

TRANSFER STATION APPLICATION REQUIREMENTS AND LOCATION, OPERATING AND DESIGN STANDARDS

12.0 Transfer Station Permit Requirements.

A complete, detailed permit application, containing at a minimum the information required in Sections 12.1 through 12.7, shall be required for the following:

- developing and operating a new transfer station facility;
- expanding an existing transfer station facility;
- modifying an existing facility's permitted operations; and
- renewing an existing facility permit except when the Short Form application process may be used as outlined in Section 3.0 of these regulations.

The application shall contain narratives, drawings, diagrams, analyses, and calculations necessary to satisfy the requirements of these regulations and demonstrate that the transfer station facility will be designed and operated to protect the public health, safety, and welfare at all times.

- 12.1. Owner's Authorization. [Section 11-4-1520(A)(1)] The application for a permit shall include a notarized letter, signed by the property owner that authorizes use of the property for a transfer station. This letter is required even if the applicant is the owner of the property.
- 12.2. Property Taxes. [Section 11-4-1520(A)(2)] The application for permit shall include evidence of payment of real estate property taxes by providing copies of the most recent tax bill and check; or by providing a copy of the most recent tax bill that has been stamped paid by the Cook County Assessor's office. The PIN numbers for all areas of the facility shall also be provided.
- 12.3. Variance in the Nature of a Special Use. [Section 11-4-1520(A)(3)] For new or expanding facilities the application for a permit shall contain all reports and information to necessary to obtain a Variance in the Nature of a Special Use (Special Use Variance) from the Zoning Board of Appeals (ZBA). If the transfer station facility has an existing Special Use Variance, the application shall contain copies of the variance issued by the ZBA and a demonstration that the transfer station facility is in compliance with the Special Use Variance and any conditions attached to the variance.
- 12.4. Design Report. The application for a permit shall contain a design report for the transfer station facility that shall include the following components, in order:

- 12.4.1. Plot Plan. [Section 11-4-1520(A)(4)] The design report shall contain a plot plan drawing(s) of the transfer station facility. This drawing(s) shall be prepared at a legible scale, no smaller than one inch equals 100 feet. The plot plan drawing(s) shall include the following components, at a minimum:
- 12.4.1.1. The transfer station facility site boundaries and the location of all facility buildings, access roads, parking areas, and any ancillary structures or features.
 - 12.4.1.2. Topographic contours, at a minimum two-foot contour interval, of the transfer station site.
 - 12.4.1.3. The extent and composition of the buffer zone required by the Chicago Zoning Ordinance.
 - 12.4.1.4. Any characteristic or feature that has a location standard established in Section 13.0 of these regulations or any other applicable standards. The plans shall identify the characteristic or feature and indicate the setback distance from the transfer station facility boundary.
- 12.4.2. USGS Site Location Map.[Section 11-4-1520(A)(30)] The design report shall contain a USGS 7.5 Minute Quadrangle Map that provides sufficient coverage to include the following:
- 12.4.2.1. The delineated boundaries of the transfer station site.
 - 12.4.2.2. A clearly marked one-mile radius around the entire site to identify features including residential property, streams, rivers, ponds, lakes, wetlands, roads, highways, schools and parks within this one-mile perimeter.
- 12.4.3. Aerial Photograph Drawing(s). [Section 11-4-1520(A)(30)] For new and expanding facilities the design report shall contain an aerial photograph drawing(s) that provides sufficient coverage to include the following:
- 12.4.3.1. The delineated boundaries of the transfer station facility and site property.

- 12.4.3.2. A clearly marked ½-mile radius around the entire site to identify features including residential property, streams, rivers, ponds, wetlands, roads, highways, schools and parks within this ½-mile perimeter.
- 12.4.3.3. Zoning districts clearly delineated with a ½-mile radius of the facility site. The district boundaries and their respective designations shall be clearly marked.
- 12.4.3.4. Any characteristic or feature that has a location standard established in Section 13.0 of these regulations or any other applicable standards. The drawing(s) shall identify the characteristic or feature and indicate the setback distance from the transfer station facility boundary.
- 12.4.4. General Layout of the Facility. [Section 11-4-1520(A)(5)] The design report shall contain sufficient scale drawings to describe the general layout of the transfer station. These drawings shall include and indicate, but not be limited to
 - 12.4.4.1. The main areas of the transfer station facility, at a legible scale, not less than one inch equals 100 feet. The scale shall be represented on each drawing in graphical format.
 - 12.4.4.2. The internal and external layout of all buildings and structures.
 - 12.4.4.3. The layout and location of all fixed equipment including, but not limited to compactors, balers, scales, sorting/processing equipment, and conveyors.
 - 12.4.4.4. The limits of waste processing, handling and/or staging areas.
 - 12.4.4.5. All pertinent features of the storm water management system (e.g. inlets, storm water pipelines, catch basins, and detention ponds).
 - 12.4.4.6. All pertinent features of the wastewater management system (e.g. floor drains, sumps, oil filter/separators, sewer lines and treatment facilities).
 - 12.4.4.7. The locations of the primary utilities within and adjacent to the transfer station facility.

