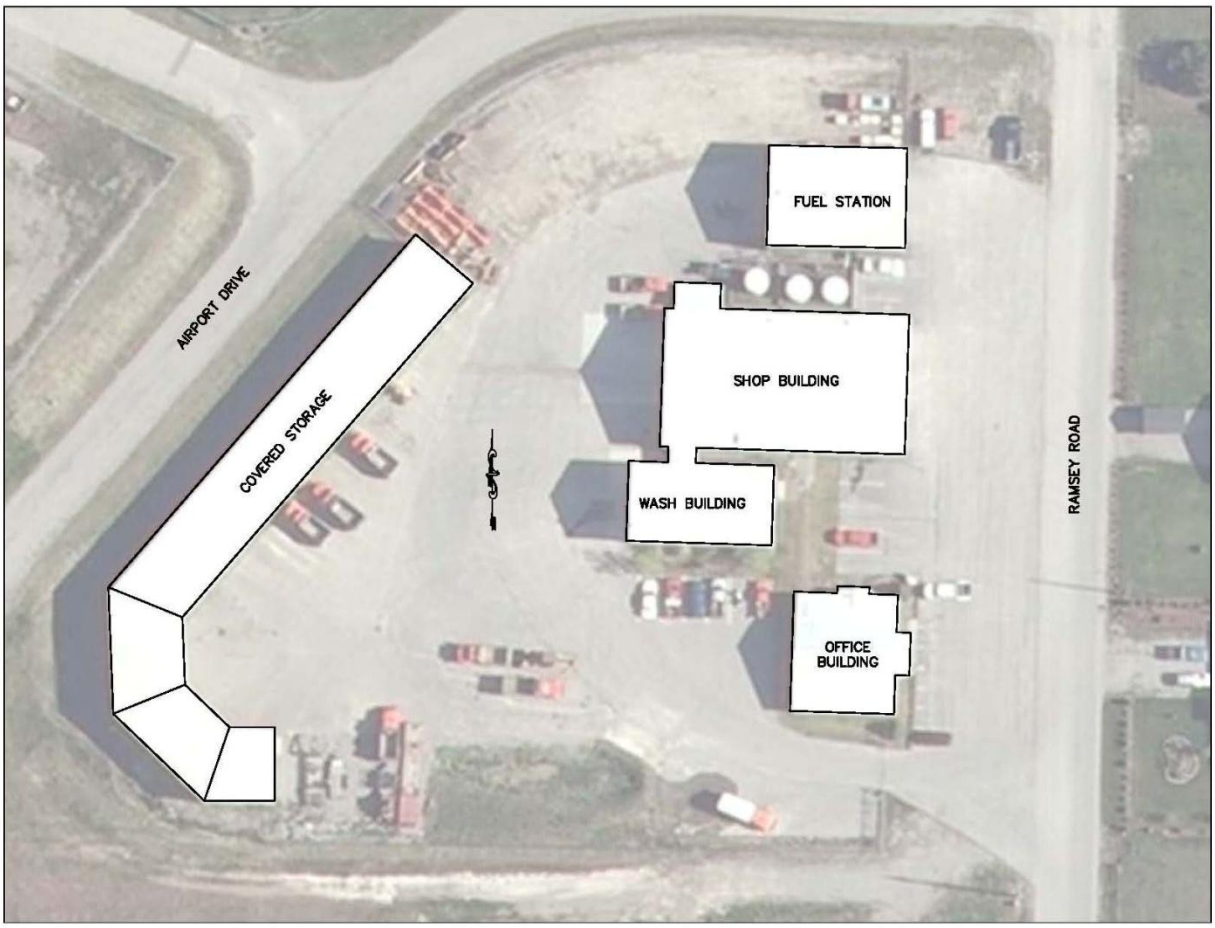
OPERATIONS AND MAINTENANCE PLAN

FOR

LAKES HIGHWAY DISTRICT



PREPARED BY:

LAKES HIGHWAY DISTRICT
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DISTRICT ENGINEER

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Executive Summary

Identification

Lakes Highway District has developed this Operations and Maintenance Manual to help provide guidance on efficient operations of the facility. The goal of this facility is to provide an operations center for the benefit of the traveling public and roadways located within the District boundaries.

Within the boundaries of Lakes Highway District ("LHD") consists a network of urban and rural roads encompassing eight (8) cities[1]. Road mileage within the District totals 262 miles, with 32 miles of gravel and roadway pavements consisting of Base Surface Treatments (BST's) and Asphalt Concrete Pavement (AC).

