

October 18, 2022

MSW Permits Section, MC 124  
Waste Permits Division  
Texas Commission on Environmental Quality  
P.O. Box 13087  
Austin, TX 78711-3087

**Re: Response to Notice of Deficiency Letter**  
**Fond Memories Pet Cemetery and Crematory McKinney**  
**McKinney, Collin County, Texas**  
**Proposed Municipal Solid Waste Permit Number: 2415**  
**CN605432160/RN104271523**  
**Tracking Number 277884243**  
**New Type V Waste Incinerator Processing Facility Permit Application**

TCEQ Representative:

On behalf of 4283929 Delaware, LLC., Source Environmental Sciences, Inc. respectfully submits this revised registration application information for the subject facility. Per your request, we are submitting the original and three (3) copies.

A revised Municipal Solid Waste (MSW) Registration application is being submitted for Fond Memories, Type V facility in response to the Administrative Notice of Deficiency Letter dated September 8, 2022 received from the TCEQ. This registration addresses the concerns discussed in the letter and the changed pages, figures, and maps are submitted with this response.

We sincerely hope that our response addresses full the TCEQ concerns. A complete registration application including all information required to satisfy the application information requirements of 30 TAC Chapter 305 and Chapter 330 has been submitted.

We appreciate your consideration of this submittal. If you have any comments or questions, please contact me at (713) 621-4474.

Sincerely,  
George Chandlee  
Senior Consultant  
Source Environmental Sciences, Inc.

cc: 4283929 Delaware, LLC.,  
Attn: Kelly Clinton, Vice President,  
511 New Hope Rd. W  
McKinney, Texas 75071



June 30, 2022

MSW Permits Section, MC 124  
Waste Permits Division  
Texas Commission on Environmental Quality  
P.O. Box 13087  
Austin, TX 78711-3087

**Re: Name of Project: Fond Memories Pet Cemetery and Crematory McKinney, Type V Solid Waste; Owner Name: 4283929 Delaware, LLC.; Location: New Hope, Collin County, Texas**

To Whom it May Concern,

On behalf of 4283929 Delaware, LLC., Source Environmental Sciences, Inc. respectfully submits this revised 15tration application information for the subject facility. Per your request, we are submitting the original and three (3) copies.

A revised Municipal Solid Waste (MSW) Registration application is being submitted for Fond Memories, Type V facility in response to the enforcement action from the TCEQ. This registration addresses the concerns discussed in the enforcement letter and the changed pages, figures, and maps are submitted with this response.

We sincerely hope that our response addresses full the TCEQ concerns. A complete registration application including all information required to satisfy the application information requirements of 30 TAC Chapter 305 and Chapter 330 has been submitted.

We appreciate your consideration of this submittal. If you have any comments or questions, please contact me at (713) 621-4474.

Sincerely,

George Chandlee  
Senior Consultant  
Source Environmental Sciences, Inc.

cc: 4283929 Delaware, LLC.,  
Attn: Kelly Clinton, Vice President,  
511 New Hope Rd. W  
McKinney, Texas 75071



**NEW REGISTRATION APPLICATION**  
**TEXAS COMMISSION ON ENVIRONMENTAL QUALITY**

**ISSUED TO**

**4283929 DELAWARE LLC.**

**MSW Permit No. 2415**  
**Prepared June 2022**  
**Revision October 2022**



**Prepared for:**  
**Fond Memories Pet Cemetery and Crematory McKinney**  
**511 New Hope Rd. W**  
**McKinney, Texas 75071**

**Prepared by:**  
**Source Environmental Sciences, Inc.**  
**1800 W Loop S, Suite 1025**  
**Houston, Texas 77027**



**4283929 DELAWARE, LLC. NEW REGISTRATION APPLICATION FOR  
MSW FACILITY  
MSW Permit No. 2415  
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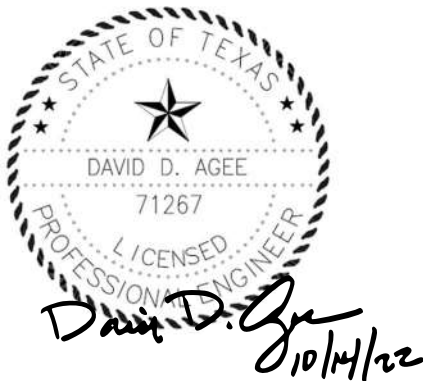
Registered P.E. David Agee  
Agee Engineering LLC  
Firm Registration No. F-11763



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*David D. Agee*  
*10/14/22*

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**4283929 DELAWARE, LLC. NEW REGISTRATION APPLICATION FOR  
MSW FACILITY  
MSW Permit No. 2415  
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Registered P.E. David Agee  
Agee Engineering LLC  
Firm Registration No. F-11763



# **Texas Commission on Environmental Quality**

## **Part I Application Form for New Permit, Permit Amendment, or Registration for a Municipal Solid Waste Facility**

### **Application Tracking Information**

Facility Name: \_\_\_\_\_

Permittee or Registrant Name: \_\_\_\_\_

MSW Authorization Number: \_\_\_\_\_

Initial Submission Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_

Instructions for completing this Part I Application Form are provided in [TCEQ 00650-instr](#)<sup>1</sup>. Include a [Core Data Form \(TCEQ 10400\)](#)<sup>2</sup> with the application for the facility owner, and another Core Data Form for the operator if different from the owner. If you have questions, contact the Municipal Solid Waste Permits Section by email to [mswper@tceq.texas.gov](mailto:mswper@tceq.texas.gov), or by phone at 512-239-2335.

### **Application Data**

#### **1. Submission Type**

☐ Initial Submission ☐ Notice of Deficiency (NOD) Response

#### **2. Authorization Type**

☐ Permit ☐ Registration

#### **3. Application Type**

☐ New Permit  
☐ Permit Major Amendment ☐ Permit Limited Scope Major Amendment  
☐ New Registration

<sup>1</sup> [www.tceq.texas.gov/downloads/permitting/waste-permits/msw/forms/00650-instr.pdf](http://www.tceq.texas.gov/downloads/permitting/waste-permits/msw/forms/00650-instr.pdf)

<sup>2</sup> [www.tceq.texas.gov/goto/coredata](http://www.tceq.texas.gov/goto/coredata)

#### 4. Application Fee

##### Amount

- ☐ \$2,050—New Landfill Permits, and Landfill Permit Major Amendments Described in 30 TAC [305.62\(j\)\(1\)](#)
- ☐ \$150—Other Permits, Landfill Limited Scope Major Amendments, Permit Amendments for Storage and Processing Facilities, and Registrations

##### Payment Method

- ☐ Check
- ☐ Online through ePay portal [www3.tceq.texas.gov/epay/](http://www3.tceq.texas.gov/epay/)

If paid online, enter ePay Trace Number: \_\_\_\_\_

#### 5. Application URL

For applications other than those for arid exempt landfills, provide the URL address of a publicly accessible internet web site where the application and all revisions to the application will be posted.

\_\_\_\_\_

#### 6. Party Responsible for Publishing Notice

Indicate who will be responsible for publishing notice:

- ☐ Applicant ☐ Agent in Service ☐ Consultant

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### 7. Alternative Language Notice

Use the Alternative Language Checklist on Public Notice Verification Form TCEQ-20244-Waste-NORI, TCEQ-20244-Waste-NAPD, or TCEQ-20244-Waste-NAORPM available at [www.tceq.texas.gov/permitting/waste\\_permits/msw\\_permits/msw\\_notice.html](http://www.tceq.texas.gov/permitting/waste_permits/msw_permits/msw_notice.html) to determine if an alternative language notice is required.

Is an alternative language notice required for this application?

- ☐ Yes ☐ No

Indicate the alternative language: \_\_\_\_\_

## 8. Public Place for Copy of Application

Name of the Public Place: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## 9. Consolidated Permit Processing

Is this submittal part of a consolidated permit processing request, in accordance with 30 TAC Chapter 33?

☐ Yes ☐ No

If "Yes", indicate the other TCEQ program authorizations requested:

## 10. Confidential Documents

Does the application contain confidential documents?

☐ Yes ☐ No

If "Yes", reference the confidential documents in the application, but submit the confidential documents as an attachment in a separate binder marked "CONFIDENTIAL."

## 11. Permits and Construction Approvals

Mark the following table to indicate status of other permits or approvals.

**Table 1. Permits and Construction Approvals.**

Permit or Approval	Received	Pending	Not Applicable
Hazardous Waste Management Program under Texas Solid Waste Disposal Act			
Underground Injection Control Program under Texas Injection Well Act			
National Pollutant Discharge Elimination System Program under Clean Water Act; Waste Discharge Program under Texas Water Code, Chapter 26			
Prevention of Significant Deterioration Program under Federal Clean Air Act (FCAA); Nonattainment Program under the FCAA			
National Emission Standards for Hazardous Air Pollutants Preconstruction Approval under the FCAA			

Permit or Approval	Received	Pending	Not Applicable
Ocean Dumping Permits under Marine Protection Research and Sanctuaries Act			
Dredge or Fill Permits under Clean Water Act			
Licenses under the Texas Radiation Control Act			
Other (describe):			
Other (describe):			

## 12. Facility General Information

Facility Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

MSW Authorization Number (if existing): \_\_\_\_\_

Regulated Entity Reference Number: **RN** \_\_\_\_\_

Physical or Street Address (if available): \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Latitude (Degrees, Minutes Seconds): \_\_\_\_\_

Longitude (Degrees, Minutes Seconds): \_\_\_\_\_

Benchmark Elevation (above mean sea level): \_\_\_\_\_ feet

Description of facility location with respect to known or easily identifiable landmarks:

Access routes from the nearest United States or state highway to the facility:

### Coastal Management Program

Is the facility within the Coastal Management Program boundary?

☐ Yes ☐ No



### 13. Facility Types

- ☐ Type I      ☐ Type IV      ☐ Type V  
☐ Type IAE      ☐ Type IVAE      ☐ Type VI

### 14. Activities Conducted at the Facility

- ☐ Storage      ☐ Processing      ☐ Disposal

### 15. Facility Waste Management Units

Check the box for each type of waste management unit proposed.

- |   |   |
|---|---|
| <input type="checkbox"/> Landfill Unit(s)         | <input type="checkbox"/> Container(s)                 |
| <input type="checkbox"/> Incinerator(s)           | <input type="checkbox"/> Roll-off Boxes               |
| <input type="checkbox"/> Class 1 Landfill Unit(s) | <input type="checkbox"/> Surface Impoundment          |
| <input type="checkbox"/> Process Tank(s)          | <input type="checkbox"/> Autoclave(s)                 |
| <input type="checkbox"/> Storage Tank(s)          | <input type="checkbox"/> Refrigeration Unit(s)        |
| <input type="checkbox"/> Tipping Floor            | <input type="checkbox"/> Mobile Processing Unit(s)    |
| <input type="checkbox"/> Storage Area             | <input type="checkbox"/> Compost Pile(s) or Vessel(s) |
| <input type="checkbox"/> Other (specify):         |   |

### 16. Description of Proposed Facility or Changes to Existing Facility

Provide a brief description of the proposed activities if application is for a new facility, or the proposed changes to an existing facility or permit conditions if the application is for an amendment.

## 17. Facility Contact Information

### Site Operator (Permittee or Registrant)

Name: \_\_\_\_\_

Customer Reference Number: **CN** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Texas Secretary of State (SOS) Filing Number: \_\_\_\_\_

### Operator (if different from Site Operator)

Name: \_\_\_\_\_

Customer Reference Number: **CN** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Texas Secretary of State (SOS) Filing Number: \_\_\_\_\_

### Consultant (if applicable)

Firm Name: \_\_\_\_\_

Consultant Name: \_\_\_\_\_

Texas Board of Professional Engineers Firm Registration Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Agent in Service (required for out-of-state applicants)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 18. Facility Supervisor License

Indicate the level of Municipal Solid Waste Facility Supervisor license, as defined in 30 TAC Chapter 30, Occupational Licenses and Registrations, Subchapter F that the individual who supervises or manages the operations will obtain prior to commencing operations.

☐ Class A Supervisor License   ☐ Class B Supervisor License

## 19. Ownership Status of the Facility

### Business Type

- |  |   |
|--|---|
| <input type="checkbox"/> Corporation         | <input type="checkbox"/> County Government      |
| <input type="checkbox"/> Individual          | <input type="checkbox"/> State Government       |
| <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Federal Government     |
| <input type="checkbox"/> General Partnership | <input type="checkbox"/> Other Government       |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Military               |
| <input type="checkbox"/> City Government     | <input type="checkbox"/> Other (specify): _____ |

### Facility Owner

Does the Site Operator (Permittee or Registrant) own all the facility units and all the facility property?

☐ Yes   ☐ No

If "No", provide the following information for other owners.

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 20. Other Government Entities Information

### Texas Department of Transportation

District: \_\_\_\_\_

District Engineer's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Local Government Authority Responsible for Road Maintenance (if applicable)**

Government or Agency Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**City Mayor Information**

City Mayor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**City Health Authority**

Authority Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**County Judge Information**

County Judge's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**County Health Authority**

Agency Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**State Representative Information**

District Number: \_\_\_\_\_

State Representative's Name: \_\_\_\_\_

District Office Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**State Senator Information**

District Number: \_\_\_\_\_

State Senator's Name: \_\_\_\_\_

District Office Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Council of Governments (COG)**

COG Name: \_\_\_\_\_

COG Representative's Name: \_\_\_\_\_

COG Representative's Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**River Basin Authority**

Authority Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Watershed Sub-Basin Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**U.S. Army Corps of Engineers District**

Indicate the U.S. Army Corps of Engineers district in which the facility is located:

☐ Albuquerque, NM☐ Galveston, TX☐ Ft. Worth, TX☐ Tulsa, OK



**Local Government Jurisdiction**

Within City Limits of: \_\_\_\_\_

Within Extraterritorial Jurisdiction of: \_\_\_\_\_

Is the facility located in an area in which the governing body of the municipality or county has prohibited the storage, processing, or disposal of municipal or industrial solid waste?

☐ Yes      ☐ No

If "Yes", provide a copy of the ordinance or order as an attachment.

**Signature Page**

I, Kelly Clinton

(Site Operator (Permittee/Registrant)'s Authorized Signatory)

Vice President / COO  
(Title)

certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: [Signature]

Date: June 20, 2022

-----  
TO BE COMPLETED BY THE OPERATOR IF THE APPLICATION IS SIGNED BY AN AUTHORIZED REPRESENTATIVE FOR THE OPERATOR

I, \_\_\_\_\_, hereby designate \_\_\_\_\_  
(Print or Type Operator Name) (Print or Type Representative Name)

as my representative and hereby authorize said representative to sign any application, submit additional information as may be requested by the Commission; and/or appear for me at any hearing or before the Texas Commission on Environmental Quality in conjunction with this request for a Texas Water Code or Texas Solid Waste Disposal Act permit. I further understand that I am responsible for the contents of this application, for oral statements given by my authorized representative in support of the application, and for compliance with the terms and conditions of any permit which might be issued based upon this application.

\_\_\_\_\_  
Printed or Typed Name of Operator or Principal Executive Officer

\_\_\_\_\_  
Signature

-----  
SUBSCRIBED AND SWORN to before me by the said Vice President / COO

On this 20th day of June, 2022

My commission expires on the \_\_\_\_\_ day of N/A, \_\_\_\_\_

Harman S. Dillon

Notary Public in and for

Wellington County, ~~Texas~~ Ontario Canada

(Note: Application Must Bear Signature & Seal of Notary Public)

[Signature]

## Part I Attachments

Refer to instruction document 00650-instr for professional engineer seal requirements.

**Attachments Table 1. Required attachments.**

Required Attachments	Attachment Number
Supplementary Technical Report	
Property Legal Description	
Property Metes and Bounds Description	
Facility Legal Description	
Facility Metes and Bounds Description	
Metes and Bounds Drawings	
On-Site Easements Drawing	
Land Ownership Map	
Landowners List	
Mailing Labels (printed and electronic)	
Texas Department of Transportation (TxDOT) County Map	
General Location Map	
General Topographic Map	
Verification of Legal Status	
Property Owner Affidavit	
Evidence of Competency	

**Attachments Table 2. Additional attachments as applicable.**

Additional Attachments as Applicable (select all that apply and add others as needed)	Attachment Number
<input type="checkbox"/> TCEQ Core Data Form(s)	
<input type="checkbox"/> Signatory Authority Delegation	
<input type="checkbox"/> Fee Payment Receipt	
<input type="checkbox"/> Confidential Documents	
<input type="checkbox"/> Waste Storage, Processing and Disposal Ordinances	
<input type="checkbox"/> Final Plat Record of Property	

<b>Additional Attachments as Applicable (select all that apply and add others as needed)</b>	<b>Attachment Number</b>
<input type="checkbox"/> Certificate of Fact (Certificate of Incorporation)	
<input type="checkbox"/> Assumed Name Certificate	
Other (describe):	
Other (describe):	
Other (describe):	

## Administrative and Technical Review Checklist for Municipal Solid Waste (MSW) Permits, Registrations and Amendments

This checklist is designed to provide guidance for the Municipal Solid Waste (MSW) rules found in Title 30 Texas Administrative Code (30 TAC) Chapter 330, for Type I, IV and V registration, permit, and permit amendment applications. Areas of the checklist that are shaded in gray are for information purposes only.

Please fill out application information before selecting and filling out a checklist.

