct all other equipment and individuals away from the area.
- If the fire is small enough to control with a portable fire extinguisher and can be done safely, staff can make the attempt to extinguish the fire.
- If the fire is too large or too dangerous, immediately call 911 for emergency equipment to assist in extinguishing the fire.
- Because other materials may also catch fire (i.e. recyclables, garbage, vehicles, etc.) be sure to keep all other vehicles and individuals far enough from the fire in case of an explosion or flash fire occurs.
- Document all damage with notes and photographs for insurance purposes.

Fuels —Fuel storage areas are always a potential source for major fires if an ignition source sparks a fire. Such sources can include a carelessly disposed cigarette, an electrical short in a wire or extension cord, a spark from a battery or other engine component or even static electricity. General safety procedures should include the following:

- Post signs and enforce a ban on smoking and open flames in the vicinity of the fueling area and storage tanks.
- Shut down all vehicles and equipment while refueling.
- Monitor the fueling process at all times. Do not allow the operator to wander away or be distracted by other tasks or visitors.
- Small volumes of fuel should only be stored in non-leaking, approved containers and must be properly labeled as to their contents.

- Small containers of fuel should be stored in the storage shed and the location posted for the type of fuel/chemicals in storage.
- All containers should have tightly sealed lids to prevent spillage or the escape of fumes.
- When pouring from portable fuel containers, always use a funnel or spout to prevent spillage.
- If spillage occurs during any fueling incident, immediately contain and/or absorb the spilled fuel with absorbent materials. Adequately ventilate any building or equipment prior to starting the equipment, smoking, or using a device that might cause a spark.
- Do not try to weld, use a cutting torch, or jump-start a vehicle with spilled fuels in the work area.
- Document all damage with notes and photographs for insurance purposes.

Utilities — Following a fire in or near a building, the following should be checked:

- Electrical power wires, control boxes, outlets, and other appurtenances should be checked for visual and structural damage. If burn marks, melted insulation, and/or smoke damage are observed, do not use the power source for any purpose until checked and repaired by an authorized and knowledgeable electrician.
- Facilities — Following assessment of the damage caused by a fire and if the General Manager determines that the fire has impacted on the operational capabilities of the facility; the following will need to be conducted:
 - Determine as best possible an estimated schedule to be back up and operational.
 - If the collection site will be inoperable for more than 24 hours, contact Ankeny Sanitation to provide an alternative waste container that does not require electricity.
 - Post signs at the gate and other locations regarding the temporary closing of the facility.
 - Document all damage with notes and photographs for insurance purposes.
- Working Area — Actions to follow regarding a fire at the collection point were described earlier and include the following procedures:
 - Upon discovery of a fire at the collection point, immediately notify the fire department and redirect customers away from the facility.
 - Determine what waste is burning and whether it can be safely extinguished with a hand-held extinguisher.
 - If not, determine if the burning waste can be safely excavated from the rest of the non-burning waste. If possible, separate the burning waste and extinguish it with water, fire extinguishers or excavated soil.
 - If the non-burning waste cannot be safely separated, hose down or use extinguishers or dirt on all of the waste to prevent the spread of the fire.
 - Monitor the location for several days to determine if the fire is totally extinguished.
 - After adequate time and after determining no smoke is occurring from the area, spread the waste to further assess whether the fire is totally extinguished.
 - Load and properly dispose of the waste after determining all risk of re-igniting has passed.
 - Hot Loads — Procedures to follow in the event a “hot load” is received were described earlier and include the following procedures:

- Upon discovery of a fire in a load of waste, immediately direct the vehicle to an isolated location away from all buildings and equipment. Have the driver unload the waste on dirt or a hard-surfaced area.
- Determine what material is burning and if appropriate use fire extinguishers or dirt to extinguish the fire. If the type of fire cannot be determined or chemicals are involved in the fire, use only dirt to extinguish the fire.
- Call the fire department or 911.
- If conditions allow, spread the waste on the ground to be sure all burning material is extinguished and covered with additional dirt.
- Do not put the debris with other waste for at least 24 hours to be sure the fire is totally extinguished and will not re-ignite.
- After 24 hours and staff are assured that the fire will not reignite, transport the debris to the landfill for proper disposal.
- Waste Gases — Since this site is only a citizens' convenience center that holds small volumes of waste for short periods of time, the generation of methane and other gases typical with decomposing waste will not occur.
- Evacuation — In case of fire or explosions due to any of the occurrences described, all staff should be aware of the following:
 - The location of all exits.
 - The location of all fire extinguishers.
 - The location of the main power shut offs for all operations and facilities.
 - The location of the Emergency Assembly Point.
 - Following evacuation of a building or structure, the on-site staff will contact emergency personnel as necessary and the General Manager for further directions.