- 12.4.4.8. The locations of the primary water sources and water distribution system components for employee consumption, fire suppression, facility cleaning, and dust control.
- 12.4.4.9. The locations of all fire suppression equipment (e.g. sprinklers, hoses, and extinguishers) and flammable material storage areas.
- 12.4.4.10. The locations of all site control features and all screening devices such as fences, gates, and signage
- 12.4.4.11. The locations and layout of all parking and queuing areas, including the number of parking spaces and the maximum number of trucks that can be queued at one time in the allotted queuing area.
- 12.4.4.12. The locations and layout of all employee facilities.
- 12.4.4.13. The location of all first-aid equipment and other emergency supplies and equipment.
- 12.4.5. Survey. [Section 11-4-1520(A)(6)] The design report shall contain a Legal Plat of Survey, prepared by a Professional Surveyor, that depicts the transfer station site boundaries.
- 12.4.6. Legal Description. [Section 11-4-1520(A)(7)] The design report shall contain legal descriptions, prepared by a Professional Surveyor, that describe the transfer station site boundaries and are identical to those provided with the financial security required by Section 11-4-370 of the Municipal Code.
- 12.4.7. Utilities. [Section 11-4-1520(A)(8)] For new and expanding facilities, the design report shall demonstrate that adequate utility capacity is readily available for the operations of the transfer station facility. Utilities may include, but are not limited to: electricity, potable water, process water, telephone, and natural gas. The information in the design report regarding utilities shall include:
 - 12.4.7.1. A plan scaled drawing showing the location of all utilities within and adjacent to the transfer station facility.
 - 12.4.7.2. Calculations demonstrating the peak utility demands for proper operation of the transfer station facility. This shall include, but is not limited to water, sewage and gas and/or electrical demands.

- 12.4.7.3. A demonstration that sufficient utility capacity is available to the transfer station facility to satisfy the demands calculated in 12.4.7.2. Such documentation may be in the form of an approval letter or permit from the utility provider.
- 12.4.8. Water Sources. [Section 11-4-1520(A)(11)] The design report shall demonstrate that sufficient quantities of water or other appropriate materials for fire protection, employee consumption, dust control, and cleaning are available. For this demonstration, the design report shall include:
 - 12.4.8.1. The locations of each source of water and/or other material.
 - 12.4.8.2. The total amount of water and/or other materials available from each source.
 - 12.4.8.3. The rate at which water and/or other materials can be obtained from each source.
 - 12.4.8.4. A listing of equipment and their specifications that are used to pump distribute and/or convey water and/or other materials.
- 12.4.9. Site Security. [Section 11-4-1520(A)(13)] The design report shall demonstrate that the transfer station facility is secure from unauthorized access at all times. This demonstration shall include, at a minimum:
 - 12.4.9.1. A description and specifications of the fences, gates, signs, and other barriers that prevent unauthorized access to the transfer station facility.
 - 12.4.9.2. A description of the security measures taken during both operating hours and closed hours.
- 12.4.10. Back-Up Capacity. [Section 11-4-1520(A)(14)] The design report shall demonstrate that the transfer station facility has sufficient back-up capacity for the removal, storage, or covering of all wastes in the event of an equipment failure or emergency situation. This demonstration shall include, but not be limited to:
 - 12.4.10.1. Details and calculations demonstrating the back-up capacity of the transfer station facility. Specifically list all redundancies or emergency back-up capacity built into the system equipment and staffing.

- 12.4.10.2. Detailed descriptions of procedures necessary to remove, containerize, or dispose of one day's waste flow into the transfer station facility.
- 12.4.10.3. A plan for managing the flow of waste and other materials processed at the transfer station facility during equipment failure or emergency situations.
- 12.4.11. Structures and Fixed Equipment. [Section 11-4-1520(A)(17)] The design report shall demonstrate that all structures and fixed equipment are designed so that the transfer station facility can be operated as proposed and in a safe manner. This demonstration shall include, but not be limited to:
 - 12.4.11.1. Detailed design drawings and manufacturers specification sheets for all structures and fixed equipment.
 - 12.4.11.2. Calculations of the waste handling capacity of all structures and fixed equipment.
 - 12.4.11.3. An operating and maintenance plan for all structures and fixed equipment.
 - 12.4.11.4. New facilities shall include a Construction Quality Assurance (CQA) Plan that provides testing and acceptance procedures for construction of all structures and fixed equipment.
- 12.4.12. Floor and Storage Capacity. [Section 11-4-1520(A)(19)] The design report shall demonstrate that sufficient floor and staging capacity exists to accommodate the unloading of peak volumes of inbound material; to load out peak volumes of outbound materials; and to store recyclable materials. This demonstration shall include, but not be limited to:
 - 12.4.12.1. Detailed calculations of the volume available for the unloading of waste and recycled materials on the tipping floor(s); for the loadout of materials in the loadout areas; and for the storage of recyclable materials in any storage area.
 - 12.4.12.2. Drawings of the maximum horizontal and vertical limits of waste or recyclable materials on the tipping floor(s), loadout area, and in all staging areas.