Applicant Information			
Company:	4283929 Delaware LLC		
First name:	Kelly	Last name:	Clinton
Applicant Title:	Vice President	Prefix:	Mr
Street Address:	1102 South 7th Street		
City:	Conroe	State:	TX Zip code: 77301
Applicant E-Mail:	kclinton@gatewayservicesinc.com		
Consultant Information			
First name:	George	Last name:	Chandlee
Consultant Title:	Senior Consultant	Prefix:	Mr
Consultant Firm:	Source Environmental Sciences Inc		
Consultant Address:	1800 W Loop S Suite 1025		
City:	Houston	State:	TX Zip code: 77018
Consultant E-Mail:	george@source-environmental.com		
Application Information			
Facility Name:	Fond Memories Pet Cemetery and Crematory McKinney		
Application Date	8/4/2022		
CN:	605432160	MSW ID:	
RN:	1.04E+08	Authorization Type:	Registration
County:	Collin	Application Type:	New Permit



ID	App. Part	Checklist Item	Item Type	Citation	Complete?	Location	Applicant Comments	Application Area
1	General	Submit all four parts of the permit, permit amendment or registration application	Required	330.57(a) & (b)	Yes	Yes		Format-Application
2	General	Submit TCEQ Part I Form (Form No. 0650)	Required	330.57(c)(1)	Yes	Part 1		Forms
8	General	Part II of the application contains location and coordination information.	Informational	330.57(c)(2)				Format-Application
9	General	Part III of the application contains design information	Informational	330.57(c)(3)				Format-Application
10	General	Part IV of the application contains the site operating plan	Informational	330.57(c)(4)				Format-Application
11	General	The application should address all aspects of application and design requirements, even to show why not applicable (N/A)	Informational	330.57(d)				Format-Application
12	General	Submit data of sufficient completeness, accuracy and clarity	Required	330.57(d)	Yes	Part 1		Format-Application
13	General	Failure to provide complete information may be cause for ED to return application.	Informational	330.57(d)				Format-Application
14	General	Provide 4 Copies for Initial Submittal (1 original and 3 copies)	Required	330.57(e)	Yes	Yes		Format-Application
15	General	Provide 4 copies for NOD Responses including 1 copy with marked revisions (redline/strikeout)	Required	330.57(g)(6)	Yes	Yes		Format-Application
16	General	Application must be prepared in accordance with Texas Occupations Code, Texas Engineering Practice Act, Chapter 1001 and Texas Geoscience Practice Act, Chapter 1002	Informational	330.57(f)				Format-Application
17	General	Provide a PE signature, seal and date on the title page of each bound engineering report or individual engineering plan, and on each engineering drawing	Required	330.57(f)(1)	Yes	Yes		Format-Application
18	General	Provide PG sign, seal, & date for applicable items	Required	330.57(f)(2)	Yes	NA		Format-Application
19	General	Applications that are not sealed are incomplete and shall be returned	Informational	330.57(f)(3)				Format-Application
20	General	Submit the application in three ring-binders	Required	330.57(g)(1)	Yes	Yes		Format-Application
21	General	Submit Title Page with Name, Application No., Site Operator Name, Operator Name (if applicable), Location, Date Prepared and Revision Date(s)	Required	330.57(g)(2)	Yes	Cover Page		Format-Application
22	General	Provide Table of Contents with PE seal	Required	330.57(g)(3)	Yes	Table of Contents		Format-Application
23	General	Use 8.5x11 inch or 11x17 paper (folded to 8.5x11 inch)	Required	330.57(g)(4)	Yes	Yes		Format-Application
24	General	Provide pages with date (original and revised) and sequential page numbers	Required	330.57(g)(5)	Yes	Yes		Format-Application
25	General	Provide legible drawings/maps	Required	330.57(h)(1)	Yes	Attachment A		Format-Maps/Drawings
26	General	Provide color coding on all figures and drawings that is legible and distinct after copying in black & white	Required	330.57(h)(2)	Yes	Attachment A		Format-Maps/Drawings
27	General	Provide a standard engineering scale on each figure or drawing	Required	330.57(h)(3)	Yes	Attachment A		Format-Maps/Drawings
28	General	Provide a dated title block on each figure or drawing	Required	330.57(h)(4)(A)	Yes	Attachment A		Format-Maps/Drawings
29	General	Provide a bar scale at least 1 inch on all figures and drawings	Required	330.57(h)(4)(B)	Yes	Attachment A		Format-Maps/Drawings
30	General	Provide a revision block on all figures and drawings	Required	330.57(h)(4)(C)	Yes	Attachment A		Format-Maps/Drawings
31	General	Provide a PE or PG seal ,if required, on all figures and drawings	Required	330.57(h)(4)(D)	Yes	Attachment A		Format-Maps/Drawings
32	General	Include drawing number and a page number on each drawing and figure	Required	330.57(h)(4)(E)	Yes	Attachment A		Format-Maps/Drawings
33	General	Include a north arrow on each map or plan drawing	Required	330.57(h)(5)(A)	Yes	Attachment A		Format-Maps/Drawings
34	General	Include a reference to base map & date of most current base map used, if the map is based upon another map	Required	330.57(h)(5)(B)	Yes	Attachment A		Format-Maps/Drawings
35	General	Include a legend on each map or plan drawing	Required	330.57(h)(5)(C)	Yes	Attachment A		Format-Maps/Drawings
36	General	Provide match lines and section lines that reference the drawing where the match or section is shown.	Required	330.57(h)(6)	Yes	Attachment A		Format-Maps/Drawings

45	General	Acknowledge that the construction and operation of the waste management facility shall comply with Subchapter U of 30 TAC Chapter 330 (relating to Standard Air Permits for Municipal Solid Waste Landfill Facilities and Transfer Stations) or other approved air authorizations. Owners or operators of these types of facilities should consult with the Air Permits Division on or before the date that the municipal solid waste application is filed with the executive director	Acknowledgement	330.55(a)	Yes	Agreed		Other Authorizations
46	General	Acknowledge that all liquids resulting from the operation of solid waste facilities shall be disposed of in a manner that will not cause surface water or groundwater pollution. Facilities shall provide for the treatment of wastewaters resulting from waste management activities and from cleaning and washing. Owners or operators shall ensure that storm water and wastewater management is in compliance with the regulations of the commission.	Acknowledgement	330.55(a)	Yes	Agreed		Other Authorizations
49	General	It is the responsibility of an owner or operator to possess or acquire a sufficient interest in or right to the use of the surface estate of the property for which a permit is issued, including the access route. The granting of a permit does neither convey any property rights or interest in either real or personal property; nor does it authorize any injury to private property, invasion of personal rights, or impairment of previous contract rights; nor any infringement of federal, state, or local laws or regulations outside the scope of the authority under which a permit is issued	Informational	330.67(a)				General Information
51	General	Executive director approval or a permit will be required if any on-site operations subsequent to closure of a landfill facility involve disturbing the cover or liner of the landfill.	Informational	330.67(c)				General Information
52	General	It is the responsibility of an owner or operator to obtain any permits or approvals that may be required by local agencies such as for building construction, discharge of uncontaminated waters into ditches under control of a drainage district, discharge of effluent into a local sanitary sewer system, etc.	Informational	330.67(d)				General Information
58	General	If at any time during the life of the facility the owner or operator becomes aware of any condition in the permit or registration that necessitates a change to accommodate new technology or improved methods or that makes it impractical to keep the facility in compliance, the owner or operator shall submit to the executive director requested changes to the permit or registration in accordance with 30 TAC §305.62 or §305.70 and must be approved prior to their implementation	Informational	330.73(a)				General Information
60	General	The owner or operator shall obtain and submit certification by a Texas-licensed professional engineer that the facility has been constructed as designed in accordance with the issued registration or permit and in general compliance with the regulations prior to initial operation. The owner or operator shall maintain that certification on site for inspection	Informational	330.73(d)				General Information
61	General	After all initial construction activity has been completed and prior to accepting any solid waste, the owner or operator shall contact the executive director and region office in writing and request a pre-opening inspection. A pre-opening inspection shall be conducted by the executive director within 14 days of notification by the owner or operator that all construction activities have been completed, accompanied by representatives of the owner or operator and the engineer	Informational	330.73(e)				General Information

62	General	The MSW facility shall not accept solid waste until the executive director has confirmed in writing that all applicable submissions required by the permit or registration and this chapter have been received and found to be acceptable, and that construction is in compliance with the permit or registration and the approved site development plan. If the executive director has not provided a written or verbal response within 14 days of completion of the pre-opening inspection, the facility shall be considered approved for acceptance of waste	Informational	330.73(f)				General Information
63	General	Identify if the Regulated Entity or Customer has any delinquent fees	Required	330.59(h), 330.671, 330.675	Yes	I-5		Delinquent Fees
64	Part I	Provide a copy of the application, including all revisions and supplements on a publicly accessible Web site	Required in Part I Form	330.57(i)(1)				Part I Form
65	Part I	Provide the commission with the Web address link for the application materials	Required in Part I Form	330.57(i)(1)				Part I Form
66	Part I	Signature Page must have signature and notarization	Required in Part I Form	330.59(a)(1)				Part I Form
67	Part I	Applicant's name, mailing address & phone no.	Required in Part I Form	330.59(a)(1)				Part I Form
68	Part I	Description of the nature of the business	Required in Part I Form	330.59(a)(1)				Part I Form
69	Part I	Activities that require a permit (conducted at the facility)	Required in Part I Form	330.59(a)(1)				Part I Form
70	Part I	Location description, facility name & mailing address	Required in Part I Form	330.59(b)(1); 305.45(a)(1)				Part I Form
71	Part I	Access routes	Required in Part I Form	330.59(b)(2)				Part I Form
72	Part I	Lat. & Long. of the facility	Required in Part I Form	330.59(b)(3)				Part I Form
73	Part I	Lat. & Long. depicted	Required in Part I Form	330.59(c)(1)(A)				Part I Form
74	Part I	All maps should show the facility location	Required in Part I Form	305.45(a)(6)				Part I Form
76	Part I	All maps should show other structures or locations regarding the regulated facility and associated activities	Required in Part I Form	305.45(a)(6)				Part I Form
77	Part I	At least one map with a scale not less than 1 inch = 1 mile	Required in Part I Form	305.45(a)(6)				Part I Form
78	Part I	Permit/Registration boundary and 1 mile beyond to show the following:	Required in Part I Form	330.59(c)(1)(B)				Part I Form
79	Part I	Wells, springs, surface water bodies	Required in Part I Form	305.45(a)(6)(A)				Part I Form
80	Part I	Character of adjacent land including public roads, towns, development as residential, commercial, agricultural, etc.	Required in Part I Form	305.45(a)(6)(B)				Part I Form
81	Part I	Location of any waste disposal activities conducted on the tract but not included in the application	Required in Part I Form	305.45(a)(6)(C)				Part I Form
82	Part I	General location map, TXDOT, scale of ½ inch = 1 mile and most current map used	Required in Part I Form	330.59(c)(2)				Part I Form
83	Part I	Land Ownership Map, within ¼ mile & mineral interest ownership	Required in Part I Form	330.59(c)(3)(A)				Part I Form
84	Part I	Land Ownership List both in hardcopy and electronic form (alternatively pre-printed mailing labels)	Required in Part I Form	330.59(c)(3)(B)				Part I Form
85	Part I	Legal description of property or other documentation of ownership	Required in Part I Form	330.59(d)(1)(A)				Part I Form
86	Part I	If Platted; plat record with county, book, page number and acreage information	Required in Part I Form	330.59(d)(1)(B)				Part I Form
87	Part I	Signed, sealed and dated surveyed metes and bounds description of the facility	Required in Part I Form	330.59(d)(1)(C)				Part I Form
88	Part I	Signed & sealed metes & bounds drawing	Required in Part I Form	330.59(d)(1)(D)				Part I Form
89	Part I	Signed property owner affidavit	Required in Part I Form	330.59(d)(2)				Part I Form
90	Part I	Acknowledge that State may hold owner responsible	Required in Part I Form	330.59(d)(2)(A)				Part I Form
92	Part I	Acknowledge that the owner & State shall have access during life of the facility and during closure	Required in Part I Form	330.59(d)(2)(C)				Part I Form
94	Part I	Verified legal status of applicant and list of persons with 20% or more ownership in the facility	Required in Part I Form	330.59(e)				Part I Form
95	Part I	Ownership status as federal, state, private, public, or other	Required in Part I Form	305.45(a)(2)				Part I Form
96	Part I	List of all Texas solid waste sites that the owner or operator has owned or operated within the last ten years. The site name, site type, permit or registration number, county, and dates of operation shall also be submitted.	Required in Part I Form	330.59(f)(1)				Part I Form
97	Part I	List of all solid waste sites in all states, territories, or countries in which the owner or operator has a direct financial interest. The type of site shall be identified by location, operating dates, name, and address of the regulatory agency, and the name under which the site was operated.	Required in Part I Form	330.59(f)(2)				Part I Form
98	Part I	Shall employ a licensed solid waste facility supervisor before operating	Required in Part I Form	330.59(f)(3)				Part I Form

99	Part I	Names of principals & supervisors owner or operators organization together with previous affiliations with other organizations involved with solid waste activities	Required in Part I Form	330.59(f)(4)				Part I Form
101	Part I	Signatory meets 305.44, documentation of <u>delegated signatory authority</u>	Required in Part I Form	330.59(g)				Part I Form
102	Part I	Corporations - signed by a corporate officer	Required in Part I Form					Part I Form
103	Part I	Partnership or proprietorship -signed by a <u>general partner or proprietor</u>	Required in Part I Form					Part I Form
104	Part I	Municipality, public agency -signed by an <u>executive officer or elected official</u>	Required in Part I Form					Part I Form
105	Part I	Signatory certification statement	Required in Part I Form					Part I Form
106	Part I	Hazardous Waste Management	Required in Part I Form	305.45(a)(7)(A)				Part I Form
107	Part I	Underground Injection Control	Required in Part I Form	305.45(a)(7)(B)				Part I Form
108	Part I	NPDES	Required in Part I Form	305.45(a)(7)(C)				Part I Form
109	Part I	Prevention of Significant Deterioration	Required in Part I Form	305.45(a)(7)(D)				Part I Form
110	Part I	Nonattainment Program	Required in Part I Form	305.45(a)(7)(E)				Part I Form
111	Part I	NESHAPS	Required in Part I Form	305.45(a)(7)(F)				Part I Form
112	Part I	Ocean dumping permit	Required in Part I Form	305.45(a)(7)(G)				Part I Form
113	Part I	Dredge & fill permit	Required in Part I Form	305.45(a)(7)(H)				Part I Form
114	Part I	Licenses under the TRCA	Required in Part I Form	305.45(a)(7)(I)				Part I Form
115	Part I	Other environmental permits	Required in Part I Form	305.45(a)(7)(K)				Part I Form
116	Part I	Permit Application Fee is \$2050.00	Required in Part I Form	THSC 361.0675				Part I Form
117	Part I	A copy of the payment receipt to the MSW Permits Section, if paid by check.	Required in Part I Form	330.59(h)(1)				Part I Form
118	Part I	Prepared by PE, PG, or qualified person	Required in Part I Form	330.57(f)				Part I Form
119	Part I	Description of facility & systems	Required in Part I Form	305.45(a)(8)(A)				Part I Form
120	Part I	Volume, average & max rate of disposal for each place of disposal	Required in Part I Form	305.45(a)(8)(B)(i)				Part I Form
121	Part I	Physical, chemical, thermal, organic, bacteriological, radiological properties of waste	Required in Part I Form	305.45(a)(8)(B)(ii)				Part I Form
122	Part I	Other reasonable information	Required in Part I Form	305.45(a)(8)(C)				Part I Form
123	Part II	Provide the sources and characteristics of all waste to be accepted.	Required	330.61(b)(1)	Yes	II-1		Waste Acceptance Plan
124	Part II	Specify parametric limitations of each type of waste to be managed by the facility	Required	330.61(b)(1)	Yes	II-1		Waste Acceptance Plan
125	Part II	Provide a brief description of the general sources and generation areas contributing wastes to the facility. This description shall include an estimate of the population or <u>population equivalent served by the facility</u>	Required	330.61(b)(1)(A)	Yes	II-1		Waste Acceptance Plan
126	Part II	Provide a descriptive narrative that describes the percentage of incoming waste that must be <u>recovered and its intended use</u>	Required if Requested	330.61(b)(1)(A)	Yes	NA		Waste Acceptance Plan
130	Part II	Provide any site specific conditions that require special design considerations & possible mitigation of conditions identified under <u>sections (h) - (o)</u>	Required	330.61(a)	Yes	II-2		Facility Impact
131	Part II	Provide information regarding the likely impacts of the facility on cities, communities, groups of property owners, or individuals.	Required	330.61(h)	Yes	II-2		Facility Impact
132	Part II	Provide information on the compatibility of the facility with surrounding land use, zoning in the vicinity, community growth patterns, and other factors associated with the public <u>interest</u> .	Required	330.61(h)	Yes	II-2		Facility Impact
133	Part II	Provide information on the character of <u>surrounding land use within one mile</u>	Required	330.61(h)(2)	Yes	II-2		Existing Conditions
134	Part II	Provide information about the growth trends within five miles & directions of development	Required	330.61(h)(3)	Yes	II-2		Existing Conditions
135	Part II	Indicate the proximity to residences & items listed in 330.61(c)(4) & (12), ~ no. of residences & commercial establishments including direct & distance to nearest, population density, all <u>within one mile</u> .	Required	330.61(h)(4)	Yes	II-2		Existing Conditions
136	Part II	Indicate all wells and the well density within 500 ft.	Required	330.61(h)(5)	Yes	II-3		Existing Conditions
137	Part II	Provide any other information requested by the ED	Required	330.61(h)(6)	Yes	II-3		Existing Conditions
138	Part II	Provide data on availability & adequacy of access roads	Required	330.61(i)(1)	Yes	II-3		Transportation
139	Part II	Provide the existing & expected traffic volumes on access roads within one mile of the facility during the expected life of the facility	Required	330.61(i)(2)	Yes	II-3		Transportation
140	Part II	Provide an estimate of traffic volume generated by the facility on access roads within one mile <u>of the facility</u>	Required	330.61(i)(3)	Yes	II-3		Transportation
141	Part II	Provide documentation of coordination for roadway improvements and documentation of coordination with TXDOT for traffic and <u>location restrictions</u>	Required	330.61(i)(4)	Yes	II-3		Transportation

