

RECEIPT

DATE

7/23/26

No.

735858

RECEIVED FROM

Sussex County Council

\$

350.00

Three hundred fifty and ⁰⁰/₁₀₀

DOLLARS

☐ FOR RENT☒ FOR

DE-SW-1733

ACCOUNT

PAYMENT

BAL. DUE

☐ CASH☒ CHECK☐ MONEY
ORDER☐ CREDIT
CARD

FROM

1231758

TO

BY

M.M.



RECEIVED

JUL 23 2026

SOLID WASTE TRANSPORTER PERMIT APPLICATION

Language Preference:

DNREC - WHS

Instructions: You must complete this application in its entirety and attach all applicable documentation. (**Note:** For applicants renewing an existing permit, this application requires the submission of updated information and documentation. References to material submitted under previous applications are no longer accepted.)

The application must be signed by the company owner or a corporate officer. A check or money order payable to the "**State of Delaware**" must accompany this application and be sent to:

Delaware Department of Natural Resources and Environmental Control
Compliance and Permitting Section
89 Kings Highway
Dover, DE 19901

1. Type of Permit

☐ New – **SCRAP TIRES ONLY** Submit a check or money order, payable to the "State of Delaware," in the amount of \$75.00.

☐ New – **ALL OTHERS** Submit a check or money order, payable to the "State of Delaware" in the amount of \$350.00.

☒ **Renewal:** Permit # DE-SW-1733 Expiration Date September 30th, 2026

Please indicate the term for which you desire your permit to be issued. Submit a check or money order, payable to the "State of Delaware," for the indicated permit fee.

SCRAP TIRES ONLY

- ☐ One Year - \$75.00
- ☐ Two Years - \$125.00
- ☐ Three Years - \$175.00
- ☐ Four Years - \$225.00
- ☐ Five Years - \$275.00

ALL OTHERS

- ☒ One Year - \$350.00
- ☐ Two Years - \$650.00
- ☐ Three Years - \$950.00
- ☐ Four Years - \$1250.00
- ☐ Five Years - \$1550.00

2. Release to Public

Do you wish to be included on the list of transporters that is provided to persons requesting a list of Delaware permitted solid waste transporters? ☐ Yes ☒ No

3. Company Information

Company Name Sussex County Council – Division of Environmental Services

Location Address:	Mailing Address:
33711 South Coastal Lane	33711 South Coastal Lane
Frankford, DE 19945	Frankford, DE 19945

Contact: Tyler Fink Title: Environmental Compliance Manager

Business Phone: 302-855-7730 Fax:

E-mail: Tyler.Fink@sussexcountyde.gov

24 hr Emergency Contact Phone: [REDACTED]

4. Company Ownership Information

(a). Please indicate the company type:

☐ Proprietorship

☐ Partnership

☐ Corporation - If company is a corporation, indicate city, state, and date of incorporation.

City: _____ State: _____ Date: _____

☒ Municipality

☐ Public institution

☐ Limited Liability Corporation (LLC) State: _____

☐ Other: (must specify) _____

(b). For each Owner, Partner, or Corporate Officer, attach a list with name, title, mailing address, date of birth, and % ownership. Include all stockholders owning greater than 5% outstanding shares.

☐ Attachment N/A

(c). If company is owned by or affiliated with a parent company, attach parent company name, address & mailing address, and % ownership.

☐ Attachment _____

☒ No parent company

5. Company locations in Delaware

List name and street address of each company location, including freight terminals, within the State of Delaware.

☒ Attachment A _____
☐ No Delaware locations

6. Company Affiliates

List name, location and mailing addresses, nature of business relationship of all company Affiliates, which affiliates are engaged in the business of waste transport, treatment, storage, disposal, recovery or reclamation. (Affiliated companies are defined as those companies owned by the same owners, corporate officers, or parent company.)

☐ Attachment _____
☒ No affiliates

7. Type of Waste to be Transported

(a). Check all that apply. Refer to Delaware's *Regulations Governing Solid Waste* for definitions of waste categories.

- ☐ Residential waste
☒ Commercial waste (from **non-manufacturing, non-processing** businesses and offices)
☒ Industrial waste (from a manufacturing or industrial process)
☐ Dry waste: ☐ construction/demolition debris
☐ trees/stumps
☐ other (must specify) _____
☐ Ash: ☐ municipal incinerator
☐ coal ash
☐ other (must specify) _____
☐ Infectious waste
☐ Non-hazardous petroleum-hydrocarbon contaminated soils
☐ Asbestos-containing waste
☐ Scrap Tires

(b). Does your company collect and transport residential (household) waste from single family homes, condominiums and apartment complexes in Delaware? ☐ Yes ☒ No

(c). If you answered "YES" to question 7.b., above, does your company provide recycling services to those customers? ☐ Yes ☐ No ☒ N/A

(d). If you offer recycling services, does your company collect and transport the recyclables separately from the waste generated by your customers? ☐ Yes ☒ No

(e). If you offer recycling services, are the recyclables ultimately taken to an incinerator (waste-to- energy) or landfill? ☐ Yes ☒ No

8. Treatment, Storage, and Disposal Facilities

- (a). Do you cross state lines with the waste? ☐ Yes ☒ No
- (b). Identify in an attachment **all** solid waste Treatment, Storage, Disposal Facilities, Reclamation Facilities and Transfer Stations to which the waste will be transported.
- ☒ Delaware Solid Waste Authority locations: (attachment) B
- ☐ Clean Earth of New Castle, Inc. (thermal treatment facility for PHC-soils)
- ☐ Delaware Recyclable Products, Inc. (dry waste, commercial, industrial, and PHC-soils)
- ☐ Other in-state solid waste facilities, including private facilities: (attachment) _____
- ☐ Out of state solid waste TSD facilities: (attachment) _____

9. Other Transporter Permits

- (a). Attach a copy of your home state solid waste transporter permit. (N/A if Delaware is your home state.)
- ☒ Attachment C
- ☐ Not applicable-No transporter permit required for these solid waste types in our home state.
- (b). List solid waste transporter permits held in other states.
- ☐ Attachment _____
- ☒ No transporter permits in other states
- (c). Indicate your Federal DOT number and Motor Carrier number:
- DOT# _____ MC# _____
- ☒ N/A If N/A, please provide an explanation, on the following page, as to why you are not required to have a DOT or MC number.

1301-1.0 Exempt Vehicle "public agency vehicles not operated as commercial venture..."

10. Proof of Financial Responsibility

The transporter must submit proof of financial responsibility as established in section 7.2.4 of Delaware's *Regulations Governing Solid Waste*. This proof may be established by a Certificate of Insurance, with MCS-90 endorsement where applicable, or by other means approved by the Department. (The Certificate of Insurance must identify the **Department of Natural Resources and Environmental Control, Compliance and Permitting Section** as the certificate holder.)

- (a). Are you for-hire in interstate commerce? ☐ Yes ☒ No (For-Hire means you are in the business of transporting, for compensation or payment, wastes generated by a company other than your own.)
- (b). Do you transport in the State of Delaware Only (Intrastate)? ☒ Yes ☐ No
- (c). Do you transport Interstate? ☐ Yes ☒ No

- (d). **X** Certificate of Insurance must be attached and include minimum automobile liability coverage as follows:

	FOR-HIRE INTERSTATE	ALL OTHERS
Residential Waste	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Commercial Waste	\$750,000.00 + MCS-90 ☐	\$300,000.00 X
Industrial Waste	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Dry Waste	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Ash	\$750,000.00 + MCS-90 ☐	\$350,000.00 ☐
Infectious Waste	\$1,000,000.00 + MCS-90 ☐	\$750,000.00 + MCS-90 ☐
Non-Hazardous Petroleum Contaminated Soils	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Asbestos	\$1,000,000.00 + MCS-90 ☐ (For Hire & Private)	\$300,000.00 ☐
Scrap Tires Only	\$300,000.00 ☐	\$300,000.00 ☐

11. Spill Control and Safety

List all spill control and safety equipment that will be carried on each vehicle. (**Note:** Separate lists by type of vehicle and type of waste may be required.) Attach a copy of the Spill Control Plan. The Spill Control Plan **must** contain the following elements: (1) List of safety and spill control equipment carried in the vehicle, (2) Driver preventive measures, (3) Driver immediate corrective actions, (4) Company internal communications, (5) Company external communications including the **Delaware Emergency Reporting Numbers: 1-800-662-8802 and 302-739-9401**, and (6) Cleanup and decontamination measures.

Spill Control Plan: Attachment **D** _____

12. Driver Training

IN SUMMARY OR OUTLINE FORM, describe the procedures that your company takes to ensure that all company drivers are safe and competent drivers. Small owner-operators may describe their years of experience and driving record in lieu of a formal program.

