



**TERRABELLA ENVIRONMENTAL SERVICES INC.
PLEASANTON FACILITY
PLEASANTON, ATASCOSA COUNTY, TEXAS**

**TYPE V MUNICIPAL SOLID WASTE
REGISTRATION APPLICATION
PART IV**

REGISTRATION NO. 43036

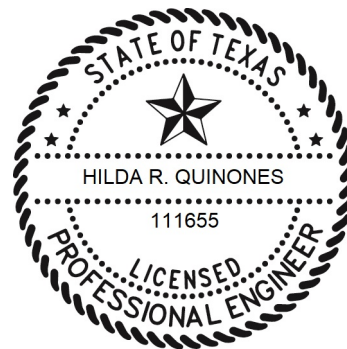
Prepared for:

Terrabella Environmental Solutions Inc.
Operator: Michael D. Carr
Physical: 433 Zander Lane, Pleasanton, TX 78064
Mailing: PO BOX 39 Leming, TX 78050

Prepared on June 24, 2020
Revision 1 – September 7, 2020
Revision 2 – September 25, 2020

Prepared by:

Q&A Diversified LLC
www.qnadiversified.com
PO Box 761283
San Antonio TX 78245
TX Registered Engineering Firm F-15923



September 27, 2020

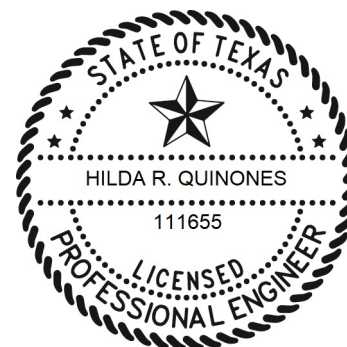


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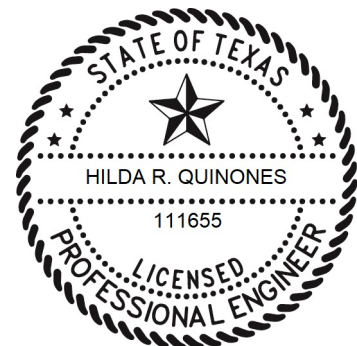
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September 27, 2020

List of Attachments

ATTACHMENT

- 1 CONTAMINATED WATER MANAGEMENT PLAN
- 2 FIRE PROTECTION PLAN
- 3 SECONDARY CONTAINMENT
- 4 EQUIPMENT LIST
- 5 SITE HEALTH AND SAFETY PLAN
- 6 PERSONNEL QUALIFICATIONS



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September 27, 2020

4 CONTENTS OF PART IV OF THE APPLICATION 330.65

4.1 SITE OPERATING PLAN 330.65(a)

This site operating plan (SOP) provides general operating procedures for the day-to-day facility operations. The SOP will be retained during the active life of the facility. The SOP is designed to provide a description of how the requirements of 330 Texas Administrative Code Subchapter E will be implemented.

4.2 ENVIRONMENTAL MANAGEMENT SYSTEM 330.65(b)

Environmental management system is not applicable to this MSW Type V Facility.

4.3 LEACHATE AND GAS CONDENSATE 330.65(c)

Recirculation of leachate and gas condensate are not applicable to this MSW Type V Facility.

4.4 GREASE TRAP WASTE, GRIT TRAP WASTE AND OR SEPTAGE PROCESSING 330.65(d)

Grease trap waste, grit trap waste, or septage processing are not applicable to this MSW Type V Facility.

4.5 SUBCHAPTER E: OPERATIONAL STANDARDS FOR MUNICIPAL SOLID WASTE STORAGE AND PROCESSING UNITS

4.5.1 Applicability 330.201

Subchapter E of 30 TAC 330 is applicable to this MSW Type V Facility. Compliance with each rule of this subchapter is discussed in the following sections of this registration application.

4.5.2 Waste Acceptance and Analysis 330.203

The facility will receive for processing and storage Formalin and Water; unused and/or expired IV bags, nonhazardous non-industrial liquids, and other products or waste acknowledged for receipt by the TCEQ Industrial and Hazardous Waste Section regarding notifications in accordance with 30 TAC 335.6. The facility will not accept

waste defined in 30 TAC 330.15, relating to General Prohibitions unless otherwise identified in this application and the issued Registration.

Unused and/or expired IV bags are transported into the facility in the form of drums. The unused and/or expired IV bags are transferred entirely into totes for their final disposition/solidification at a TCEQ Permitted Facility.

Formalin and water is transported to the facility in the form of drums or totes primarily. Before discharging the waste into the off-load tanks, the waste load is checked by the waste receiving operation to determine the volume, content, identity and character of the waste. The transporter waste manifest form is verified and collected. If the material is found to be an unauthorized or prohibited waste, it will not be accepted.

The maximum amount of waste to be received at the facility is 8,440 gallons per day (GPD)/35.21 tons per day. The tanks are never filled to capacity because of material expansion and venting requirements needed to pump material in and out of tanks. The maximum amount of waste to be received at the facility daily and yearly for the next 5 years is 8,440 gallons/35.21 tons and 2,194,400 gallons/9,155 tons, respectively.

Once the liquid waste storage tank has reached a fill level, it is then sent via tanker truck to a TCEQ permitted facility. Wastewater produced at the facility is never combined with the above mentioned liquid waste for disposal.

The management of these waste streams will in no way cause the operation of the facility to deviate from applicable Federal, State or Local regulations. There are no usual constituents or characteristics associated with these wastes that will impact the design or operation of the facility.

4.5.2.1 Sources and Characteristics of Waste 330.203(a)

The facility's primary sources include non-industrial facilities such as medical facilities, storage warehouses, and other general businesses which are categorized as non-industrial per TCEQ definitions.

The facility will receive for processing and storage Formalin and Water; unused and/or expired IV bags, nonhazardous non-industrial liquids, and other products or waste

acknowledged for receipt by the TCEQ Industrial and Hazardous Waste Section regarding notifications in accordance with 30 TAC 335.6.

4.5.2.2 Types and Estimated Amounts of Waste 330.203(b)

The maximum amount of waste to be received at the facility is 8,440 gallons per day (GPD)/35.21 tons per day. The maximum amount of waste to be received at the facility daily and yearly for the next 5 years is 8,440 gallons/35.21 tons and 2,194,400 gallons/9,155 tons, respectively. The maximum and average length of time waste will remain at the facility is shown in Table 1 below:

TABLE 1
RECEIPT, STORAGE AND PROCESSING DATA

Waste Type	Daily Volume Received (Gallons)	Maximum Waste Storage (Gallons)	Storage of Unprocessed Waste (Hours)		Time On Site of Processed Waste (Days)		Processing Time (Days)	
			Max	Ave	Max	Ave	Max	Ave
Formalin and Water	8,000	18,000	240	72	365	180	3	1
Unused and/or Expired IV Bags	440	1,000	240	72	365	180	3	1
Total Waste Volume (Gal)	8,440	19,000	240	72	365	180	3	1
Equivalent Total Waste Volume (Tons)	35.21	71.92						

4.5.2.3 Sampling Methods for Waste 330.203(c)

Formalin and Water will be sampled once within 60 days of the initial receipt of waste and annually thereafter. The waste will be analyzed for TCLP 11, BTEX, RCI and TPH using EPA-approved methods, with the results maintained in the operating record for three years.

Any additional testing required by individual disposal sites for waste classification will be followed and all records of analysis will be retained on-site for a minimum of three years as required by Republic or any other TCEQ Permitted Facility.

4.5.3 Facility Generated Wastes 330.205

4.5.3.1 Characteristics of Facility Generated Wastes 330.205(a)

It is not anticipated that waste will be generated as a bi-product of transferring and storing waste material. The only anticipated waste may be wash water from cleaning equipment which will be managed in accordance with Part IV Attachment 1 Contaminated Water Management Plan.

4.5.3.2 Processing or Disposal of Facility Generated Waste 330.205(b)

All solid waste generated by the facility can be adequately managed by this facility and/or TCEQ approved MSW landfills.

4.5.3.3 Wastewater Management 330.205(c)

Wastewaters generated by the facility will be managed in accordance with 330.207 relating to contaminated water management. See Attachment 1 – Contaminated Water Management Plan.

4.5.3.4 Facility Generated Sludge 330.205(d)

No sludge is generated during the process.

4.5.4 Contaminated Water Management 330.207

A Contaminated Water Management Plan is included as Attachment 1 of this part.

4.5.5 Storage Requirements 330.209

4.5.5.1 Storage of Solids Waste 330.209(a)

Waste will be stored in a secure manner and location that affords protection from theft, vandalism, inadvertent human or animal exposure, rain, water, and wind. Solid wastes will be stored in a manner that does not constitute a fire, safety, or health hazard, provide food or harborage for animals and vectors, or generate noxious odors. Solid waste will be contained as not to result in litter. All storage containers will be of adequate size and strength and in sufficient numbers to contain all waste generated at the facility.