Regulated Waste Spills and Releases

Regulated materials are those banned from land disposal or whose disposal is regulated by Federal or State rules or laws. Regulated materials do not include those considered to be hazardous under the Federal EPA Resource Conservation and Recovery Act. Those are further discussed in Section E. Regulated materials could include, but not be limited to, waste oil, fuels, refrigerants, agricultural chemicals, etc.

- Waste Materials — The collection point staff is trained to inspect all incoming loads. Upon observation of any waste materials regulated by State or Federal laws, staff will immediately:
- Determine as best possible the nature of the waste. Staff should note the color, odor, and quantity of material and the transporter of the waste/material.
- If the waste has an odor and/or is potentially explosive, immediately evacuate all personnel and customers/visitors from the area and call a HAZMAT response team.
- Immediately eliminate all sources of ignition and fire from the vicinity, including vehicles with their engines running. Shut down the electrical power in the area if appropriate.
- If the waste is a liquid and equipment can be safely operated in the area, place berms or absorbent materials around the waste to prevent its spreading.

- If the containment of the spill can be done safely, staff will use absorbents or dirt berms to prevent the escape of the spilled material.
- With authorization from the General Manager, if the staff can safely conduct on-site cleanup, the spilled material will be absorbed and/or shoveled into an empty container and sealed for disposal as necessary for the regulated material.
- All contaminated absorbents will also be handled as regulated waste.
- Contact IDNR to report the spill.
- If needed to determine the nature of the waste, contact a chemist or HAZMAT responder to assist in the identification and procedures for cleanup.
- If possible, record the source of the waste, the hauler, the time, and the vehicle license number.
- Take photos of the waste and the site to document conditions for the insurance companies or for litigation purposes if required.
- Wash water — This site does not generate liquids.
- Waste Gases — As stated earlier, since this site is only a citizens' convenience center that holds minimal waste for short periods of time, the generation of methane and other gases typical with decomposing waste will not occur. No waste gases are anticipated.
- Waste Storage Facilities — Spills from waste being received at the site will be controlled in the same manner described previously.

Spills from recycling areas will be controlled by:

- Keeping recycling storage areas clean and tidy.
- Keeping flammables (gasoline) stored in a separate location.
- Prohibiting smoking and other fires in the recycling and garbage drop-off areas.
- If a spill of a liquid is noted, immediately contain the spilled material and perform appropriate cleanup procedures.
- Spills from fuel storage areas will be controlled by:
 - Immediately shutting down all power and ignition sources if the fuel is highly flammable (i.e. gasoline or similar).
 - Notify the General Manager.
 - Take steps to contain the spillage including placement of absorbents and/or dirt berms.
 - Conduct appropriate cleanup procedures for the type of materials spilled.
 - Notify IDNR Field Office 5 (515-725-0268) of the spill incident.
- Waste Transport Systems — Ankeny Sanitation currently transports a waste container from the Ankeny Sanitation Collection Point to the Metro Park East Landfill once a week. Procedures for the control and clean-up of a container spill during transportation are as follows:
 - Immediately call 911 or the local enforcement authorities to redirect traffic or receive emergency assistance if required for the incident.
 - Call the General Manager to report the incident.
 - If necessary, arrange for a tow truck, alternative container, or other equipment depending upon the type of incident and the condition of the site.