- Include requirements for special licenses (e.g. CDL, including any special endorsements), any special training received, including dates training was received (e.g. asbestos training), and any ongoing company programs. (e.g. weekly safety meetings or annual refresher courses);
- Include your company procedure for periodic checks of the driver's records for moving violations, and your company policy on progressive counseling/discipline based on points;
- Describe how drivers are instructed in the following:
 - Knowledge of proper handling procedures for the type of solid waste being transported.
 - Familiarity with the approved accidental discharge containment plan. (Spill Control Plan)
 - Familiarity with the conditions of the solid waste transporter's permit.

Driver Training, attachment **E** _____

13. Vehicle Identification

On the form provided with this application, list **MAKE, MODEL, YEAR, SERIAL NUMBER, LICENSE PLATE NUMBER, STATE OF REGISTRATION, MANUFACTURER'S GVWR** and **OWNERSHIP** of all vehicles used for the transportation of solid waste. You must list both motorized and container units. (If you maintain a list of company vehicles in a computer database you may submit a print out of the vehicles provided it contains the information requested herein.)

NOTE: You must notify CAPS in writing of any changes to information contained within this application, such as additions or deletions of vehicles, in accordance with conditions of the issued permit.

☒ Vehicle List Attached

14. Vehicle Operator Information

Is a list of all vehicle operators attached? ☒ Yes

What tax form do you submit to the IRS for your vehicle operators?

- ☒ Form W-2
☐ Form 1099-Misc
☐ Other

15. Environmental Record

List all criminal citations, arrests, convictions, civil or administrative violations, and civil or administrative enforcement actions, and the disposition(s) thereof for the violation or alleged violation of any environmental statute, regulation, permit, license, approval, or order, regardless of the state in which it occurred. Indicate whether it was a local, state, or federal violation or alleged violation. List all such items for the applicant, and if the applicant is other than an individual, for any employee while employed by the applicant, or any partner, officer, or director of the applicant as an individual or for any former business of such partner, officer, or director. For civil or administrative violations or alleged violations, list all such items for the last five (5) years from the date of the application. Information submitted under this section is subject to verification. **Failure to submit complete and accurate information may lead to permit denial or revocation.**

- ☐ Attachment _____
☒ No violations within the specified time period

16. Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, upon personal knowledge and information, the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

**Signature Tyler Fink Date 6/29/26
Print Name Tyler Fink Title Environmental Compliance Manager

****A legal owner or corporate officer must sign the application****

SPILL CONTROL PLAN FOR SOLID WASTE HAULERS

- (1) Spill control and safety equipment carried in each vehicle:
 - 1). Reflectors and/or flares
 - 2). Fire extinguisher
 - 3). First aid kit
 - 4). Heavy-duty gloves, hard hat
 - 5). Flashlight
 - 6).
- (2) All loads will be enclosed, covered, or tarped to prevent accidental discharge of the waste during transport to the disposal facility.
- (3) The driver will perform the following pre-trip inspections:
 - 1) Complete walk around inspection
 - 2) Complete tarp inspections
- (4) If there is an accident or other emergency which causes a portion of the load to be spilled, the driver, if uninjured, will contact the following designated company coordinator:

Name: Tyler Fink

Phone: 302-855-7379

- (5) The designated coordinator will contact the state and municipal authorities where the accident occurred. If the accident or spill has the potential to cause environmental damage, (either due to the nature of the waste, location of the accident, or additional factors such as leaking oil, gasoline, or hydraulic fluid) the person contacted will notify the state emergency response team, by calling one of the following numbers:

Delaware: 911, (302) 739-9401 or 1-800-662-8802 (Other numbers may be listed as follows, however, the listed Delaware numbers **must** be included in the spill control plan.)

Maryland:

New Jersey:

- (6) The designated coordinator will contract for clean-up services with another company. (This is optional, however, if another company is to be contracted, please append a list of cleanup companies by either region or state.)

- (7) This plan will be carried in all vehicles, along with the permit.

VEHICLE INFORMATION - See Item 13 of the application.

Use this form, or other format which provides the same information, to answer the VEHICLE IDENTIFICATION requirement of the application. List all vehicles, both motorized and container (if a license plate is required on the container) to be used to haul solid waste in the state of Delaware. In addition, list the vehicle owner, owner's address, and domicile address if different from the company address provided in the application.

MAKE - MODEL - YEAR	TYPE	VIN # (Serial Number)	LICENSE PLATE # and STATE of REGISTRATION	mfgr's GVWR	OWNERSHIP
1987 Mack	Truck Tractor	1M2N178Y2HA007779	CY9016 Delaware	50,000	Sussex County Council
2000 Volvo	Dump Truck	4V5J32HE4YN869450	CY1162 Delaware	33,000	Sussex County Council
2026 Freightliner	Truck Tractor	1FUJG3DV5THWW8256	CY2286	66,000	Sussex County Council
2016 Freightliner	VaCall	1FVHG3DVGHHF9841	CY2701 Delaware	64,000	Sussex County Council
2017 Volvo	Truck Tractor	4V4KC9EH7KN904344	CY2601 Delaware	60,000	Sussex County Council
2020 Volvo	Roll Off Truck	4V5KG9G5IN249321	CY2608 Delaware	76,000	Sussex County Council
2019 Volvo	Dump Truck	4V5KG9EH4KN215927	CY2616 Delaware	75,000	Sussex County Council
2019 Volvo	Dump Truck	4V5KG9EH0KN215925	CY2639 Delaware	75,000	Sussex County Council
2014 International	Dump Truck	1HTWDAAR2EH025656	CY2747 Delaware	35,000	Sussex County Council
2023 Freightliner	Vac-Con	1FVHG3DV4PHNW5227	CY 5635	64,000	Sussex County Council
2024 Freight liner	Vac-Con	1FVHG3FE9RHVC1204	CY 5649	64,000	Sussex County Council
2008 International	Dump Truck	1HTMMAA17H413274	CY1404 Delaware	35,000	Sussex County Council
2016 Freightliner	Truck Tractor	1FUJGEBG5GLGY7326	CY5626 Delaware	66,000	Sussex County Council
2022 Freightliner	VaCall	1FVHG3DV4PHNW5227	CY5635 Delaware	64,000	Sussex County Council
2020 Volvo	Roll Off Truck	4V5KG9EG4MN249321	CY2583 Delaware	76,000	Sussex County Council
2023 International	Pumper	3HAEKTAT1PL305445	CY5638 Delaware	58,000	Sussex County Council
2024 Mack	Dump Truck	1M2GR2NC1RM004658	CY 5682	35,000	Sussex County Council

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/2/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 18100 Von Karman Ave 10th Fl Irvine CA 92612	CONTACT NAME: Eve Wildhagen	FAX (A/C, No):	
	PHONE (A/C, No, Ext): 949-260-5007	E-MAIL ADDRESS: Ewildhagen@alliant.com	
INSURED Sussex County Council 2 The Circle Georgetown DE 19947	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : National Union Fire Insurance		19445
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 1371668945

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY		GPNU-AU-0044182-00	7/1/2026	7/1/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	PHYSICAL DAMAGE		GPNU-AU-0044182-00	7/1/2026	7/1/2027	COMPREHENSIVE DED. \$2,000* COLLISION DED. \$2,000*

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

*HIRED CAR PHYSICAL DAMAGE COMPREHENSIVE DEDUCTIBLE \$100, COLLISION DEDUCTIBLE \$500.

As respects Solid Waste Transporter Permit #DE-SW-1733 for the use of below vehicles to haul solid waste in the state of Delaware:
Year: 1987; Make: Mack; Type: Truck Tractor; VIN #1M2N178Y2HA007779; License Plate #CY9016; ST: Delaware; Mfr's GVWR: 50,000
Year: 2000; Make: Volvo; Type: Dump Truck; VIN #4V5J32HE4YN869450; License Plate #CY1162; ST: Delaware; Mfr's GVWR: 33,000
Year: 2004; Make: Sterling; Type: Pumper; VIN #2FZHATAK54AM12090; License Plate #CY1955; ST: Delaware; Mfr's GVWR: 50,000
See Attached...