- 12.4.12.3. Estimates of the volume of incoming materials during the peak inflow period of the day, in cubic yards per hour. This estimate shall reflect peak waste volume seasons, if applicable.
- 12.4.13. Water Drainage. [Section 11-4-1520(A)(20)] The design report shall demonstrate that adequate systems exist to handle storm water and wastewater flows from the transfer station facility. This demonstration shall include:
 - 12.4.13.1. Drawings, specifications, and design calculations to demonstrate effective control of run-on and run-off from the transfer station facility.
 - 12.4.13.2. Copies of the facility's NPDES and MWRD discharge permits or anticipated submittal date, if applicable, and/or any other permit issued by the IEPA Bureau of Water.
 - 12.4.13.3. Documentation that any receiving sewer system has sufficient capacity to handle the quantity of stormwater and wastewater generated by the transfer station facility. Such documentation may be in the form of an approval letter or permit from the utility provider.
 - 12.4.13.4. Drawings, specifications, and design calculations to demonstrate effective handling, storage, treatment, and/or disposal of wastewater generated by the transfer station facility.
- 12.4.14. Traffic. [Section 11-4-1520(A)(21)] The design report shall demonstrate that traffic generated for the transfer station facility will not significantly affect existing traffic flows, and that the points of ingress and egress are designed according to Illinois Department of Transportation (IDOT) standards. For new, expanding and existing facilities, this demonstration shall include, but not be limited to:
 - 12.4.14.1. Calculations of the average and maximum number of vehicles generated by the transfer station facility as well as an hourly breakdown of facility vehicle traffic.
 - 12.4.14.2. Diagrams of the points of ingress and egress depicting the layout of ingress/egress points, sight distances, and improvements necessary to minimize accidents at the ingress/egress points.
 - 12.4.14.3. A listing of roads and highways designated for use by traffic generated by the transfer station facility.

12.4.14.4 A stacking plan showing the number of waste handling vehicles and the location of these vehicles during the maximum peak service hour.

12.4.14.5. A demonstration that traffic generated by the transfer station facility will not interfere with the flow of traffic or exceed the intended level of service of any public street or right-of-way.

For new and expanding facilities, this demonstration shall include the components listed in Sections 12.4.14.1. through 12.4.14.5., in addition to:

12.4.14.6. Traffic counts taken in hourly intervals at all ingress/egress points during the anticipated operating hours of the transfer station facility. The entire operating period shall be represented in this traffic count study and shall identify the peak hours of traffic volumes occurring in the morning and afternoon. The traffic counts shall include a classification of vehicles.

12.4.14.7. A description of the measures taken to reduce the impact of the transfer station facility generated traffic on the existing traffic flows.

12.4.15. Parking. [Section 11-4-1520(A)(22)] The design report shall demonstrate that sufficient parking exists at the transfer station facility. This demonstration shall include:

12.4.15.1. A listing of the number of employees at the transfer station facility and the corresponding number of parking spaces.

12.4.15.2. A layout of all parking areas including short-term truck parking and truck queuing areas. This layout may be shown on the general layout required in Section 12.4.4.

12.4.16. Employee Facilities. [Section 11-4-1520(A)(23)] The design report shall contain a description of the employee facilities available at the transfer station facility. At a minimum, these employee facilities shall include washrooms, toilets, and potable water.

12.4.17. Screening. [Section 11-4-1520(A)(25)] The design report shall demonstrate that the screening or fencing of the transfer station facility will adequately control noise, dust, blowing litter, and will prevent unauthorized access. This demonstration shall include:

- 12.4.17.1. A description of the screening or fencing for the transfer station facility site.
- 12.4.17.2. A detailed drawing of the construction of the screening or fencing and the placement around the transfer station facility. The drawing may be included in the general layout required in Section 12.4.4.
- 12.4.17.3. A demonstration that the screening or fencing will control noise, dust, blowing litter, and unauthorized access.
- 12.4.18. Buffer Zone. [Section 11-4-1520(A)(28)] The design report shall describe the buffer zone surrounding the transfer station facility and shall demonstrate that it meets the description of a buffer zone required for a transfer station facility by the Chicago Zoning Ordinance.
- 12.4.19. Environmental Assessment. [Section 11-4-1520(A)(29)] For new or expanding facilities, the design report shall include a complete copy of the Environmental Assessment prepared pursuant to the Chicago Zoning Ordinance. The application shall also include responses and/or additional information related to any recommendations included in the Environmental Assessment.
- 12.5. Operating Plan. The application for permit shall contain an operating plan for the transfer station facility that shall include, at a minimum, the following components, in order:
 - 12.5.1. Types of Waste. [Section 11-4-1520(A)(9)] The operating plan shall include a detailed description of the types of waste and volumes of each waste type accepted at the facility. It shall also include the waste screening measures employed by the facility to ensure that unauthorized wastes are not accepted. This discussion shall include, but not be limited to:
 - 12.5.1.1. A list of all the types of waste and the daily volumes of each type of waste accepted or proposed to be accepted at the transfer station facility. The list shall be specific and shall not include terms such as "other", "general", "miscellaneous", or similar terms that are vague in nature. Each item included in the list of waste types shall be accompanied by a description of the materials.
 - 12.5.1.2. A description of the service area from which the different types of waste will be accepted.
 - 12.5.1.3. A waste screening plan that provides for monitoring and random inspection of waste entering the transfer station facility.