Scope

The scope of this report includes the following:

- Contact Information
- Emergency Contact Information
- Preventative Maintenance Schedule
- Operations
- Fuel Station / Underground Storage Tank
- Spill Response Plan
- Illegal Dumping Proceedures
- Safety Considerations

These items are discussed in the following sections of this report.

In addition to this plan, for detail regarding the Kootenai County Multi-Jurisdictional All Hazard Mitigation Plan, refer to the Multi-Jurisdictional Plan dated November 2009. This plan is located in the District Office. Refer to the Road Supervisor for location and information necessary hazard mitigation.

[1] City of Coeur d'Alene, Dalton, Hayden, Hayden Lake, Rathdrum, Spirit Lake, Athol and Bayview.

Contact Information

Lakes Highway District

Lakes Highway District	Office Fax	772-7527 772-7411	11341 N. Ramsey Road Hayden, Idaho 83835 contact@lakeshwy.com
Eric W. Shanley, P.E. Director of Highways	Office Cell	772-7527 755-9391	11341 N. Ramsey Road Hayden, Idaho 83835
Van Zee, Verlin E. Dep. Director of Highways	Office Cell	772-7527 755-1583	11341 N. Ramsey Road Hayden, Idaho 83835
On Call Phone	Office Cell	772-7527 755-4667	11341 N. Ramsey Road Hayden, Idaho 83835

Emergency Contact

Emergency 911			
Northern Lakes Fire District	Office	772-3044 772-5711	Fire / Spill
Timber Lake Fire District	Office	683-3333 683-6011	Fire / Spill
Kootenai County Sheriff		446-1300	Accident / Fire / Spill
Kootenai County Emergency Management		446-1775	Illegal Dumping

Preventative Maintenance Program Schedule

Preventive Maintenance Activity	Activity Frequency
HVAC Unit Filters (Office)	Monthly
Check roofs, downspouts, and gutters	Semi-annually, repair as needed - 20 year roof replacement
Inspect exterior lighting	Semi-annually
Clean fire alarm system smoke detectors	Semi-annually
Stripe exterior parking lots	Annually
Check condition of asphalt parking lots	Annually - 12 year replacement
Spray wash exterior soffits and building	Every 2 years or as needed
Paint interior of facilities	As necessary
Paint exterior of facilities	Every 8-10 years
Perform general facility inspections	annually
Underground Fuel Storage	Monthly. Refer to the Idaho Underground Storage tank Records Manual
Oil / Water Separator	Quarterly. Clean as necessary. Contact Safety Clean for disposal of waste.

Operations

General

The Lakes highway District Operations Facility is located at 11341 N. Ramsey Road in Hayden, Idaho. The property is an approximate 2.8-acre parcel owned by Kootenai County and is leased to the Highway District on an annual basis. On the property is located the following:

- Office
- Shop
- Fuel Station and Underground Storage
- Wash Building
- Covered Storage Area
- Oil / Water Separator
- Sewage Collection System
- Backup Power Supply

Components of the facility and general operations are further discussed as follows.

Office

The Lakes Highway District Operations Building consists of 2880 square foot of floor space to include a reception area, board meeting room, 8-work spaces/offices, in addition to a basement that is utilized for storage. The facility consists of 23 parking spaces with an additional 2 spaces for handicap. Site storm water for paved areas within the facility is maintained on-site.

Shop

The shop is a 60 x100-ft building consisting of a break room large work and storage area. The building is equipment with 2-restrooms and a wash water collections system that drains to the facilities oil / water separator and public sewer system.

The shop building is also equipped with an oil furnace that burns/recycles waste oils and hydraulic fluids from District trucks and equipment. Waste oils are stored on-site under covered storage within approved areas. The system is inspected annually by IDEQ to ensure proper secondary containment of the waste oils.

Fuel Station / Underground Storage

The fuel station is located on the north side of the property. The facility is located within a fenced area and shall be secured at the end of each day, on weekends and holidays. When the facility is not in operation, ensure that the power to the pumps is turned off. The power is located in the shop on the north wall.

The facility utilizes a fuel containment and collections system designed in accordance with IDEQ Standards. Inspections are performed once per month as required by IDEQ.