CERTIFICATE HOLDER

CANCELLATION

Delaware Department of Natural Resources and Environmental Control Compliance and Permitting Section 89 Kings Highway Dover DE 19901	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Alliant Insurance Services, Inc.		NAMED INSURED Sussex County Council 2 The Circle Georgetown DE 19947	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

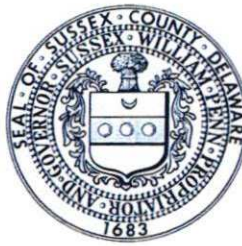
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Year: 2016; Make: Freightliner; Type: Vacall; VIN #1FVHG3DV8GHHF9841; License Plate #CY2701; ST: Delaware; Mfgr's GVWR: 64,000
Year: 2017; Make: Volvo; Type: Truck Tractor; VIN #4V4KC9EH7KN904344; License Plate #CY2601; ST: Delaware; Mfgr's GVWR: 60,000
Year: 2020; Make: Volvo; Type: Roll off Truck; VIN #4V5KG9G5LN249321; License Plate #CY2608; ST: Delaware; Mfgr's GVWR: 76,000
Year: 2019; Make: Volvo; Type: Dump Truck; VIN #4V5KG9EH4KN215927; License Plate #CY2616; ST: Delaware; Mfgr's GVWR: 75,000
Year: 2019; Make: Volvo; Type: Dump Truck; VIN #4V5KG9EH0KN215925; License Plate #CY2639; ST: Delaware; Mfgr's GVWR: 75,000
Year: 2014; Make: international; Type: Dump Truck; VIN #1HTWDAAR2EH02556; License Plate #CY2447; ST: Delaware; Mfgr's GVWR: 35,000
Year: 2013; Make: Freightliner; Type: Vaccon; VIN #1FVHG3CYXDHBY4301; License Plate #CY2744; ST: Delaware; Mfgr's GVWR: 66,000
Year: 2013; Make: Freightliner; Type: Vaccon; VIN #1FVHG3CY3DHFF2328; License Plate #CY2731; ST: Delaware; Mfgr's GVWR: 66,000
Year: 2008; Make: international; Type: Dump Truck; VIN #15TMMAA17H413274; License Plate #CY1404; ST: Delaware; Mfgr's GVWR: 35,000
Year: 2016; Make: Freightliner; Type: Truck Tractor; VIN #1FUJGEBG5GLGY7326; License Plate #CY5626; ST: Delaware; Mfgr's GVWR: 66,000
Year: 2022; Make: Freightliner; Type: Vacall; VIN #1FVHG3DV4PHNW5227; License Plate #CY5635; ST: Delaware; Mfgr's GVWR: 64,000
Year: 2020; Make: Volvo; Type: Roll Off Truck; VIN #4V5KG9EG4MN249321; License Plate #CY2583; ST: Delaware; Mfgr's GVWR: 76,000
Year: 2008; Make: International; Type: Pumper; VIN #3HAEKTAT1PL305445; License Plate #CY5638; ST: Delaware; Mfgr's GVWR: 58,000
Year: 2023; Make: International; Type: Pumper; VIN #3HAEKTAT1PL305445; License Plate #CY5638; ST: Delaware; Mfgr's GVWR: 58,000
Year: 2024; Make: Freightliner; Type: Vactor; VIN #1FVHG3FE9RHVC1204; License Plate #CY5649; ST: Delaware; Mfgr's GVWR: 66,000
Year: 2025; Make/Model: Freightliner; VIN #1FUJG3DV5THWW8256.

ATTACHMENT A

DIVISION OF ENVIRONMENTAL SERVICES

DIRECTOR	(302) 855-7730
FAX	(302) 539-0981
SOUTH COASTAL WASTEWATER FACILITY	(302) 855-7730
INLAND BAYS FACILITY	(302) 947-0864
WOLFE NECK FACILITY	(302) 644-2761
PINEY NECK FACILITY	(302) 732-9540
WATER DEPARTMENT	(302) 855-7374
WATER & SEWER EMERGENCY	(302) 855-7379



Sussex County

DELAWARE
sussexcountyde.gov

MIKE HARMER
COUNTY ENGINEER

MARK PARKER
ASSISTANT COUNTY ENGINEER

PARKER BURDELL
DIRECTOR OF ENVIRONMENTAL SERVICES

1. Inland Bays Regional Wastewater Facility

29445 Inland Bays Road, Millsboro DE 19966

2. South Coastal Regional Wastewater Facility

33711 South Coastal Lane, Frankford DE 19945

3. Wolfe Neck Regional Wastewater Facility

36160 Wolfe Neck Road, Rehoboth Beach DE 19971

4. Piney Neck Regional Wastewater Facility

29535 Piney Neck Road, Dagsboro, DE 19939



ENVIRONMENTAL SERVICES
33711 SOUTH COASTAL LANE
FRANKFORD, DELAWARE 19945

ATTACHMENT B



DELAWARE SOLID WASTE AUTHORITY

Richard P. Watson P.E., BCEE
Chief Executive Officer

Robin M. Roddy P.E., BCEE
Chief Operating Officer

Board Of Directors

Gerard L. Esposito
Chairman

Tonda L. Parks
Norman D. Griffiths

Timothy P. Sheldon
Vice Chairman

A. Temple Carter III
William J. Riddle

Michael R. Paraskewich, Jr., Ph.D, P.E.

February 19, 2026

Tyler Fink
Environmental Compliance Manager
Sussex County
Division of Environmental Services
33711 S. Coastal Lane
Frankford, Delaware 19945

Re: Special Waste Approval:
Special Waste Approval Number:

Sludge / Class B Cake
ssw26.010

Dear Mr. Fink:

I have received your special waste application dated February 17, 2026, and analytical testing dated February 17, 2026. Delaware Solid Waste Authority (DSWA) approves your request to deliver approximately 2,500 tons of waste from the **Inland Bays Regional Wastewater Facility** over a one (1) year period. The material will be accepted at the Southern Solid Waste Management Center (SSWMC) located in Georgetown, Delaware at the standard rate tipping fee. This material must be delivered in segregated loads, not mixed with other waste and delivered before 1:00 p.m. Wastes not accurately represented by the information submitted in the special waste application or as stipulated in the DSWA *Special Waste Policy* may be rejected.

A copy of this approval letter must accompany each load of waste delivered to SSWMC.
This approval expires on February 28, 2027.

If you have any questions, please feel free to contact me at 302-875-3448.

Sincerely,

Justin Wagner, P.E., BCEE
Senior Facility Manager

cc: Jason M. Munyan, P.E., BCEE
Andrew Schott, Environmental Scientist
John D. Wright
Daniel J. Urban
Weighmasters
Compliance
Foremen

ssw26.010

FOR DSWA USE ONLY

WM initials: _____

Delivery Date: _____

Expiration Date: _____

Tonnage: _____

Ticket #: _____

Acct/Truck #: _____

601 Energy Lane, Dover, DE 19901

www.dswa.com

302-739-5361

info@dswa.com

302-739-4287

Citizens' Response Line: 1-800-404-7080



Board Of Directors

Richard P. Watson P.E., BCEE
Chief Executive Officer

Gerard L. Esposito
Chairman

Timothy P. Sheldon
Vice Chairman

Robin M. Roddy P.E., BCEE
Chief Operating Officer

Tonda L. Parks
Norman D. Griffiths

A. Temple Carter III
William J. Riddle

Michael R. Paraskewich, Jr., Ph.D, P.E.

July 09, 2026

Tyler Fink
Environmental Compliance Manager
Sussex County
Division of Environmental Services
33711 S. Coastal Lane
Frankford, DE 19945

Re: Special Waste Approval:
Special Waste Approval Number:

Sludge – Class B Biosolids Cake Product
ssw26.024

Dear Mr. Fink:

I have received your special waste application dated July 07, 2026, and analytical testing dated March 17, 2026. Delaware Solid Waste Authority (DSWA) approves your request to deliver approximately 3,000 tons of **Class B Biosolids Cake Product from the South Coastal Regional Wastewater Facility** over a one (1) year period. The material will be accepted at the Southern Solid Waste Management Center (SSWMC) located in Georgetown, Delaware at the standard rate tipping fee. This material must be delivered in segregated loads, not mixed with other waste and delivered before 1:00 p.m. Wastes not accurately represented by the information submitted in the special waste application or as stipulated in the DSWA *Special Waste Policy* may be rejected.

A copy of this approval letter must accompany each load of waste delivered to SSWMC.
This approval expires July 09, 2027.

If you have any questions, please feel free to contact me at 302-875-3448.

Sincerely,

Justin Wagner, P.E., BCEE
Senior Facility Manager

cc: Jason M. Munyan, P.E., BCEE
John D. Wright
Daniel Urban
Weighmasters
Compliance
Foremen

ssw26.024

FOR DSWA USE ONLY

WM initials: _____
Delivery Date: _____
Expiration Date: _____
Tonnage: _____
Ticket #: _____
Acct/Truck #: _____

601 Energy Lane, Dover, DE 19901

www.dswa.com

302-739-5361

info@dswa.com

302-739-4287

Citizens' Response Line: 1-800-404-7080



Board Of Directors

Richard P. Watson P.E., BCEE
Chief Executive Officer

Gerard L. Esposito
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Timothy P. Sheldon
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Chief Operating Officer

Tonda L. Parks
Norman D. Griffiths

A. Temple Carter III
William J. Riddle

Michael R. Paraskewich, Jr., Ph.D, P.E.