- 12.5.1.4. An emergency response plan for the immediate segregation and removal of all unauthorized wastes from the transfer station facility.
- 12.5.2. Quantity of Waste. [Section 11-4-1520(A)(10)] The operating plan shall include a discussion about the daily quantities of waste accepted at the facility during average and peak volume seasons. The operating plan shall also include a demonstration of the facility's ability to handle the accepted quantity. This discussion shall include, but not be limited to:
 - 12.5.2.1. A list of the average and peak quantities of each type of waste that will be accepted at the transfer station facility during the term of the permit. The estimated waste quantities shall be provided on a tons per day basis or cubic yards per day basis for each waste type and shall include a daily average quantity calculated on a monthly basis and a maximum peak waste season daily quantity for each waste type.
 - 12.5.2.2. A demonstration that the transfer station facility has the ability to determine and record the amounts of waste entering and exiting the transfer station facility.
- 12.5.3. Devices, Apparatus, Processes. [Section 11-4-1520(A)(18)] The operating plan shall include a demonstration, through detailed calculations, waste flow diagrams, and operating guidelines, that the transfer station facility is capable of processing the average and maximum peak season daily quantities of waste anticipated for the transfer station facility. Waste flow diagrams shall indicate the quantity of waste material flow between each process or device on the diagram. The diagrams shall also indicate equipment processing rates, staffing requirements, floor staging capacity, mean staging time, and inflow/outflow rates. The demonstration shall incorporate operating hours, peak periods, peak quantities, processing capacities, number of employees, and all other applicable factors.
- 12.5.4. Fire Prevention. [Section 11-4-1520(A)(12)] The transfer station facility shall comply with the requirements of the Chicago Municipal Code and all applicable local, State, and Federal laws and regulations relating to fire prevention. The operating plan shall include a Fire Prevention and Response Plan. At a minimum, the Fire Prevention and Response Plan shall include:
 - 12.5.4.1. A description of the safety measures employed to prevent fires.

- 12.5.4.2. The location of, and handling procedures for flammable liquids and chemicals stored at the transfer station facility.
- 12.5.4.3. Details and specifications of a fire detection system for the transfer station facility.
- 12.5.4.4. Specifications and locations of all fire suppression equipment including, but not limited to extinguishers, automatic sprinklers, and hoses.
- 12.5.4.5. A description of the responsibilities of all employees in the event of a fire.
- 12.5.5. Emergency Communications. [Section 11-4-1520(A)(15)] The operating plan shall contain a description of the emergency communication system. This description shall include, but not be limited to:
 - 12.5.5.1. A listing of all equipment available for routine communications and emergency communications.
 - 12.5.5.2. A listing of authorities that may be contacted in the event of an emergency situation.
 - 12.5.5.3. A description of the internal chain-of-command in the event of an emergency, including a description of responsibilities.
- 12.5.6. First Aid Equipment. [Section 11-4-1520(A)(16)] The operating plan shall contain a description of the first aid equipment available at the transfer station facility. This description shall include, but not be limited to:
 - 12.5.6.1. A listing of first aid supplies available at the transfer station facility.
 - 12.5.6.2. A description of the location of first aid equipment.
 - 12.5.6.3. The designation of employees that receive Red Cross approved first aid training.
- 12.5.7. Rodent/Vector Control. [Section 11-4-1520(A)(24)] The operating plan shall contain a plan for the effective prevention and control of rodents and other vectors. At a minimum, this plan shall include:

- 12.5.7.1 A minimum of bi-weekly inspections conducted by a vector control specialist of the entire transfer station facility for rodents and other vectors. A record of the most current inspection and eleven previous inspections shall be maintained at the transfer station facility.
- 12.5.7.2 A detailed description of all measures employed to prevent infestation by rodents and vectors, including good housekeeping practices used to control rodents and vectors.
- 12.5.7.3 A detailed description of all measures and controls employed (e.g. bait stations and traps) to provide for the control of rodents and vectors.
- 12.5.8. Odor Control. [Section 11-4-1520(A)(26)] The operating plan shall provide a plan for the prevention and treatment of malodors from the transfer station facility. This plan shall include, but not be limited to:
 - 12.5.8.1. A description of the methods, including good housekeeping measures, employed at the transfer station facility to prevent malodors from migrating off-site. This description shall include an assessment of the effectiveness of such methods.
 - 12.5.8.2. A description of the response measures taken once malodors are detected off-site including an assessment of the effectiveness of such measures.
 - 12.5.8.3. A plan for the handling of extremely noxious waste materials.
 - 12.5.8.4. A plan for the prohibition of waste materials that repeatedly cause malodor problems at the facility.
- 12.5.9. Vehicles. [Section 11-4-1520(D)(1)] The operating plan shall describe the site vehicles. This description shall include:
 - 12.5.9.1. A list of all types of vehicles proposed to be maintained at the transfer station facility.
 - 12.5.9.2. The quantity of each type of operating vehicle maintained at the transfer station facility.
 - 12.5.9.3. The intended use and operating plan for each vehicle.

- 12.5.9.4. The number of employees qualified to operate each vehicle.
- 12.5.9.5. The quantity of material each vehicle is expected to be able to process or transport.
- 12.5.10. Disposal Facilities. [Section 11-4-1520(D)(2)] The operating plan shall identify all waste disposal facilities to which waste from the station will be hauled. The information shall include:
 - 12.5.10.1. The name and location of all waste disposal facilities.
 - 12.5.10.2. The proposed traffic routes to each disposal facility.
 - 12.5.10.3. The estimated travel distances and times to each disposal facility.
 - 12.5.10.4. Alternate sites for the disposal of all waste streams accepted, in the event that any of the waste disposal facilities becomes unavailable.
- 12.5.11. Volume Reduction. [Section 11-4-1520(D)(3)] The operating plan shall describe any procedures used to reduce the volume of waste. The application shall also describe the operating procedures for any equipment used for volume reduction. The information regarding volume reduction shall include:
 - 12.5.11.1. A listing of all equipment used to reduce volume of waste at the facility.
 - 12.5.11.2. The processing capacities of all equipment used for volume reduction.
 - 12.5.11.3. Operational plans for all equipment and personnel used for volume reduction.
- 12.5.12. Litter. [Section 11-4-1520(D)(4)]. The operating plan shall describe all methods used to curtail windblown materials, including the following:
 - 12.5.12.1. The use of structures, fences, natural barriers, or other devices used to prevent material from blowing off-site.
 - 12.5.12.2. Operational plans for the prevention of material blowing off-site. This may include the use of manual labor pickers, mechanical collection devices, the use of portable fences, or the temporary closure of the facility on windy days.

12.5.13. Dust Control. [Section 11-4-1520 (A)(25)]. The operating plan shall describe in detail all methods used to adequately control and minimize any dust emissions occurring both on-site and off-site, including the following:

12.5.13.1. A detailed description of available staffing and all equipment/devices that are maintained on-site and are dedicated for dust control (e.g. location of water sources, water hoses, mechanical street sweepers, water truck, and brooms.)

12.5.13.2. Operational plans for the prevention and minimization of dust emissions on-site and off-site. This may include the use of watering devices, water trucks, brooms, and mechanical street sweepers.

12.5.14. Daily Cleaning. [Section 11-4-1520(D)(5)] The operating plan shall demonstrate that the daily cleaning procedures are sufficient to minimize the presence of vectors and odors. This demonstration shall include, but not be limited to:

12.5.14.1. A description of daily cleaning activities.

12.5.14.2. A schedule indicating the hours for the initiation and completion of daily cleaning activities.

12.5.14.3. A description of materials and equipment and quantities necessary to complete the daily cleaning activities.

12.5.14.4. A description of the staffing that will be dedicated to conducting the required daily cleaning activities.

12.5.15. Waste Removal. [Section 11-4-1520(D)(6)] The operating plan shall demonstrate that the hours of operation and the operating plan are sufficient to ensure that all waste will be removed from the transfer station facility at the end of each operating day. The transfer station facility shall remove all wastes and processed materials from the transfer station facility by the end of the day.

For 24 hour per day facilities, the facility shall have a period during each day in which all waste is removed from the facility. In addition all waste shall be removed from the facility within 24-hours from receipt.