146	Part II	Provide notice to the airport & the FAA for MSW units within 6 miles of a small airport or within 5 miles of a large commercial airport.	Required	330.545(b)	Yes	II-3		Transportation
148	Part II	Discuss in general terms the geology and soils of the proposed site	Required	330.61(j)(1)	Yes	II-3		Geology
152	Part II	Provide data on site specific groundwater conditions	Required	330.61(k)(1)	Yes	II-4		Groundwater and Surface Water
153	Part II	Provide data on surface water at or near the site	Required	330.61(k)(2)	Yes	II-4		Groundwater and Surface Water
154	Part II	Provide information on how facility will comply with applicable Texas Pollutant Discharge Elimination System (TPDES) storm water permitting requirements and the Clean Water Act, §402, as amended.. This may include the information requires by 30 TAC 330.61(k)(3)(A) & (B)	Required	330.61(k)(3)	Yes	II-4		Groundwater and Surface Water
155	Part II	As applicable, provide a certification statement indicating the owner/operator will obtain the appropriate TPDES permit coverage when required	Required	330.61(k)(3)(A)	Yes	II-4		Groundwater and Surface Water
156	Part II	As applicable, provide a copy of permit number under an individual wastewater permit	Required	330.61(k)(3)(B)	Yes	II-4		Groundwater and Surface Water
157	Part II	Provide the location of any water wells.	Required	330.61(l)(1)	Yes	II-4		Abandoned Oil and Water Wells
158	Part II	All water supply wells must be outside monitoring system or approved in the permit	Informational	330.61(l)(1)				Abandoned Oil and Water Wells
160	Part II	Provide the location of oil & gas wells production wells may remain if identified & don't disrupt operations	Required	330.61(l)(2)	Yes	II-4		Abandoned Oil and Water Wells
161	Part II	Production wells may remain if identified & they do not disrupt facility operations	Informational	330.61(l)(2)				Abandoned Oil and Water Wells
162	Part II	Indicate if the facility is within the 100yr floodplain. If facility within a floodplain see location restrictions in 30 TAC Chapter 330 Subchapter M	Required	330.61(m)(1)	Yes	II-4		Floodplains and Wetlands
165	Part II	Acknowledge that the construction and operation of the facility shall not result in the destruction or adverse modification of the critical habitat or cause or contribute to the taking of endangered or threatened species.	Acknowledgement	330.61(n)(1)	Yes	Agree		Endangered Species
165	Part II	Acknowledge that the construction and operation of the facility shall not result in the destruction or adverse modification of the critical habitat or cause or contribute to the taking of endangered or threatened species. If the WWTP permit contains a coordination and a review letter from the United States Fish and Wildlife Service and the Texas Parks and Wildlife Department, the owner or operator shall submit these documents as an attachment/appendix to the registration application and by referencing where this information is addressed in the WWTP Permit and/or permit application.	Acknowledgement	330.61(n)(1)	Yes	Agree		Endangered Species
166	Part II	Provide a demonstration of whether facility is located within species range and provide a biological assessment.	Required	330.61(n)(2)	Yes	II-4		Endangered Species
166	Part II	Provide a demonstration of whether facility is located within species range and provide a biological assessment. If the WWTP permit contains a coordination and a review letter from the United States Fish and Wildlife Service and the Texas Parks and Wildlife Department, the owner or operator shall submit these documents as an attachment/appendix to the registration application and by referencing where this information is addressed in the WWTP Permit and/or permit application.	Required	330.61(n)(2)	Yes	II-4		Endangered Species
167	Part II	Provide documentation of compliance with Natural Resource Code, Chapter 191 (Texas Antiquities Code)	Required	330.61(o)	Yes	II-5		Historical Commission
167	Part II	Provide documentation of compliance with Natural Resource Code, Chapter 191 (Texas Antiquities Code). If the WWTP permit contains coordination and a review letter from the Texas Historical Commission, the owner or operator shall submit these documents as an attachment/appendix to the registration application and by referencing where this information is addressed in the WWTP Permit and/or permit application.	Required	330.61(o)	Yes	II-5		Historical Commission

168	Part II	Provide documentation that Parts I and II of the application were submitted for review to the applicable council of governments for compliance with regional solid waste plans.	Required	330.61(p)	Yes	II-5 Attachment A		COG Review
169	Part II	Acknowledgement that the owner or operator requested a review letter from any local government, as appropriate for compliance with local solid waste plans. A review letter is not a prerequisite to a final determination on a permit or registration application.	Acknowledgement	330.61(p)	Yes	II-5		COG Review
170	Part II	Provide a constructed map showing boundary, zoning, & land use within one mile including info from 330.61(c)(4), (5), & (10) (schools, hospitals, etc.)	Required	330.61(g)	Yes	Attachment A		Maps/Drawings
171	Part II	Provide the prevailing wind direction with a wind rose.	Required	330.61(c)(1)	Yes	Attachment A		Maps/Drawings
172	Part II	Provide the location of all known water wells within 500 feet of the proposed permit boundary with the state well numbering system designation for Water Development Board "located wells".	Required	330.61(c)(2)	Yes	None		Maps/Drawings
173	Part II	Provide the location of all structures and inhabitable buildings within 500 feet of the facility	Required	330.61(c)(3)	Yes	Attachment A		Maps/Drawings
174	Part II	Provide the location of all schools, licensed day-cares, churches, hospitals, cemeteries, ponds, lakes, residential, commercial, & recreational areas within one mile of the facility	Required	330.61(c)(4)	Yes	Attachment A		Maps/Drawings
175	Part II	Provide the location and surface type of roads used for access within one mile of the facility	Required	330.61(c)(5)	Yes	Attachment A		Maps/Drawings
176	Part II	Provide the latitude & longitude of the facility	Required	330.61(c)(6)	Yes	Attachment A		Maps/Drawings
177	Part II	Provide the location of all area streams	Required	330.61(c)(7)	Yes	Attachment A		Maps/Drawings
178	Part II	Provide the location of all airports within six miles	Required	330.61(c)(8)	Yes	Attachment A		Maps/Drawings
179	Part II	Indicate the property boundary of facility	Required	330.61(c)(9)	Yes	Attachment A		Maps/Drawings
180	Part II	Indicate all drainage, pipeline, and utility easements within & adjacent to the facility	Required	330.61(c)(10)	Yes	Attachment A		Maps/Drawings
181	Part II	Provide the location of all access control features	Required	330.61(c)(11)	Yes	Attachment A		Maps/Drawings
182	Part II	Provide the location of all archaeological sites, historical sites, and sites with an aesthetic quality adjacent to the facility	Required	330.61(c)(12)	Yes	II-2		Maps/Drawings
183	Part II	Provide a facility layout map	Required	330.61(d)	Yes	Attachment A		Maps/Drawings
184	Part II	A set of maps may be provided	Informational	330.61(d)				Maps/Drawings
185	Part II	Provide an outline of solid waste management units	Required	330.61(d)(1)	Yes	Attachment B, B-43		Maps/Drawings
186	Part II	Provide the location of interior roads	Required	330.61(d)(2)	Yes	Attachment A		Maps/Drawings
187	Part II	Indicate the location of monitor wells	Required	330.61(d)(3)	Yes	II-2		Maps/Drawings
188	Part II	Provide the location of all facility buildings	Required	330.61(d)(4)	Yes	Attachment A		Maps/Drawings
189	Part II	Provide notes on sequence of development	Required	330.61(d)(5)	Yes	Attachment A		Maps/Drawings
190	Part II	Indicate the location of all facility fencing	Required	330.61(d)(6)	Yes	Attachment A		Maps/Drawings
192	Part II	Indicate the location of site entrance roads	Required	330.61(d)(8)	Yes	Attachment A		Maps/Drawings
198	Part II	Provide a general topographic maps: USGS 7.5 minute or equivalent one map at scale 1 in. = 2,000 ft.	Required	330.61(e)	Yes	Attachment A, A-16		Maps/Drawings
199	Part II	Provide Aerial Photograph(s) that are at least 9 in. by 9 in. at scale range of one inch = 1,667-3,334 ft. that covers an area at least one mile in radius of the site. Facility boundary and fill areas (as applicable) must be shown.	Required	330.61(f)	Yes	Attachment A, A-16		Maps/Drawings
200	Part II	A series of photos showing growth trends may be used	Informational	330.61(f)(2)				Maps/Drawings
201	Part II	All submitted prints & photocopies must be legible	Informational	330.61(f)(3)				Maps/Drawings
202	Part II	Provide zoning map within two miles and a copy of any nonconforming use or special permit required for the facility	Required	330.61(h)(1)	Yes	Attachment A		Maps/Drawings
210	Part II	No solid waste disposal operations are permitted in the 100yr. floodway	Informational	330.547(a)				Floodplains and Wetlands
211	Part II	Demonstrate that, a facility located in 100 year flood plains, does not restrict the flow of the 100 yr. flood, reduce temporary storage capacity, or result in washout of solid waste so as to pose a hazard to human health and the environment	Required	330.547(b)	Yes	Attachment A, A-18		Floodplains and Wetlands

212	Part II	Demonstrate that storage and processing facilities are located outside of the 100 year floodplain.	Required	330.547(c)	Yes	Attachment A, II-5		Floodplains and Wetlands
213	Part II	For storage and processing facilities located within the 100 year floodplain, please provide a demonstration that the facility is designed to prevent washout during a 100 year storm event, or a conditional letter of map amendment from the Federal Emergency Management Administration administrator	Required	330.547(c)	Yes	Attachment A, II-5		Floodplains and Wetlands
214	Part II	Acknowledge if the facility will be located in wetlands.	Acknowledgement	330.553(a) & (b)	Yes	Attachment A, II-5		Floodplains and Wetlands
215	Part II	Demonstrate, if located within wetlands, that there is no practicable alternative location	Required	330.553(b)(1)	Yes	Attachment A, II-5		Floodplains and Wetlands
216	Part II	Acknowledge that the facility's construction & operations shall not cause or contribute to violations of state water quality standards, violation of any applicable toxic effluent standard or prohibition under the Clean Water Act §307; jeopardize the continued existence of endangered or threatened species or result in the destruction or adverse modification of a critical habitat, protected under the Endangered Species Act of 1973, or violate any requirement under the Marine protection, Research, & Sanctuaries Act	Acknowledgement	330.553(b)(2)(A) - (D)	Yes	Agree		Floodplains and Wetlands
217	Part II	If wetlands are located within the facility, submit a demonstration for the integrity of landfill unit by addressing erosion, stability, & migration potential of native wetland soils, muds, and deposits used to support the landfill unit	Required	330.553(b)(3)(A)	Yes	II-5		Floodplains and Wetlands
218	Part II	If wetlands are located within the facility, submit a demonstration for the integrity of landfill unit by addressing erosion, stability, & migration potential of dredged and fill materials used to support the landfill	Required	330.553(b)(3)(B)	Yes	II-5		Floodplains and Wetlands
219	Part II	If wetlands are located within the facility, submit a demonstration for the integrity of landfill unit by addressing the volume and chemical nature of the waste managed in the landfill unit	Required	330.553(b)(3)(C)	Yes	II-5		Floodplains and Wetlands
220	Part II	If wetlands are located within the facility, submit a demonstration for the integrity of landfill unit by addressing the impacts on fish, wildlife, and other aquatic resources and their habitat for the release of solid waste	Required	330.553(b)(3)(D)	Yes	II-5		Floodplains and Wetlands
221	Part II	If wetlands are located within the facility, submit a demonstration for the integrity of landfill unit by addressing the potential effects of catastrophic release of waste to the wetlands and the resulting impacts on the environment	Required	330.553(b)(3)(E)	Yes	II-5		Floodplains and Wetlands
222	Part II	If wetlands are located within the facility, submit a demonstration for the integrity of landfill unit by addressing any additional factors, as necessary, to demonstrate that ecological resources in the wetland are sufficiently protected	Required	330.553(b)(3)(F)	Yes	II-5		Floodplains and Wetlands
223	Part II	Sufficient information shall be provided to the ED to allow a reasonable determination to be made with respect to the demonstrations cited in 30 TAC §330.553(b)	Informational	330.553(b)(5)				Floodplains and Wetlands
224	Part II	Provide the steps taken to achieve no net loss of wetlands	Required	330.553(b)(4)	Yes	II-5		Floodplains and Wetlands
225	Part II	Acknowledge that the operation of this facility shall not result in the destruction or adverse modification of the critical habitat of endangered or threatened species	Acknowledgement	330.551(a)	Yes	II-5		Endangered Species
226	Part II	The term "Harassing" means; An intentional or negligent act or omission that creates the likelihood of injury to wildlife	Informational	330.551(b)(1)				Endangered Species
227	Part II	The term "Harming" means; An act of omission that actually injures or kills wildlife, including acts that annoy it to such an extent as to significantly disrupt essential behavioral patterns	Informational	330.551(b)(2)				Endangered Species
228	Part II	The term "Taking" means; collecting an endangered or threatened species or attempting to engage in such conduct	Informational	330.551(b)(3)				Endangered Species
229	Part II	Acknowledge that no solid waste unloading, storage, disposal, or processing operations shall occur within any easement, buffer zone, or right-of-way that crosses the facility	Acknowledgement	330.543(a)	Yes	II-7		Easements and Buffer Zone

231	Part II	Demonstrate that a 50 ft. buffer zone will be provided and maintained between feedstock or final product storage areas; solid waste storage, processing, Type IAE landfill units, Type IV landfill units, and Type IVAE landfill units within and adjacent to the facility boundary on property owned or controlled by the owner or operator	Required	330.543(b)(1)	Yes	II-7		Easements and Buffer Zone
268	Part II	Submit information for on-site local geologic or geomorphologic features	Required	330.559(2)	Yes	II-7		Geology
269	Part II	Identify local human-made features or events	Required	330.559(3)	Yes	II-7		Geology
270	Part III	Describe facility access control features	Required	330.63(b)(1)	Yes	III-1		General Facility Design
271	Part III	Submit a process design for the facility [that includes items 330.63(b)(2)(A) through 330.63(b)(2)(J)]	Required	330.63(b)(2)	Yes	III-1		General Facility Design
272	Part III	Submit a flow diagram(s) to describe the storage, processing, and disposal sequences for each type of waste and/or feedstock/recyclable	Required	330.63(b)(2)(A)	Yes	III-2		General Facility Design
273	Part III	Submit a schematic view drawing(s) showing phases for collection, separation and processing/disposal of each type of waste and/or feedstock/recyclable material	Required	330.63(b)(2)(B)	Yes	III-2		General Facility Design
274	Part III	Provide ventilation & odor control measures for each unit	Required	330.63(b)(2)(C)	Yes	III-2		General Facility Design
275	Part III	Provide construction details of storage, processing units & components, dimensions, capacity, materials used, etc.	Required	330.63(b)(2)(D)	Yes	III-2		General Facility Design
276	Part III	Provide performance data for all storage and processing units and ancillary equipment	Required	330.63(b)(2)(D)	Yes	III-2		General Facility Design
277	Part III	Provide construction details of slab & subsurface supports	Required	330.63(b)(2)(E)	Yes	III-2		General Facility Design
278	Part III	Submit location and engineering designs for containment of storage, processing and loading & unloading areas including freeboard	Required	330.63(b)(2)(F)	Yes	III-2		General Facility Design
279	Part III	Describe the storage and handling of grease, oil and sludge, including the maximum time waste will be on-site and details of ultimate disposition	Required	330.63(b)(2)(G)	Yes	III-2		General Facility Design
280	Part III	Provide details of effluent disposal	Required	330.63(b)(2)(H)	Yes	III-3		General Facility Design
281	Part III	Provide designs for noise pollution control	Required	330.63(b)(2)(I)	Yes	III-3		General Facility Design
282	Part III	Describe how the processing areas will be designed for proper cleaning and to prevent surface water runoff onto, into, and off the treatment areas	Required	330.63(b)(3)(A)	Yes	III-3		General Facility Design
283	Part III	Describe construction material used for walls and floors that can be hosed down and scrubbed	Required	330.63(b)(3)(B)	Yes	III-3		General Facility Design
284	Part III	Describe water or steam connections and equipment for cleaning	Required	330.63(b)(3)(C)	Yes	III-3		General Facility Design
285	Part III	Provide adequate floor drains and/or sumps	Required	330.63(b)(3)(D)	Yes	III-3		General Facility Design
286	Part III	Describe proper disposal of liquids resulting from waste processing, cleaning, and washing and provide for the treatment of waste water	Required	330.63(b)(4)	Yes	III-3		General Facility Design
287	Part III	Describe how facility will be designed to protect endangered species	Required	330.63(b)(5)	Yes	III-3		General Facility Design
288	Part III	Acknowledge that the facility design complies with the requirements of 30 TAC 330.303(a) - (b)	Acknowledgement	330.63(c )	Yes	Agree		Surface Water Drainage Report
336	Part III	Submit if applicable, a floodplain development permit from any agency with jurisdiction over the proposed improvements	Required if Requested	330.63(c)(2)(D)(ii)	Yes	Not requested		Surface Water Drainage Report
337	Part III	Submit if applicable a Conditional Letter of Map Amendment from FEMA	Required if Requested	330.63(c)(2)(D)(iii)	Yes	Not requested		Surface Water Drainage Report
338	Part III	Submit if applicable, Corps of Engineers Section 404 Specification of Disposal Sites for Dredged or Fill Material permit for construction of all necessary improvements	Required if Requested	330.63(c)(2)(D)(iv)	Yes	Not requested		Surface Water Drainage Report
339	Part III	Provide for storage & transfer units a description of design features for the rapid processing and minimum detention of solid waste at the facility	Required	330.63(d)(1)(A)	Yes	III-3		Waste Management Unit Design
340	Part III	Provide design features for a facility to prevent the creation of nuisances or public health hazards	Required	330.63(d)(1)(A)	Yes	III-3		Waste Management Unit Design
341	Part III	Provide a design to control and contain spills and contaminated water from leaving the facility. Unenclosed containment areas shall also account for precipitation from a 25-year, 24-hour rainfall event	Required	330.63(d)(1)(B)	Yes	III-3		Waste Management Unit Design



342	Part III	Provide the maximum amount of time processed and unprocessed waste are to remain on site	Required	330.63(d)(1)(C)	Yes	III-3		Waste Management Unit Design
545	Part III	Indicate that a characterization of the contaminated groundwater, including concentrations of assessment constituents as defined in §330.409	Required	330.63(f)(7)(A)	Yes	III-3		Groundwater Sampling & Analysis Plan
701	Part III	Specify in the closure plan that the operator will begin closure no later than 30 days after final receipt of waste or no later than one year if the unit has remaining capacity and additional waste may be received	Required	330.457(f)(3)	Yes	III-4		Closure Plan
702	Part III	Provide for closure activities to be completed within 180 days of initiation	Required	330.457(f)(4)	Yes	III-4		Closure Plan
704	Part III	Acknowledge that following receipt of closure documents and the inspection report by the TCEQ region, the ED may acknowledge termination of operation & closure & deem the facility properly closed	Acknowledgement	330.457(f)(6)	Yes	III-4		Closure Plan
706	Part III	Indicate that notice of closure will be published in the newspaper of largest circulation 90 days prior to the initiation of a final facility closure. The notice shall provide the name, address, and physical location of the facility; the TCEQ authorization number; and the last date of intended receipt of waste.	Required	330.461(a)	Yes	III-4		Closure Plan
707	Part III	Acknowledge that notice of closure will be provided to the ED 90 days prior to the initiation of a final facility closure and that the owner or operator will also make available an adequate number of copies of the approved final closure and post-closure plans (if applicable) for public access and review	Acknowledgement	330.461(a)	Yes	III-4		Closure Plan
708	Part III	Acknowledge that least one closure sign will be posted at every point of access and notify all persons who utilize the facility of the date of closure and the prohibition against further receipt of waste materials.	Acknowledgement	330.461(b)	Yes	III-4		Closure Plan
709	Part III	Indicate that suitable barriers will be installed at all access points to adequately prevent the unauthorized dumping of solid waste at the closed facility.	Required	330.461(b)	Yes	III-4		Closure Plan
710	Part III	Indicate that an Affidavit to the Public will be submitted to the ED by registered mail, if waste will remain onsite and indicate that The Owner or Operator will also record a certified notation on the deed to the facility property that the land has been used as a landfill and submit a certified copy of the modified deed to the ED.	Required if Requested	330.461(c)(1)	Yes	III-4		Closure Plan
711	Part III	Acknowledge that a certification, signed by a P.E., will be provided within 10 days of final closure activities, verifying that final facility closure has been completed in accordance with the approved closure plan and will include all applicable documentation necessary for certification	Acknowledgement	330.461(c)(2)	Yes	Agree		Closure Plan
713	Part III	The owner or operator may request permission from the ED to remove the notation from the deed if all wastes are removed from the facility	Informational	330.461(d)				Closure Plan
714	Part III	Submit a closure plan for Storage and Processing units to remove all waste, waste residues, and any recovered materials. Units shall be dismantled and removed off-site or decontaminated.	Required	330.459(a)	Yes	III-4		Closure Plan For Processing Facilities
715	Part III	Provide plans for the evacuation of all material on-site to an authorized facility and the disinfecting of all contaminated water handling units, tipping areas, processing and post-processing areas (as applicable)	Required	330.459(b)	Yes	III-4		Closure Plan For Processing Facilities
716	Part III	Acknowledge that if there is evidence of a release, the ED may require an investigation, assessment, and or corrective action.	Acknowledgement	330.459(c)	Yes	Agree		Closure Plan For Processing Facilities
717	Part III	Submit a plan (if combustible material is stored outdoors) for closure of a recycling facility that includes collecting processed and unprocessed materials, and transporting the materials to an authorized facility for disposition	Required	330.459(d)(1)	Yes	III-4		Closure Plan For Processing Facilities
718	Part III	Provide for the closure plan to be implemented (if combustible material is stored outdoors) and completed within 180 days following the most recent acceptance of processed or unprocessed materials	Required	330.459(d)(2)	Yes	III-4		Closure Plan For Processing Facilities