July 09, 2026

Tyler Fink
Environmental Compliance Manager
Sussex County
Division of Environmental Services
33711 South Coastal Lane
Frankford, DE 19945

Re: Special Waste Approval:

Sludge / Dumpster Screenings
Wolfe Neck Regional Wastewater
Treatment Facility
ssw26.025

Special Waste Approval Number:

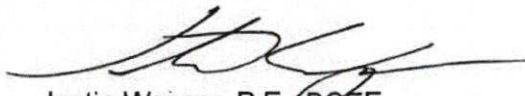
Dear Mr. Fink:

I have received your special waste application dated July 7, 2026, and analytical testing dated July 1, 2026. Delaware Solid Waste Authority (DSWA) approves your request to deliver approximately 600 tons of waste from the **Wolfe Neck Regional Wastewater Treatment Facility** over a one (1) year period. The material will be accepted at the Southern Solid Waste Management Center (SSWMC) located in Georgetown, Delaware at the standard rate tipping fee. This material must be delivered in segregated loads, not mixed with other waste and delivered before 1:00 p.m. Wastes not accurately represented by the information submitted in the special waste application or as stipulated in the DSWA *Special Waste Policy* may be rejected.

A copy of this approval letter must accompany each load of waste delivered to SSWMC.
This approval expires on July 09, 2027.

If you have any questions, please feel free to contact me at 302-875-3448.

Sincerely,


Justin Wagner, P.E. BCEE
Senior Facility Manager

cc: Jason M. Munyan, P.E., BCEE
John D. Wright
Daniel Urban
Weighmasters
Compliance
Foremen

ssw26.025

FOR DSWA USE ONLY

WM initials: _____

Delivery Date: _____

Expiration Date: _____

Tonnage: _____

Ticket #: _____

Acct/Truck #: _____

601 Energy Lane, Dover, DE 19901

www.dswa.com

302-739-5361

info@dswa.com

302-739-4287

Citizens' Response Line: 1-800-404-7080



DELAWARE SOLID WASTE AUTHORITY

Richard P. Watson P.E., BCEE
Chief Executive Officer

Robin M. Roddy P.E., BCEE
Chief Operating Officer

Board Of Directors

Gerard L. Esposito
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Norman D. Griffiths

Michael R. Paraskewich, Jr., Ph.D, P.E.

Timothy P. Sheldon
Vice Chairman

A. Temple Carter III
William J. Riddle

July 7, 2026

Tyler Fink
Environmental Compliance Manager
Sussex County
Division of Environmental Services
33711 South Coastal Lane
Frankford, DE 19945

Re: Special Waste Approval:
Special Waste Approval Number:

Sludge / Dumpster Screenings
Piney Neck Regional Wastewater Facility
ssw26.023

Dear Mr. Fink:

I have received your special waste application dated July 2, 2026, and analytical testing dated June 30, 2026. Delaware Solid Waste Authority (DSWA) approves your request to deliver approximately 100 tons of waste from the **Piney Neck Regional Wastewater Facility** over a one (1) year period. The material will be accepted at the Southern Solid Waste Management Center (SSWMC) located in Georgetown, Delaware at the standard rate tipping fee. This material must be delivered in segregated loads, not mixed with other waste and delivered before 1:00 p.m. Wastes not accurately represented by the information submitted in the special waste application or as stipulated in the DSWA *Special Waste Policy* may be rejected.

A copy of this approval letter must accompany each load of waste delivered to SSWMC.
This approval expires July 7, 2027.

If you have any questions, please feel free to contact me at 302-875-3448.

Sincerely,

Justin Wagner, P.E., BCEE
Senior Facility Manager

cc: Jason M. Munyan, P.E., BCEE
John D. Wright
Daniel Urban
Weighmasters
Compliance
Foremen

ssw26.023

FOR DSWA USE ONLY

WM initials: _____
Delivery Date: _____
Expiration Date: _____
Tonnage: _____
Ticket #: _____
Acct/Truck #: _____

601 Energy Lane, Dover, DE 19901

www.dswa.com

302-739-5361

info@dswa.com

302-739-4287

Citizens' Response Line: 1-800-404-7080

ATTACHMENT C



STATE OF DELAWARE

**DEPARTMENT OF NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL**

DIVISION OF WATER
RICHARDSON & ROBBINS BUILDING
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

COMMERCIAL &
GOVERNMENT SERVICES:
WASTEWATER,
STORMWATER, &
BIOSOLIDS
MANAGEMENT

PHONE
(302) 739-9946

08/28/2023

Attn: Gordon Serman
Sussex County
33711 S Coastal Ln
Frankford, Delaware 19945

Re: State of Delaware Non-Hazardous Liquid Waste Transporters Permit Number DE-WH-298

Dear Gordon Serman:

Enclosed please find the Non-Hazardous Liquid Waste Transporters Permit Number DE WH-298 which allows for the transport of septage, biosolids, and sludge, to be disposed of at county-owned wastewater treatment facilities and in accordance with the Agricultural Utilization Permit AGU 2005-S-03; and DE Solid Waste Authority Special Permits: SSW22.044; SSW23.009; SSW23.022.

Please be reminded that pumping of portable toilets requires the operator to possess a valid Class F Liquid Waste Hauler license. Also, in accordance with Section 4.12.6.7 of the State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems, all Class F Liquid Waste Hauler licensees working for your company that pump out septic tanks in Delaware are required to submit quarterly reports to the Commercial & Government Services Section documenting the location, the 911 mailing address and amount of septage removed in total gallons from each septic tank, using either the Class F mobile reporting application or the web-based reporting application.

A copy of this permit must be kept with all vehicles used for transport in the State of Delaware. If you have any questions regarding the permit, please contact (302) 739-9116.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steven M. Smailer".

Steven M. Smailer, Director
Division of Water
Enclosure



Non-Hazardous Liquid Waste Transporters Permit

Department of Natural Resources and Environmental Control
Division of Water
Commercial & Government Services Section
89 Kings Highway, Dover, Delaware 19901
(302) 739-9946

Sussex County
33711 S Coastal Ln
Frankford, Delaware 19945

Permit Number: **DE-WH-298**
Issue Date: 08/28/2023
Expiration Date: 08/27/2028

Pursuant to the provisions of 7 Del. C., Chapter 60, and the State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems, permission is hereby granted to Sussex County to operate and maintain the vehicle(s) listed in the permit application and any supplemental submissions to the Department's Commercial & Government Services Section (C&GSS), operated by Sussex County, for the purpose of collecting, transporting through Delaware and disposing of the non-hazardous liquid wastes listed in Condition 1 of this permit.

A copy of this permit must accompany each permitted vehicle and be presented upon request to any law enforcement officer or representative of the Department of Natural Resources and Environmental Control (Department).

This permit is issued subject to the following conditions:

1. Disposal site(s) for all waste(s) transported shall be the following:

To be disposed at county owned wastewater treatment facilities.

2. Permittee shall maintain a current copy of their permit/authorization documentation for each authorized facility listed in Condition 1 on file with the Department's C&GSS.
3. All non-hazardous liquid waste shall be transported only to authorized facilities.
4. None of the wastes shall be deposited into ditches, watercourses, lakes, ponds, tidewater sources, landed property or at any point other than the authorized facilities mentioned in Condition 1 above.
5. All waste material collected by permittee shall be transported and disposed of in accordance with the regulations of the Department and upon authorization by the authorized facilities listed in Condition 1 above. None of these wastes may be disposed of within the State of Delaware without specific permission of the Department.
6. The company name, address and permit number shall be displayed on both sides of each vehicle used for hauling purposes in letters not less than three inches high and of a color contrasting the color of the vehicle.
7. Every vehicle used for waste transporting purposes shall be equipped with a leak-proof tank or body and shall be maintained in a clean and sanitary condition. All pumps, hoses, and vehicle tanks or bodies shall be maintained so as to prevent leakage. Provisions shall be made to discharge all liquid waste through a leak-proof hose from the tank compartment of the vehicle.
8. All waste transporting truck pumping and discharge hoses shall be fitted with automatic shut-off valves at the tank compartment of the vehicle(s).
9. All vehicles used for transport shall be operated and maintained so as to be in compliance with all state and federal regulations and not present a hazard to human health or the environment through unsafe vehicle conditions. The permittee is responsible for the operation and maintenance of all vehicles operated under this permit.
10. All transporters shall at all times maintain commercial automobile liability insurance with a combined single limit of at least One Hundred Thousand Dollars (\$100,000). Permittee shall maintain a current copy of a Certificate of Insurance demonstrating compliance with this requirement on file with the Department's C&GSS.
11. All transporters shall maintain a current copy of their plan for the prevention, control, and cleanup of accidental discharges on file with the Department's C&GSS.
12. Any spill greater than 25 gallons shall be reported to the Department's C&GSS in writing within five days of the incident and shall include the date, time, location, and measures taken to contain and clean spill.
13. All transporters of sludge shall adhere to the following conditions:

- 13.1 Liquid sludge (less than 15% solids) shall be transported in watertight vessels such as tank trucks or other vessels which can provide equivalent protection against spills and leakage.
- 13.2 Sludge cake (15% - 35% solids) shall be transported in watertight boxes, such as dump trucks, properly sealed to prevent leaks, or cement type vehicles. When sludge cake is transported in dump trucks the following standards shall be met:
 - 13.2.1 The trucks shall be equipped with splash guards firmly attached horizontally at the front and rear of the trailer;
 - 13.2.2 Each splash guard shall cover at least 25% of the trailer's open area; and
 - 13.2.3 A minimum two feet of freeboard shall be maintained between the sludge and the top of the trailer unless the top of the trailer is completely sealed.
- 13.3 Dried sludge (greater than 35% solids) may be transported in open boxes, such as dump trucks, which are properly sealed to prevent leakage. The trucks shall be covered with tarps or the equivalent.
14. All individuals who will be responsible for the removal of the solid and liquid contents of septic tanks, cesspools, seepage pits, holding tanks, portable toilets or any other individual residential on-site wastewater treatment and disposal system shall maintain a Class F Liquid Waste Hauler License (Class F License). While performing any Class F License related work, the Class F Licensee shall keep a copy of their Class F License identification card available for verification.
15. All transporters of septage shall pump on-site wastewater treatment and disposal systems according to the State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems, amended January 11, 2014.
16. The only repairs a Class F Licensee is authorized to perform are the following: repair, add or replace septic tank and/or holding tank risers, baffles, lids, distribution box lids and effluent filters. No other repairs are authorized to be performed except by a Class E System Contractor who must first obtain a Repair Permit from the Department's C&GSS.
17. All transporters are prohibited from pumping out grease traps without first entering into a Grease Trap Maintenance Contract with the property owner. A copy of the contract document must be submitted to the Department's C&GSS within 15 days of signing the contract. Permittee may not enter into a Grease Trap Maintenance Contract unless the permittee has an authorized facility to dispose of grease trap waste identified in this permit. Co-mingling of septage and grease trap waste is prohibited, unless specifically approved, in writing, by the authorized facility(ies) that will be receiving the grease trap waste. If a "Grease Trap Maintenance Contract" is voided by either party, the permittee shall notify the Department's C&GSS in writing within 30 days.
18. Class F Licensees are prohibited from pumping out holding tanks without first entering into a Sewage Holding Tank Maintenance Contract with the property owner. A copy of the contract document must be submitted to the Department's C&GSS within 15 days of signing the contract. If a Sewage Holding Tank Maintenance Contract is voided by either party, the permittee shall notify the Department's C&GSS in writing within 30 days.
19. If the permittee is transporting Septage, Holding Tank Waste, or Municipal and/or Industrial Biosolids and Sludge from Package Treatment Plants, the permittee shall maintain a bond, or other security in a form approved by the Department's C&GSS, in the amount of Five Thousand Dollars (\$5,000) on file with the Department's C&GSS. The bond shall be payable to the State of Delaware and the obligation of the bond shall be conditioned upon the fulfillment of all requirements related to the permit.
20. No waste petroleum or non-domestic waste products may be collected or discharged by any waste transporter unless in accordance with a specific permit for these types of wastes. Transportation of liquid wastes containing any petroleum products will require a permit from the Division of Waste and Hazardous Substances
21. This permit does not relieve the transporter of complying with any other applicable Federal, State or local regulations.

22. In the event that regulations or guidelines governing the activity authorized herein are revised, this permit may be reopened and modified after notice and opportunity for a public hearing. At that time, additional limitations, requirements, and/or special conditions may be included in the permit.
23. This permit may be suspended or revoked for violation of any of these permit conditions, Department regulations, orders of the Secretary, provisions of the Environmental Protection Act of 1973 (7 Del. C., Chapter 60), or failure to pay applicable Department fees.
24. A complete renewal application must be submitted to the Department's C&GSS at least 45 days prior to the expiration of this permit to ensure renewal prior to expiration.
25. Pursuant to House Bill No. 360, June 25, 1991, Permittees are required to pay an annual permit fee of Four Hundred Fifty Dollars (\$450.00), payable to the State of Delaware. An annual fee invoice will be mailed to each permittee, to the address on file. This fee is due October 1st of each calendar year. Renewed permits may pre-pay up to five (5) years. Non-payment of the annual fee shall result in revocation of this Permit.
26. All persons who will be responsible for the removal of the solid and liquid contents of septic tanks shall ensure that the required quarterly reports documenting the location, 911 mailing address and amount of septage removed (in total gallons) from each septic tank pumped out in Delaware are furnished to the C&GSS.
27. Waste materials which are transported to a landfill, recycling center, composting facility, or a Delaware Solid Waste Authority (DSWA) facility must obtain a Solid Waste transporter permit from the Division of Waste and Hazardous Substances. A Non-Hazardous Liquid Waste Transporter Permit does not relieve a transporter from having to obtain a Solid Waste transporter permit in those circumstances.

Signed,



Steven M. Smaller, Director
Division of Water

ATTACHMENT D

Initial Response:

Spills reported to or detected by Sussex Count Division of Environmental Services personnel require immediate attention. The Facility's DRC, Back-up Operator, District Manager will make the preliminary assessment of the spill immediately after being notified. The DRC, Back-up Operator, District Manager or Supervisor On-Call will determine the appropriate response and request assistance from key personnel as necessary.

The attached call list will be kept current and be ranked according to essential response including, i.e. equipment operators. Local contractors may be employed as deemed necessary.

Key personnel will, upon assessing the spill, continue to document the event and determine the severity, magnitude, and potential environmental impact. Every effort should be made to minimize the spill event consistent with the containment and source control section of this plan. The safety of the responders should in no way be compromised.

Key personnel should implement recovery actions to eliminate the cause of obstruction and/or system failure as outline in this plan.

Spill Reporting:

The District Manager involved with the incident shall notify Tyler Fink. The following information shall be reported:

- 1.) The facility name and 911 location of release.
- 2.) An estimate of the quantity that was released into the environment.
- 3.) The time and duration of the release.
- 4.) The medium or media into which the release occurred.
- 5.) The remediation steps taken.
- 6.) The names and telephone number of the person or persons to be contacted for further information. Please provide your cell number for the EPO to contact.

A spill of 10,000 gallons of sewage, 1,000 pounds of caustic, 25 gallons of fuel/oil, or 100 pounds of sodium hypochlorite or more is considered a reportable quantity. The Director of Environmental Services, or the Environmental Compliance Manager will make the notification.

Source Control and Containment Procedure

Depending on the nature of the spill or overflow, the initial assessment should indicate the priority of source control and/or containment.

- 1.) When the source can be isolated through valves, plugs or other methods, the flow should be discontinued immediately or reduced to the least possible volume.
- 2.) If the pumps on the location are not operating the control panel should be checked for:
 - a. Power ON?
 - b. Check breaker.
 - c. Breaker closed, check thermal overloads. (External button.)
 - d. Overloads, check fuses, if you are trained to do so.
 - e. Is pump straining? (Clogged with debris?)
 - f. Do you smell a burnt motor?
 - g. Call for Electrician (From attached list.)
- 3.) Containment methods will typically include.
 - a. Sand or dirt dikes and dams. (Small streams, creeks.)
 - b. Holes or pits. (To prevent run off to surface waters.)

If the spill event resulted from an area wide power outage you should contact the appropriate Power Company and identify your site as critical. You must have account number for location.

If the problem is mechanical in nature, retrieve parts from inventory and make repairs.

If the problem results from sewer blockage(s), call for VAC CON unit.

Spill or Overflow on a Public Road or Right of Way.

1. Put up barricades and or signage as appropriate around SSO site to restrict access and to protect personnel.
2. In open areas, lime, remove debris, and lime site rotor-till if needed. Reseed and mulch with straw.
3. In areas where there is under growth and small trees, flush area with potable water until no waste remains. Be certain that lime does not flush to any body of water.

Applying a layer of lime to the affected area raises the pH and is effective in reducing pathogen levels. Lime application may also assist with raking up the remaining residue of the spill.

However, lime application shall be limited to quantities sufficient to absorb the liquid present and may not be applied directly into surface waters.