4.5.6 Non-Applicable Regulatory Sections

The following rules and information required are not applicable to this MSW Type V Facility.

4.5.6.1 Mobile Waste Processing Units 330.9(g)

4.5.6.2 Source Separated or Recycled Material 330.209(b) and (c)

4.5.6.3 Approved Containers 330.211

4.5.6.4 Citizen's Collection Stations 330.213

4.5.6.5 Pre-Operation Notice 330.217

4.5.6.6 Requirements for Stationary Compactors 330.215

Information required by this provision is not applicable to this MSW Type V Facility.

4.5.7 Reports 330.675

The facility will provide the reports required by 330.675 to the Executive Director.

4.5.8 Recordkeeping and Reporting Requirements 330.219

The facility will maintain all records required by 330.219.

4.5.8.1 Facility Maintained Records 330.219(a)

A copy of the registration, the approved registration application, and all other required plans or related documents, including as-built construction drawings and specifications (if applicable), will be maintained at the facility or alternate location approved by the Executive Director. All plans will be considered part of the operating record for the facility. These plans will be available for inspection by agency representatives.

4.5.8.2 Required Records for Recordkeeping 330.219(b)

Information and data will be promptly recorded, as appropriate, in the operating record and retained at the facility during the active life of the facility. The owner or operator will promptly record and retain the following information, in either a printed or electronic format, in the operating record:

- (1) Any and all applicable location-restriction demonstrations.

- (2) Inspection records and training procedures.
- (3) Closure plans and any monitoring, testing, or analytical data relating to closure requirements.
- (4) All cost estimates and financial assurance documentation relating to financial assurance for closure.
- (5) Copies of all correspondence and responses relating to the operation of the facility, modifications to the registration, approvals, and other matters pertaining to technical assistance.
- (6) All documents, manifests, shipping documents, trip tickets, etc., involving special waste.
- (7) Any other document(s) as specified by the approved authorization or by the Executive Director.
- (8) Not Applicable.
- (9) Not Applicable. No liquid or solid waste will be recycled at this time.

4.5.8.3 Signatory Requirements 330.219(c)

For signatories to reports, the following conditions apply.

4.5.8.3.1 Signing of Reports 330.219(c)(1)

The owner or operator will sign all reports and other information requested by the Executive Director as described in 30 TAC 305.44(1) or by a duly authorized representative of the owner or operator. Authorization of the duly authorized representative will be in accordance with 330.219(c)(1)(A)-(C).

4.5.8.3.2 Assignment of New Signatory 330.219(c)(2)

If an authorization under this section is no longer accurate because of a change in individuals or position, a new authorization satisfying the requirements of 330.219(c) will be submitted to the Executive Director prior to, or together with, any reports, information, or applications to be signed by an authorized representative.

4.5.8.3.3 Signatory Certification Statement 330.219(c)(3)

Authorized signatories will make the certification in 30 TAC 305.44(b).

4.5.8.4 Composting and Landfill Mining Records 330.219(d)

Information required by this provision is not applicable to this MSW Type V Facility.

4.5.8.5 Records Availability 330.219(e)

All information contained in the operating record will be furnished upon request to the Executive Director and will be made available at all reasonable times for inspection by the Executive Director.

4.5.8.6 Records Retention 330.219(f)

The owner or operator will retain all information contained within the operating record and the different plans required for the facility for the life of the facility.

4.5.8.7 Alternate Recordkeeping Schedule 330.219(g)

The Executive Director may set alternative schedules for recordkeeping and notification requirements as specified in subsections 330.219 (a)-(e).

4.5.8.8 Transportation 330.219(h)

In accordance with 30 TAC 330.1211, transporters must provide documentation of each waste shipment from the point of collection through and including the unloading of the waste at a facility authorized to accept the waste.

- When accepting delivery of untreated medical waste for which a shipping document/manifest is required under 30 TAC 330.1211, the owner or operator will ensure each shipment is accompanied by a shipping document which designates the Type V processing facility to receive the waste. The owner or operator will sign the shipping document/manifest and immediately give at least one copy of the signed shipping document to the transporter.
- The primary transporter will certify receipt of the waste, and the name and TCEQ number of the transfer station will be provided if transfer of waste occurs.
- A copy of the shipping document will be retained showing receipt by a secondary transporter, if applicable, or the treatment facility.
- The original shipping document will accompany each shipment of untreated waste to its final destination.

- Shipping documents will contain the information required by 30 TAC 330.1211 (h).
- Within 45 days after the delivery, the owner or operator sends a written or electronic copy of the shipping document to the generator. The shipping document/manifest will include a statement that the waste was treated in accordance with 25 TAC 1.136.
- Copies of waste shipping documents will be maintained for three years in the main transporter office.

4.5.9 Fire Protection 330.221

Fire extinguishers will be placed within the building. An adequate supply of water under pressure will be available for firefighting purposes. Firefighting equipment will be available as required by local fire codes.

A Fire Protection Plan has been developed; please refer to Attachment 2. All employees will be properly trained in the contents and use of this Fire Protection Plan. If local fire codes are changed, the Fire Protection Plan will be revised as needed.

4.5.10 Access Control 330.223

4.5.10.1 Public Access Control 330.223(a)

Public access to the loading/unloading areas of the facility will be controlled by a perimeter fence consisting of four-strand barbed wire fence or a six-foot chain-link fence which is appropriate to protect human health and safety and the environment. Uncontrolled access to the facility, to include administrative offices, storage and processing areas shall be prevented. An attendant shall be on-site during operating hours from 7:00 a.m. to 7 p.m., Monday through Friday. Access control will be maintained at all times whether waste handling activities are occurring or not.

4.5.10.2 Facility Access Road 330.223(b)

The facility access road is a two-lane, paved road designed for the expected traffic flow. There are adequate turning radii for all transport vehicles that will utilize the facility. Parking will be provided for transport trucks/trailers, employees and visitors. Safety bumpers will be installed at hoppers.

The all-weather surfaces within the facility will be maintained to control dust and mud.

4.5.10.3 Perimeter Access 330.223(c)

Access to the registration boundary will be controlled by a perimeter fence with lockable gates. The perimeter fence will consist of a four-foot barbed wire fence or a six-foot chain-link fence or equivalent. Waste storage will be located within the perimeter fencing and/or processing building but will not be located within the buffer zone or any easements or right-of-way crossing the facility. An attendant shall be on-site during operating hours. Access control will be continuously maintained.

4.5.11 Unloading of Waste 330.225

4.5.11.1 Waste Unloading Area 330.225(a)

Incoming trucks will be directed through signs to the unloading area. Before discharging the material into the off-load tanks, the waste load is checked by the waste receiving operation to determine the volume, content, identity and character of the waste. The transporter waste manifest form is verified and collected. If the material is found to be an unauthorized or prohibited waste, it will not be accepted and will be returned to the generator.

Unused and/or expired IV bags are transported into the facility in the form of drums. The IV bags are transferred entirely into totes for their final disposition at a TCEQ Permitted Facility.

Liquid waste is transported into the facility in the form of drums and/or totes which are then unloaded to a covered building where operations occur. The liquid waste will be combined into compatible storage tanks located on the exterior of the building on a reinforced concrete slab. The unloading of waste is confined to the unloading area as shown in Attachment 3 – Secondary Containment. Safety bumpers will be installed at hoppers.

An attendant will be present to monitor all incoming loads or waste. The facility is not required to accept any solid waste that is determined to cause or may cause a problem in maintaining full and continuous compliance with this application or the approved registration.

4.5.11.2 Prohibitions on Waste Unloading Area 330.225(b)

The unloading of waste in unauthorized areas is prohibited. The facility will ensure that any waste that is deposited in an unauthorized area will be promptly removed and managed appropriately. The facility will maintain records of material that is removed from the site.

4.5.11.3 Prohibition on Incoming Waste Streams 330.225(c)

Any prohibited waste received will be promptly returned to the transporter or generator of such waste. The facility will maintain records in the site operating records of unauthorized material rejected or removed from the facility.

4.5.12 Spill Prevention and Control 330.227

Refer to Contaminated Water Management Plan (Attachment 1) for additional details on the management of spills and contaminated water. A summary and layout for the individual containment areas and calculations for secondary containment that will account for precipitation from a 25 year-24 hour storm event is included Attachment 3.

4.5.13 Facility Operating Hours 330.229

4.5.13.1 Specific Operating Hours 330.229(a)

Operating hours will be from 7:00 a.m. to 7 p.m., Monday through Friday. Non waste management activities including administrative, housekeeping and maintenance activities may occur outside of the normal operating hours as necessary 7 days a week, 24 hours a day.