737	Part III	Submit cost estimates for closure & post-closure. Existing facilities must submit a copy of the financial assurance documentation. New facilities must submit financial assurance within 60 days prior to receipt of waste	Required	330.63(j)	Yes	III-4		Closure Cost Estimates
742	Part III	Provide cost estimates to close a Recycling facility that stores combustible materials outdoors.	Required	330.505(a)(1)	Yes	III-4		Closure Cost Estimates
743	Part III	Provide a closure cost estimate that equals the costs of closure of the facility, including disposition of the maximum inventories of all waste; processed and unprocessed combustible materials stored outdoors on site during the life of the facility	Required	330.505(a)(2)(A)	Yes	III-4		Closure Cost Estimates
744	Part III	Provide a closure cost estimate that is based on the costs of hiring a third party that is not affiliated with the owner or operator; and is based on a per cubic yard and/or short ton measure for collection and disposition costs.	Required	330.505(a)(2)(B-C )	Yes	III-4		Closure Cost Estimates
745	Part III	Provide for the closure cost estimate & financial assurance to be increased if conditions change which increase the maximum cost of closure at any time during the active life of the facility	Required	330.505(a)(3)	Yes	III-4		Closure Cost Estimates
746	Part III	A reduction in the closure cost estimate and the amount of financial assurance may be approved if the cost estimate exceeds the maximum cost of closure at any time during the remaining life of the facility.	Required if Requested	330.505(a)(4)	Yes	III-4		Closure Cost Estimates
747	Part III	Provide for the maintenance of financial assurance for Recycling facilities that store combustible materials outdoors or that pose a risk	Required	330.505(b)(1)	Yes	III-4		Closure Cost Estimates
748	Part III	Provide for the maintenance of financial assurance until closure is approved by ED.	Required	330.505(b)(2)	Yes	III-4		Closure Cost Estimates
758	Part IV	A site operating plan shall cover all on-site units in accordance with Subchapters D & E of Chapter 330.	Informational	330.65(a)				Site Operating Plan
785	Part IV	Indicate that the facility will provide the reports required by 30 TAC §330.675 to the Executive Director	Required	330.675	Yes	IV-1		Site Operating Plan
988	Part IV	Provide information identifying any permit required under the TPDES and any permit requirements imposed by other agencies for a grease, grit, & septage processing facility	Required	330.65(d)	Yes	IV-1		Site Operating Plan
989	Part IV	Identify source & characteristics of wastes that will be received and Specify any limiting parameters that may influence the design and operation of the facility	Required	330.203(a)	Yes	IV-2		Site Operating Plan
990	Part IV	Provide estimate of the amount of each waste to be received daily, max amount stored at any one time, max & average time waste will remain on-site, max & average processing time, intended destination of generated wastes, & description of how 10% will be recovered if applicable.	Required	330.203(b)	Yes	IV-2		Site Operating Plan
991	Part IV	Acknowledge that 10% recovery of material for beneficial use is considered to be the recovery of fats, oil, and greases, but does not include the recovery of water.	Acknowledgement	330.203(b)	Yes	Agree		Site Operating Plan
992	Part IV	Provide a description of the method of sampling and analysis for the effluent discharged to a trap, interceptor, or treatment facility permitted under Texas Water Code, Chapter 26. At a minimum, the method of sampling, the frequency of sampling, and the tests to be made shall be part of the sampling and analysis plan. All sampling and analysis shall be done according to approved United States Environmental Protection Agency (EPA) methods.	Required	330.203(c)(1)	Yes	IV-2		Site Operating Plan
993	Part IV	Indicate that records of sampling analysis of wastes and effluent shall be maintained for a three-year period.	Required	330.203(c)(1)	Yes	IV-2		Site Operating Plan
994	Part IV	Provide a sampling and analysis plan that includes at minimum analyses for benzene, lead, & TPH for waste received	Required	330.203(c)(2)	Yes	IV-2		Site Operating Plan
995	Part IV	Provide for the annual analysis of grit trap wastes for BOD, TSS, benzene, TPH, & lead	Required	330.203(c)(2)	Yes	IV-2		Site Operating Plan
996	Part IV	Indicate that sludges to be landfilled must be analyzed annually for benzene, lead, & TPH.	Required	330.203(c)(2)	Yes	IV-2		Site Operating Plan
997	Part IV	Indicate that effluent must be analyzed annually for TPH, fats, oil & grease, & pH	Required	330.203(c)(2)	Yes	IV-2		Site Operating Plan
998	Part IV	Indicate if applicable that grit trap waste proposed to be accepted is solely from commercial car washes and not from other generators.	Required If Requested	330.9(g)	Yes	Not Requested		Site Operating Plan

999	Part IV	Acknowledge that a report with supporting documentation shall be submitted on a quarterly basis to demonstrate at least 10% of the volume of the waste received was processed to recover solid material that was recycled or reused	Acknowledgement	330.9(g)(1)	Yes	Agree		Site Operating Plan
1000	Part IV	Acknowledge that failure to achieve the relevant 10 percent recycling rate in any two quarters within any one-year period will cause a registration to terminate and will require the owner or operator of the facility to obtain a permit to continue facility operations.	Acknowledgement	330.9(g)(1)	Yes	Agree		Site Operating Plan
1001	Part IV	Provide for a quarterly report to be submitted that will include volume of waste received, percent solids, and the method of determining the percent solids, processed, disposed, and recycled or reused.	Required	330.9(g)(1)	Yes	IV-2		Site Operating Plan
1002	Part IV	Provide in the quarterly report, the method(s) utilized to achieve at least 10% recycling or reuse of incoming material	Required	330.9(g)(1)	Yes	IV-2		Site Operating Plan
1003	Part IV	Submit a quarterly report that reconciles the volume of waste with the amounts on manifests, shipping documents, or trip tickets and indicate where the recyclable material was taken for recycling.	Required	330.9(g)(1)	Yes	IV-2		Site Operating Plan
1004	Part IV	Acknowledge that the addition of any material such as lime, polymer, or flocculent added as part of the recycling process is not allowed to be considered as part of the 10% recovery of material from the waste stream and must be subtracted from the material considered as recycled.	Acknowledgement	330.9(g)(1)	Yes	IV-2		Site Operating Plan
1005	Part IV	Acknowledge that diverting material from the waste stream without processing is not considered to be recycling as part of this activity.	Acknowledgement	330.9(g)(1)	Yes	IV-2		Site Operating Plan
1006	Part IV	Provide the characteristics and constituent concentrations of wastes generated by the facility and indicate that documentation that all wastes leaving the facility can be adequately managed by other authorized facilities will be provided	Required	330.205(a)	Yes	IV-2		Site Operating Plan
1007	Part IV	Indicate that all wastes generated by a facility must be processed or disposed at an authorized solid waste management facility	Required	330.205(b)	Yes	IV-3		Site Operating Plan
1008	Part IV	Indicate that all wastewaters generated by a facility shall be managed as contaminated water in accordance with 330.207	Required	330.205(c)	Yes	IV-3		Site Operating Plan
1010	Part IV	Indicate that the facility shall be designed and operated to produce a sludge that is acceptable at municipal solid waste landfills and does not exceed standards specified in 30 TAC §330.205(d)	Required If Requested	330.205(d)	Yes	IV-3		Site Operating Plan
1011	Part IV	Indicate that sludges exceeding the limits shall not be disposed in municipal solid waste landfills and must be sent to an authorized facility for further processing or disposal as a hazardous waste, as appropriate or disposed in a municipal solid waste landfill with dedicated Class 1 industrial solid waste cells if the sludge is nonhazardous.	Required If Requested	330.205(d)	Yes	IV-3		Site Operating Plan
1012	Part IV	The owner or operator shall not discharge contaminated water without specific written authorization.	Informational	330.207(a)		IV-3		Site Operating Plan
1013	Part IV	Provide a plan that describes how all liquids resulting from the operation of the facility shall be disposed of in a manner that will not cause surface water or groundwater pollution.	Required	330.207(a)	Yes	IV-3		Site Operating Plan
1014	Part IV	Indicate that contaminated water shall be collected and contained until properly managed.	Required	330.207(b)	Yes	IV-3		Site Operating Plan
1015	Part IV	Indicate that leachate shall be collected and contained until properly managed.	Required	330.207(b)	Yes	IV-3		Site Operating Plan
1016	Part IV	Indicate that collection units other than storage tanks shall have a clay or synthetic liner and the liner shall be constructed in accordance with 30 TAC §330.331(b)	Required If Requested	330.207(b)	Yes	IV-3		Site Operating Plan
1018	Part IV	Indicate that the use of leachate & gas condensate in mining process is prohibited.	Required	330.207(c)	Yes	IV-3		Site Operating Plan
1019	Part IV	Indicate that the facility will not discharge to a septic system	Required	330.207(d)	Yes	IV-3		Site Operating Plan
1020	Part IV	Indicate that off-site discharge of contaminated waters shall be made only after approval under the Texas Pollutant Discharge Elimination System authority	Required	330.207(e)	Yes	IV-3		Site Operating Plan

1021	Part IV	Acknowledge that wastewaters discharged to a facility permitted under Texas Water Code, Chapter 26 must not interfere with or pass-through the treatment facility processes or operations, interfere with or pass-through its sludge processes, use, or disposal or otherwise be inconsistent with the prohibited discharge standards, including 40 Code of Federal Regulations Part 403, General Pretreatment Regulations for Existing and New Source Pollution	Acknowledgement	330.207(f)(1)	Yes	IV-3		Site Operating Plan
1022	Part IV	Indicate that the daily effluent design standard for oil and grease concentration leaving the facility and entering a public sewer system shall not exceed 200 milligrams per liter, the concentration established in the wastewater discharge permit pretreatment limit or the concentration established by the treatment facility permitted under Texas Water Code, Chapter 26, the National Pollutant Discharge Elimination System, or the limits established in 30 TAC §330.207, if the discharge points do not require compliance with locally set limits.	Required	330.207(g)	Yes	IV-3		Site Operating Plan
1023	Part IV	Indicate that lagoons, open-top storage tanks, open vessels, and underground storage units are prohibited at liquid waste transfer facilities	Required	330.207(h)	Yes	IV-3		Site Operating Plan
1024	Part IV	Provide plans demonstrating that all waste shall be stored in such a manner that it does not constitute a fire, safety, or health hazard or provide food or harborage for animals and vectors, and shall be contained or bundled so as not to result in litter	Required	330.209(a)	Yes	IV-3		Site Operating Plan
1025	Part IV	Provide a description of on-site storage area for source-separated or recyclable materials that is separate from a transfer station or process area and provides for the control of odors, vectors, and windblown waste	Required If Requested	330.209(b)	Yes	IV-3		Site Operating Plan
1026	Part IV	Provide plans for process area of transfer stations that recover material from putrescible or liquid waste. Such plans shall provide for the storage of processed and unprocessed waste & recycled materials in enclosed buildings, vessels, or containers.	Required If Requested	330.209(c)	Yes	IV-3		Site Operating Plan
1027	Part IV	Provide a plan that describes how all waste containing food wastes shall be stored in covered or closed containers that are leak-proof, durable, and designed for safe handling and easy cleaning	Required	330.211	Yes	IV-3		Site Operating Plan
1028	Part IV	Indicate that nonreusable containers shall be of suitable strength to minimize vector scavenging or rupturing.	Required	330.211(1)	Yes	IV-3		Site Operating Plan
1029	Part IV	Indicate that reusable containers must be maintained in a clean condition as not to constitute a nuisance, harbor, feed, and propagate vectors.	Required	330.211(2)	Yes	IV-3		Site Operating Plan
1030	Part IV	Indicate that any containers emptied manually must be capable of being serviced without physical contact with waste.	Required	330.211(2)(A)	Yes	IV-3		Site Operating Plan
1031	Part IV	Indicate that containers that are mechanically handled must be designed to prevent spillage/leakage during storage, handling, and transport.	Required	330.211(2)(B)	Yes	IV-3		Site Operating Plan
1032	Part IV	Provide a plan that describes how a citizen's collection stations shall be operated in accordance with 30 TAC §330.213	Required If Requested	330.213(a)	Yes	IV-3		Site Operating Plan
1033	Part IV	Indicate that it is the responsibility of the person that owns or operates the collection center to provide for the collection of deposited waste on a scheduled basis and supervise the facility in order to maintain it in a sanitary condition.	Required If Requested	330.213(a)	Yes	Not Requested		Site Operating Plan
1034	Part IV	A citizen's collection station may accept sharps from single-family or multi-family dwellings, hotels, motels, or other establishments that provide lodging and related services for the public. The sharps will not be considered medical waste, as defined in 30 TAC §330.3	Required If Requested	330.213(b)	Yes	Not Requested		Site Operating Plan
1035	Part IV	Provide operational standards for stationary compactors that describe how they will operated and maintained in such a way as not to create a public nuisance through material loss or spillage, odor, vector breeding or harborage, or other condition.	Required If Requested	330.215(1) and (2)	Yes	Not Requested		Site Operating Plan

1036	Part IV	Indicate that a copy of the permit or registration, application, and any other plans or related documents, and as-built plans will be maintained in the site operating record and shall be made available for inspections by agency representatives or other interested parties	Required	330.219(a)	Yes	IV-3		Site Operating Plan
1037	Part IV	Indicate that operator shall record & retain location restriction demonstrations, inspection records, training procedures, closure plans, monitoring, testing, analytical data relating to closure, cost estimates, financial assurance documents, all correspondence, modification, approvals, manifests, shipping documents, tickets relating to special waste, & documents as specified by the executive director in the operating record.	Required	330.219(b)(1) - (7)	Yes	IV-4		Site Operating Plan
1038	Part IV	Indicate that trip tickets will be maintained according to the record retention provisions in 30 TAC §312.145.	Required	330.219(b)(8)	Yes	IV-4		Site Operating Plan
1040	Part IV	Indicate that all reports will be signed by a person who is a duly authorized as a signatory for reports. A person is duly authorized if authorized in in writing by the owner or operator in accordance with 30 TAC §305.44(a) and the authorization specifies individual or position with responsibility and this written authorization is submitted to the executive director	Required	330.219(c)(1)(A) - (C)	Yes	IV-4		Site Operating Plan
1041	Part IV	Acknowledge that if the authorization to sign is not longer accurate a new authorization will be submitted	Acknowledgement	330.219(c)(2)	Yes	IV-4		Site Operating Plan
1042	Part IV	Indicate that any person signing a report shall make the certification in 305.44(b).	Required	330.219(c)(3)	Yes	IV-4		Site Operating Plan
1043	Part IV	Indicate that the operator shall maintain records on-site, available for inspection by the executive director for a period consisting of the two most recent calendar years	Required	330.219(d)	Yes	IV-4		Site Operating Plan
1045	Part IV	Indicate that the results of final product testing under 30 TAC §330.613 or §332.71 will be maintained in the site operating record	Required	330.219(d)(2)	Yes	IV-4		Site Operating Plan
1046	Part IV	Indicate that copies of annual reports will be maintained in the site operating record for 5yrs	Required	330.219(d)(3)	Yes	IV-4		Site Operating Plan
1047	Part IV	Indicate that the site operating record shall be furnished and available for inspection by executive director.	Required	330.219(e)	Yes	IV-4		Site Operating Plan
1048	Part IV	Indicate that the operator shall retain site operating record for the life of the facility.	Required	330.219(f)	Yes	IV-4		Site Operating Plan
1049	Part IV	Indicate that the executive director may set alternative recordkeeping & notification schedules.	Required	330.219(g)	Yes	IV-4		Site Operating Plan
1051	Part IV	Provide a fire protection plan that describes the source of fire protection (a local fire department, fire hydrants, fire extinguishers, water tanks, water well, etc.), procedures for using the fire protection source, and employee training and safety procedures. The fire protection plan shall comply with local fire codes.	Required	330.221(c)	Yes	IV-5		Site Operating Plan
1052	Part IV	Provide a description of the availability of water under pressure for firefighting purposes	Required	330.221(a)	Yes	IV-5		Site Operating Plan
1053	Part IV	Provide a description of on-site firefighting equipment	Required	330.221(b)	Yes	IV-5		Site Operating Plan
1054	Part IV	Indicate that all employees shall be trained in the contents and use of the fire protection plan	Required	330.221(c)	Yes	IV-5		Site Operating Plan
1055	Part IV	Provide a description of the artificial barriers, natural barriers, or a combination of both, appropriate to protect human health and safety and the environment that are used to control access to the facility and indicate that uncontrolled access to the facility shall be prevented.	Required	330.223(a)	Yes	IV-5		Site Operating Plan
1056	Part IV	Provide a description of the, minimum two lane, access road from the public road and how it is designed for expected traffic volumes and adequate turning radii.	Required	330.223(b)	Yes	IV-5		Site Operating Plan
1057	Part IV	Provide a description of vehicle parking for equipment, employees, and visitors. Indicate that safety bumpers at hoppers must be provided for vehicles. And provide a description of the positive means to control dust and mud	Required	330.223(b)	Yes	IV-5		Site Operating Plan