NOTE: DO NOT LIME IF RAIN IS FORECASTED

ON ASPHALT OR CONCRETE

- 1.) Set up containment at or near the storm drainage system to prevent additional effluent to enter the storm drain system.
- 2.) Spread lime on spillage and sand or other material to depth of one inch. Let this material absorb for one hour, then sweep up. Dispose of debris appropriately. If there is still evidence of the spill, then repeat application.
- 3.) After removing the contaminated material, wash down area with high pressure water and bleach.
- 4.) Pump clean up materials and wash water into sanitary sewer.

Spill Incident Report:

The reporting supervisor shall contact the SCADA Communications Center and supply the following information that will be included in the spill incident report.

- Location of the spill or overflow.
- Estimate volume.
- Time and date of the spill or overflow.
- Was it contained?
- Did the effluent reach State Waters?
- Who reported the spill or overflow?
- Who responded to the incident?
- Time and date reported, person who reported, DNREC employee receiving the report.

The incident will be further investigated by the Environmental Compliance Manager and recorded.

Vehicle and Equipment Maintenance

Upon completion of the spill cleanup, the equipment used is to be cleaned up at a treatment facility by washing with soap and water or hot waterpower washing.

1.0 Spill Response Reporting and Documentation

In the event of a hazardous substance spill or release, immediately take the following measures to keep the spill from entering sewer or storm drains, spreading off-site, or affecting human health. In all cases caution and common sense must be maintained with the primary goal being to prevent and/or limit personal injury.

1.1. Initial actions to be taken after a fuel spill is discovered during normal business hours:

- i) Contact an Emergency Coordinator immediately (see emergency coordinator contact list, attachment "A").
- ii) The Emergency Coordinator will assess the spill and make the determination if the spill meets the requirements for a reportable spill.
- iii) For reportable spills, proceed to step 1.3.

1.2. Initial actions to be taken after a fuel spill is discovered after normal business hours, holidays and weekends:

1.2.1. Contact SCADA Operations immediately at 302-855-7379 and report the following information:

- Area of the spill.
- Location of the spill.
- Quantity of the spill (if known).
- If the spill has entered into any ditch, storm drain, etc.

1.2.2. SCADA Operations shall implement the SCADA Emergency Notification procedures.

1.3. For Reportable spills, the following procedures shall be followed:

The Emergency Coordinator Shall:

- 1.) Identify the spilled material, the location of the spill, quantity, if spill has been released to soil, surface water, drains or air.
- 2.) Report this information to SCADA Operations at 302-855-7379.

3.) Immediately notify the following agencies:

- a. Call 911.
- b. Delaware Department of Natural Resources and Environmental Control.
(800) 662-8802, (302) 739-5072
- c. National Response Center (800) 424-8802) release of oil or fuel to surface water, or a release of a chemical with an established Reportable Quantity (RQ).
- d. Call the 24-Hour Spill Response Service Vendor.

4.) Evacuate personnel from the immediate area of the spill.

5.) Secure the area and wait for the Fire Department to arrive at the scene of the incident.

6.) Instruct the guards posted at each gate to direct the responding agencies to the exact location of the spill.

7.) Prevent non-emergency responders from entering the area.

8.) Coordinate response activities with local emergency personnel (fire department).

9.) The SCRWF emergency coordinator shall report the observations to the Emergency On-Scene Commander when he/she arrives on scene.

1.4. For non-reportable spills:

Assign personnel to stop, contain, and clean up the chemical spill if:

- The spilled chemical and its hazardous properties have been identified.
- The spill is small and easily contained.
- Responder is aware of the chemicals' hazardous properties.

Respond defensively to any spill:

- Use appropriate personal protective equipment when responding to any spill.
- Place absorbent materials as needed to direct any spills away from sewers and storm drains (for location of spill kits see attachment "B").
- Attempt to shut off the source of the release (if safe to do so).

- Eliminate sources of ignition (if safe to do so).
- Protect drains by use of absorbent, booms or drain covers (if safe to do so).
- Utilizing the non-sparking tools in the room and an empty drum for disposal, clean up and pick up all spilled fuel oil and oil-soaked absorbent material and place it in the drum for later disposal. Put a lid over the drum to contain any fuel vapors.
- Conduct any cleanup of impacted medium, as required.
- Arrange for further clean up, packing and disposal of all the wastes generated by the spill.

1.5. Reporting a Release:

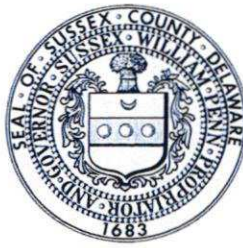
If the emergency coordinator determines that the hazardous substance the following notifications the oil release could threaten human health or the environment, report the spill as follows:

The notification must include:

- a. Name and telephone number.
- b. Name and address of facility.
- c. Time and type of spill.
- d. Name and quantity of material(s) involved, to the extent known.
- e. Source of the spill.
- f. Description of the affected medium (soil or groundwater or surface water).
- g. The cause of the spill.
- h. The extent of any injuries.
- i. Any possible hazards to human health or the environment, outside the campus.
- j. Actions being used to stop, remove, and mitigate the effects of the discharge.
- k. The names of individuals/organizations who have also been contracted.

DIVISION OF ENVIRONMENTAL SERVICES

DIRECTOR	(302) 855-7730
FAX	(302) 539-0981
SOUTH COASTAL WASTEWATER FACILITY	(302) 855-7730
INLAND BAYS FACILITY	(302) 947-0864
WOLFE NECK FACILITY	(302) 644-2761
PINEY NECK FACILITY	(302) 732-9540
WATER DEPARTMENT	(302) 855-7374
WATER & SEWER EMERGENCY	(302) 855-7379



Sussex County

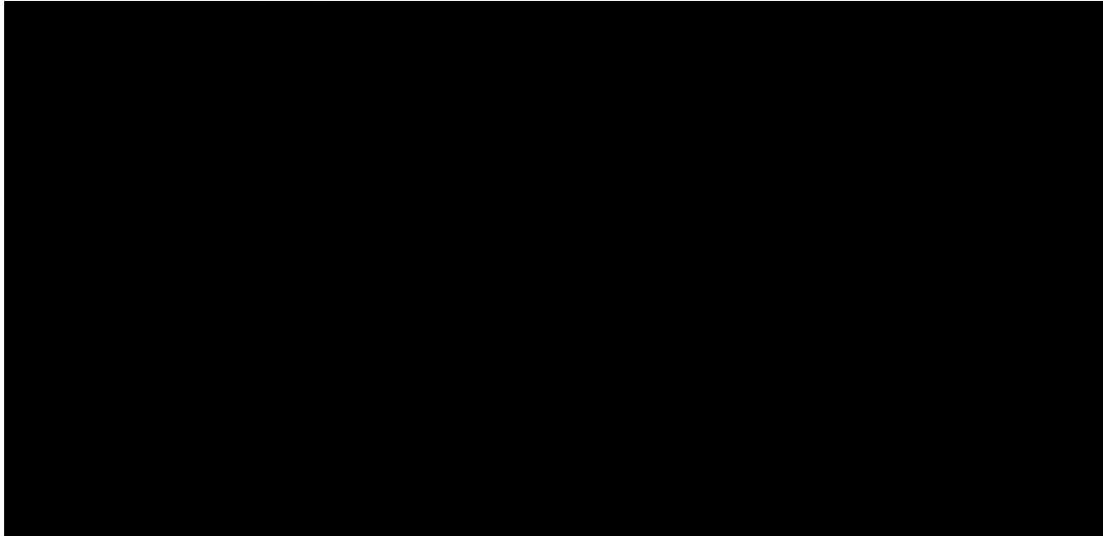
DELAWARE
sussexcountyde.gov

MIKE HARMER
COUNTY ENGINEER

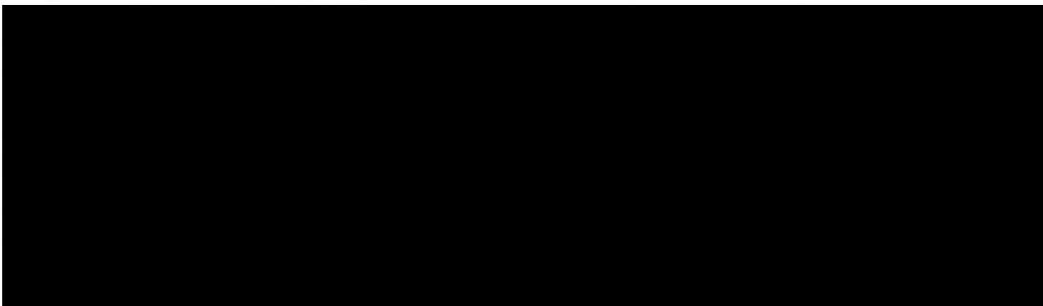
MARK PARKER
ASSISTANT COUNTY ENGINEER

PARKER BURDELL
DIRECTOR OF ENVIRONMENTAL SERVICES

Class F Driver



CDL (Class A or B)