4.5.13.2 Alternative and Temporary Operating Hours 330.229(b), (c) and (d)

Terrabella does not anticipate the need for alternative operating hours for special occasions, special purpose events, holidays, or other special occurrences. The facility may conduct additional temporary operating hours to address disaster or other emergency situations, or other unforeseen circumstances that could result in the disruption of waste management services in the area. Terrabella shall record, in the site operating record, the dates, times, and duration when any alternative operating hours are utilized.

4.5.14 Facility Sign 330.231

A sign will be conspicuously displayed at the entrance of the facility. The facility sign will measure a minimum of four feet by four feet with letters at least three inches in height stating the following:

- Facility name;
- Type of facility;
- Hours and days of operation;
- Registration number; and
- Facility rules if applicable.

Additional information may be added to the sign per the discretion of facility management. Additional signs, regarding such site rules as speed limits and exclusion of regulated hazardous and unacceptable waste streams, may also be posted.

4.5.15 Control of Windblown Material and Litter 330.233

Windblown litter is not anticipated at the facility. Waste transported to the site must be packaged/containerized according to state/federal requirements. Liquid waste and unused and/or expired IV bags, will be unloaded within the building or loading/unloading dock area. When windblown litter is found, it will be picked up at least once per day on the days the facility is in operation to minimize unhealthy, unsafe, or unsightly conditions. Additional fencing or screening will not be required due to the nature of the incoming waste.

4.5.16 Materials Along the Route to the Facility 330.235

Since the facility receives liquid wastes in enclosed trucks, spills of waste material along access routes are not expected to occur, and if it occurs, it should be insignificant. Steps will be taken by the facility personnel to help ensure that trucks bringing waste to the site are properly secured in order to prevent any spillage. This includes:

- Checking all container lids are properly secured and free of leaks.
- Checking that the valves are in the correct position before loading, unloading, or moving the vehicle.

- Informing truck drivers about leaks observed in truck valves, hoses or pumps. Also, recommending that discharge ports be equipped with a quick connect end cap, to help prevent leakage from the valve; and
- Each manifested load will be checked for completeness. Any violators whose manifests do not match up will be reported to the TCEQ and to proper law officials. Records will be maintained as identified in 4.5.8.2 330.219(b) Required Records for Recordkeeping. TxDOT will be consulted concerning cleanup for spilled liquids manifested to the site.

4.5.17 Facility Access Roads 330.237

4.5.17.1 All Weather Roads 330.237(a)

Gravel or paved surfaces are provided within the facility for wet weather operations. The tracking of mud and trash onto public roadways from the facility is not anticipated. All-weather surfaces will be maintained to prevent the tracking of mud and debris onto public roadways. All weather roads including the main entrance road and main access road will be designated for wet weather operation.

4.5.17.2 Dust Control 330.237(b)

Dust from on-site and other access roadways are not anticipated as on-site and other access roads to the facility are paved.

4.5.17.3 Access Road Maintenance 330.237(c)

All on-site roadways will be maintained on a regular basis to minimize depressions, ruts, and potholes, as appropriate. Off-site access roads and their repairs are under the jurisdiction of Atascosa County and TxDOT.

4.5.18 Noise Pollution and Visual Screening 330.239

The transfer and/or unloading of waste will occur inside the building loading area. Steps will be taken to minimize the amount of noise pollution generated from the site. While the majority of activity will take place within the covered loading dock, steps to reduce noise pollution outside of the building may include, but is not limited, to turning waste transport vehicles off during loading/unloading.

4.5.19 Overloading and Breakdown 330.241

The design capacity of the facility will never be exceeded during operation. If the facility receives waste quantities that cannot be processed within a time frame to prevent the creation of odors, insect breeding or vector harboring, additional waste will not be received until the problem conditions are abated. The maximum storage times are identified in Part IV, Table 1. The maximum time unprocessed waste will be held on-site is 72 hours. However, waste that is in process may be held longer than 72 hours. The maximum and average length of time processed waste will remain at the facility is 365 and 180 days respectively.

The maximum number, size, type, and function of the equipment to be utilized at the facility based on the estimated waste acceptance rate and other operational requirements are listed in Attachment 4 Equipment List. If a major mechanical breakdown or a significant work stoppage occurs which causes the waste storage tanks to become entirely filled, no additional material will be accepted. If there is an extended breakdown that would cause the facility to become inoperable for longer than 24 hours and if this delay would be predicted to cause unprocessed waste to stay on site for more than the approved times as identified in Part IV, Table 1, all the incoming material will be diverted to another approved facility.

If the units are operable but the transfer pump, or the containment system is inoperable, material may be received if storage capacity is available. If there is an extended breakdown, all the incoming material will be diverted to another approved facility.

4.5.20 Sanitation 330.243

All working surfaces that come into contact with wastes shall be washed down on a weekly basis at the completion of processing. If continual operations are conducted, exposed working surfaces that come in contact with waste material will be swept daily, and washed down at least two times per week. Wash waters used to clean the facility will be captured in the tank farm containment area. The waters will be collected and stored at the facility for future disposal either in a 55 gallon drum or tote unless immediately disposed via vacuum truck. Wash waters shall not be allowed to accumulate on site without proper treatment to prevent the creation of odors or an attraction to

vectors. All wash waters will be collected and disposed of in an authorized TCEQ permitted facility.

4.5.20.1 Air Emissions 330.245 (a)

The facility will not cause or contribute to air pollution as defined in the Texas Clean Air Act. All in-plant driveways and work areas will be cleaned by pressure washing as necessary to obtain maximum control of dust emissions.

4.5.20.2 Abatement Devices 330.245(b)

Any air pollution abatement devices the facility utilizes will be authorized as applicable according to 30 TAC 116 relating to Control of Air Pollution by Permits for New Construction or Modification.

4.5.20.3 Odor Control and Ventilation 330.245(c) – (f)

The facility will be designed and operated to provide adequate ventilation for odor control and employee safety. All activities that could result in increased odor emissions will be conducted in such a manner that does not create nuisance conditions. Odor will be controlled at this facility by minimizing contact between unprocessed waste and air and by following good housekeeping practices. Wastes will be transferred in hoses and pipes and stored in enclosed tanks. Under these conditions, airflow is limited over the surfaces of liquid as the waste is transferred and processed, and odors will not be mixed with large volumes of air and widely distributed in the building or throughout the site. Odor control may also be maintained through the use of a commercially available deodorant such as a biological deodorant or bleach.

Although pollution emission capture and abatement equipment is not anticipated, if needed it will be maintained and operated according to manufacturer specifications when used.

4.5.20.4 Recovery of Material 330.245(g)

There are no processes which result in recovery of material therefore this section is not applicable.

4.5.20.5 Exposure of Liquid Waste 330.245(h)

Liquid waste is transferred, unloaded, and processed through hoses and pipes to enclosed storage tanks, therefore airflow is limited over the surfaces of the liquid waste.

4.5.20.6 Mobile Waste Processing Units 330.245(i)

Not applicable.

4.5.20.7 Emissions Event Reporting and Recordkeeping 330.245(j)

The facility will promptly notify the TCEQ and local air pollution control programs defined in 30 TAC 101.201(a) of any reportable emissions event that in any 24-hour period results in an unauthorized emission from any emissions point equal to or in excess of the reportable quantity as defined in 30 TAC 101.1(89). For emissions events that are not reportable, records will be maintained as required under 30 TAC 101.201(b).

4.5.20.8 Controlling Ponded Water 330.245(k)

The facility will control any ponded water onsite so that objectionable odors can be dealt with if they occur. Any ponded water within the building will be pumped dry and if necessary, a deodorant will be used. If nuisance odors are found to be passing the facility boundary, the facility operator may be required to suspend operations until the nuisance is abated.

4.5.21 Health and Safety 330.247

Facility personnel will be trained in the appropriate sections of the facility's health and safety plan. Supervision of all activities will be maintained by the facility manager to ensure the safety of all persons on the premises. The Site Health and Safety Plan for this facility is included in Attachment 5.

4.5.22 Employee Sanitation Facilities 330.249

Potable water and sanitary facilities are provided for all employees and visitors. The potable water will be provided by a groundwater well that will be drilled for the facility. The sanitary sewer will be disposed of via an on-site sewage facility (OSSF) septic system.

4.5.23 Reporting 330.675(b)

The facility will provide yearly reporting in accordance with 30 TAC 330.675(b) to the Executive Director not later than 45 days following the calendar year for which the report is applicable.