1058	Part IV	Provide a description of perimeter control fencing that includes having lockable gates and attendant on site during operating hours. Operating and transport areas shall be enclosed by walls or fencing	Required	330.223(c)	Yes	IV-5		Site Operating Plan
1059	Part IV	Provide a description of the unloading areas and indicate that unloading areas will be confined to as small an area as practical and be monitored by attendant.	Required	330.225(a)	Yes	IV-5		Site Operating Plan
1060	Part IV	Provide a description of the signs & forced access lanes used to prevent indiscriminate dumping	Required	330.225(a)	Yes	IV-5		Site Operating Plan
1061	Part IV	Indicate that the facility is not required to accept any solid waste that he/she determines will cause or may cause problems in maintaining full and continuous compliance	Required	330.225(a)	Yes	IV-5		Site Operating Plan
1062	Part IV	Provide procedures to ensure that waste in unauthorized areas is removed immediately and disposed of properly.	Required	330.225(b)	Yes	IV-5		Site Operating Plan
1063	Part IV	Provide procedures for the detection and prevention of the unloading of processing of prohibited wastes.	Required	3330.225©	Yes	IV-5		Site Operating Plan
1064	Part IV	Indicate that prohibited waste must be returned immediately to the transporter or generator.	Required	330.225(c)	Yes	IV-5		Site Operating Plan
1065	Part IV	Provide a description of how storage & processing areas are designed to control and contain worst case spill or release and will account for precipitation from a 25-year, 24-hour storm.	Required	330.227	Yes	IV-6		Site Operating Plan
1066	Part IV	Specify the waste acceptance and facility operating hours	Required	330.229(a)	Yes	IV-6		Site Operating Plan
1067	Part IV	The waste acceptance hours may be any time between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday, unless otherwise approved by the executive director or commission for a permit. The operating hours for operating heavy equipment and transporting materials on- or off-site may be any time between the hours of 5:00 a.m. and 9:00 p.m., Monday through Friday, unless otherwise approved in the authorization.	Required	330.229(a)	Yes	IV-6		Site Operating Plan
1068	Part IV	Specify alternative operating hours of up to five days in a calendar year to accommodate special occasions, special purpose events, holidays, or other special occurrences	Required	330.229(b)	Yes	IV-6		Site Operating Plan
1069	Part IV	Indicate that the facility will record in the site operating record the dates, times, and duration when any alternative operating hours are utilized.	Required	330.229(d)	Yes	IV-6		Site Operating Plan
1070	Part IV	Indicate that the commission's regional offices may allow additional temporary operating hours to address disaster or other emergency situations, or other unforeseen circumstances that could result in the disruption of waste management services in the area.	Required	330.229(c)	Yes	IV-6		Site Operating Plan
1071	Part IV	Indicate that a sign measuring at least 4' X 4' must be displayed at all entrances. Indicate that information on the sign must including the facility name and type, hours and days of operation, authorization number, and facility rules.	Required	330.231	Yes	IV-6		Site Operating Plan
1072	Part IV	Indicate that windblown material and litter shall be collected as necessary, throughout the facility, along fences and access roads, and at the gate, at least once per day on days that the facility is in operation, to minimize unhealthy, unsafe, or unsightly conditions.	Required	330.233(a)	Yes	IV-6		Site Operating Plan
1073	Part IV	Indicate the measures used to control windblown waste.	Required	330.233(a)(1)	Yes	IV-6		Site Operating Plan
1074	Part IV	Provide a description of fence or screen used to minimize windblown waste if the facility is not completely enclosed.	Required	330.233(b)	Yes	IV-6		Site Operating Plan
1075	Part IV	Provide procedures to encourage waste hauling vehicles to cover loads that may include posting signs, reporting offenders, and assessing surcharges.	Required	330.235	Yes	IV-6		Site Operating Plan
1076	Part IV	Indicate that the operator must cleanup spilled waste at least once per day along roads used to access the facility within 2 miles from the site entrance and will consult with TXDOT or local government regarding cleanup.	Required	330.235	Yes	IV-6		Site Operating Plan
1077	Part IV	Provide a description of all weather access roads at the facility and how the tracking of mud and debris onto public roadways will be minimized.	Required	330.237(a)	Yes	IV-6		Site Operating Plan

1078	Part IV	Provide procedures use to ensure that dust from on-site and other access roadways shall not become a nuisance to surrounding areas and indicate that a water source and necessary equipment or other means of dust control shall be provided.	Required	330.237(b)	Yes	IV-7		Site Operating Plan
1079	Part IV	Provide procedures to be used to maintain on site roads and minimize depressions, ruts, and potholes.	Required	330.237(c)	Yes	IV-7		Site Operating Plan
1080	Part IV	Describe screening or other means used to prevent noise pollution & adverse visual impacts.	Required	330.239	Yes	IV-7		Site Operating Plan
1081	Part IV	Provide procedures used to ensure that the design capacity of the facility shall not be exceeded and that waste will not be allowed to accumulate in quantities that create a nuisance, create odors, or harbor vectors.	Required	330.241(a)	Yes	IV-7		Site Operating Plan
1082	Part IV	Provide procedures that describe how unprocessed grease, grit, & septage will only be stored up to 72hrs.	Required	330.241(a)(1)	Yes	IV-7		Site Operating Plan
1083	Part IV	Provide procedures that provide for the restriction, diversion or removal of waste if the facility experiences a significant work stoppage.	Required	330.241(b)	Yes	IV-7		Site Operating Plan
1084	Part IV	Provide an alternative processing/disposal procedures for when facility is inoperable for more than 24hrs.	Required	330.241(c)	Yes	IV-7		Site Operating Plan
1085	Part IV	Provide procedures for washing down all working surfaces in contact with waste at least weekly or twice per week for facilities that operate continuously.	Required	330.243(a)	Yes	IV-8		Site Operating Plan
1086	Part IV	Provide procedures to ensure that wash water shall not be allowed to accumulate without proper treatment.	Required	330.243(b)	Yes	IV-8		Site Operating Plan
1087	Part IV	Provide procedures that demonstrate that wash water shall be collected & disposed of in an authorized manner.	Required	330.243(c)	Yes	IV-8		Site Operating Plan
1088	Part IV	Acknowledge that air emissions from municipal solid waste facilities must not cause or contribute to a condition of air pollution as defined in the Texas Clean Air Act.	Acknowledgement	330.245(a)	Yes	Agree		Site Operating Plan
1089	Part IV	Indicate that the owner or operator will obtain all required authorizations under Chapter 116 or Subchapter U from Air Permits Division, except as authorized in THSC, 382.004. for the facility and any constructed air pollution abatement devices prior to start of construction.	Acknowledgement	330.245(b)	Yes	Agree		Site Operating Plan
1090	Part IV	Provide a description of odor-retaining containers & vessels used to store liquid and solid waste	Required	330.245(c)	Yes	IV-8		Site Operating Plan
1091	Part IV	Provide a description of how the facility has been designed and will be operated to provide adequate ventilation and prevent nuisance odors from leaving boundary of facility	Required	330.245(d)	Yes	IV-8		Site Operating Plan
1092	Part IV	Indicate that air pollution emission capture & abatement equipment shall be cleaned and maintained per manufacturer's recommendations and as necessary so that the equipment efficiency can be adequately maintained.	Required	330.245(e)	Yes	IV-8		Site Operating Plan
1093	Part IV	Provide a description of the measures/equipment, in accordance with 30 TAC §330.245(f)(1) - (4), that will be use to control odor at the facility.	Required	330.245(f)(1) - (4)	Yes	IV-8		Site Operating Plan
1094	Part IV	Indicate that the process areas that recover material from solid waste that contains putrescibles shall be maintained totally within an enclosed building and describe how openings to the process area shall be controlled to prevent releases of nuisance odors from leaving the property boundary of the facility.	Required	330.245(g)	Yes	IV-8		Site Operating Plan
1095	Part IV	Provide a description of how facility shall be designed to allow a minimal time of exposure of liquid waste to the air and minimize waste contact with air during unloading of liquid waste into the facility.	Required	330.245(h)	Yes	IV-8		Site Operating Plan
1096	Part IV	Acknowledge that the reporting of emissions events shall be made in accordance with §101.201 of this title (relating to Emissions Event Reporting and Recordkeeping Requirements) and reporting of scheduled maintenance shall be made in accordance with §101.211 of this title (relating to Scheduled Maintenance, Startup, and Shutdown Reporting and Recordkeeping Requirements).	Acknowledgement	330.245(j)	Yes	IV-8		Site Operating Plan

1097	Part IV	Provide procedures for the control of ponded water to avoid its becoming a nuisance and alleviate any objectionable odors	Required	330.245(k)	Yes	IV-8		Site Operating Plan
1098	Part IV	Indicate that facility personnel will be trained in the appropriate sections of the facility's health and safety plan.	Required	330.247	Yes	IV-8		Site Operating Plan
1099	Part IV	Indicate that the facility shall provide potable water and sanitary facilities for all employees and visitors.	Required	330.249	Yes	IV-8		Site Operating Plan





TCEQ Use Only

# TCEQ Core Data Form

For detailed instructions regarding completion of this form, please read the Core Data Form Instructions or call 512-239-5175.

## SECTION I: General Information

<b>1. Reason for Submission</b> (If other is checked please describe in space provided.)		
<input checked="" type="checkbox"/> New Permit, Registration or Authorization (Core Data Form should be submitted with the program application.)		
<input type="checkbox"/> Renewal (Core Data Form should be submitted with the renewal form)	<input type="checkbox"/> Other	
<b>2. Customer Reference Number (if issued)</b>	<a href="#">Follow this link to search for CN or RN numbers in Central Registry**</a>	<b>3. Regulated Entity Reference Number (if issued)</b>
CN 605432160		RN 104271523

## SECTION II: Customer Information

<b>4. General Customer Information</b>		<b>5. Effective Date for Customer Information Updates</b> (mm/dd/yyyy)			
<input type="checkbox"/> New Customer		<input type="checkbox"/> Update to Customer Information		<input type="checkbox"/> Change in Regulated Entity Ownership	
<input type="checkbox"/> Change in Legal Name (Verifiable with the Texas Secretary of State or Texas Comptroller of Public Accounts)					
<b>The Customer Name submitted here may be updated automatically based on what is current and active with the Texas Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA).</b>					
<b>6. Customer Legal Name</b> (If an individual, print last name first: eg: Doe, John)				<i>If new Customer, enter previous Customer below:</i>	
<b>7. TX SOS/CPA Filing Number</b>		<b>8. TX State Tax ID</b> (11 digits)		<b>9. Federal Tax ID</b> (9 digits)	
				<b>10. DUNS Number</b> (if applicable)	
<b>11. Type of Customer:</b>		<input type="checkbox"/> Corporation		<input type="checkbox"/> Individual	
				Partnership: <input type="checkbox"/> General <input type="checkbox"/> Limited	
Government: <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other		<input type="checkbox"/> Sole Proprietorship		<input type="checkbox"/> Other:	
<b>12. Number of Employees</b>				<b>13. Independently Owned and Operated?</b>	
<input type="checkbox"/> 0-20 <input type="checkbox"/> 21-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 501 and higher				<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>14. Customer Role</b> (Proposed or Actual) – as it relates to the Regulated Entity listed on this form. Please check one of the following					
<input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Owner & Operator					
<input type="checkbox"/> Occupational Licensee <input type="checkbox"/> Responsible Party <input type="checkbox"/> Voluntary Cleanup Applicant <input type="checkbox"/> Other:					
<b>15. Mailing Address:</b>					
City		State		ZIP	ZIP + 4
<b>16. Country Mailing Information</b> (if outside USA)				<b>17. E-Mail Address</b> (if applicable)	
<b>18. Telephone Number</b>		<b>19. Extension or Code</b>		<b>20. Fax Number</b> (if applicable)	
( ) -				( ) -	

## SECTION III: Regulated Entity Information

<b>21. General Regulated Entity Information</b> (If 'New Regulated Entity' is selected below this form should be accompanied by a permit application)	
<input type="checkbox"/> New Regulated Entity <input type="checkbox"/> Update to Regulated Entity Name <input type="checkbox"/> Update to Regulated Entity Information	
<b>The Regulated Entity Name submitted may be updated in order to meet TCEQ Agency Data Standards (removal of organizational endings such as Inc, LP, or LLC).</b>	
<b>22. Regulated Entity Name</b> (Enter name of the site where the regulated action is taking place.)	
Fond Memories Pet Cemetery and Crematory McKinney	

23. Street Address of the Regulated Entity: (No PO Boxes)	511 New Hope Rd. W							
	City	McKinney	State	TX	ZIP	75071	ZIP + 4	
24. County								

**Enter Physical Location Description if no street address is provided.**

25. Description to Physical Location:											
26. Nearest City	McKinney				State	TX	Nearest ZIP Code		75071		
27. Latitude (N) In Decimal:	Degrees			Minutes	Seconds	28. Longitude (W) In Decimal:	Degrees			Minutes	Seconds
	33			12	24		96			34	26
29. Primary SIC Code (4 digits)	7261		30. Secondary SIC Code (4 digits)	6553		31. Primary NAICS Code (5 or 6 digits)	812220		32. Secondary NAICS Code (5 or 6 digits)	812210	
33. What is the Primary Business of this entity? (Do not repeat the SIC or NAICS description.)											
34. Mailing Address:	1102 South 7th Street										
	City	Conroe	State	TX	ZIP	77301	ZIP + 4				
35. E-Mail Address:	kclinton@gateway-services-inc.com										
36. Telephone Number	( 226 ) 770-8858		37. Extension or Code	114		38. Fax Number (if applicable)	( ) -				

**39. TCEQ Programs and ID Numbers** Check all Programs and write in the permits/registration numbers that will be affected by the updates submitted on this form. See the Core Data Form instructions for additional guidance.

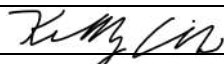
<input type="checkbox"/> Dam Safety	<input type="checkbox"/> Districts	<input type="checkbox"/> Edwards Aquifer	<input type="checkbox"/> Emissions Inventory Air	<input type="checkbox"/> Industrial Hazardous Waste
<input type="checkbox"/> Municipal Solid Waste	<input checked="" type="checkbox"/> New Source Review Air	<input type="checkbox"/> OSSF	<input type="checkbox"/> Petroleum Storage Tank	<input type="checkbox"/> PWS
	152484 & 72078			
<input type="checkbox"/> Sludge	<input type="checkbox"/> Storm Water	<input type="checkbox"/> Title V Air	<input type="checkbox"/> Tires	<input type="checkbox"/> Used Oil
<input type="checkbox"/> Voluntary Cleanup	<input type="checkbox"/> Waste Water	<input type="checkbox"/> Wastewater Agriculture	<input type="checkbox"/> Water Rights	<input type="checkbox"/> Other:

#### **SECTION IV: Preparer Information**

40. Name:	Emily Larkin	41. Title:	Environmental Consultant
42. Telephone Number	43. Ext./Code	44. Fax Number	45. E-Mail Address
( 713 ) 621-4588		( ) -	emily@source-environmental.com

#### **SECTION V: Authorized Signature**

**46.** By my signature below, I certify, to the best of my knowledge, that the information provided in this form is true and complete, and that I have signature authority to submit this form on behalf of the entity specified in Section II, Field 6 and/or as required for the updates to the ID numbers identified in field 39.

Company:	4283929 Delaware LLC	Job Title:	Vice President
Name (In Print):	Kelly Clinton	Phone:	( 226 ) 770- 8858
Signature:		Date:	Oct 10, 2022



# Texas Commission on Environmental Quality

## Plain Language Summary of Municipal Solid Waste Permit or Permit Amendment Application

Applicants are required by public notice rules in Title 30 Texas Administrative Code, Chapter 39, Section [39.405\(k\)](#)<sup>1</sup> to provide this summary of an application.

### A. Purpose of the Proposed Facility

The facility is a municipal solid waste (MSW) Type V solid waste processing facility. The Type V facility collects deceased animals from local veterinarians and the public. The waste is held in refrigeration units until it is time for controlled incineration.

### B. Information About the Applicant

Name: 4283929 Delaware LLC

Applicant Type: Municipal Solid Waste Type V

Facility Name: Fond Memories Pet Cemetery and Crematory McKinney

Permit Application Number: 2415

Customer Number (CN): 605432160

Regulated Entity Reference Number (RN): 104271523

### C. Location of the Proposed Facility

Facility Address (or description of site location if no address):

511 New Hope Rd W, McKinney, TX 75071

Link to Map of Facility Location ([TCEQ Location Mapper](#)<sup>2</sup>):

### D. Information about Facility Operation

What types of waste would be received?

The facility receives deceased animals from local veterinarians and the public.

What geographical area would the wastes come from?

Collins County and surrounding Dallas-Fort Worth Metropolitan Area

<sup>1</sup> [www.tceq.texas.gov/goto/view-30tac](http://www.tceq.texas.gov/goto/view-30tac)

<sup>2</sup> [www.tceq.texas.gov/gis/hb-610-viewer](http://www.tceq.texas.gov/gis/hb-610-viewer)

What days and hours would the facility operate?

The business is open to the public Monday through Friday, 9 AM to 5 PM. The facility may receive deceased pets seven days a week and 24 hours a day.

At what rate would wastes be accepted?

The facility will receive up to 4,800 pounds of waste per day.

How would wastes be managed?

All waste is processed in the same manner. The process includes: (1) the unloading of the animal carcasses; (2) the cold storage of the animal carcasses; (3) the preparation of keepsakes per owner requests; (4) the cremation process; and (5) the packaging and return of the remains to the owner or an authorized disposal facility.

## **E. Pollution Control Methods**

What methods would the facility use for containing wastes and odors, and monitoring for releases?

All waste management will take place within an enclosed building to prevent odors from leaving the property boundary. Loading and unloading occur within 10 feet of the open bay doors and within the property boundary. Doors and windows will be controlled for ventilation and to prevent the release of nuisance odors. Odor will also be controlled by minimizing contact between unprocessed waste and air also by following good housekeeping practices. To ensure odor is controlled an Arrivals and Crematory Check-In Procedure SOP, Storage of Pets SOP, a Facility Cleanliness SOP, and Cleanliness Checklists will be utilized.

What methods would the facility use or require for preventing litter or spills, and for cleanup of litter and spills?

To keep process areas clean, pets will always be in cadaver bags, unless for viewing. Floors and walls will be inspected for any type of waste spill. All surfaces (floors, benches, carts, crematories, vans, etcetera) that are subjected to fluids will be immediately cleaned and the source of the fluids addressed and/or arrested. Processing units will be cleaned and maintained on a regular basis. Cleaning will be done with typical household cleaners, rags, and mops.



## Comisión de Calidad Ambiental de Texas

# Resumen en lenguaje sencillo de la solicitud de permiso municipal de residuos sólidos o de modificación del permiso

Los solicitantes están obligados por las normas de notificación pública del Título 30 del Código Administrativo de Texas, Capítulo 39, Sección [39.405\(k\)](#)<sup>1</sup> a proporcionar este resumen de una solicitud.

### A. Objetivo de la instalación propuesta

La instalación es una instalación de procesamiento de residuos sólidos urbanos Tipo V. La instalación de Tipo V recoge animales fallecidos de veterinarios locales y del público. Los residuos se mantienen en unidades frigoríficas hasta que llega el momento de la incineración controlada.