- 12.5.16 Hours of Operation. [Section 11-4-1520(A)(30)] The operating plan shall specify the hours of operation of the transfer station facility, including processing, waste receipt, and maintenance activities. Those facilities requesting authorization for 24-hour per day operations shall provide information justifying the need for said authorization.
- 12.6. Closure Plan. [Section 11-4-1520(A)(27)] The application for permit shall contain a closure plan to be implemented when waste activities cease at the transfer station facility. Additional requirements for the closure plan may be included in additional sections. The closure plan shall include, at a minimum, the following components, in this order:
- 12.6.1. Closure Plan Activities. The closure plan shall include a listing of activities that will occur when waste related activities cease at the transfer station facility including a listing of materials necessary for closure and a schedule for the completion of the closure activities.
- 12.6.2. Waste Removal. The closure plan shall include a plan for the removal of all waste material from the facility.
- 12.6.3. Equipment Decommissioning. The closure plan shall include a plan for the decommissioning and cleaning of all equipment and structures at the facility that contacted waste materials.
- 12.6.4. Cost Estimates. The closure plan shall include cost estimates for the completion of all closure activities. The cost estimates shall be based on the cost necessary for closure at anytime during the life of the facility and shall not be discounted to current values. The cost estimate shall reflect a worst case scenario.
- 12.6.5. Financing. The closure plan shall include a demonstration that sufficient financing is available to complete all closure activities.
- 12.7 Additional Requirements. [Section 11-4-1520(A)(30)] The Commissioner may require additional information be submitted if it is determined that the information in the application is insufficient or if the nature of the transfer station facility warrants additional information to ensure the facility can be operated as proposed.

13.0 Transfer Station Location Standards.

All new and expanding transfer station facilities seeking permits to operate within the city of Chicago shall be located in accordance with the following requirements. The requirements of this Section do not exempt transfer station facilities from securing additional approvals and permits that as required by local, State, and Federal regulations. In all cases, the proposed facility location shall be such that public health, safety and welfare are protected.

- 13.1. Illinois Environmental Protection Act. All transfer station facilities shall demonstrate compliance with Section 22.14 of the Act.
- 13.2. Schools and Hospitals. A transfer station facility shall not be located within 800 feet of any property used for a school, hospital, nursing home, or convalescent center, unless written permission from the owner is provided for a closer distance.
- 13.3. Lake Michigan. A transfer station facility shall not be located within the Lake Michigan and Chicago Lakefront Protection District as specified in Lake Michigan and Chicago Lakefront Protection Ordinance (Chapter 16-4 of the Chicago Municipal Code).
- 13.4. 100-Year Flood Plain. A transfer station and all ancillary structures, including storage areas, shall not be located within the 100-year flood plain, unless the transfer station facility can demonstrate compliance with the Chicago Flood Control Ordinance (Chapter 16-6 of the Chicago Municipal Code) and all other applicable state and federal requirements.
- 13.5. Wetlands. A transfer station shall not have a negative impact on wetlands occurring on the subject site or near the subject site in accordance with Section 404 of the Clean Water Act (33 U.S.C. 1344) unless application is made and a permit received from the US Army Corps of Engineers and DOE approves such impact it as part of the facility's permit.
- 13.6. Endangered Species. A transfer station facility shall not pose a threat to any endangered species of plant, fish, or wildlife as defined by the Endangered Species Act (16 U.S.C. 1531 et seq.) or the Illinois Endangered Species Protection Act. (520 ILCS 10/1 et seq.).
- 13.7. Historic and Natural Areas. A transfer station facility shall not pose a threat to any historic site as listed pursuant to the National Historic Preservation Act (16 U.S.C. 470 et seq.) or the Illinois Historic Preservation Act (20 ILCS 3410/1 et seq.), and designated in the Chicago Zoning Ordinance, or any natural landmark, as designated by the National Park Service, the Illinois State Historic Preservation Officer, or as a Dedicated Illinois Nature Preserve pursuant to the Illinois Natural Areas Preservation Act (525 ILCS 30/1 et seq.).

14.0 Transfer Station Operating Standards.

All transfer station facilities permitted by the Department of Environment shall comply with the following operational standards.

- 14.1. Permit. The transfer station facility shall be operated in accordance with the current permit application on file with the Department of Environment; the current, written permit issued by the Department of Environment; the Standard Conditions contained in the current, written permit; and the Special Conditions contained in the current, written permit. A copy of the permit shall be maintained at the facility and shall be reviewed by the facility site manager. If the current permit application and the current, written permit conflict, the permit shall govern.
- 14.2. Hours of Operation. The transfer station facility shall operate only during those hours specified in the permit issued by the Department of Environment. In addition to the hours specified in the permit for the acceptance of waste materials, the permit may also specify hourly restrictions on other ancillary operations that occur at the facility.

All waste must be removed from the facility by the end of the operating day. If in an emergency, the facility stores waste overnight, all such waste shall be fully containerized. All waste must be removed from the facility within 24 hours of receipt. No waste shall remain at the facility when the facility is not scheduled to be open the following day.
- 14.3. Waste Volumes. Waste volume limits specified by the Department of Environment in the facility's permit may not be exceeded. If the facility is required to receive volumes which exceed the permitted volume to respond to an emergency situation, a written record of the date, time, and reason shall be made part of the site's operating record. The Department of Environment shall be notified by phone within 24 hours and in writing within two business days.
- 14.4. Facility Cleaning. The building, floors, loadout pit, equipment, containers and all facility areas, including, but not limited to, the area on which waste is handled or processed, shall be cleaned at the end of each operating day. All floors shall be cleaned utilizing a mechanical street sweeper with vacuum and water spray systems (or other equipment that provides similar results). No debris or washdown waters shall be discharged directly into the sewer system. Similarly, all areas used for truck traffic shall be cleaned on an as-needed basis utilizing the same (or similar) street sweeper to minimize dust and remove mud, both on and off-site. Spot cleaning of the facility including pushwalls, processing and handling equipment, and anything else that may contact the waste shall be performed on an as-needed basis each operating day.