4.6 SITE PERSONNEL 330.127(1)

The minimum number of staff required to operate the facility is two, a General Manager or Operations Director and a Facility Operator. The staffing plan for the initial stages of operations will include these two positions with the following duties:

General Manager or Operations Director, whose duties will include:

- (1) Managing the overall facility and being the contact person for regulatory compliance matters;
- (2) Assuring that sufficient personnel and equipment are available to provide facility operation in accordance with the site design criteria, Site Operating Plan and the TCEQ regulations;
- (3) Supervising all activities to ensure the safety of all persons on the site, including personnel training and quality control monitoring of the operations;
- (4) Manifesting the wastes handled at the facility and complying with the requirements of record keeping;
- (5) Supervising the processing of material and equipment inspections;
- (6) Assuring that information in the Operating Record is complete, reports are submitted to TCEQ as required, and coordination occurs with other regulatory agencies;

Facility Operator, whose duties will include:

- (1) Accepting waste, conducting process operations and handling the processed waste in accordance with the rules explained in Part IV, 'Site Operating Plan' of this application;
- (2) Taking necessary steps to ensure that trucks bringing waste to the site are properly secured in order to prevent the escape of its load by spilling and reporting violators to proper law enforcement officers;

- (3) Performing routine facility maintenance activities;
- (4) Cleaning up spilled materials, cleaning all working surfaces that come in contact with waste, and cleaning tanks/tank trucks.

Before commencing operations, at least one of the managers or operators will have a solid waste facility supervisor license, as defined in 30 TAC 30. A Class B license is currently required. At least one employee will also receive hazardous waste screening training. The personnel will also have the training and the experience necessary to operate the equipment at the site. The Site Operating Plan (Part IV of this Application) provides guidance on operating procedures for the site management and operating personnel in adequate detail to allow the personnel to conduct the day-to-day operation in accordance with the registration requirements.

At the time of this application, Mr. Michael Carr is the Operations Director who will be responsible for operating the facility.

Mr. Carr has 28 years of management experience in the liquid waste and industrial waste processing business. Mr. Carr holds a Class B MSW license. He has no affiliations with organizations, other than those listed above, that are engaged in solid waste activities in Texas or other states.

At the time of this application, Mr. Aaron Campbell is the Facility Manager / Operator that will be responsible for the operating of the facility. Mr. Campbell has 23 years of Management experience in the liquid waste and industrial waste processing business. He has no affiliations with organizations, other than those listed above, that are engaged in solid waste activities in Texas or other states.

Professional history and qualifications both for Mr. Carr and Mr. Campbell are provided as Attachment 6 of this document.

ATTACHMENT 1

CONTAMINATED WATER MANAGEMENT PLAN

ATTACHMENT 1

§330.207 CONTAMINATED WATER MANAGEMENT

§330.207(A) DISPOSAL OF LIQUIDS

All liquids resulting from the operation of the facility will be disposed of in a manner that will not cause surface water or groundwater pollution. The operator will provide for authorized disposal of wastewaters resulting from managing the waste or from cleaning and washing by transport to a wastewater facility. Contaminated water will not be discharged to surface water without specific written authorization.

§330.207(B) COLLECTION OF CONTAMINATED WATER AND LEACHATE

No contaminated water will be discharged off-site without specific written authorization. Management of discharges will be in accordance with local requirements and all necessary authorizations and approvals will be obtained and retained within the operating record at the facility.

Rainwater contact with municipal solid waste is not anticipated as all operations occur inside the facility building. For storage tanks located outside, contact between rainwater and waste is not anticipated as these tanks are fully enclosed. Loading/unloading and processing areas located inside the facility building will be concrete surfaces and all areas containing wastes have the capacity to contain any spills. The required secondary containment calculations for the Processing Area, and Tank Farm Area are provided in Part IV, Attachment 3. Pumps and/or vacuum trucks will be provided to recover any contaminated water for proper disposal.

§330.207(C) USE OF LEACHATE AND GAS CONDENSATE

This section is not applicable to this MSW Type V Processing Facility.

§330.207(D) DISCHARGE TO A SEPTIC SYSTEM

This facility will not discharge to a septic system. There is a separate building that provides sanitary facilities for employees. Wastewater will be discharged to a TCEQ Permitted facility via tanker truck.

§330.207(E) OFF-SITE DISCHARGE OF CONTAMINATED WATERS

No contaminated water will be discharged off-site without specific written authorization under Texas Pollution Discharge Elimination System (TPDES) authority.

§330.207(F) WASTEWATERS DISCHARGES TO TREATMENT FACILITY

Wastewaters discharged to a wastewater treatment facility will not:
Interfere with or pass-through the treatment facility processes or operations, interfere

with or pass-through its sludge processes, use, or disposal, or otherwise be inconsistent with the prohibited discharge standards, including 40 Code of Federal Regulations Part 403, General Pretreatment Regulations for Existing and New Source Pollution.

This facility will not discharge to a septic system. Wastewater will be discharged to a TCEQ Permitted facility via tanker truck.

§330.207(G) OIL & GREASE CONCENTRATION IN EFFLUENT

This facility will not discharge to a septic system. Wastewater will be discharged to a TCEQ Permitted facility via tanker truck.

§330.207(H) LIQUID WASTE TRANSFER FACILITY

Lagoons, open-top storage tanks, open vessels and underground storage units are prohibited at this facility.

ATTACHMENT 2

FIRE PROTECTION PLAN

FIRE PROTECTION PLAN

This Fire Protection Plan is designed to serve as a guide to aid personnel in the proper procedures/protocols in the event of a fire or other emergency situation.

Terrabella Environmental Services (TES) will ensure all fire detection/fighting equipment will be in continuous compliance with local fire codes. If local fire codes are changed, the Fire Protection Plan will be revised as needed. The following fire protection plan shall be followed.

Fire Prevention Procedures

- No burning will be permitted at the site.
- No smoking will be allowed in the waste storage areas.

Source of Fire Protection

- Fire extinguishers will be kept within the building as required by the local fire code and all other applicable regulations. Once an extinguisher has been used, it will be refilled or replaced prior to returning it to its proper location. Each extinguisher will be installed and maintained in accordance with NFPA 10, or as amended.
- Fire extinguishers will be rated as ABC extinguishers.
- Fire extinguishers will be tagged and inspected on an annual basis and recharged as necessary.
- Smoke detector(s) will be placed in the building.
- The City of Pleasanton will be a primary source of fire protection. 2012 International Fire Code as adopted by the City of Pleasanton.

Employee Training and Safety Procedures

- All personnel will be properly trained on fire extinguisher use and capabilities.
- All personnel will be properly trained on the general rules for fighting fires.

General Rules for Fire Fighting

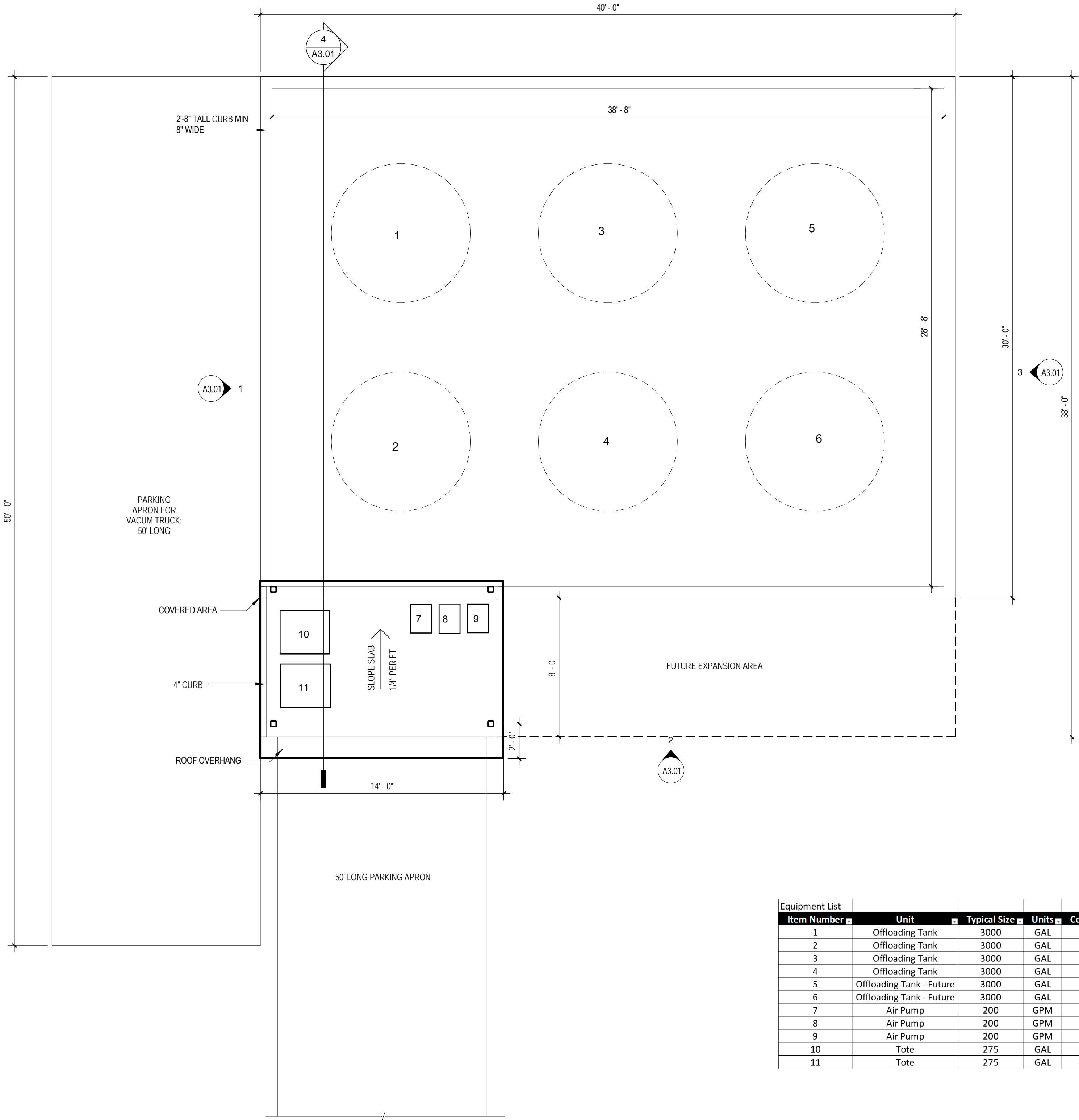
- Call 911 to notify the Fire Department and give the following prepared information:

Name of Company:	Terrabella Environmental Services
Address:	433 Zander Lane, Pleasanton, TX 78064
Nearest Cross Street(s):	Zander Lane and Corgey Road

- Alert other facility personnel and tenants so they may evacuate the onsite buildings using the closest exit. If safe, shut all doors, and turn off the ventilation system to prevent spread of fire.
- Personnel are to assemble at a pre-designated site, not closer than 50 ft. from the building.
- Assess extent of fire, possibilities for the fire to spread, and alternatives for extinguishing the fire.
- If it appears the fire can be safely fought with available firefighting devices, attempt to contain or extinguish the fire, until the Fire Department arrives.
- If a fire extinguisher is to be used, the PASS method will be utilized: Pull pin, Aim at base of fire, Squeeze trigger, and Sweep from side to side.
- Upon arrival of Fire Department personnel, maintain access to the facility by having gates opened. Alert/direct fire department to the fire and provide assistance.
- Do not attempt to fight a fire alone.
- Do not attempt to fight a fire without adequate personal protective equipment.
- Be familiar with the uses and limitations of firefighting equipment.

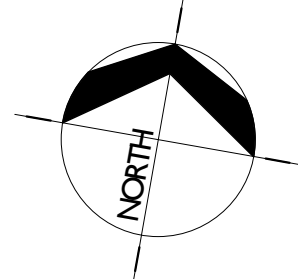
ATTACHMENT 3

SECONDARY CONTAINMENT



Equipment List									
Item Number	Unit	Typical Size	Units	Contents	Function	Construction	Vents	Covers	Enclosure
1	Offloading Tank	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
2	Offloading Tank	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
3	Offloading Tank	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
4	Offloading Tank	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
5	Offloading Tank - Future	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
6	Offloading Tank - Future	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
7	Air Pump	200	GPM	liquid	Material Transfer	Polypropylene	N/A	No	Yes
8	Air Pump	200	GPM	liquid	Material Transfer	Polypropylene	N/A	No	Yes
9	Air Pump	200	GPM	liquid	Material Transfer	Polypropylene	N/A	No	Yes
10	Tote	275	GAL	solids	Storage	Polypropylene	Outdoor	Yes	Yes
11	Tote	275	GAL	solids	Storage	Polypropylene	Outdoor	Yes	Yes

1 LEVEL 1- COMPOSITE FLOOR PLAN
A2.01 1/4" = 1'-0"



Revisions:  June 25, 2020



Q&A Diversified
P.O. Box 761283
San Antonio TX, 761283
(210) 896-8711
TX Firm Reg. No. 19923
www.qadiversified.com