- Use whatever is available to prevent the runoff of waste or other contamination from being washed into any surface water. If available, use a shovel to construct a temporary dirt berm around the spilled waste.
- Notify IDNR Field Office 5 (515-725-0268) of the spill.
- Document the extent and location of the spill.
- Take photos of the waste and the site to document conditions for the insurance companies or for litigation purposes if required.
- Litter and Airborne Particulates — The control of litter and dust are ongoing activities at all waste facilities.
- Litter is controlled by:
 - Placement and maintenance of permanent fencing around the site perimeter.
 - Routine handpicking by staff to collect blown litter.
 - Airborne particles (dust) are controlled by:
 - The site is a combination of concrete and rocked areas. However, the facility is small with minimal traffic, and the creation of excessive dust is not anticipated. If dust problems do occur during dry weather, arrangements will be made to apply water or calcium chloride to reduce the dust.
- Site Drainage Systems — This facility has 3 retention holding areas for runoff.
- Off-Site Releases — If staff is aware of a release of any chemical, fuel, or other regulated material off the convenience center's property that will impact the operations of the facility or the access to the site, the following actions will be taken:
 - Assess the extent of the spill, the type of material, and any circumstances that would potentially endanger health or the environment.
 - If necessary, evacuate personnel and customers/visitors.
 - Contact the local emergency personnel and the General Manager's office for instructions.
 - Shut down operations if necessary and notify the public.
 - Notify the media and the IDNR Field Office 5 (515-725-0268).

Hazardous Material Spills and Releases—Hazardous Materials are those regulated by Federal law (RCRA, SARA, CERCLA, etc.) and that in a broad sense include:

- Explosives, flammables, corrosive, oxidizing, toxic, infectious, or radioactive materials/wastes.
- Those materials/wastes that may place the public in immediate danger from exposure, contact, inhalation, or ingestion.

Load-Check Control Points — This facility only accepts small quantities of residential and/or small business waste. It is unlikely any hazardous waste will ever be received. However, the facility staff are trained to inspect all incoming loads. If the staff observes hazardous materials while checking incoming loads, the following actions will be taken:

- The staff will immediately determine the type of material and the hazards it may pose by either asking the driver, by odor detection, or by visual observations. Staff should note the color, odor, and quantity of the waste/material.

- Staff will approach and remain upwind at all times from an unknown spill.
- If flammable, toxic, volatile, explosive or similar in nature, staff will immediately evacuate the area and call for trained HAZMAT emergency responders, 911
- If staff cannot identify the material, staff is instructed to assume the worst-case scenario and evacuate the area until trained hazardous material responders arrive.
- If appropriate, staff will instruct the driver to shut down the vehicle and evacuate also. Staff will close the facility and restrict further access to the area.
- If appropriate, those staff members trained for handling hazardous spills will establish a “hot zone” and a “safe zone”.
- Staff will contact the General Manager.
- If the containment of the spill can be done safely, staff will use absorbents or dirt berms to prevent the escape of the spilled material.
- With authorization from the General Manager, if the staff can safely conduct on-site cleanup, the spilled material will be absorbed and/or shoveled into an empty container and sealed for disposal at a hazardous waste facility.
- All contaminated absorbents will also be handled as hazardous waste.
- The IDNR Field Office 5 (515-725-0268) will be notified of the hazardous spill situation.
- The driver/hauler of the spilled material will be contacted for responsibility of the disposal requirements.
- Staff will take photos of the spill and vehicle for documentation and insurance purposes.

Mixed Waste Deliveries — If staff becomes aware of a load of waste being delivered mixed with hazardous waste, it will be assumed the entire load is hazardous until testing documents otherwise. If a mixed load of hazardous and regular waste is received and detected by staff, the following will be followed:

- Staff will attempt to determine the hazardous nature of the waste and its threat to health.
- If appropriate due to the waste’s toxicity, instability, or flammability, personnel and customers will be evacuated from the area.
- If necessary, staff will contact emergency personnel for assistance.
- If the load can be safely isolated from the rest of the waste, the staff may attempt to do so.
- If necessary, dirt berms or absorbents will be used to contain any run-off from the load.
- The General Manager and the IDNR Field Office 5 (515-725-0268) will be notified.
- If appropriate, samples will be taken to determine if the load is hazardous or can be safely landfilled.
- Photos will be taken to document the situation.
- The generator/hauler will be contacted for information regarding the generator of the waste and responsibility of the cleanup.
- Cleanup will depend upon the materials involved and the directions from the IDNR.

Fuels — Response by staff to the spillage of fuels will include:

- Staff will use on-site absorbent materials to prevent any run-off and to clean up the spillage.