ENVIRONMENTAL SERVICES
33711 SOUTH COASTAL LANE
FRANKFORD, DELAWARE 19945

Key Personnel Contact Numbers

Director of Environmental Services

Parker Burdell

Environmental Compliance Manager

Tyler Fink

Mechanical Division Manager

Brian Marvel

Electrical Division Manager

Gregory Justice

SCADA Communications Center

24/7 Emergent Line

Safety Director

Ron Verosko

DNREC Spill Notification

South Coastal

DRC – Peter Prado

Dist. Manager – Donald Clark

Inland Bays

DRC – Tyler Fink

Dist. Manager – Jeremy Blades

Piney Neck

DRC – Peter Duryea

Wolfe Neck

DRC – Albert Goepel

Dist. Manager – James Pfleger

Key Personnel Contact Numbers

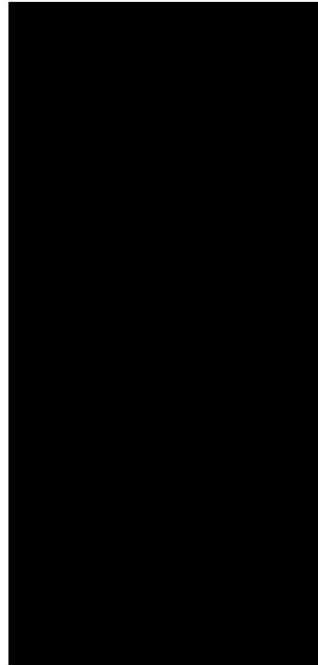
On-Call VAC CON

On-Call Mechanic South Coastal &
Piney Neck

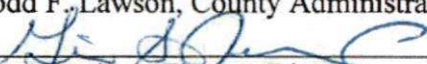
On-Call Mechanic Inland Bays

On-Call Mechanic Wolfe Neck

On-Call Electrician



ATTACHMENT E

		Fleet Vehicle Safety Policy	
Policy Number:	Safety #02	Effective Date:	August 17, 2018
Approval Date:	June 21, 2019	Revision Date:	July 1, 2019
Approvals: 			
Todd F. Lawson, County Administrator			
			
Gina Jennings, Finance Director			

Purpose

The purpose of this policy is to provide direction to users and managers regarding vehicle assignment, use, purchase, maintenance, repair, and disposal of county owned vehicles. This policy is intended to be used in conjunction with the following policies:

- Fleet Procedure
- FIN #04 – Purchasing/Procurement Policy
- FIN #08 – Disposal of Equipment Policy
- Departmental Standard Operating Guide or Standard Operating Procedure as applicable

Policy

Department Heads and Supervisors are primarily responsible for the vehicles assigned to their departments. This includes, but not limited to:

- A. Budgeting new vehicles and maintenance costs
- B. Initiating and updating required vehicle change control activities for those vehicles and employees under their direction using the Fleet Change Form (Intranet).
- C. Ensuring vehicles assigned to their departments are properly maintained, inspected, serviced, and reasonable efforts made to keep vehicle clean.
- D. Routinely monitoring vehicle GPS to confirm vehicles/drivers are taking most efficient route and avoiding excessive idling time.
- E. Ensuring any accidents or damages to a Fleet vehicle are reported in a timely manner
- F. Ensuring take-home vehicles are justified

New Hire Determination

Following a contingent offer of employment where driving is an essential function of the position, a MVR check will be conducted to ensure no major violations during a five year look back from the date on the individual's job application. Additionally, any discovered minor violations will be reviewed to ensure accumulated driver points (violations) will not affect the applicant's future ability to operate a County vehicle, when that ability is needed to perform required County duties.

An offer for employment will be rescinded upon any or all the following:

1. A major violation that occurred in the last five years from the date of application.
2. Current driver issued point total that places the applicant's driver's license (ability to legally operate a motor vehicle) at risk with the next similar motor vehicle infraction or incident; when the driver will be expect to routinely or non-routinely operate a County owned vehicle.

Annual Driver Performance Review and Eligibility

Drivers who have met the requirements of New Hire Determination of the Fleet Vehicle Policy and have the proper endorsement for the vehicle they are assigned will be eligible to operate a County owned vehicle.

Employee driving records derived from annual Motor Vehicle Reference Checks (MVR's), including daily driver GPS performance, and accident records will be checked at least every 12 months. This will include a two-year retroactive review (look back) for current County employees. The goal of the performance review is to ensure the person has an acceptable record to operate a County owned vehicle, per the rating criteria outlined in this policy.

Vehicle Use and Take-Home Authorization (see attachment 1)

Some employees may be considered for take home authorization as to provide a timely response to assignments and for those subject to certain call back scenarios. Every authorization for take home use of a fleet vehicle will be made by Administration, through Finance. All employees will be responsible for the applicable tax assessment for such use. All drivers of County owned vehicles will submit the Fleet vehicle worksheet (attached) through their management.

Reimbursement for the expenses of a privately-owned vehicle which was used by an employee for official use, who has a County owned vehicle assigned or available to them, will not receive such reimbursement unless prior approval has been obtained by the County Finance Director.

Vehicle Disposition and Disposal

If a vehicle is no longer needed in a department, refer to Finance Policy #08 – Disposal of Equipment and Procedure.

Vehicle Selection and Ordering

Vehicle selection shall be selected and ordered following Finance Policy #04 – Purchasing/Procurement Policy and Procedure with guidance from Fleet Administration.

Service and Repair

Where department specific SOP does not exist, vehicles shall be taken for service every 5,000 miles or upon notification. It will be the responsibility of the assigned driver to schedule service with the appropriate garage per Fleet Procedure.

All non-warranted vehicle repair where the estimated cost exceeds 20% the current book value of the vehicle will be reviewed by Fleet Management and shall be approved by the County Administrator or Finance Director **BEFORE** any repair parts are purchased, or services are rendered.

GPS and Insignia

Unless otherwise approved by Administration, each vehicle in the fleet that is assigned to an employee or a specific group of employees will be equipped with a GPS device as part of the program and have the seal of Sussex County insignia affixed to both sides. Mechanics, during periodic maintenance and repairs, will confirm that the GPS is installed and functioning and verify the approved insignia is attached and is in good condition. No employee will disable or attempt to disable or alter the GPS tracking device of any vehicle so equipped.

Computer Mounts, Bed Trays, Equipment Holders, and Add-Ons

All vehicle **add-ons** such as vehicle racking, shelving, trays, computer stands, etc. shall be of 3rd party design intended to safely fit and support equipment and designed for the make and model of vehicle being installed. All other add-ons are prohibited.

When **add-ons** are provided for the transportation of loose items in box trucks and vans, safety shielding shall be provided to protect the driver and front passenger from unsecured objects during transport.

Where customization is necessary, unless otherwise approved by the Safety Manager or County Administrator, these devices shall only be installed by third party vendors, dealership, County-owned garages, and EOC radio personnel.

Trailers

Trailers must be appropriately load rated for the equipment being carried.

Driver Operating Rules/Scope of Allowable Use

1. Sussex County vehicles will be operated by Sussex County Employees for County business purposes only.
2. Employees will operate vehicles in compliance with all provisions of Title 21 of the Delaware Code, including, but not limited to, the provisions of Chapter 48 of said title, which requires drivers, and passengers, to wear properly adjusted and fastened seatbelts.
3. The use of a County vehicle while under the influence of alcohol, drugs, or any intoxicant including medications which are known to limit a person's ability to safely operate a motor

vehicle while using said product is prohibited. The driver has the responsibility to immediately notify their Manager and/or Human Resources of any prescription drug that may limit their ability to operate a vehicle safely.

4. Any County employee assigned a County vehicle may use the County vehicle to make personal stops when traveling to and from work (such as pharmacy, dry cleaner, grocery store) as long as the employee does not have to go out of their way to make the stop.
5. The regular transportation of non-County employees and pets can only be done upon written request and approval by the County Administrator.
6. The County Administrator, Finance Director, or President of the County Council must approve uses of County vehicles for non-business use. An employee using a County vehicle for personal pre-approved use is required to reimburse the County the standard mileage rate established by the IRS.
7. Any County vehicle maintenance problem which could hinder the safety of the driver or passengers, will be reported to a supervisor immediately, and before any continued use of that vehicle.
8. Sussex County employees will obey all Federal, State, and local traffic laws. Reckless operation or violation of the County policy for use of vehicles could result in, but not limited to, loss of driving privileges, suspension, and/or dismissal.
9. Accidents and damages to County owned vehicles shall be reported immediately to the supervisor. (See Accident Reporting Procedure in the Fleet Administration Standard Operating Procedure)
10. Vehicles, such as vans, cars, and utility vehicles may use the parking brake instead of wheel chocks.
11. On slopes and hills, the wheels of a parked vehicle must be turned toward the curb.
12. Drivers are expected to drive defensively to prevent injuries and property damage.
13. Drivers are expected to travel the most efficient route to minimize unnecessary time/mileage and should avoid unnecessary idling time.
14. When leaving a vehicle unattended, ensure the vehicle is secured and the keys are in the possession of the driver. Do not leave vehicles running unattended, or when not in use.
15. There shall be no smoking in County vehicles.
16. There shall be no alcoholic beverages transported in County vehicles.
17. There shall be no firearms or deadly weapons in County vehicles unless authorized by Administration and when duties of the job require such possession.
18. Non-County employees will be permitted to drive County vehicles under emergency circumstances only.