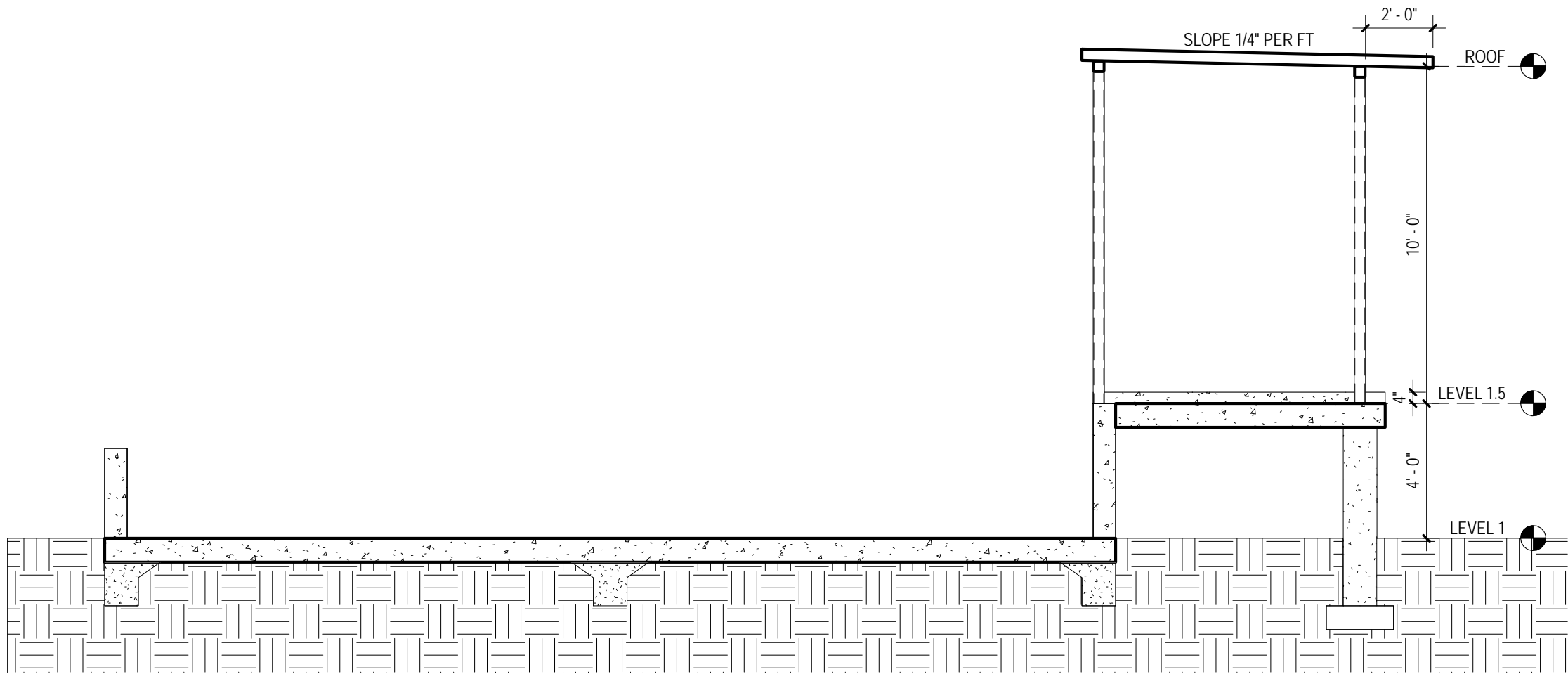


Sheet Title
COMPOSITE FLOOR PLAN

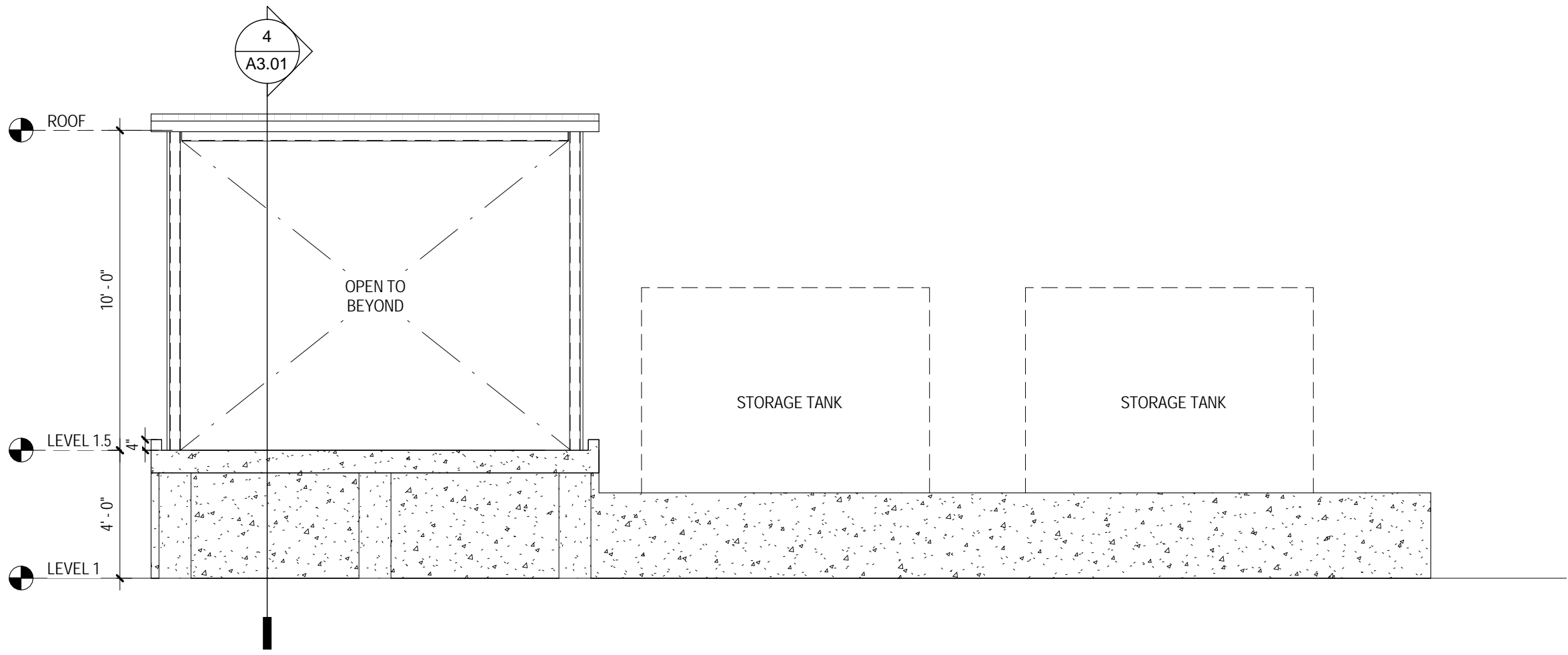
Terrabella Environmental Services Inc
433 Zander Ln, Pleasanton, TX Atascosa County

Project No:
Date:
Drawn By: JR
Checked By: Checker

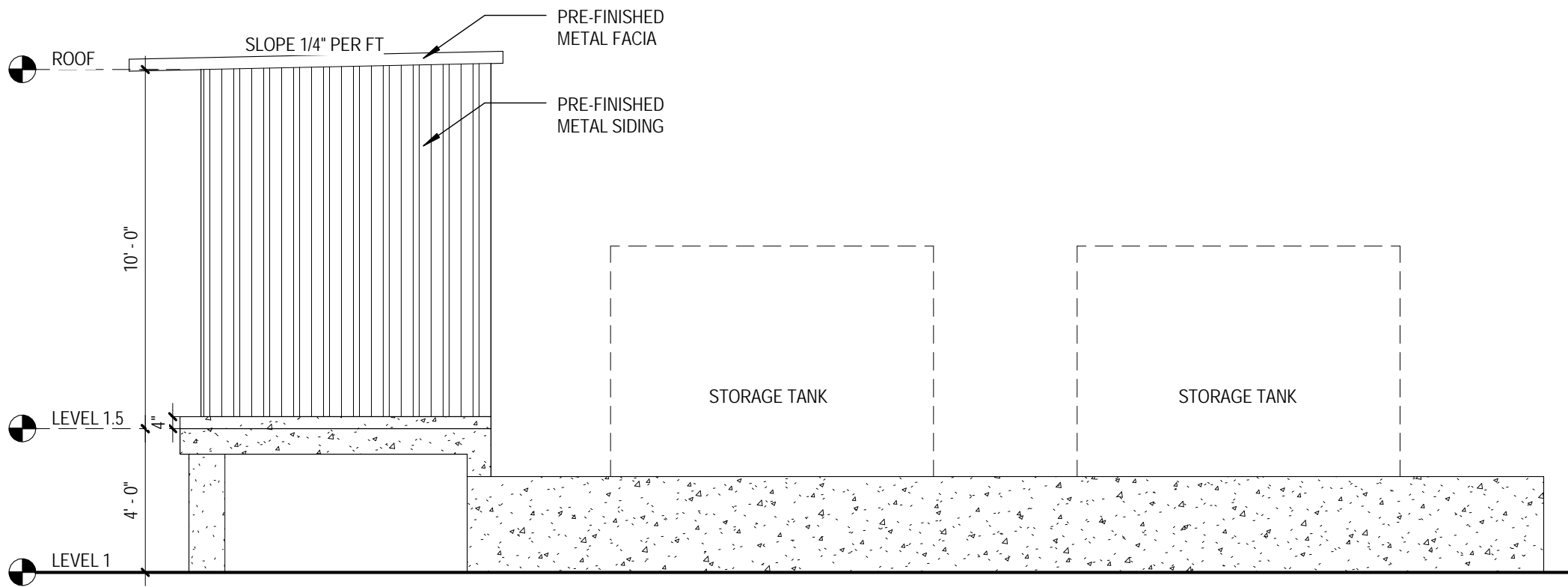
Sheet No:
A2.01



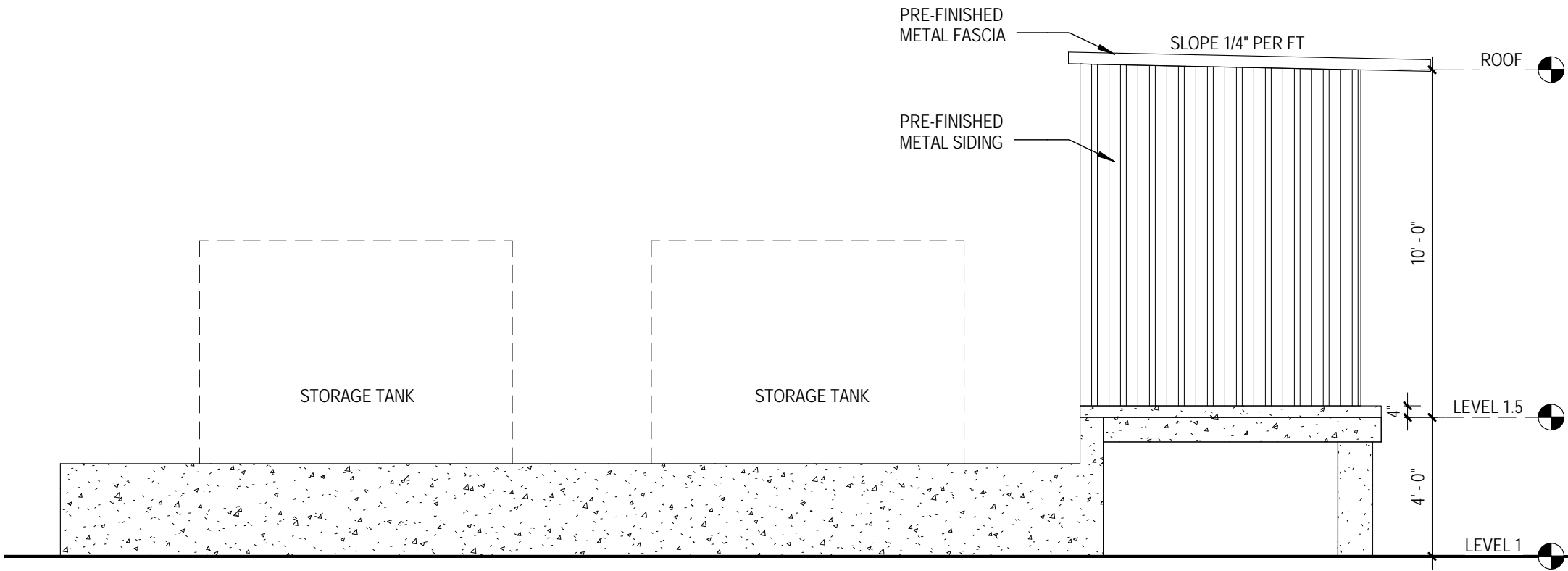
4 SECTION - A
A3.01 1/4" = 1'-0"



2 ELEVATION - B
A3.01 1/4" = 1'-0"



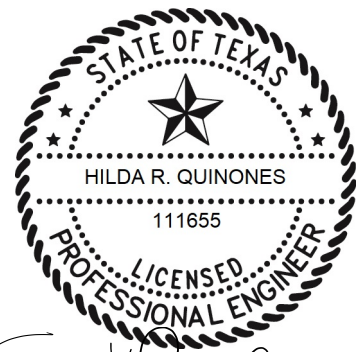
3 ELEVATION - C
A3.01 1/4" = 1'-0"



1 ELEVATION - A
A3.01 1/4" = 1'-0"

Revisions: June 25, 2020 [Signature]	
Q&A Diversified P.O. Box 761283 San Antonio TX, 761283 (210) 896-8711 TX Firm Reg. No. 19923 www.qadiversified.com	
BUILDING SECTION / ELEVATIONS	
Terrabella Environmental Services Inc 433 Zander Ln, Pleasanton, TX Atascosa County	
Project No: Date: Drawn By: Author Checked By: Checker	
Sheet No: A3.01	