- If necessary, staff will call for an equipment operator to immediately construct earthen berms around the spillage. Every effort will be made to prevent any fuels from leaving the site or entering surface water.
- Staff will contact the General Manager.
- Staff will initiate cleanup of the spilled fuel with absorbents.
- If feasible, staff will transfer off contents of the storage vessel to an alternative vessel.
- Contaminated soils will be taken to an approved petroleum contaminated soil facility for proper aeration and disposal.
- Contaminated absorbents will be aerated as much as possible and disposed of in the landfill.
- IDNR will be notified if the quantity spilled is reportable according to the IDNR “Guidelines for Reporting Hazardous Conditions”.
- Cleanup will continue until all contamination has been removed.
- Testing of the contaminated soil will be conducted in accordance with IDNR regulations and the site permit requirements.
- If the spill of fuel occurs from a hauler’s vehicle or due to an accident, photos to document the site condition will be gathered.

Waste Gases — The Ankeny Sanitation Collection Point does not keep waste on-site long enough to decompose and generate methane or similar gases. If other gases are received in the waste, staff will evacuate the building, cordon off the area to prevent exposure to employees and customers, ventilate any affected buildings as appropriate, and call trained HAZMAT services to provide for removal and cleanup of the waste.

Site Drainage Systems — The Ankeny Sanitation Collection Point has three retention areas for run off .

Off-Site Releases - If staff is aware of a release of any hazardous material from a source near the convenience center property that could impact the operations of the facility or access to the site, the following actions will be taken:

- Assess the extent of the spill, the type of material, and any circumstances that would potentially endanger health or the environment.
- If necessary, evacuate personnel and customers/visitors.
- Contact the local emergency personnel and the General Manager for instructions.
- Shut down operations if necessary and notify haulers and regular customers. If shut down is expected to occur for more than 24 hours, notify the communities and the IDNR Field Office 5 (515-725-0268).
- Since the location is off the convenience center property, allow the IDNR and local emergency personnel to notify the responsible parties and to arrange for cleanup of the spilled materials.

Mass Movement of Land and Waste

Earthquakes — Should an earthquake be experienced at the convenience center; the following actions will be taken:

- If inside, immediately take cover under a heavy piece of furniture or other strong structure.
- If outside, stay in an open area and away from buildings, power lines, and trees.
- If in a vehicle, stop driving and wait for the earthquake to end.
- If it can be safely done, shut down all the electrical systems.
- Following the earthquake, go directly to the designated Emergency Assembly location at the exit gate. Check personnel and customer/visitors for injuries and if appropriate administer first aid. Notify emergency personnel if injuries are serious or life threatening.
- Do not reenter buildings if they appear to be structurally unsound.
- Check all utilities for structural damaging, including electricity systems. If any are found damaged, shut down that system (throw the main breaker, etc.) and notify the appropriate utility for repairs.
- Monitor the radio or television for reports of aftershocks and emergency notices.
- Check the fuel storage area for damage and spillage and if necessary, take containment and cleanup actions.
- Check the site for damage or slippage that might result in dangerous conditions. Take actions to repair any hazardous conditions.
- Once all danger has passed, prepare for large quantities of disaster debris from cleanup procedures.

Slope Failure — Not applicable. The Ankeny Sanitation Collection Point does not stockpile waste.

Waste Shifts — Not applicable. The Ankeny Sanitation Collection Point does not stockpile waste.

Waste Subsidence — Not applicable. The Ankeny Sanitation Collection Point does not landfill waste and as a result will not experience waste subsidence..

Emergency and Release Notifications and Reporting

Federal Agencies

- U.S Environmental Protection Agency (EPA)
Region #7 Office, Phone 913-551-7003
11201 Renner Blvd
Lenexa, KS 66219
- Poison Control Center — Phone 800-222-1222

State Agencies

- Iowa Dept. of Natural Resources, Central Office & Field Office 5 (515-725-0268)
6200 Park Avenue
Suite 200
Des Moines, Ia 50321
- Iowa Dept. of Natural Resources, Hazardous Conditions Reporting - Phone 515-725-8694
State Fire Marshall -Phone 515-725-6150
- Iowa Dept. of Public Health – 800-972-2017

County and City Agencies

- Polk County Emergency Disaster - 515-286-2107
- Polk County Board of Health - 515-286-3798
- Hospital – Mercy Medical 515-247-3121