Routine maintenance of the fuel containment area shall be performed in accordance with IDEQ standards and procedures. The District maintains and utilities a 3-ring binder labeled "Idaho Underground Storage Tank Records Manual" for compliance and tracking of this facility. Contact the Assistant Road Supervisor for operations, procedures and inspection requirements.

Wash Facility / Lube Bay

This facility is equipped with an approximately sized 1920-sf wash building that includes an oil pit (lube bay) for changing vehicle lubricants. Refer to the Spill Prevention plan Section of this report for details regarding oil and lubricants stored within the wash building. Overflow from the oil pit and wash area drains into an oil water separator that in turn drains to the sewer system.

Covered Storage

This facility contains approximately 8500 square feet of covered storage area. This area is utilized to store trucks and equipment when not in use.

Oil / Water Separator

This shop and wash building facilities drain to an oil water separator designed and approved by IDEQ. The oil/water separator is located on the eastside of the wash building, between the office and the shop. The oil water separator shall be inspected on a quarterly basis.

Sewer System

The office, shop and wash facility is connected to an effluent sewage pump station that discharges waste to the Hayden Area Regional Wastewater Treatment Facility. Refer to the Office Remodel file for pump and/or control operations.

In the event of an alarm failure (alarm sound) contact the installer and maintenance company, RC Worst at 664-2133.

Backup Power Generator

This facility is equipped with a backup power generator. The generator is located on the eastside of the wash building, between the office and the shop. Fuel for the system is contained within the generator and stores approximately 150-gallons of fuel. Overflow from the generator drains into an oil water separator that in turn drains to the sewer system. All appurtenances are designed and approved by IDEQ.

Vehicle Equipment and Washing

It is important to recognize that whatever is in the wash water or on the equipment is will end up on the ground and will be picked up in the next storm and/or washed into the stormwater system. Therefore, only wash in designated locations where water doesn't drain to storm systems. Operators shall wash vehicles and equipment in the following locations:

- Wash indoors in either the shop or wash building. All floor drains in the shop and wash facility, drain to an effluent sewer pump station that pumps to the Hayden Area Wastewater Treatment Facility.

Vehicle and Equipment Maintenance

All vehicle and equipment maintenance shall be perform within areas where contaminates wont drain offsite. All storm water is currently maintained on-site within swale areas. However, it is preferred that all vehicles are worked on indoors. If leaking vehicles arrive on-site, move inside, or if it needs to be left outside, put a drip pan under the vehicle to collect the leaking material. If oil, hydraulic fluid or fuel does leak, clean up waste and dispose of properly.

Good House Keeping and Spill Prevention

Spills pose the biggest treat to storm water and environmental quality. Good House Keeping is the BMP that prevents most spills and leaks. The following list of Good Housekeeping techniques should be implemented in the operations of this facility:

- Keep work areas neat and tidy
- Drop cloth of tarp over work areas
- Put supplies and tools away when done
- Never hose down an outside work area
- Dispose of waste properly
- Fuel – position vehicle so nozzle is securely positioned in filler pipe
- Never leave your vehicle running
- Don't try to top off the tank when pump shuts off
- Don't leave containers open unless need for job at hand
- Sweep up after outdoor projects
- Dispose of waste properly – never wash down

Spill Reporting and Response

Spills can still occur however we need to ensure the impacts are minimized. To do so, the District requires any hazardous material storage in excess of 55 gallons to be stored in/on secondary containment. Additionally, the District requires the following:

- Follow procedures for spill response
- Notify the supervisor
- Utilize appropriate tools and equipment necessary to clean up.
- Site storm water drains to a containment grass swale, approx 4-ft deep on the south side of the property.
- If a spill occurs – clean up using floor dry and/or spill kits located in the shop
- The longer you wait more time for spill to spread by wind, water or vehicles
- Never hose down a spill – use dry absorbents

Outdoor Storage and of Materials and Wastes

Hazardous materials should never be stored outdoors. Materials should be stored under cover off a roof and protected from exposure. For short period use water with required periodic monitoring.

Dumpsters and Trash Receptacles

Dumpster and trash receptacles shall be kept covered. Again, rain can wash away contaminates.

Spill Response Plan

Purpose

Ensure all hazardous substances on-site are properly labeled. Store, dispense and/or use hazardous substances in a way that prevents release. Provided secondary containers when storing hazardous substances in bulk quantities (>55gl). Maintain good housekeeping practices for all chemical materials at the facility.