	A	B	C	D	E	F
1	Tank Farm Calculation					
2						
3	Item	width (ft)	height (ft)	depth (ft)	Volume (cf)	Volume (gal)
4	Formula				$(B5/2)^2 * \pi() * C5$	$E5 * 7.48$
5	Tanks (1-6)	8.00	7.67		385.37	2,882.56
6		interior width (ft)	height (ft)	interior depth (ft)	Containment Volume (CF)	Containment Volume (gal)
7	Formula				$D8 * C8 * B8$	$E8 * 7.48$
8	Berm	38.67	2.67	28.67	2,955.85	22,109.77
9		rad (ft)	height (ft)	# tanks	Displacement Vol (CF)	Displacement Vol (gal)
10	Formula				$B11^2 * \pi() * C11 * D11$	$E11 * 7.48$
11	Displacement	4.00	2.67	6.00	804.25	6,015.77
12					Containment Requirements (gal)	Containment Capacity (gal)
13						
14	Formula				$F5 * 1.1$	$F8 - F11$
15					3,170.81	16,094.00
16		width (ft)	depth (ft)	Area (SF)		
17	Formula			$B18 * C18$		
18	Surface Area	38.67	28.67	1,108.44		
19		rad (ft)	# tanks	Displacement Area (SF)	Available Area (SF)	Tank Volume (cf)
20	Formula			$B21^2 * \pi() * C21$	$D18 - D21$	$E5$
21	Displacement Area	4.00	6.00	301.59	806.85	385.37
22						
23				25 YR-24 HR Rainfall	Freeboard (in)	Inches of Product (in)
24	Formula			PART III ATT 6	30 TAC 330	$F21/E21 * 12$
25				7.25	12.00	5.73
26						
27					Height of Berm (in)	Total Containment Requirement (in)
28	Formula				Part IV Att 22	$SUM(D25:F25)$
29					32.00	24.98



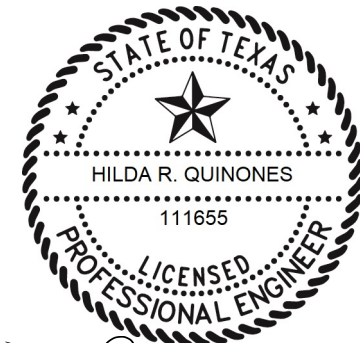
[Signature]

June 25, 2020

ATTACHMENT 4

EQUIPMENT LIST

Equipment List									
Item Number	Unit	Typical Size	Units	Contents	Function	Construction	Vents	Covers	Enclosure
1	Offloading Tank	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
2	Offloading Tank	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
3	Offloading Tank	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
4	Offloading Tank	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
5	Offloading Tank - Future	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
6	Offloading Tank - Future	3000	GAL	liquid	Storage	HDPE	Outdoor	Yes	No
7	Air Pump	200	GPM	liquid	Material Transfer	Polypropylene	N/A	No	Yes
8	Air Pump	200	GPM	liquid	Material Transfer	Polypropylene	N/A	No	Yes
9	Air Pump	200	GPM	liquid	Material Transfer	Polypropylene	N/A	No	Yes
10	Tote	275	GAL	solids	Storage	Polypropylene	Outdoor	Yes	Yes
11	Tote	275	GAL	solids	Storage	Polypropylene	Outdoor	Yes	Yes



A handwritten signature in black ink, appearing to read "H. Quinones".

June 25, 2020

ATTACHMENT 5

SITE HEALTH AND SAFETY PLAN

SITE HEALTH AND SAFETY PLAN

This plan has been prepared to provide guidance for a safe work environment and a guideline in the event an emergency situation arises during the normal course of work for Terrabella Environmental Services Inc. (TES) employees while working at the Pleasanton facility. All employees will be instructed in safe operating procedures and emergency preparedness.

Training

Each employee will be instructed by management as to proper procedures for performing the specific job for which they were hired during the first thirty (30) days of employment. The instruction will include a tour of the entire facility to familiarize themselves with the location of the following:

- Fire extinguishers,
- Telephones,
- Emergency telephone numbers, and
- Locations of safety equipment.

Safety and Awareness Meetings

Management will conduct monthly safety meetings to review safety procedures and refresh employees on the importance of safety in the workplace.

Basic Personal Protective Equipment

Personnel protective equipment may include the following:

- Safety glasses,
- Face mask,
- Gloves (latex and kevlar),
- Coveralls, and
- Non-skid footwear.

Basic Elements

Below is a list of proper safety procedures to be followed during daily operations.

Shift Supervisor

- Watch for trucks entering the facility.
- Wear protective equipment while working with waste.
- Inspect loads as outlined in the Site Operating Plan.
- Lock facility gates after closing hours.
- Manage receiving floor.
- Use common sense.

Facility Supervisor / Facility Manager

- Watch for trucks unloading.
- Wear protective equipment while working with waste.
- Be cautious around operating equipment.
- Lock facility gates after closing hours.
- Use common sense.
- Check fire extinguishers at least annually to ensure proper working order.

Emergency Procedures

In the event of an emergency, it may be necessary to seek outside assistance from other agencies. Primary emergency phone numbers are listed below:

- Fire 911
- Police 911
- Ambulance 911

General procedures to be followed in the event of an emergency are as follows:

- An employee detecting an emergency should notify 911 and then the TES emergency coordinator, or designee. Until the emergency coordinator or designee arrives, the employee should direct site personnel and visitors to evacuate if there is imminent risk to their personal safety.
- The employee may administer emergency first aid, if qualified, if someone has been injured. If the injury is moderate, arrangements to transport the injured person to the nearest hospital will be made. If the injury is severe, emergency personnel at 911 will be contacted. Emergency care will be administered until the ambulance arrives.
- In the event of a fire or explosion, the employee detecting the fire or explosion will notify 911 and the TES emergency coordinator, or designee, describing the location and extent of the fire or explosion and any need for immediate assistance for first aid or fire containment. The employee must be prepared to assist the emergency coordinator and/or response team.

ATTACHMENT 6

PERSONNEL QUALIFICATIONS

Michael D. Carr

4906 Silent Lake San Antonio, TX 78244 mcarr@terrabellaes.com 210-663-4370

Objective

- Manage and maintain a successful Environmental Management firm.

Education

South Dakota State University

Studies in Environmental and Electrical Engineering

- US Army
 - Multiple leadership schools including:
 - US Army Ranger School
 - US Army Pathfinder School (Distinguished Honor Graduate)
 - US Army Sapper Leader School
 - Basic Non Commissioned Officer Course
 - Primary Leadership Development Course (Distinguished Honor Graduate)
 - Military Mountaineering and Survival Instructor
 - Environmental Management Instructor Course (Distinguished Honor Graduate)

Palo Alto College

Associates of Environmental Science

Texas A&M University

Studies in Environmental Science

TCEQ MSW Class B License

Multiple Environmental Compliance training certifications including 40 HR HAZWOPPER, Confined Space, USDOT, IATA, IMDG certified shipper.

Skills & Abilities

MANAGEMENT

- Management of all environmental operations for brigade environmental compliance US Army 1990-1998
- Safety-Kleen Systems Branch Industrial manager / Facility Service manager- 1998-2002
- Caldwell Environmental Services- Project manager 2002-2004
- Responsive Environmental Services 2004-2008
- Terrabella Environmental Services Inc. – President-2008- Present

SALES

- I have been in sales most of my life from Boy Scouts advancing to the Rank of Eagle Scout, to Junior Achievement attending the National Junior Achievement sales council all years eligible to my current position working with clients both potential and current to propagate sales and further services for my company.

Experience

US Army- 1989-1998

- Engineer 12B Conducted operations in multiple countries building facilities and performing explosive ordnance sustainment and disposal operations. Including technical review of specific and nonspecific types of explosives for destruction and management.
- Brigade Environmental Compliance officer- Responsible for all environmental compliance for more than 1000 personnel spanning the shipping of and management of materials for multiple shipments around the world through deployments and operations in multiple countries following all in country environmental regulations as well as USEPA and USDOT regulations.

Safety-Kleen Systems 1998-2002

- Branch Automotive representative- perform services at existing and obtain new clients through a provided route ever expanding the services and clients in a designated area. Worked under supervision of the Branch Automotive Manager.
- Branch Industrial Manager- Supervise Industrial representatives to ensure work at current clients is kept up to date and sale new and existing clients on services required for their business. Management of the waste picked up to ensure clients are in compliance with all applicable environmental regulatory agencies.
- Branch Service Manager- Manage all service representatives in the Special markets, Automotive and Industrial lines of business. Ensure on time completion of more than 300 stops per day.