### B. Información sobre el solicitante

Nombre: 4283929 Delaware LLC

Tipo de solicitante: Residuos Sólidos Urbanos Tipo V

Nombre de la instalación: Fond Memories Pet Cemetery and Crematory McKinney

Número de solicitud de permiso: 2415

Número de cliente (CN): 605432160

Número de referencia de la entidad regulada (RN): 104271523

### C. Ubicación de la instalación propuesta

Dirección del establecimiento (o descripción de la ubicación del sitio si no hay dirección):

511 New Hope Rd W, McKinney, TX 75071

Enlace al mapa de ubicación de las instalaciones en [TCEQ Location Mapper](#)<sup>2</sup>:

### D. Información sobre el funcionamiento de las instalaciones

¿Qué tipos de residuos se recibirían?

La instalación recibe animales fallecidos de veterinarios locales y del público.

¿De qué zona geográfica procederían los residuos?

Condado de Collins y el área metropolitana de Dallas-Fort Worth circundante

<sup>1</sup> [www.tceq.texas.gov/goto/view-30tac](http://www.tceq.texas.gov/goto/view-30tac)

<sup>2</sup> [www.tceq.texas.gov/gis/hb-610-viewer](http://www.tceq.texas.gov/gis/hb-610-viewer)

¿Qué días y horas funcionará la instalación?

El negocio está abierto al público de lunes a viernes de 9 am a 5 pm. La instalación puede recibir mascotas fallecidas los siete días de la semana y las 24 horas.

¿A qué ritmo se aceptarían los residuos?

La instalación recibirá hasta 4,800 libras de desechos por día.

¿Cómo se gestionarían los residuos?

Todos los residuos se procesan de la misma manera. El proceso incluye: (1) la descarga de los cadáveres de animales; (2) el almacenamiento en frío de los cadáveres de animales; (3) la preparación de recuerdos por solicitud del propietario; (4) el proceso de cremación; y (5) el embalaje y la devolución de los restos al propietario o a una instalación de eliminación autorizada.

## **E. Métodos de control de la contaminación**

¿Qué métodos utilizará la instalación para contener los residuos y los olores, y para controlar las emisiones?

Toda la gestión de residuos se llevará a cabo dentro de un edificio cerrado para evitar que los olores salgan del límite de la propiedad. La carga y descarga ocurren dentro de los 10 pies de las puertas abiertas de la bahía y dentro de los límites de la propiedad. Las puertas y ventanas serán controladas para la ventilación y para evitar la liberación de olores molestos. El olor también se controlará minimizando el contacto entre los desechos no procesados y el aire, también siguiendo buenas prácticas de limpieza. Para garantizar que se controle el olor, se utilizará un SOP de llegadas y procedimiento de registro de crematorios, un SOP de almacenamiento de mascotas, un SOP de limpieza de instalaciones y listas de verificación de

¿Qué métodos utilizaría o exigiría la instalación para evitar la basura o los derrames, y para la limpieza de la basura y los derrames?

Para mantener limpias las áreas de proceso, las mascotas siempre estarán en bolsas de cadáveres, a menos que se vean. Los pisos y paredes serán inspeccionados para detectar cualquier tipo de derrame de desechos. Todas las superficies (suelos, bancos, carros, crematorios, furgonetas, etcétera) que sean sometidas a fluidos serán limpiadas inmediatamente y la fuente de los fluidos tratados y/o detenidos. Las unidades de procesamiento se limpiarán y mantendrán de forma regular. La limpieza se realizará con limpiadores domésticos típicos, trapos y fregonas.

## 1.0 §330.60 CONTENTS OF PART I OF THE APPLICATION

### 1.1 GENERAL INFORMATION

Facility Name:	4283929 Delaware, LLC.			
Physical or Street Address:	511 New Hope Rd. W			
(City)(County)(State)(Zip Code):	McKinney	Collin	Texas	75071
(Area Code) Telephone Number:	(469) 617-3604			
Charter Number:	N/A			

If the application is submitted on behalf of a corporation, provide the Charter Number as recorded with the Office of the Secretary of State for Texas.

Operator Name:	Fond Memories Pet Cemetery and Crematory McKinney			
Authorized Individual:	Kelly Clinton			
Mailing Address:	1102 South 7th Street			
(City)(County)(State)(Zip Code):	Conroe	Montgomery	Texas	77301
(Area Code) Telephone Number:	(226)770-8858 x 114			
(Area Code) Fax Number:	Not applicable			
Charter Number:	Not applicable			

If the permittee is the same as the operator, type "Same as Operator".

Permittee Name:	Same as Operator			
Physical or Street Address:	Same as Operator			
(City)(County)(State)(Zip Code):	Same as Operator			
(Area Code) telephone Number:	Same as Operator			
Charter Number:	Not applicable			

If the application is submitted by a corporation or by a person residing out of state, the applicant must register an Agent in Service or Agent of Service with the Texas Secretary of State's office and provide a complete mailing address for the agent. The agent must be a Texas resident.

Agent Name:	Not Applicable			
Mailing Address:	Not Applicable			
(City)(County)(State)(Zip Code):	Not Applicable			
(Area Code) Telephone Number:	Not Applicable			
(Area Code) Fax Number:	Not Applicable			

Application Type:

<input type="checkbox"/> Registration	<input type="checkbox"/> Major Amendment	<input type="checkbox"/> Minor Amendment
<input checked="" type="checkbox"/> Permit	<input type="checkbox"/> Modification	<input type="checkbox"/> Temporary Authorization
	<input type="checkbox"/> New Registration w/Public Notice	
	<input type="checkbox"/> w/out Public Notice	<input type="checkbox"/> NOD Response

Facility Classification:

<input type="checkbox"/>	Type I	<input type="checkbox"/>	Type IV	<input checked="" type="checkbox"/>	Type V	<input type="checkbox"/>	Type IX
<input type="checkbox"/>	Type I AE	<input type="checkbox"/>	Type IV AE	<input type="checkbox"/>	Type VI		

Activities covered by this application (check all that apply):

<input checked="" type="checkbox"/>	Storage	<input checked="" type="checkbox"/>	Processing	<input type="checkbox"/>	Disposal
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Waste management units covered by this application (check all that apply):

<input type="checkbox"/>	Containers	<input type="checkbox"/>	Tanks	<input type="checkbox"/>	Surface Impoundments	<input type="checkbox"/>	Landfills
<input checked="" type="checkbox"/>	Incinerators	<input type="checkbox"/>	Composting	<input type="checkbox"/>	Type IV Demonstration Unit	<input type="checkbox"/>	Type IX Energy/ Material Recovery
<input checked="" type="checkbox"/>	Other (Specify)	Refrigeration Units		<input type="checkbox"/>	Other (Specify)		
<input type="checkbox"/>	Other (Specify)			<input type="checkbox"/>	Other (Specify)		

Is this submittal part of a Consolidated Permit Processing request, in accordance with 30 TAC Chapter 33?

☐ Yes ☒ No

If yes, state the other TCEQ program authorizations requested.

*Not Applicable*

Provide a brief description of the portion of the facility covered by this application. For amendments, modifications, and temporary authorizations, provide a brief description of the exact changes to the permit or registration conditions and supporting documents referenced by the permit or registration. Also, provide an explanation of why the amendment, modifications, or temporary authorization is requested.

See description below.

**Description of Facility**

The 4283929 Delaware, LLC. facility located in the Town of New Hope, TX. is a municipal solid waste (MSW) Type V solid waste processing facility. The Type V facility collects waste from local veterinarians and accepts waste from the public. The waste is held in refrigeration units until it is time for controlled burn (i.e. incineration) of animal carcasses. A new permit application is required because the facility is operating a pet crematorium without meeting the buffer zone of at least 50 feet from the property boundary of the site as required by the MSW permit by rule for an animal crematory. The Type V facility is in the city of New Hope, in Collin County.

Does the application contain confidential material?

☒ Yes ☐ No

If yes, cross-reference the confidential material throughout the application and submit as a separate document or binder conspicuously marked "CONFIDENTIAL."



### Alternative Language Notice Application Form

Alternative language notice confirmation for this application:

1. Is a bilingual program required by the Texas Education Code in the school district where the facility is located? ☒ Yes ☐ No

(If NO, alternative language notice publication not required)

2. If YES to question 1, are students enrolled in a bilingual education program at either the elementary school or the middle school nearest to the facility? ☒ Yes ☐ No

(If YES to question 1 and 2, alternative language publication is required; if NO to question 2, then consider the next question)

3. If YES to question 1, are there students enrolled at either the elementary school or the middle school nearest to the facility who attend a bilingual education program at another location?  
☐ Yes ☐ No

(If Yes to question 1 and 3, alternative language publication is required; if NO to question 3, then consider the next question)

4. If YES to question 1, would either the elementary school or the middle school nearest to the facility be required to provide a bilingual education program but for the fact that it secured a waiver from this requirement, as available under 19 TAC 89.1205(g)? ☐ Yes ☐ No

(If Yes to questions 1 and 4, alternative language publication is required; if NO to question 4, alternative language notice publication not required)

If a bilingual education program(s) is provided by either the elementary school or the middle school nearest to the facility, which language(s) is required by the bilingual program?

Note: Applicants for new permits and major amendments must make a copy of the administratively complete application available at a public place in the county where the facility is, or will be, located for review and copying by the public.

Public place where administratively complete permit application will be located.				
Public Place (e.g. public library, county courthouse, city hall, etc.):	Melissa Public Library			
Mailing Address:	3411 Barker Ave			
(City)(County)(State)(Zip Code):	Melissa	Collin	Texas	75454
(Area Code) Telephone Number:	(817) 588-5800			

### Permits, Registrations, or Other Authorizations

Table I-1 provides a listing of all permits, registrations, and/or construction approvals received or applied for the Fond Memories Pet Cemetery and Crematory McKinney. as required by 30 TAC 305.45(a)(7). There are a total of three programs for this site.

Table I-1: List of Permits and Registrations			
TCEQ Program	Authorization Type	Permit/ ID Number	Status
Air New Source Permits	Permit	152484	Active
Air New Source Permits	Registration	132329	Cancelled
Air New Source Permits	Registration	72078	Active

Fond Memories Pet Cemetery and Crematory McKinney has not applied for any permits or construction approvals under any of the following programs; (1) Hazardous Waste Management Program under the Texas Solid Waste Disposal Act, (2) Underground Injection Control Program under the Texas Injection Well Act, (3) National Pollutant Discharge Elimination System Program under the Clean Water Act and Waste Discharge Program under Texas Water Code, Chapter 26, (4) Prevention of Significant Deterioration (PSD) Program under the Federal Clean Air Act (FCAA), (5) Nonattainment Program under the FCAA, (6) National Emission Standards for Hazardous Air Pollutants (NESHAPS) preconstruction approval under the FCAA, (7) Ocean dumping permits under the Marine Protection Research and Sanctuaries Act, (8) Dredge or fill permits under the Federal Clean Water Act, (9) licenses under the Texas Radiation Control Act, and (10) subsurface area drip dispersal system permits under Texas Water Code, Chapter 32.

The Regulated Entity and Customer have no delinquent fees with the TCEQ.

## 1.2 FACILITY LOCATION

Except for Type I AE and Type IV AE landfill facilities, for permits, registrations, amendments, and modifications requiring public notice, provide the URL address of a publicly accessible internet web-site where application and all revisions to application will be posted.

[www.source-environmental.com/TCEQ-PERMITs/](http://www.source-environmental.com/TCEQ-PERMITs/)

Local Government Jurisdiction:	City of McKinney
Within City Limits of:	McKinney
Within Extraterritorial Jurisdiction of City of:	McKinney
Is the proposed municipal or industrial solid waste disposal or processing facility located in an area in which the governing body of the municipality or county has prohibited the disposal or processing of municipal or industrial solid waste? (If YES< provide a copy of the ordinance):	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Provide a description of the location of the facility with respect to known or easily identifiable landmarks

The facility is located at 511 New Hope Road West; approximately 250 feet southwest of the intersection of FM 2933 and FM 1827.

Detail the access routes from the nearest United States or state highway to the facility.

The route to the facility from McKinney city is to travel North on State Highway 75 and exit West University Drive. Travel 3.5 miles southeast along West University drive and turn north at FM 1827. Travel 0.65 north along FM 1827 and the facility is located to the east.

Provide the latitudinal and longitudinal geographic coordinates of the facility.

Latitude	33°12'24.65"N
Longitude	96°34'26.37"W
Elevation (above msl)	580 ft

Is the facility within the Coastal Management Program boundary? ☐ Yes ☒ No

Texas Department of Transportation District Location:

TXDOT District Name & Number:	Dallas			
District Engineer's Name:	Mohamed "Mo" Bur			
Email:	<a href="mailto:Mo.bur@tx.dot.gov">Mo.bur@tx.dot.gov</a>			
Street or P.O. Box:	4777 E. Highway 80			
(City) (County)(State)(Zip Code):	Mesquite	Dallas	Texas	75150
(Area Code) Telephone Number:	(214) 320-6100			
(Area Code) Fax Number:	N/A			

The local government authority or agency responsible for road maintenance:

Agency Name	Dallas District Road Maintenance Authority			
Contact Person's Name:	James Stevenson PE			
Email:	<a href="mailto:james.stevenson@tx.dot.gov">james.stevenson@tx.dot.gov</a>			
Street or P.O. Box:	6023 E Stassney Ln			
(City)(County)(State)(Zip Code):	Austin	Traviss	Texas	78744
(Area Code) Telephone Number:	(512) 416 – 3048			
(Area Code)Fax Number:	N/A			

State Representative:

District Number:	70			
State Representative's Name:	Scott Sanford			
Email:	<a href="mailto:scott.sanford@house.texas.gov">scott.sanford@house.texas.gov</a>			
District Office Address:	115 West Virginia Street Suite # 103			
(City)(County)(State)(Zip Code):	McKinney	Collin	Texas	75069
(Area Code) Telephone Number:	(972) 548-7500			
(Area Code) Fax Number:	N/A			

State Senator:

District Number:	30			
State Senator's Name:	Drew Springer			
Email:	<a href="mailto:drew.springer@senate.texas.gov">drew.springer@senate.texas.gov</a>			
District Office Address:	100 Austin Ave.Suite 103			
(City)(County)(State)(Zip Code):	Weatherford	Parker	Texas	76086
(Area Code) Telephone Number:	(817) 594-7105			
(Area Code) Fax Number:	N/A			

Council of Government (COG) Information:

COG Name:	North Central Texas Council of Government			
COG Representative's Name:	Mr. R. Michael Eastland			
COG Representative's Title:	Executive Director			
Email:				
Street or P.O. Box:	616 Six Flags Drive			
(City)(County)(State)(Zip Code):	Arlington	Tarrant	Texas	76005
(Area Code) Telephone Number:	(817) 695-9101			
(Area Code) Fax Number:	N/A			

River Basin Information:

River Authority:	Trinity River Authority			
Contact Person's Name:	Kevin Ward, General Manager			
Email:	<a href="mailto:Kevinw@trinityra.org">Kevinw@trinityra.org</a>			
Watershed Sub-Basin Name:	Clemons Creek-East Fork Trinity River			
Street or P.O. Box:	5300 S. Collins			
(City)(County)(State)(Zip Code):	Arlington	Tarrant	Texas	76004
(Area Code) Telephone Number:	(817) 467-4343			
(Area Code) Fax Number:	N/A			

This site is located in the following District of the U.S. Army Corps of Engineers:				
<input type="checkbox"/> Albuquerque, NM	<input checked="" type="checkbox"/> Ft. Worth, TX	<input type="checkbox"/> Galveston, TX	<input type="checkbox"/> Tulsa, OK	

### **1.3 MAPS**

The maps, figures, and data presented in this section are extracted from publicly available information and represent the best available information at the time of the preparation of this application. Maps and figures as required by 30 TAC 330.59(c) are in Attachment A of this MSW permit application.

#### **General Site Map- Attachment A**

For this permit a topographic map, ownership map, county highway map is in Attachment A regarding the regulated facility and associated activities. Maps are on 8-1/2 inches by 14 inches sheets and are on a scale of not less than one-inch equals one mile. The map depicts the approximate boundaries of the tract of land owned or to be used by the applicant and extends at least one mile beyond the tract boundaries sufficient to show the following:

- each well, spring, and surface water body or other water in the state within the map area.
- the general character of the areas adjacent to the facility, including public roads, towns and the nature of development of adjacent lands such as residential, commercial, agricultural, recreational, undeveloped, etc;
- the location of any waste disposal activities conducted on the tract not included in the application, and the ownership of tracts of land adjacent to the facility and within a reasonable distance from the proposed point or points of discharge, deposit, injection, or other place of disposal or activity.

#### **General Location Map– Attachment A**

The general location map is in Attachment A and is at a scale of one-half inch equals one mile. This map has been prepared by Texas Department of Transportation (TxDOT) and is the latest revision available.

#### **Land Ownership Map- Attachment A**

We have provided a map that locates the property owned by adjacent and potentially affected landowners. The maps show all property ownership within ¼ mile of the facility, on-site facility easement holders, and all mineral interest ownership under the facility.

#### **Landowner List- Attachment A**

The landowners list provides the adjacent and potentially affected landowners' list, is keyed to the land ownership map, and has each property owner's name and mailing address. The list includes all property owners within ¼ mile of the facility, easement holders, and all mineral interest ownership under the facility. We have provided the property, easement holders', and mineral interest owners' names and mailing addresses derived from the real property appraisal records as listed on the date that the application is filed. The list is also provided in electronic form.

## 1.4 PROPERTY OWNER INFORMATION

This new permit does not request a change in the legal description, a change in ownership, or a change in the existing operator. For permits, registrations, amendments and modifications, the following is provided:

1. The legal description of the facility:

**Business Personal Property (BPP) at 511 W New Hope Rd., Collin County, Texas as extracted from Collin County Appraisal District records.**

2. a property owner affidavit signed by the owner. – Located at the end of Part I

## 1.5 LEGAL AUTHORITY

Indicate Ownership status of the facility:									
<input type="checkbox"/>	Private	<input checked="" type="checkbox"/>	Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Proprietorship	<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Public	<input type="checkbox"/>	Federal	<input type="checkbox"/>	Military	<input type="checkbox"/>	State	<input type="checkbox"/>	Regional
<input type="checkbox"/>	County	<input type="checkbox"/>	Municipal	<input type="checkbox"/>	Other (Specify)				

Does the operator own the facility units and the facility property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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If “No” for permits, registrations, amendments, and modifications that change the legal description, a change in owner, or a change in operators submit a copy of the lease for the use of or the option to buy the facility units or facility property, as appropriate, and identify:	
Owner Name:	<i>Not Applicable</i>
Street or P.O. Box:	
(City) (County) (State) (Zip Code):	

## 1.6 EVIDENCE OF COMPETENCY

In accordance with 330.59(f)(3), a licensed solid waste facility supervisor shall be employed before commencing facility operation. The following tables provide information on the MSW facility supervisors.