All Highway District maintenance vehicles are equipment with a 2008 version of the "Emergency Response Guidebook, A Guidebook for First Responders During the Initial Phase of a Dangerous Goods / Hazardous Materials Transportation Incident". Operators shall refer to this guidebook in the event a spill occurs.

For Hazardous Materials Response off-site on public roads and/or private property contact the Fire District. The Northern Lakes Fire Protection District, Standard Operating Guideline for Hazardous Materials Response is included herein as reference. **Refer to Appendix A**.

Contact Information

The general spill response procedure at this facility is to stop the source of the spill, contain any spilled material, and clean up the spill timely to prevent accidental injury or other damage from occurring. Because of the low potential for spills occurring at this facility the most likely spills to occur are small or incidental spills.

Small spills will be contained by site personnel if they are able to do so without risking injury. Spill kits are located at the following location(s): **Shop Office (Spill Kit and Floor Dry), Fuel Station (Floor Dry).** Ensure spill cleanup materials are properly characterized before disposal.

Spill Prevention

The key to spill prevention is to be prepared. Lakes Highway District performs quarterly inspections of all materials on-site. Additionally, the following tasks are necessary to implement the Districts Spill Prevention Plan:

- List the quantity of each liquid located at the facility
- Identify "high risk" and "spill-prone" areas
- Record the maximum worst case quantities of materials that could potentially spill at each location
- Keep updated MSDS sheets for all materials at each location and review them
- Select the correct type of spill kit and clean up accessories, based on the type of liquid in each area
- Conduct HAZMAT Training annually.

Required Action in the Event of a Spill

In the event we are faced with a spill, operators shall perform a Risk Assessment of the scene to include the following:

- Safety first.
- If there is a fire or medical attention is needed, call 911
- Evacuate all non-essential personnel
- Assess the spill and if possible, identify the spilled material
- If volatile or flammable materials are spilled immediately warn others in the area control the source and shut down the facility heating system.
- Select appropriate protective equipment
- Refer to material MSDS Sheets for cleanup procedures if unknown
- Contain the spill.
- Utilize cleanup kits and floor dry as necessary and required.
- Notify the Road Supervisor for reporting and documentation of the spill
- Review with the supervisor, preventative measures that would help avoid the spill in the future

Emergency Contact Information

Immediately call **911** in the event of injury, fire or potential fire, spill of a hazardous substance that gives rise to an emergency situation, or release of a hazardous substance to the environment (i.e. ground, surface water, floor drains or storm water drains).

If a hazardous substance spill has been released to soil, surface water or drains the following notifications must be performed:

[Contact]	**[Phone #]**
Northern Lakes Fire District	(208) 772-3044
Timber Lake Fire District	(208) 683-3333
Idaho Department of Environmental Quality	(208) 769-1422
Panhandle Health District	(208) 415-5200

Hazardous Materials Inventory

Hazardous Substance Inventory: Those materials manufactured, stored, used and/or generated as a chemical waste in quantities >55 gallons.

Hazardous Substance	Manufacturer	Quantity / Unit of Issue	Location
ISO 46 Hydraulic Fluid	Chevron	55 gallon / 1 EA	Lube Bay
1000THF Hydraulic Fluid	Chevron	55 gallon / 1 EA	Lube Bay
ISO 32 Hydraulic Fluid	Chevron	55 gallon / 1 EA	Lube Bay
Citrol Cleaner	Schaffers	55 gallon / 1 EA	Lube Bay
Kerosol (Keroseen)	Chem Central	55 gallon / 1 EA	Lube Bay
15W/40 Motor Oil	Chevron	250 gallon / 1 EA	Lube Bay
Waste Oil Burner	N/A	500 gallon / 1 EA	Shop
Solvent	Pearl	55 gallon / 1 EA	Lube Bay
50W Transmission Oil	TRC	40 gallon / 1 EA	Lube Bay
75/90W Gear Oil	Schaffers	15 gallon / 1 EA	Lube Bay
Grease	Schaffers	15 gallon / 1 EA	Lube Bay
Window Wash Concentrate	Napa	55 gallon / 1 EA	Lube Bay
Junk Oil	N/A	55 gallon / 2 EA	Lube Bay/Covered Storage
50W Transmission Oil	TRC	40 gallon / 1 EA 15 gallon / 1 EA	Tire Shed
Waste Antifreeze	N/A	55 gallon / 1 EA	Tire Shed

Illegal Dumping

In the event of an illegal dumping within the public right-of-way under the jurisdiction of LHD, notify the supervisor and proceed as directed.