Caldwell Environmental Services Inc.

- Project manager- Manage and ensure projects both assigned and sold at current and new clients are completed on time and within the parameters provided either by clients or by regulatory agencies. Worked closely with regulatory agencies to ensure compliance with all regulations for both the facility and for client's facilities.
- Field Chemist Perform lab pack services at client's locations technically reviewing multiple types of chemistries and chemical categories to properly separate and sort them into acceptable USEPA and USDOT categories for proper shipment and disposal.

Responsive Environmental Solutions

- Project manager- Manage and ensure projects both assigned and sold at current and new clients are completed on time and within the parameters provided either by clients or by regulatory agencies. Worked closely with regulatory agencies to ensure compliance with all regulations for both the facility and for client's facilities.
- Field Chemist Perform lab pack services at client's locations technically reviewing multiple types of chemistries and chemical categories to properly separate and sort them into acceptable USEPA and USDOT categories for proper shipment and disposal.
- Compliance manager- create and maintain all permits required to ensure the facility is running in compliance with OSHA, USEPA, USDOT and TCEQ regulations. Working with regulatory agencies to perform audits of the facility to prove compliance and maintain employee exposure and training standards are met for the facility.

Terrabella Environmental Services Inc.

President- Oversee the day to day operation and compliance of the business.

TCEQ Search Licensing or Registration Information

License Detail

To report a change of address, phone number, or email address, please fill out the form located at <http://www.tceq.texas.gov/licensing/forms/contactupdate>.

CN: CN604740811
Name: CARR, MICHAEL D
Address: 4906 SILENT LK
City: SAN ANTONIO
State: TX
ZIP: 78244-2067
County: BEXAR
Work Phone: 210-892-4496

License(s)

There were 1 licenses found.

Program ?	License Type and Level ?	License Number ?	Last Issued Date ?	Exp. Date ?	License Status ?	CE Hours ?
MSWOL	MSW OPERATOR B	SW0006149	03/22/2018	02/10/2021	CURRENT	0

Note: The number of CE hours needed in order to renew a license is based on the term (length) of each license. Please go to the [program page](#) for the license you hold to determine the number of CE hours needed and to view the latest information and renewal requirements for your license.

Application(s) within the Last 2 Years

No application records returned.

Course(s)

There were 3 courses found. **Note:** You may see the same course listed multiple times. This occurs because the course counted towards multiple license programs.

Program ?	Course Title	Course Code ?	Hours ?	Date ?	Provider
MSWOL	SOLID WASTE SCREENING	341	8.0	02/27/2018	TETC
MSWOL	ONLINE PREVENTION OF UNAUTHORIZED WASTE	1263	8.0	01/12/2018	TETC
MSWOL	MSW CLASS B SUPERVISOR LICENSE	514	30.0	01/15/2015	TETC

Note: Approved training providers are responsible for submitting approved training to TCEQ. Please allow 30 days from the last date of the training session for a record to appear in the search results. If a course does not appear in your training record after that time, please contact the training provider of the missing course. You may find contact information for approved training providers at <https://www.tceq.texas.gov/licensing/training/AllTrainingProviders>.

AARON CAMPBELL

5376 F.M. 1784, Pleasanton, TX 78064

Ph: 210-639-1757

acampbell@terrabellaes.com

Professional Summary

Service-oriented Environmental General Manager with 17 years background in Environmental Management. Core competencies include Facility, Sales and Project Management as well as excellent communication and time management skills. Handles tasks with accuracy and efficiency.

Skills

- | | |
|-------------------------------------|-----------------------------|
| ▪ Administration and Management | ▪ Transportation |
| ▪ Customer and Personal Service | ▪ Operation Monitoring |
| ▪ Critical Thinking | ▪ Quality Control Analysis |
| ▪ Production and Processing | ▪ Sales and Marketing |
| ▪ Coordination | ▪ Troubleshooting |
| ▪ Time Management | ▪ Equipment Selection |
| ▪ Negotiation | ▪ Building and Construction |
| ▪ Personnel and Human Resources | ▪ Operation and Control |
| ▪ Judgment and Decision Making | ▪ Equipment Maintenance |
| ▪ Economics and Accounting | ▪ Installation |
| ▪ Management of Financial Resources | ▪ Repairing |
| ▪ Management of Material Resources | |

Experience

Vice President

Jan 2009—Present

Terrabella Environmental Services — Pleasanton, TX

- Coordinate on-site activities for environmental cleanup or remediation projects to ensure compliance with environmental laws, standards, regulations, or other requirements.
- Estimate costs for environmental cleanup and remediation of land redevelopment projects.
- Inspect sites to assess environmental damage or monitor cleanup progress.
- Review or evaluate environmental remediation project proposals.
- Negotiate contracts for services or materials needed for environmental remediation.
- Conduct feasibility or cost-benefit studies for environmental remediation projects.
- Coordinate the disposal of hazardous waste.
- Provide training on hazardous material or waste cleanup procedures and technologies.
- Plan, administer and control budgets for contracts, equipment and supplies.

- Direct or coordinate the supportive services department of a business, agency, or organization.
- Monitor the facility to ensure that it remains safe, secure, and well-maintained.
- Prepare and review operational reports and schedules to ensure accuracy and efficiency.
- Hire and terminate clerical and administrative personnel.
- Set goals and deadlines for the department.
- Oversee the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards, and comply with government regulations.
- Conduct classes to teach procedures to staff.
- Participate in architectural and engineering planning and design, including space and installation management.

Project/ sales Manager

Jan 2007— Jan 2009

Responsive Environmental Solutions — San Antonio, TX

- Resolve customer complaints regarding sales and service.
- Oversee regional and local sales managers and their staffs.
- Review operational records and reports to project sales and determine profitability.
- Coordinate on-site activities for environmental cleanup or remediation projects to ensure compliance with environmental laws, standards, regulations, or other requirements.
- Estimate costs for environmental cleanup and remediation of land redevelopment projects.
- Identify environmental contamination sources.
- Coordinate the disposal of hazardous waste.
- Design or implement plans for structural demolition and debris removal.
- Maintain records of decisions, actions, and progress related to environmental redevelopment projects.
- Conduct feasibility or cost-benefit studies for environmental remediation projects.

Project/ Facility Manager

Jan 2005— Jan 2006

SET Environmental — Poteet, TX

- Discuss test results and analyses with customers.
- Maintain project logbook records or computer program files.
- Assist in the cleanup of hazardous material spills.
- Oversee support staff.
- Perform environmental quality work in field or office settings.
- Develop work plans, including writing specifications or establishing material, manpower, or facilities needs.
- Coordinate on-site activities for environmental cleanup or remediation

projects to ensure compliance with environmental laws, standards, regulations, or other requirements.

- Estimate costs for environmental cleanup and remediation of land redevelopment projects.
- Inspect sites to assess environmental damage or monitor cleanup progress.
- Identify environmental contamination sources.
- Prepare reports or presentations to communicate brownfield redevelopment needs, status, or progress.
- Negotiate contracts for services or materials needed for environmental remediation.
- Coordinate the disposal of hazardous waste.

Project / Facility Manager

Jun 2003—Jan 2005

Caldwell Environmental — Poteet, TX

- Use computers for various applications, such as database management or word processing.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Create, maintain, and enter information into databases.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Maintain scheduling and event calendars.
- Schedule and confirm appointments for clients, customers, or supervisors.
- Provide services to customers, such as order placement or account information.
- Manage projects or contribute to committee or team work.
- Order and dispense supplies.
- Train and assist staff with computer usage.
- Communicate findings of environmental studies or proposals for environmental remediation to other restoration professionals.
- Prepare hazardous waste manifests or land disposal restriction notifications.
- Assess, sort, characterize, or pack known or unknown materials.
- Provide administrative support for projects by collecting data, providing project documentation, training staff, or performing other general administrative duties.

Customer Service Manager

Jan 1999—Jun 2003

Safety-Kleen — San Antonio, TX

- Direct and coordinate operational, management, and supportive services of one or a number of postal facilities.
- Resolve customer complaints.
- Hire and train employees, and evaluate their performance.
- Organize and supervise activities such as the processing of incoming and

outgoing mail.

- Prepare employee work schedules.
- Issue and cash money orders.
- Negotiate labor disputes.
- Confer with suppliers to obtain bids for proposed purchases and to requisition supplies; disburse funds according to federal regulations.
- Gather and organize information on problems or procedures.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Review forms and reports and confer with management and users about format, distribution, and purpose, and to identify problems and improvements.
- Interview personnel and conduct on-site observation to ascertain unit functions, work performed, and methods, equipment, and personnel used.
- Plan study of work problems and procedures, such as organizational change, communications, information flow, integrated production methods, inventory control, or cost analysis.

Education

High School Diploma
Poteet High School — Poteet, TX

May 1993