A complete washdown of all facility floors, pushwalls, processing and handling equipment and any other areas or equipment that may contact waste shall be performed at least weekly. The Department of Environment reserves the right to require additional cleaning as deemed necessary. A written schedule shall be maintained on-site of all regularly scheduled cleaning operations and shall be made available for review by the Department of Environment.

If any unauthorized or hazardous waste is detected on the tipping floor, the material shall be containerized and removed from the site, the area surrounding the location of the material shall be cleared, and the floor shall be spot cleaned immediately after removal of the material. All cleaning materials contacting the unauthorized or hazardous waste shall also be containerized and removed from the site.

- 14.5. Vehicles and Equipment. The transfer station facility shall have sufficient vehicles and equipment available at all times to process all incoming volumes of waste materials.
- 14.6. Transfer Trailers and Containers. The transfer station facility shall have sufficient number of transfer trailers and/or containers to be able to hold any residual waste at the end of day. All transfer vehicles shall be sealed or tarped. All leaking containers and torn tarps shall be decommissioned and replaced or repaired.
- 14.7. Litter. The transfer station facility shall be operated to prevent wind blown litter off-site. At a minimum, all wind blown litter shall be picked up on a daily basis. All vehicles entering and exiting the site shall have devices capable of preventing windblown material. Any vehicle entering the site without sufficient devices to prevent windblown material shall be notified and upon subsequent violations shall be rejected.
- 14.8. Air Quality. The transfer station facility shall not significantly impact air quality off-site.
- 14.9. Utilities. All necessary utilities shall be available with sufficient capacity to serve the transfer station facility and its operations. In the event of a disruption of any utility service, a contingency plan shall exist to provide back-up capacity or to provide procedures for safe operation during the disruption.
- 14.10. Equipment Maintenance. Equipment and vehicles used at the facility shall undergo routine maintenance. The transfer station facility shall develop a maintenance plan for all equipment and vehicles used in facility operations. The owner and operator shall prevent the usage of any vehicle or equipment that is in need of repair.
- 14.11. Waste Screening. The transfer station facility shall accept only those materials permitted by the Department of Environment and listed in the facility's current, written permit. All waste loads shall be screened in accordance with the load checking plan approved by the

Department of Environment. The operator shall monitor for unauthorized waste. Random inspections of a minimum of three loads entering the transfer station facility shall be conducted on a weekly basis, unless otherwise permitted by the Department of Environment. Any unauthorized wastes shall be immediately removed from the facility, in accordance with the conditions of the Department of Environment permit. The operator shall notify the Department of Environment by phone within 24 hours and in writing within two business days of acceptance of any unauthorized wastes, documenting the proper removal and disposal of the unauthorized waste.

- 14.12. Waste Handling. All waste handling activities including unloading, screening, processing and loading shall be conducted on a paved surface, under roof.
- 14.13. Fire Prevention and Accident Safety Plan. The transfer station facility shall have an approved fire prevention and accident safety plan; shall operate in compliance with the performance standards for fire and explosive hazards; and shall install and maintain fire suppression equipment as specified in the Chicago Zoning Ordinance, the building regulations and applicable fire prevention regulations of the Chicago Municipal Code.
- 14.14. Grading and Site Pavement. All driveways, access roads, parking areas and other areas used for truck traffic shall be properly graded and paved to prevent or minimize any dust emissions and the tracking of mud off-site. Further, site grading and pavement shall be properly maintained and repaired as often as necessary to maintain the integrity and effectiveness for mud and dust control.
- 14.15. Site Security. The transfer station facility shall have all operations screened from view of all passersby. A fence or natural barrier shall be constructed and maintained to prevent unauthorized access to the site.
- 14.16. Traffic. The transfer station facility shall not cause the back up of vehicles onto public roads or rights-of-way at any time. No vehicles used in the operations of the transfer station facility shall be parked or wait along public streets or rights-of-way. The transfer station facility shall have sufficient parking available for all personnel, visitors, and vehicles used for the operations of the transfer station facility.
- 14.17. Noise. The transfer station facility shall comply with the performance standards for noise specified in the Chicago Municipal Code.
- 14.18. Odor Control. The transfer station facility shall operate in accordance with an approved odor control plan for the prevention and treatment of malodors from the transfer station facility.