If a vehicle identification or license is obtained, the supervisor shall contact sheriff for enforcement action. If the materials are deemed to be hazardous, the supervisor shall contact the County HazMAt Team for proper disposal. Otherwise, the supervisor will direct cleanup and disposal of materials dumped within the public rights of way to be disposed of and the County Landfill.

Safety Considerations

The Lakes Highway District Facility located at 11341 N. Ramsey Road should consider the following safety items during operations and maintenance procedures:

Emergency

Emergency / Fire Call 911.

Spill Response

Refer to the Spill Response Plan included in the following section of this report

Illegal Dumping

When handling illegally dumper materials, handle with caution. Refer to the Illegal Dumping Procedures defined in this report.

Electrical Hazard

When performing maintenance on electrical equipment, operators should have a partner observing the work to assist in the event of an emergency. Reliable testing equipment should be used and lock out / tag out equipment procedures should be used.

Confined Space Hazards

When performing maintenance within a “confined space” such as manholes, tanker trucks, etc, operators should have a partner observing the work to assist in the event of an emergency.

Operators should comply with confined space requirements.

OSHA

All work shall be in accordance with the Occupational Health and Safety Association (OSHA).

Appendix A

NORTHERN LAKES FIRE PROTECTION DISTRICT

STANDARD OPERATING GUIDELINE

SOG NO. 154 EFFECTIVE: 08/26/09

HAZARDOUS MATERIALS RESPONSE

Scope
This SOG is applicable to all District personnel

Purpose
This SOG is intended to provide general guidelines for district personnel in responding to a Hazardous materials incident.

PROPER PPE MUST BE UTILIZED AT ALL HAZARDOUS MATERIALS INCIDENTS!

This includes but, is not limited to the following:

Structural Firefighting PPE, SCBA, Latex exam gloves, Structural Firefighting gloves and any additional item deemed necessary by the I.C. or Regional Response Team (RRT).

A Decontamination corridor must be established if there is any potential for personnel to become contaminated.

General Procedures/First Due Units

1. The first arriving officer will establish command and begin size-up. Command should consider establishing a staging area for other responding units. Hazardous Materials incidents require a cautious and deliberate size-up as follows:
    a. Remain upwind, uphill or upstream of the incident. From a safe distance, assess the situation. Use binoculars, if available, to view the scene. Attempt to determine if hazardous materials (chemical, radiological or biological) are present. Observe and note the following:
        i. Effects on people, animals, and the environment;
        ii. Container types, markings, placards and labels. Use the *Emergency Response Guidebook (ERG)* for reference.
        iii. Gather information such as MSDS, shipping papers, NIOSH pocket guide etc.
        iv. Consider contacting CHEMTREC to determine the characteristics of the material involved or to assist with contacting various chemical manufacturing originations that have emergency response teams.
        v. Signs of any released or discharged materials or any unusual or pungent odors.

vi. Move farther away or upwind if you detect an odor and are not positive that it is safe.
vii. Note wind direction, and prevailing weather.
viii. Note distance and direction of nearby dwellings or other occupied buildings.
ix. Note distance and direction of any nearby surface water.

b. Notify the State Communications through Dispatch or call 1-800-632-8000 or (208)-334-4570. *** SEE the procedure for Haz-Mat Conference/Bridge Call Procedures and Etiquette**

c. DO NOT enter an area where you may become a victim, even to rescue another.

d. Establish Control Zones based on the information gathered from the Emergency Response Guide (ERG).

e. Air monitoring should be initiated and conducted as soon as possible.

NOTE: As soon as possible assign a Safety Officer

f. At the Hazardous Materials Operations level the following items should be considered for first due units (not all will be significant at any particular incident):
   i. *Cooling Containers—Flame Impingement*
      1. Obtain adequate water supply, use large GPM (500GPM minimum) hose streams or ground based monitors.
      2. Apply heavy streams to the vapor space area above the liquid line at all points of flame impingement.
      3. Use unmanned streams.
      4. Use natural barriers to protect personnel.
      5. Consider WITHDRAWL AND EVACUATION in potential B.L.E.V.E. situations.
   ii. *Remove Uninvolved Materials*
      1. These actions should only be done after a complete site safety plan has been established and confirmed by Incident Command the RRT and any additional technical advice.
      2. Move individual containers.
      3. Move tank cars away from flame.
      4. Cool containers before moving.