19. Any moving or standing motor vehicle violation incurred by a Sussex County employee while operating a vehicle on County business or non-business will be the sole responsibility of the employee operating the vehicle. All violations shall be reported by the Manager to the County Administrator, or their designee immediately or by the close of next business day.
20. Cell phone use while operating a County owned vehicle is discouraged due to increased safety risk. Any cell phone use shall be in accordance with the State of Delaware requirements, including the use of hands free devices. Texting while operating a County vehicle while in motion is strictly prohibited. Drivers agree to the use of GPS monitoring in County vehicles that record vehicle use to ensure proper and safe operation. Data collected will be used by management and may be considered in the annual driver review determination for each driver. (See Performance Determination below).
21. All drivers of County owned vehicles agree to undergo controlled substance and alcohol testing in accordance with the most current requirements and allowances of the Department of Transportation's 49 CFR, Part 382 Controlled Substance and Alcohol Testing as a condition of driving a County owned vehicle and employment.
22. Drivers required to operate County owned vehicles shall immediately notify their manager of their driving status changes, or if known pending charges that may affect their ability to operate a County owned vehicle. (e.g. license suspension, revocation, or upon event where pending suspension or revocation is likely). Likewise, the Manager shall report these findings to the Human Resources office, in a timely manner.
23. In situations of shared vehicle use, the Manager shall be able to retroactively determine and communicate to Fleet Administration who was issued a given vehicle, on a given date, at a given time, when GPS monitoring shows a vehicle speeding or usage infraction occurred.

County Employee Performance Determination:

The following performance deficiencies will be used in assessing an individual's ability to operate a County owned vehicle under this policy.

- Chronic Speed Offender: Repeated (3 or more) speed infractions during any rolling 4-month period (120 days) which exceeds the maximum allowable speed of 64 MPH in a County owned vehicle.
- Number of at-fault vehicle accidents and minor driving violations while operating a County owned vehicle.
- Number of major violations while operating EITHER a County owned or privately-owned vehicle while ON or OFF the job.

NOTE: The 64 MPH maximum allowable speed limit does not apply when traveling on highways posted with an allowable speed limit of 65 MPH or greater. In these instances, the Driver must ensure their overall speed averages are reasonable and safe for roadway locations and conditions.

Driver Rating

Number of Speed Exceedance' s (Past 120 days)	Total Number of Preventable MV Accidents, Policy Incidents and minor On- the-Job Motor Vehicle Violations (per rolling 2-year period)			
	0	1	2	3
0	*Clear	**Acceptable	***Borderline	****Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Acceptable	Poor	Poor
3	Borderline	Borderline	Poor	Poor
4	Poor	Poor	Poor	Poor

Penalties

Any driver falling into the rating of "Poor" category due to either a single high-risk event, or as determined by the driver review will immediately be considered a "High-Risk Driver". (*a.k.a. - level 3 infraction*)

A "High Risk Driver" will be initially placed on probation (provided no legal license restrictions exist) for a period of 120 days.

Note: If State issued driver's license restrictions exist that would legally prohibit an individual from operating a County owned vehicle, and such operation is a condition of employment, the individual would not be eligible for probation, but would be subject to the requirements stated in Suspension of Driving Privileges. For the purposes of operating a County owned vehicle, this also includes those instances in which the State may allow operation of one's personal vehicle with 'Breathalyzer' or 'blow devices' installed.

1. Probation

Under this provision the Administrator will:

- Place the "High Risk Driver" on probation for 120 days.
- Be assigned a vehicle equipped with "Drive-Cam" (or similar) for monitoring and coaching purposes to be used in evaluating the employees overall driving performance which will be used to determine appropriate training or further disciplinary actions.
- Request additional MVR checks for the duration of the probation period.
- Immediately suspend driving privileges if any single repeat violation or an additional violation occurs while on probation. – (See Suspension of Driving Privileges)
- Require retraining and/or Employee Assistance Program involvement, as it relates to the violation.
- Upon successful completion of the probation period consider the driver's record clear again

2. Suspension of Driving Privileges

Under this provision the Administrator will:

- Suspend all driving privileges for 6 months. The High-Risk Driver will NOT be authorized to drive a County owned motor vehicle at any time while on County business.
- Note: Action may result in either transferring the employee to a non-driving position, if such position exists and the employee is duly qualified, or the employee may be subject to dismissal procedures
- If still employed, the employee may reapply to the Administrator for reinstatement of driving privileges after the probation period. If this is accepted, the driver will be allowed to operate a County owned vehicle while under an additional six-month probation status. Upon successful completion of the probation period the driver's record is again considered "Clear"

Accident Reporting Procedures

In the event of an accident the following procedures shall be followed:

1. Stop and check for personal injuries. Call 911 for emergency services as needed.
2. Notify your Division Director, Manager or Supervisor immediately, and no later than 24 hours post incident, or the next business day.
3. Complete the Vehicle Accident Report Kit located in each vehicles glove-box. (Appendix 2)
4. Completed reports shall be submitted to Safety and Finance departments no later than 24 hours Post incident, or the next business day.
5. Do not discuss the accident with anyone other than investigating law enforcement.
6. Do not accept responsibility or admit liability for the accident.
7. Do not argue with anyone.
8. Information given to the other driver(s) should be limited to your name, employers name and address and insurance information.

Accident Investigation

The vehicle driver, Area Director and/or designee(s), Sussex County Fleet Manager, Human Resources, and Safety shall be responsible for all post vehicle accident/incident investigation and follow-up; including:

1. The investigation to obtain the facts and information pertaining to the accident from the employee and any witnesses.
2. Determine the cause and corrective action necessary to prevent incident reoccurrence.
3. Determination and scheduling of a post-accident drug and alcohol test in accordance with Appendix 1 -Controlled Substance and Alcohol section of this policy.
4. Coordination of information with the Finance Manager for budget and loss submittal purposes.
5. Communications of "lessons learned" as warranted to prevent similar accidents and incidents, when needed.
6. Release of an at fault driver to reassume operate a County owned vehicle.

Fleet Maintenance and Responsibility Fleet Mechanics shall be responsible to ensure:

- All Sussex County vehicles shall be maintained in safe operating condition as specified per the Sussex County Fleet Maintenance Program and manufacturer guidelines.
- Accurate service records are maintained for each vehicle under their area's responsibility.

Training

Drivers of County owned or leased vehicles shall attend and participate in:

1. A Basic Defensive Driver training course within 90 days of employment, or issuance of a County vehicle.
2. An Advanced Defensive Driving (or similar) course every third year.
3. Remedial training is indicated due to rating of "Borderline" or "Poor" driving performance.

The Fleet Manager and/or Safety Manager will schedule the driver training courses and ensure individuals are notified to attend.

Take Home Vehicle Form

Eligible employees, depending on job duties, may be considered for take home vehicle authorization as to provide a timely response to assignments and for those subject to certain call back scenarios. Every authorization for take home use of a fleet vehicle will be made by Administration and the employee will be responsible for the applicable tax assessment for such use. Certain situations may be exempted depending on the use and equipment.

The following questions will assist Fleet Administration in considering the assignment of a take home vehicle and allows Finance to determine any tax liability that applies.

All considerations will be forwarded to Administration through Finance, who tracks the take home status of vehicles and assets, and will address the following questions:

Date: _____ Employee Name: _____

Department _____ Assigned Vehicle Tag Number: _____

Shared Vehicle: YES NO (if yes, name of other driver) _____

A. Is a take home vehicle necessary in the performance of the employee's duties? (circle one)

YES - please answer B-F

NO - please stop here and submit.

B. Does employee report to locations other than their normal worksite on a regular basis?

C. Is the employee on call for periods of time where they need a vehicle with them?
(frequency, rotation, etc.)

D. When called in, does the employee report somewhere other than their assigned location(s)? If yes, where?

E. How often is the employee called in for an emergency?

F. Does the vehicle used by the employee contain specialized equipment needed to perform the job? If yes, describe equipment.

Manager _____

Department Director: _____