News Media

- WHO TV 13 515-242-3500
- Des Moines Register 877-424-0225

Emergency Response Agencies and Contact Information

- Dial 911 for emergency responders.
- Give the operator your name, explicit details regarding the nature of the emergency, the address of the emergency, any injuries, and other requested information.
- Stay on the line unless instructed to hang up or unless personal safety is jeopardized.
- If system is down, use the direct numbers.
- Ankeny Fire Dept. – 515-965-6469
- Ankeny Police – 515-289-5240
- Ambulance - 911
- HAZMAT - 911

Reporting Requirements and Forms

- IDNR requires the reporting of all hazardous conditions and spills to the local police or sheriff as soon as possible but not later than six hours after the occurrence or discovery of the hazardous condition. A hazardous condition is defined as “a situation involving the actual, imminent or probable spillage, leakage, or release of a hazardous substance onto the land, into the water of the state or into the atmosphere which, because of quantity, strength and toxicity of the hazardous substance, its mobility in the environment and its persistence, creates an immediate or potential danger to public health and safety or to the environment.”
- Guidelines for reporting are included in the Appendix.

Emergency Waste Management Procedures

Communications

- For life threatening situations dial 911 for emergency responders.
- Give the operator your name, explicit details regarding the nature of the emergency, the address of the emergency, any injuries, and other requested information.
- Stay on the line unless instructed to hang up or unless personal safety is jeopardized.
- Directions to hospitals:
- To Mercy Medical Center — From the convenience center, turn left onto SE Delaware to the first red light, Corporate Woods Dr. Turn right onto Corporate Woods Dr and merge onto I-35 S toward Des Moines. Merge onto I-235 W via Exit 137B. Take Exit 8A towards the Iowa State Center/Downtown Des Moines, keep left to take the 5th Ave ramp toward 6th Ave/7th St, stay straight to go onto Day St. Take the 1st right onto 6th Ave.
- For non-life-threatening conditions, contact the General Manager for additional directions and who will arrange to contact the appropriate State, Federal and local authorities.
- For contacting other employees, use cell phones, intercoms or other communication technology.

Temporary Discontinuation of Services

- Short-Term — When usage of the convenience center must be discontinued for less than 24 hours, notify the following (phone numbers found in attached appendix):
 - Appropriate county agencies and Local media
 - IDNR Field Office Provide details regarding the temporary closing of the facility and the schedule for resuming services.
 - Provide an alternative disposal option if necessary.
- Long-Term — When the usage of the facility must be discontinued for more than 24 hours, notify the following (phone numbers included in attached appendix)
 - IDNR Field Office
 - County agencies
 - Local media

Facilities Access and Rerouting — If normal access to the convenience center is restricted for the short term (less than 24 hrs) or for the long term (more than 24 hours), the staff will notify the residents of the alternative route by contacting the local radio and newspaper/shopper for them to carry the announcement. In addition, the residents will also be notified of the option of transporting their waste directly to Metro Park East Landfill. Arrangements will be made to have signs posted at multiple locations redirecting traffic to the convenience center.

Waste Acceptance — The Ankeny Sanitation Collection Point accepts only municipal solid waste and construction and demolition in small loads from the rural residents and businesses in Ankeny and Polk County.

The General Manager will determine and set extended or special operating hours if necessary to assist in the emergency disposal of waste due to a disaster, storm event, or other incident. The staff will be responsible for monitoring and reporting any unusual hours or activities to the IDNR, the haulers, and the media as appropriate.

Wastes in Process — Those wastes received at the convenience center will be loaded into the waste container in accordance with the facility's permit and operating plan. All waste will be transported to Metro Park East Landfill for disposal.

Primary Emergency Equipment Inventory

Major Equipment

- Eyewash station is located with a first aid kit in the building.
- Fire extinguishers are in the building and at the fuel tank.

Fire Hydrant and Water Sources

- There are 4 Fire hydrants located around the perimeter of the property.

Communication Equipment — The Collection Point staff uses cell phones and regular land phones to communicate with other staff and county agencies.

Off-Site Equipment Resources

Rueters Rental. — 515-367-3054

Emergency Aid

Responder Contacts — As indicated earlier, 911 should be the number used to contact emergency assistance. If the system is down, the names and phone numbers are listed in the Appendix.

Medical Services

Mercy Medical Center — 515-247-3121

ERRAP Training Requirements

Training Providers — The Safety Manager will provide ERRAP training.