iii. *Stop the Leak*
   1. Use water spray to approach the leak knocking down vapor clouds (confirm water reactivity).
   2. Close valves when safe to do so. Look for remote shut-off valves.
   3. Use caution on tank cars when applying water to leaks or safety valves as icing can occur causing pressure to build up inside the tank.
   4. This action must be done with extreme caution. Operations level responders working in Structural Firefighting gear are not fully protected by chemical gasses, splashes and vapors.

iv. *Apply Diluting Spray, Foam or Neutralizing Agent*
   1. Dilute water-soluble liquids, such as Ammonia, Chlorine and LPG.
   2. Use water with caution on some materials, assure compatibility prior to application.
   3. Apply a foam blanket to control vapor production for flammable liquids.

v. *Construct Dikes, Dams and Diversion Channels*
   1. Direct running liquid away from exposures.
   2. Control run-off from corrosive or toxic materials.
   3. Use sand, dirt or suck-it-up.
   4. Keep product out of sewer, storm systems, canals, or other waterways, etc.

vi. *Remove Ignition Sources*
   1. Start down wind in proper PPE if down wind evacuations are deemed necessary.
   2. Eliminate all sources of heat, sparks and friction.
   3. These actions need to be done in conjunction with proper technical advice.

g. If Offensive tactical actions are needed to help bring the incident to a close, a Hazardous Materials Response Team will be notified to respond per the State Communications Bridge Call protocol.

h. ►Remember:
   i. At the Operations level of response it is DEFENSIVE in nature and any actions related to operations must keep responders from coming in contact with any material, be it solid, liquid or gas, excluding acceptable forms of hazardous materials such as gasoline, diesel fuel,

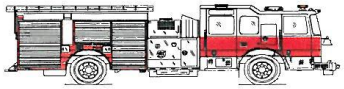
LPG or natural gas. Those materials can and may be dealt with on regular basis at vehicle accidents, broken fuel lines, broken gas lines etc. and, thru training and proper PPE, responders can apply proper mitigation techniques.

2. After the response:
   a. Personnel will ensure that they have not been contaminated.
   b. Personnel that have had contact with any suspected materials will need to go through a decontamination process.
   c. Personnel will be made aware of signs and symptoms of exposure to the suspected chemicals.
   d. EMS transport personnel must be made aware of the hazardous materials involved and the need for addition decontamination prior to arrival to any care facility. The type of hazardous materials must also be relayed to the hospital prior to victims arriving at the care facility.

BE AWARE THAT COMMAND IS RESPONSIBLE FOR THE SAFETY OF ALL PERSONNEL INVOLVED IN ANY INCIDENT.

Northern Lakes Fire Protection District

Proudly serving the areas of and surrounding Hayden and Rathdrum



Hayden Area (208) 772-5711 • Fax: (208) 772-3044
Rathdrum Area (208) 687-1815 • (208) 687-2088
www.northernlakesfire.com

HAZARDOUS MATERIALS WORKSHEET

This worksheet should be used on scene of all Hazardous Materials incidents.

Date: _____ Time of Dispatch: _____ Arrival Time: _____

Command Post Location: _____

Highway: ☐ Fixed facility: ☐ Incident Location: _____

Contact Name: _____ Phone #: _____

Material / Materials Involved: _____

UN # _____ Placard # / Color _____ ERG Guide # _____

Isolate Spill or Leak in all Directions: _____ ft. Protect Downwind: _____ ft.

Hazard Zones Established: Hot: ☐ Warm: ☐ Cold: ☐

Safety Officer in Place: ☐ Name: _____

Decontamination Corridor set up and in Place: ☐ Location: _____

EMS: Triage / Treatment in Place: ☐ Location: _____

Type of Container Involved / Size Shape: _____

Physical Form: Solid: ☐ Liquid: ☐ Gas: ☐

Type of Release: Leak: ☐ Spill: ☐ Quantity of Material in lbs. or gal. _____

Obtain the following: MSDS: ☐ Shipping Papers: ☐

Any Injuries or Exposures: _____

_____

Evacuation _____ (or) Shelter in Place _____

State Comm. Bridge Call Initiated: ☐ Time: _____Call Back #:_____

Resources on Scene or Staged:

Fire: _____

EMS: _____Law:_____

Haz-Mat: _____ DEQ: _____ Red Cross: _____

Disaster Services: _____ Other: _____

_____