For permits, registrations, amendments, and modifications that change the legal description, a change in owner, or a change in operators submit a list of all Texas solid waste sites that the owner and operator have owned or operated within the last ten years.				
Site Name	Site Type	Permit/Reg. No.	County	Dates of Operation
4283929 Delaware, LLC.	Type V	TBD	Collin	2020-present
All Paws Go to Heaven, LLC.	Type V	TBD	Collin	2015-2020t

Submit a list of all solid waste sites in all states, territories, or countries in which the owner and operator have a direct financial interest.			
Site Name	Location	Dates of Operation	Regulatory Agency (Name & Address)
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

A licensed solid waste facility supervisor, as defined in 30 TAC Chapter 30, Occupational Licenses and Registrations will be employed before commencing facility operation.

Provide the names of the principals and supervisors of the owner's and operator's organization, together with previous affiliations with other organizations engaged in solid waste activities.		
Name (MSW Facility Supervisors)	Previous Affiliation / Other Organization	Licensed Solid Waste Facility Supervisor?
Casey Springer	Regional Manager	NA

Landfilling/Earthmoving Equipment Types	Personal Experience or Licenses
<i>Not Applicable</i>	<i>Not Applicable</i>

Solid waste, liquid waste, or mobile waste units owned or operated within past 5 years	Texas and federal final enforcement orders, court judgments, consent decrees, and criminal convictions
<i>Not Applicable</i>	<i>Not Applicable</i>

## 1.7 APPOINTMENTS

Provide documentation that the person signing the application meets the requirements of 30 TAC §305.44, Signatories to Applications. If the authority has been delegated, provide a copy of the document issued by the governing body of the owner or operator authorizing the person that signed the application to act as agent for the owner or operator.

## 1.8 APPLICATION FEES

For a new permit, registration, amendment, modification, or temporary authorization, submit a \$150 application fee.

For authorization to construct an enclosed structure over an old, closed municipal solid waste landfill in accordance with 30 TAC 330 Subchapter T, submit a \$2,500 application fee.

If paying by check, send payment to:

Texas Commission on Environmental Quality  
Financial Administration Division, MC 214  
P. O. Box 13087  
Austin, Texas 78711-3087

Payment maybe made online using TCEQ e-pay at <a href="http://www.tceq.state.tx.us/e-services/">www.tceq.state.tx.us/e-services/</a>	
E-pay confirmation number	



## 2.0 §330.61 CONTENTS OF PART II OF THE APPLICATION

This section has been prepared to provide information required for all applications. Items required by this section describe the existing conditions and character of the site, waste acceptance plan and surrounding area.

### 2.1 WASTE ACCEPTANCE PLAN

#### §330.61(b)(1)(A) Characteristics and Sources of Waste

The facility will receive the following wastes for storage and processing. Deceased pets (i.e. animal carcasses) will be accepted at the facility or the facility will pick up the deceased pets. There will be no hazardous wastes that will be accepted at the facility. The facility will not accept waste defined in 30 TAC §330.15, regulating General Prohibitions unless otherwise identified in this application and the issued Registration.

The sources and characteristics for the types of waste to be received at the facility include the following:

Deceased pets; animal carcasses

The facility will receive waste from the surrounding area which includes the counties immediately adjacent to Collin County. The facility does not anticipate that it will receive waste from other areas of Texas. The facility will receive waste from individuals that drop off the deceased pet or a local pet veterinary.

The maximum number of deceased pets that are received at the facility can vary from month to month because of seasonal differences, general variability, and other causes. The facility has sufficient space for deceased pets due to the short turnaround time for the process which takes on average five (5) days from the time a pet is received to the time it is cremated. Since the complete process takes less than a week, the facility can take in a varied number of deceased pets.

The maximum and average amount of waste and length of time that the waste will remain at the facility is shown in Table 1. The facility's New Source Review Permit allows up to 4,800 pounds of waste to be incinerated per day.

Waste Type	Daily Volume Received (pounds)	Maximum Waste Storage (pounds)	Storage of Unprocessed Waste (days)		Time on Site (days)		Processing Time (days)	
			Max	Avg	Max	Avg	Max	Avg
Deceased Pet	4,800	5,000	90	5	90	5	7	1
Total	4,800	5,000	-	-	-	-	-	-

**Table 1:** Waste throughput, storage, and processing

All incoming waste is processed in the same manner. The process includes: (1) the unloading of the animal carcasses; (2) the cold storage of the animal carcasses; (3) the preparation of keepsakes per owner requests; (4) the cremation process; and (5) the packaging of the remains are disposed of at an authorized disposal facility. The management of these waste streams will in no way cause the operation of the facility to deviate

from the applicable Federal, State, or Local regulations. There are no constituents or characteristics of these wastes that will impact the design or operation of the facility.

## **2.2 FACILITY IMPACT AND EXISTING CONDITIONS**

### **§330.61 (a) Site Conditions Summary**

The facility is located at 511 New Hope Road West, McKinney, Collin County, Texas. The site is located approximately 0.05 miles northwest from the intersection of FM 1827 and FM 2933, and the site is about 4.2 miles southwest from the McKinney National Airport.

The 4283929 Delaware, LLC., McKinney facility, is in the Town of New Hope's general business district. The property is currently developed, and there are no conditions requiring special design considerations or mitigations that exist at the site.

### **§330.61 (h) Impact on Surrounding Area**

The solid waste from the facility is not expected to have any environmental or other impact to the surrounding area. There are some residential homes located within one mile of the facility property boundary; however, there are not any anticipated impacts from the solid waste.

Air emissions from incineration exit from stacks on the roof of the building. These emissions are authorized under New Source Review Permit 152484 and impacts were demonstrated to meet National Ambient Air Quality Standards during the application process.

The area within five miles of the facility is expected to experience a steady growth. According to the Texas Water Development Board and the USGS topographic map, there are no known water, oil, gas, or any other type of well located within 500 feet of the proposed facility.

### **§330.61 (h)(2) Character of Surrounding Land Use**

Information such as the character of surrounding land uses within one mile of the property is incorporated in the Land Use and Zoning Map, Figure A-9, Attachment A. Current land uses within one mile of the property include a mixture of mostly residential, commercial, and industrial. There are also vacant undeveloped areas near the facility.

### **§330.61 (h)(3) Growth Trends**

Based on historical aerial photographs (1995-2020), from Google Earth, there has not been significant growth or development in the area immediately surrounding the facility. In the past 10 years, there has not been much residential or industrial development within five miles of the facility. Located directly south of the facility, there are residential structures that have been there for the last 10 years or more. According to the City of New Hope Texas website, the population remained below 100, from the establishment of New Hope in 1850s to 1960s. The US Census Bureau based on the 2020 census estimated the population in 2020 to be about 613.

### **§330.61 (h)(4) Proximity to Residential and Other Uses**

As shown in the Land Use Map, Figure A-8 there are no schools, no hospitals and only one church located within one mile of the facility boundary. Within one mile of the facility are several residential properties

and some commercial properties. The closest commercial property is the New Hope convenience store, and it is located approximately 400 feet north of the facility. The nearest residence is located approximately 200 feet south of the facility. There are no historic or archaeologically significant structures or sites having exceptional aesthetic quality within one mile of the facility.

#### **§330.61 (h)(5) Nearby Wells**

A water well search and oil and gas well search was performed using the Texas Water Development Board and Texas Railroad Commission databases. According to the database, there are no wells located within 500 feet of the facility boundary.

#### **§330.61 (h)(6) Other Information Required by the Executive Director**

Other information required by the Executive Director, if so required, will be provided in this section. At this time, no other information is requested.

### **2.3 TRANSPORTATION**

#### **§330.61 (i) Transportation**

There is only one entrance to the facility. No significant increase in traffic is expected for the area. No road improvements will be required for this facility. Essentially all vehicular traffic associated with this facility will arrive and leave the facility using one of two routes. Access to the facility can be made using FM 1827. All roads are paved roads and are adequate for the transportation vehicles utilizing the facility. All routes have adequate signage to control traffic and allow safe turning where needed.

#### **§330.61 (i)(2) Traffic Volume and Expected Traffic**

A map derived from the Texas Department of Transportation (TXDOT) Statewide Planning Map available on the TXDOT website shows the current and future annual average daily traffic (AADT) in vehicles per day and their locations within one mile radius of the property boundary. In 2019, New Hope Rd had a AADT of 5,674. From 2011 to 2019 the AADT gradually increased from 4,000 to 5,674 and a similar gradual increase can be expected in the future. The supporting TXDOT Report is included in Attachment A.

#### **§330.61 (i)(4) Documentation of Coordination**

No designs of proposed public roadways improvements associated with the site are available because none are planned at this time.

#### **§330.61 (c)(5) General Location Maps**

The proposed facility is not a landfill unit or a landfill mining operation.

#### **§330.545(b) Nearby Airports**

There is one small airport located within six miles of the facility. The airport is McKinney National Airport. Notice of this registration will be provided to the airport as required.

### **2.4 GENERAL GEOLOGY**

#### **§330.61(j)(1) General Geology Discussion**

Operations at the facility will be conducted indoors or on the surface outdoors therefore the subsurface is not expected to be affected. According to the United States Geological Survey (USGS), approximately 49

percent of Collin County at the surface is the Austin Chalk, the remainder is primarily the Ozark Formation, Marlbrook Marl, and Recent Alluvium.

According to the Natural Resources Conservation Service, the surface soil is classified as Eddy gravelly clay loam, with 3 to 8 percent slopes. The typical soil profile is clay loam, generally 0-4 inches and well-drained. Bedrock occurs at the depths ranging from 6-40 inches.

## **2.5 GROUNDWATER AND SURFACE WATER**

### **§330.61(k) Groundwater and Surface Water**

The Woodbine aquifer is the major groundwater source for Collin County. The Woodbine overlies the Trinity aquifer and consists of sandstone interbedded with shale and clay forming three distinct water-bearing zones.

Operations at the facility will be conducted indoors or on the surface outdoors therefore the groundwater and surface water is not expected to be affected.

#### **Texas Pollutant Discharge Elimination System (TPDES) Compliance**

Because the McKinney facility does not perform vehicle maintenance, vehicle or equipment rehabilitation, mechanical repairs, painting, fueling, lubrication, or cleaning within the registration boundary of the facility, the site is not subject to the requirements of the TPDES Multi-Section General Permit as required by Section 402 of the Federal Clean Water Act.

The surface water according to the TCEQ Surface Water Quality (Segments) Viewer is East Fork Trinity River. The facility is not performing any construction activities. Therefore, a stormwater permit for "construction only" is not required.

## **2.5 ABANDONED OIL AND WATER WELLS**

### **§330.61(l) Oil and Water Wells**

There are no oil and gas wells within the vicinity of the facility that could be affected by the facility's operations. The closest water well to the facility is located 3.26 miles away and is not anticipated to be affected by the facility operations.

## **2.6 FLOODPLAINS AND WETLANDS**

### **§330.61(m) Floodplain and Wetlands**

The facility is not located in a floodplain. There are no soils, vegetations or hydrologic conditions indicative of a wetland's environment.

## **2.7 ENDANGERED SPECIES**

### **§330.61(n) Endangered Species**

Operation of this facility should not affect any endangered species.

### **§330.61(o) Texas Historical Commission Review**

Letter was sent to Ms. Quana Childs, Project Reviewer for the Texas Historical Commission on September 11, 2020.

There are no significant historical areas associated with this facility.

### **§330.61(p) Council of Governments and Local Government Review**

Email sent to Elena, environmental planner, for review of Part I and II of application. The email can be found in Attachment A.

### **§330.54(a) Floodplains and Wetlands**

The facility is not located within a 100 yr. floodway, a map of the facility is located in Figure A-9 at the end of Part II. According to the FEMA Flood Insurance Rate Map, the Fond Memories Pet Cemetery and Crematory McKinney is located within an area of minimal flood hazard. The chance of flood in the area is 0.2% annually, or outside of the 500-year flood zone. The subject property is currently developed. No wetlands, running, or standing water are known to exist at the property. There are no soils, vegetations or hydrologic conditions present on the property that are indicative of a wetland's environment.

### **§330.55(a) Endangered or Threatened Species**

Based on a review of critical habitat requirements for the endangered or threatened species in Collin County, suitable habitat for listed species is not present within or adjacent to the Fond Memories Pet Cemetery and Crematory McKinney. We can conclude the facility will not result in the destruction or adverse modification of the critical habitat of endangered or threatened species. Information on federally threatened, endangered, and candidate species was obtained from the U.S. Fish and Wildlife Services, Texas Ecological Services Field Office in Southwest website (<https://ecos.fws.gov/ecp/report/species-listings-by-current-range-county?fips=48085>). This information was used to evaluate the McKinney facility location and the adjacent areas for the presence of suitable habitat for the listed endangered or threatened species in Collin County. The table below displays the list of endangered or threatened species in Collin County and critical habitat requirements.

Species Group	Name	Population	Status	Lead Office	Recovery Plan	Recovery Plan Action Status
Clams	Texas heelsplitter	Whenever found	Under Review	2		
Reptiles	Alligator snapping turtle	Whenever found	Under Review	4		
Clams	Texas fawnsfoot	Whenever found	Candidate	2		
Reptiles	Western Chicken turtle	Whenever found	Under Review	2		
Birds	Bald Eagle	U.S.A, conterminous (lower 48) States.	Recovery	3		
Birds	Whooping Crane	Wherever found, except where listed as an experimental population	Endangered	2	Whooping Crane Recovery Plan, Final Third Revision	Implementation Progress
Birds	Red Knot	Wherever found	Threatened	5	Recovery Outline for the Rufa Red Knot (Calidris canutus rufa)	Implementation Progress
Birds	Piping Plover	[Atlantic Coast and Northern Great Plains populations] - Wherever found, except those areas where listed as endangered.	Threatened	5	Piping Plover Atlantic Coast Population Revised Recovery Plan	Implementation Progress
Birds	Piping Plover	[Atlantic Coast and Northern Great Plains populations] - Wherever found, except those areas where listed as endangered.	Threatened	5	Volume I: Draft Revised Recovery Plan for the Northern Great Plains Piping Plover (Charadrius melodus)	Implementation Progress
Birds	Piping Plover	[Atlantic Coast and Northern Great Plains populations]	Threatened	5	Volume II: Draft revised recovery plan for the wintering range	Implementation Progress

		- Wherever found, except those areas where listed as endangered.			of the Northern Great Plains piping plover ( <i>Charadrius melodus</i> ) and Comprehensive conservation strategy for the piping plover ( <i>Charadrius melodus</i> ) in its coastal migration and wintering range in the continental United States.	
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#### **§330.54(a) Easements and Buffer Zones**

According to the Roome Land Surveying plot plan an easement that is approximately 60 feet wide separates FM 1827 from the Fond Memories property line. According to the Roome Land Surveying plot plan, there are no other easements to the north, east and south of the Fond Memories property. No solid waste, unloading, storage, disposal or processing operations will occur within any easement, buffer zone, or right-of-way that crosses the facility. No solid waste disposal will occur.

#### **§330.559 Unstable Areas**

There are not on-site or local soil conditions that could result in significant differential settling; no on-site or local geologic or geomorphologic features that could result unstable areas; and no on-site or local human-made features or events (both surface and subsurface), that would be considered as unstable areas (e.g., poor foundation conditions, areas susceptible to mass movement, karst terrains, etc.).

### **3.0 §330.63 CONTENTS OF PART III OF THE APPLICATION**

#### **3.1 SITE DEVELOPMENT PLAN**

This Site Development Plan (SDP) includes details specific to the proposed Municipal Solid Waste (MSW) Type V facility for which this registration application is being prepared. This SDP addresses criteria providing for the wellbeing of the health, welfare, and physical property of the people and environment through consideration of geology, soil conditions, drainage, land use, zoning, adequacy of access roads, and other considerations as the site dictates usage in the selection of the site and design of the facility.

#### **3.2 GENERAL FACILITY DESIGN**

##### **§330.63(b)(1) Facility Access**

The facility will provide access control by a screen fence which runs fifteen feet along the property. Access to the facility is limited by locking bay doors. There is onsite security until midnight. Additional surveillance is monitored with cameras at entryways and locations identified in the Camera System SOP. The Camera System SOP is included in Attachment C. If a security breach were to happen a manager would contact the police and a full operational inspection would be performed to ensure no equipment was tampered with and any concerns were addressed. There has never been any unauthorized “dumping” of animal carcasses. Therefore, these measures are suitable access control to provide protection for health and safety hazards and to discourage the unauthorized entry by the public.

##### **§330.63(b)(2) Waste Movement**

The treatment process begins as solid wastes which are deceased pets are delivered or picked up by the facility via van/truck. Before pickup or delivery, a manifest is checked to determine the different processing criteria of the deceased pet. Once at the facility, the unloading process of the deceased pet is completed by staff members. The pet is verified using the trusted facility applications and then the pet is stored in the corresponding cold storage unit. All pets are labeled in a specific method, and this is how each pet is accounted for. All pets will be carefully marked once arriving at the facility and placed into a cold storage. Once all checks have been completed, the pet is ready to be placed in storage for processing. For the deceased pet to be accepted, all waste criteria must be met.

The deceased pet can be received directly from the veterinary clinic or from the owner. Once the facility is in possession of the deceased pets, the pets are placed into a cold storage unit. The pets are placed in the cold storage unit based on four different processing criteria. The four different criteria include private storage, communal storage, paw print storage, and hold storage. Deceased pets are left in this cold storage unit and only removed before processing for making any memorial products. Once memorial products are made, deceased pets are then placed back in the cold storage unit. Pets remain in the cold storage unit until they are ready to be cremated.

Cremated remains are then processed. For a communal cremation, processed remains are cremated put in sealed buckets and properly labeled. Buckets are then picked up by Fond Memories Pet Cemetery Fort Worth or an alternative authorized facility that serves the same purpose. The location address is 3600 Shelby Rd, Fort Worth, TX 76140. For a private cremation, processed remains are packaged. Remains that are



packaged with processed remains in a plastic bag inside an urn and will then be delivered back to the veterinary clinic or to the pet owners.

Processing equipment at the facility includes the cold storage unit, processing units, and other equipment routinely used. Manufacturer specifications for the animal carcass incinerators are provided in Attachment B. Vans and trucks are used to transport deceased pets and cremation remains to and from veterinary clinics or pet owners. These vans and trucks are parked outside the facility on a daily basis. These vehicles are only used for transportation and are not part of the process. They do not add any storage volume to the facility.

#### **§330.63(b)(2)(A) Flow Diagram**

A flow diagram indicating the storage, processing, and disposal sequences for the waste received at the facility is found in Part III, Attachment B, Figure B-1 and Figure B-2. Figure B-1 Flow Diagram shows the private (single pet) cremation and Figure B-2 shows communal cremation.