Employee Orientation — Training will be provided to new employees within 48 hrs. of starting with the Ankeny Sanitation Collection Point.

Annual Training Updates — All employees will receive their initial training upon approval of this document by IDNR. Annually, review and updated training will be provided to all employees.

Training Completion and Record Keeping — The office will be responsible for assuring that all employees receive ERRAP training initially and annual review/update training annually. The Safety Manager will document the dates of all training, require all employees to sign in for the training class to document their attendance, and keep all documentation for at least seven years.

Reference Tables, Figures, and Maps — See attached Appendix

- Convenience center location map
- Facility layout map
- Area map showing roads, evacuation routes, and alternative access routes
- Emergency Checklist
- Temporary Facility Closure Procedures: Summary

APPENDIX

PHONE LIST

Ankeny Sanitation

- Dave Massey (General Manager) – 641-530-5045
- Kent Katch (Safety Manager) – 515-901-9816
- Brandon Dindorf (Assistant General Manager) 515-499-1153

Government Entities

- Polk County Environmental Health – 515-286-3798
- Polk County Emergency Disaster Office – 515-286-2107
- Ankeny Police – 515-289-5240
- Iowa Dept. of Natural Resources (IDNR) Field Office 5 (515-725-0268)
- Metro Park East Landfill – 515-244-0021

Emergency Numbers

- Call 911
- Ankeny Fire Dept. - 515-965-6469
- Ankeny Police – 515-289-5240
- Mercy Medical Center – 515-247-3121
- Ambulance - 911
- HAZMAT services – 911

SITE MAPS AND BUILDING MAPS

- Convenience center location map
- Facility layout map
- Area map showing roads and evacuation routes and alternative access routes

SUMMARIZED PROCEDURES

- Emergency Checklist
- Temporary Facility Closure Procedures: Summary

Emergency Checklist

Recommended for use following each emergency or disaster event:

- Does the situation require evacuation?
- Are all personnel and customers/visitors accounted for?
- Are there any injuries?
- Has first aid been administered? Do not move seriously injured individuals.
- If necessary, call 911 for an ambulance.
- Are there conditions that require emergency assistance? If so call 911.
- Site review:
 - Are buildings safe and secure?
 - Is there any danger of fire?
 - Is the fuel storage area secure?
 - Are any actions required to minimize a spill, fire or release of regulated or hazardous materials?
 - Are there dangerous areas? Do they need to be cordoned off
 - Are the utilities safe and operational?
 - Electricity
 - Gas
 - Phone
 - Should a utility be notified for repairs?
 - Has the General Manager or responsible official been notified?
 - Is the facility secure?
 - Are the access roads in good condition?
 - Is there exposed waste to the elements?
 - Have photos been taken for documentation?
 - Has the insurance company been notified?

TEMPORARY FACILITY CLOSURE PROCEDURES: SUMMARY

Temporary Facility Closure Conditions:

- Short-term — An unscheduled closing of 48 hours or less
- Long-term — An unscheduled closing greater than 48 hours

Short-Term Temporary Closure Procedures - Customers are expected to retain their refuse or to take it directly to the Metro Park East Landfill

- Determine as accurately as possible when the site will reopen.
- Prepare a short statement summarizing why the site will be closed.
- Post a sign at the entrance gate stating that the site is closed and providing the date and time for reopening. Include a phone number for contacting an authorized representative.
- Notify the following and provide details regarding the temporary closing and schedule for resuming services. A list of names and phone numbers are included in the ERRAP Appendix:
 - IDNR Field Office
 - County agencies
 - Local media if appropriate (i.e. radio stations, newspapers)

Long-Term Temporary Closure Procedures — Residents and customers will be notified

- Determine as accurately as possible when the site will reopen.
- Prepare a short statement summarizing why the site will be closed.
- Notify the alternative site.
- Post a sign at the entrance gate stating that the site is closed and providing the date and time for reopening. Indicate the name and address of the authorized alternative site (Metro Park East Landfill).
- Include a phone number for contacting an authorized representative.
- Notify the following and provide details regarding the temporary closing and the address, phone number, and hours of operation for the alternative site.
- Provide a schedule for resuming services.
- A list of names and phone numbers are included in the ERRAP Appendix
- IDNR Field Office
- County agencies
- Local media if appropriate (i.e. radio stations, newspapers)