- 14.19. Dust Control. The facility shall operate in accordance with an approved dust control plan for the prevention or minimization of dust emissions occurring both on and off-site.
- 14.20. Rodent/Vector Control. The facility shall employ effective vector control and prevention measures in accordance with an approved vector control plan to prevent infestations by rodents and vectors. A minimum of bi-weekly inspections shall be conducted by a vector control specialist of the entire transfer station site for rodents and other vectors. A record of the most current inspection and eleven previous inspections shall be maintained at the facility.
- 14.21. Vehicle Recordkeeping. A record of all vehicles utilizing the facility shall be maintained and made available for inspection by the Department of Environment and the local police district. This record shall include the date, gross vehicle weight, vehicle type and the hauling company name.
- 14.22. Blue Bag Recycling. If the facility participates in a "Blue Bag" recycling program or receives Blue Bags in the delivered waste stream, the facility shall recover no less than 96% by weight of all intact, delivered Blue Bags. Further the facility shall recover no less than 92% by weight of the recyclables within the recovered Blue Bags. If the facility cannot meet these recovery standards, it shall not accept loads which contain "Blue Bags."
- 14.23. Recordkeeping. The facility shall maintain an on-site operating record which shall include, at a minimum, information regarding: facility cleaning; the date, time and description of emergencies; date and time of vector control activities and inspections; and date and time of receipt of unauthorized waste and action taken.
- 14.24. Inspections. The transfer station facility, its permits, and operating records shall be available to the Commissioner or authorized agent for inspection at all times during normal business hours and upon reasonable notice at other times to ensure compliance with the Municipal Code and these regulations.
- 14.25. Correspondence. The operator shall provide the Department with copies of all correspondence to or from the IEPA, the USEPA and the Army Corp of Engineers including, but not limited to: notices of violation, letters, permit applications, reports, groundwater monitoring reports, and annual reports.

15.0 Transfer Station Design Standards.

Transfer stations permitted by the Department of Environment shall also comply with the following design standards. These standards shall apply to new facilities and the expansion of existing facilities.

- 15.1. Transfer Station Building. The transfer of waste materials shall be performed in a building with a roof or overhang that blocks all precipitation from contacting the waste.
- 15.2. Tipping Floor. All unloading and handling of waste shall be conducted in a building with adequate area. The floor shall be abrasion-resistant and capable of withstanding compressive and vibratory loads resulting from unloading vehicles. The tipping floor shall be large enough to accommodate the peak volumes of material inflow into the facility.
- 15.3. Building Layout. The building layout shall allow for the free flow of material through the transfer station facility.
- 15.4. Pushwalls. Pushwalls shall be constructed where waste will come in contact with any interior wall. The pushwall shall be designed to resist the deadload of the waste piled next to it and the live load of equipment pushing waste onto the wall. A load factor of 1.4 for dead loads and 1.7 for live loads shall be used in the design of the pushwalls. The pushwalls shall be designed to resist both dynamic failure and overturning and shall resist an impact load of 100 kips.
- 15.5. Processing. The transfer station area shall conform to Occupational Safety and Health Administration standards including confined space standards. All processing equipment shall have electric lockout devices and guarding. Size reduction equipment shall be explosion-proof and/or be equipped with explosion suppression controls. Emergency stopping devices shall be supplied for processing, baling, and/or compaction equipment. Any elevated platform shall have at least two access points. Processing equipment shall be sufficient to maintain the design throughput capacity specified in the permit.
- 15.6. Foundation Analysis. The proposed foundation shall be suitable for the building design and function.
- 15.7. Lighting. The light levels of each area, including the tipping floor, processing line, equipment maintenance areas, washrooms, office, storage areas, and other rooms shall conform to accepted standards. Exit lighting shall be provided at each exit.
- 15.8. Heating, Ventilation and Air Conditioning. Heating, ventilation and air conditioning systems shall be capable of maintaining comfort and minimum fresh air requirements.

Fresh air quantities shall be provided taking into consideration exhaust emission and employee fresh air requirements. An air filtering system shall also be designed and installed to meet OSHA standards for maximum dust levels in an occupied space.

- 15.9. Roadways. The transfer station facility shall be designed and operated to allow traffic to flow smoothly into, through, and out of the site without interfering with other vehicles or the operations of the transfer station. Interior roads shall be designed to withstand the loads expected at the transfer station facility. At a minimum, all roads and parking areas shall be paved.
- 15.10. Parking. The transfer station facility shall have sufficient parking for all vehicles involved in the operations of the transfer station facility.
- 15.11. Fueling Facilities. If equipment and vehicles will be fueled on site, a fueling station shall be constructed that provides secondary containment of flammable materials. The fueling station shall be designed and constructed in accordance with the Chicago Municipal Code and shall be approved by the State Fire Marshall's Office and the Chicago Fire Department.
- 15.12. Screening. The transfer station facility shall have adequate screening or fencing to control noise, dust, blowing litter, and to prevent unauthorized access.