#### **§330.63(b)(2)(B) Schematic View**

A schematic view drawing shows the various phases of the receiving, separation, processing, and disposal for the waste streams received at the facility. This diagram is found in Attachment B, Figure B-5.

#### **§330.63(b)(2)(C) Ventilation and Odor Control**

All waste management activity will take place within an enclosed building with doors opening to the interior of the property. This will prevent odors from leaving the property boundary. Loading and unloading occur within 10 feet of the open bay doors and within the property boundary. Building openings such as doors and windows will be controlled for ventilation and to prevent the release of nuisance odors from leaving the property boundary of the facility. Odor will also be controlled by minimizing contact between unprocessed waste and air also by following good housekeeping practices. To ensure odor is controlled an Arrivals and Crematory Check-In Procedure SOP, Storage of Pets SOP, a Facility Cleanliness SOP, and Cleanliness Checklists will be utilized. These SOPs and Checklists which ensure proper handling, storage, and cleaning procedures are included in Attachment C. If any odor is detected past the property boundary, other odor control measures will be taken and implemented, as necessary.

#### **§330.63(b)(2)(D) Generalized Construction Details Storage and Processing Units**

Generalized construction details including the drawing of the incinerators can be found in Part III, Attachment B, Figure B-3.

#### **§330.63(b)(2)(E) Generalized Construction Details Slab and Subsurface Support**

The facility is not at risk to have any spills outside the facility or property boundary. Therefore, no additional construction details for slab and subsurface support are needed at this time. Should this change in the future, details will be provided to TCEQ.

#### **§330.63(b)(2)(F) Location and Engineering Design Details**

A summary and plan layout of the facility are included in Attachment B, Part III, Figure B-4.

#### **§330.63(b)(2)(H) Disposition of Effluent**

No wastewater is generated by the process and there is no effluent from the facility. Therefore, there is no disposition of effluent that will need to be addressed for this facility or the process at this facility.

#### **§330.63(b)(2)(I) Noise Pollution Control**

All waste processing will take place within the processing building. Building openings will be controlled to prevent noise pollution from leaving the property boundary of the facility.

#### **§330.63(b)(3) Sanitation**

All processing of deceased pets occurs in enclosed buildings. The processing facility and equipment will be inspected regularly and cleaned as required in Part IV of this application. A detailed Facility Cleanliness SOP and Cleanliness Checklists are included in Attachment C.

To keep process areas clean, pets will always be in cadaver bags, unless for viewing. If bags are unavailable, animal cadavers will be covered with a blanket. Floors and walls will be inspected for any type of waste spill. All surfaces (floors, benches, carts, crematories, vans, etcetera) that are subjected to fluids, including but not limited to blood, urine, feces, fur clippings etcetera, will be immediately cleaned and the source of the fluids addressed and/or arrested. Processing units will be cleaned and maintained on a regular basis. Cleaning will be done with typical household cleaners, rags, and mops. Water from sinks will be poured in mop buckets. Mop water will go down the drain to the septic tank. There are no other water or steam connections.

#### **§330.63(b)(4) Water Pollution Control**

Nothing is poured down drains other than typical household and business liquids (e.g., mop water, wipe down water, etc.), all in de minimis quantities. There are no surface water discharges. All wastewater goes to the facility's septic tank. Spills are cleaned up and disinfected immediately.

### **3.3 Waste Management Unit Design**

#### **§330.63(d)(1)(A) Storage and Transfer Units**

The number and size of the storage units have been selected to provide the facility with the capacity to process waste received each day. The facility has the capability to process 100 lbs/hr per chamber. The holding of all solid waste is minimized. The management of the waste will not be allowed to result in nuisances or public health hazards.

Anticipated processing rates and storage times for unprocessed and processed material are described in Part II, Waste Acceptance Plan.

The facility is designed to control measures for individual containment areas.

### **3.4 Groundwater and Sampling Analysis Plan**

#### **§330.63(f)(7)(A) Groundwater and Sampling Analysis Plan**

This is not applicable to the site. This applies to landfill units.

### **3.5 Closure Plan**

#### **§330.457(f) Closure Plan**

This facility is not a landfill and therefore the requirements of 330.457 (f) are not applicable. All waste and waste residue will be removed from the site at the time of closure. A post closure plan is not required for the MSW Type V Facility. Should TCEQ require closure documents and an inspection, this information will be provided to them.

#### **§330.461 Notice of Closure**

Due to the type of facility, no notice is required to be published announcing closure of the facility. No unauthorized dumping has occurred at the facility in the past, nor is it anticipated to occur in the future.

#### **§330.459 Closure Plan Requirements**

A closure plan is not required for the MSW Type V Facility.

#### **§330.465 Final Closure**

All waste processing units will be removed prior to closing of the facility. No waste will be left at the facility prior to closing the facility. No waste is stored outdoors.

#### **§330.505 Outdoor Storage**

No wastes are stored outdoors at the facility. Therefore, closure costs and financial assurance are not required.

## **4.0 §330.65 CONTENTS OF PART IV OF THE APPLICATION**

The fire plan, emergency action plan, standard operating plan and related figures were provided by client and only reviewed for general content. Owner is responsible for development of all content in these emergency and standard operating plans including all routine and emergency operating procedures. Owner is responsible for all onsite record keeping including all emergency and standard operating plans. Owner is responsible for making emergency and standard operating plans available to all employees and proper training of employees in same.

### **4.1 Site Operating Plan**

#### **§330.675 Site Operating Plan**

Required reports requested by the TCEQ will be provided in accordance with 30 TAC §330.675. The Site Operating Plan (SOP) provides general procedures for the day-to-day facility operations. The SOP will be retained during the active life of the facility. The SOP is designed to provide a description of how the requirements of 330 TAC Subchapter E will be implemented. This SOP is found in Attachment C.

#### **§330.65(d) Grease, Grit, and Septage Processing Facility**

The facility does not process grease, grit, or septage and therefore this is not applicable to the facility.

#### **§330.203 Waste Acceptance and Analysis**

The facility accepts deceased pets as solid waste. The facility receives this waste for processing which includes cremation of the pet. Remains of the pet are returned to the owner or disposed of at an authorized disposal facility. The facility does not accept hazardous waste and all waste received will be compatible with this type of treatment facility. The facility will not accept waste defined in 30 TAC §330.15, relating to General Prohibitions unless otherwise identified in this application and issued in the permit. As discussed in Part III, the Arrivals and Crematory Check-In Procedure SOP and Storage of Pets SOP are included in Attachment C.

The treatment process begins with the deceased pet, which is delivered to the facility by the pet owner, veterinarian, or picked up by the facility. Once the facility is in possession of the deceased pet, the pet is placed into a cold storage unit based on four different processing criteria. This criterion is discussed previously in Part III of this application. Deceased pets are left in this cold storage unit and only removed before processing for making any memorial products. Once memorial products are made, deceased pets are then placed back in the cold storage unit. Pets remain in the cold storage unit until they are ready to be cremated.

If the facility picks up the pet, the pet is picked up via small truck or van owned by the facility. The vehicle enters the property boundary via the gate and parks in the back area behind the building to off load the deceased pets. Pets are then stored in their respective location until it is time for the pets to be cremated.

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

### §330.203(a) Source and Characteristics of Waste

All waste generated at the facility is non-hazardous waste. The source, the deceased pet, is delivered to the facility by the pet owner, veterinarian, or picked up by the facility. Once the deceased pet is transported to the facility, there is an unloading process for the deceased pet. One of the duties includes verifying the pet and any special request needed. The other duty includes transporting the pet to the appropriate storage location. There are two walk-in restaurant type cold storage units, each shelf has a specific category. The categories include private storage, communal storage, paw print storage, and hold storage. Based on

the request by the deceased pet owner, the pet will be stored at the appropriate storage location. Each deceased pet has a unique number that is documented in the facility records. This number will ensure that the pet is being stored in the correct location and that the cremated remains go back to the correct pet owner. Once all special requests have been completed on the pet, it will then go through the process of being cremated. If requested, the remains from the cremation will be returned to the pet owner. If the pet owner does not want the remains back, then the facility is contracted with Fond Memories Pet Cemetery Fort Worth or another authorized pet cemetery.

### §330.203(b) Types and Estimated Amounts of Waste

The maximum number of deceased pets that are received at the facility can vary from month to month. The facility has sufficient space for deceased pets due to the average turnaround time of five (5) days for a pet to be cremated. Since the complete process takes less than a week, the facility can take in a varied number of deceased pets. The maximum and average length of time that the waste will remain at the facility is shown below:

Waste Type	Daily Volume Received (pounds)	Maximum Waste Storage (pounds)	Storage of Unprocessed Waste (days)		Time on Site (days)		Processing Time (days)	
			Max	Avg	Max	Avg	Max	Avg
Deceased Pet	4,800	5,000	90	5	90	5	7	1
Total	4,800	5,000	-	-	-	-	-	-

**Table 3:** Waste throughput, storage, and processing

Incoming waste is not recycled. Once the cremation process occurs, the remains are sent either to the pet owner or the approved facility that is contracted to pick up the remains. The approved facility is Fond Memories Pet Cemetery Fort Worth.

### §330.9(g)(1) Quarterly Reports

The facility will provide quarterly reports to the TCEQ. These quarterly reports will include the volume of the waste received, the amount of waste processed, and the amount of waste recycled. The records will be kept at the facility on site and will be updated on a regular basis as needed.

### §330.205(a) Characteristics of Facility Generated Wastes

Wastes generated by the facility are cremation remains of the deceased pets. The waste is then either taken to the pet's owners or picked up by a permitted facility. The facility has two dumpsters picked up weekly. The trash generated is rags from cleaning and typical office trash. No other waste is generated on site.

**§330.205(b) Processing or Disposal of Facility Generated Waste**

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

**§330.205(c) Wastewater Management**

Liquids resulting from facility operations shall be disposed of in a manner that will not cause surface water or groundwater pollution. All wastewater is routed to the septic system. Wastewater comes from bathrooms and mopping.

**§330.205(d) Facility Generated Sludge**

There is not any sludge generated by the facility, so this is not applicable.

**§330.207 Contaminated Water Management**

There is no risk of having any contaminated water at the facility from the process. There are no storage tanks at the facility. There are no mining processes that take place at the facility. Therefore, §330.207 is not applicable to the facility.

**§330.209(a) Storage of Solid Waste**

All waste will be stored in a manner that does not constitute a fire, safety or health hazard or provide food or harborage for animals and vectors and shall be contained so as not to result in litter. All storage containers will be of adequate size and strength and in sufficient numbers to contain all waste generated at the facility.

**§330.205(b) and (c) Source Separated or Recycled Material**

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

**§330.211 Approved Containers**

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

**§330.213 Citizen's Collection Stations**

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

**§330.215 Requirements for Stationary Compactors**

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

**§330.219 Recordkeeping and Reporting Requirements**

The facility will maintain all records required by §330.219.

**§330.219(a) Facility Maintained Records**

A copy of the registration, the approved registration application, and all other required plans or related documents will be maintained at the facility or an alternate location approved by the executive director. All plans will be considered part of the operating record for the facility. These plans will be available for inspection by agency representatives.

### **§330.219(b) Required Records for Recordkeeping**

Information and data will be promptly recorded in the operating record and retained at the facility during the active life of the facility. The owner or operator will promptly record and retain the following information in the operating record:

- (1) Any and all applicable location restrictions demonstrations
- (2) Inspection records and training procedures
- (3) Closure plans and any monitoring, testing, or analytical data related to closure requirements.
- (4) Copies of all correspondence and responses relating to the operation of the facility, modifications to the registration, approvals, and other matters pertaining to the technical assistance.
- (5) All documents, manifests, shipping documents, trip tickets, etc., involving special waste.
- (6) Any other documentation as specified by the approved authorization or by the executive director.
- (7) Recordkeeping provisions to justify, on a quarterly basis, that the relevant percentage of the incoming waste is processed to recover recycle products for applicable facility. The owner or operator shall submit an annual report to the Executive Director by March 1<sup>st</sup> summarizing the recycling activities and percent of incoming waste that was recycled during the past calendar year.

### **§330.219(c)(2) Assignment of New Signatory**

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

### **§330.219(c)(3) Signatory Certification Statement**

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

### **§330.219(d)(2) and §330.219(d)(3) Maintaining Records Onsite**

The facility will maintain all records onsite for review by the agency. Annual reports will be maintained and available at the facility for a minimum of five years.

### **§330.219(e) Records Availability**

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

### **§330.219(f) Records Retention**

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

### **§330.219(f) Alternate Recordkeeping Schedule**

The Executive Director may set an alternate schedule for recordkeeping and notification requirements as specified in subsections §330.219(a)-(e).

### **§330.221 Fire Protection**

According to the Roome Land Surveying plot plan, a fire hydrant is present approximately 10-20 feet from the northwest corner of the site. Firefighting equipment required by local fire codes is present and maintained on the site.

A Fire Protection Plan has been developed. All employees will be properly trained in the contents and use of this Fire Protection Plan. If local fire codes are changed, the Fire Protection Plan will be revised as needed. The Fire Protection Plan is found in Attachment C, Figure C-2.

### **§330.223(a) Public Access Control**

Public access, from the parking lot to the bay doors of the facility, is controlled by a wooden fence to act as a screen. Uncontrolled access to the facility, to include offices, storage areas, and processing areas will be prevented by an onsite attendant onsite during operating hours. Access control will be maintained when waste handling activities are occurring.

### **§330.223(b) Facility Access Road**

The facility access is a two-lane road designed for the expected traffic flow. There are adequate turning radii for all transportation vehicles that will utilize the facility. Parking will be provided for transportation trucks, employees, and visitors.

### **§330.223(c) Perimeter Access**

Storage and operations are enclosed by the walls of the building. There is no perimeter fence to control access.

### **§330.225(a) Waste Unloading Area**

Incoming trucks will enter the facility through the access parking lot. The unloading of the deceased pets will be unloaded in the rear of the facility inside the fence. Employees will be present during the unloading of the deceased pets into the facility. The facility does not accept any waste that \ that may cause a problem in maintaining full and continuous compliance with this application or the approved registration.

### **§330.225(b) Prohibitions on Waste Unloading Area**

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

### **§330.225(c) Prohibitions on Incoming Waste Streams**

Prohibited waste will not be transported by the facility and employees will not accept prohibited waste from customers.



### **§330.227 Spill Prevention and Control**

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

### **§330.229(a) Specific Operating Hours**

The business is open to the public Monday through Friday, 9 AM to 5 PM. The facility may receive deceased pets seven days a week and 24 hours a day. This is to include operating hours and any after hours and weekend emergency calls. Employees may be on-call to support after hours needs and After Hours On-Call SOP is provided in Attachment C. The air permit allows the facility to operate incinerators from dawn to dusk.

### **§330.229(b), (c), and (d) Alternative and Temporary Operating Hours**

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

### **§330.231 Facility Sign**

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

\*Facility Name

\*Type of Facility

\*Hours and days of operations

\*Registration Number

\*Facility Rules (if applicable)

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

### **§330.233 Control of Windblown Material**

Windblown litter is not anticipated for this facility because all processes will occur within the enclosed building. Additionally, waste is managed through enclosed systems. When windblown litter is found, it will be picked up at least once per day on the days the facility is in operation to minimize unhealthy, unsafe, or unsightly conditions. Additional fencing or screening will not be required due to the nature of the incoming waste.

### **§330.235 Materials along the Route to the Facility**

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

### **§330.237(a) All Weather Roads**

Paved surfaces are provided within the facility for wet weather operations. All weather surfaces will be maintained to prevent the tracking of mud and debris onto public roadways.

### **§330.237(b) Dust Control**

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

### **§330.237(c) Access Road Maintenance**

There are no onsite roadways at the facility. The parking lot and driveways will be maintained on a regular basis to minimize depressions, ruts, and potholes, as appropriate. Offsite access roads and their repairs are under the jurisdiction of the City of McKinney and/or TxDOT.

### **§330.239 Noise Pollution and Visual Screening**

The transfer and/or unloading of waste will occur approximately 10 feet from the open bay doors. There is an 8-foot-high fence used to prevent visual observation from outside the facility. Steps will be taken to minimize the amount of noise pollution generation from the site. While most of the activity will take place within the processing building, steps to reduce noise pollutions outside of the building may include, but not limited, to turning waste transport vehicles off during loading and unloading.

### **§330.241 Overloading and Breakdown**

The design capacity of the facility did exceed in the past, but Fond Memories does not anticipate exceeding the design capacity. In the event design capacity is exceeded, pet remains will be transferred to an alternate Fond Memories facility in Fort Worth or Sachse. The facility controls the cremation process rate to meet the allowed throughput set in their NSR permit.

Odor is prevented by having employees become familiar with and follow SOPs. There will not be any anticipated odors because cadaver bags are used, spills are cleaned immediately, and all deceased animals are kept in cold storage prior to the cremation process. To further prevent odor, fail safes are in place on the cold storage units. There are two cold storage units available which allows for a safeguard in the event one is malfunctioning. Cold storage units have internal and external temperature monitoring systems that are in a highly visible location and monitored daily in person. A local certified HVACR person inspects, preforms a yearly PMI, and tunes up the cold storage units to reduce the possibility of any malfunction. In the event of a long-term malfunction of the cold storage units, Fond Memories has a vendor who can supply large refrigeration units.

Maximum storage times can be found in part II of this application. The maximum number, size, type, and function of the equipment to be utilized at the facility are based on the estimation of deceased pets that the facility will receive. If a major mechanical breakdown or a significant work stoppage occurs which will not allow for the deceased pets to stay in cold storage or be cremated, no additional waste will be accepted by the facility.

There will be no grease, grit or septage at the facility and therefore no storage of these types of waste will be included in this registration. If there is an extended breakdown, all incoming material will be diverted to another approved facility.

### **§330.243 Sanitation**

All working surfaces that contact waste shall be cleaned daily. Floors are mopped daily. The Cleaning SOP and Daily Checklist detail all surfaces that are cleaned. Typical household and business liquids such as mop water are poured down drains. All wastewater goes to the facility's septic tank

### **§330.245(a) Air Emissions**

The facility will not cause or contribute to air pollution as defined in the Texas Clean Air Act. All in plant driveways and work areas will be cleaned by pressure washing as necessary to obtain maximum control of dust emissions. Air emissions from cremation exit through stacks and are authorized by NSR Permit 152484 and Air Registration 72078.

### **§330.245(c)-(f) Odor Control and Ventilation**

The facility will be designed and operated to provide adequate ventilation for odor control and employee safety. Odor will also be controlled at the facility by minimizing contact between unprocessed waste and air as well as following SOPs. Some SOP practices which limit odor include keeping pets in sealed cadaver bags unless for viewing and visitation, immediately cleaning surfaces exposed to fluids, and not allowing pets out of the morgue for longer than 15 minutes unless being cremated or Special Services are being conducted. Building openings such as doors and windows will be controlled for ventilation and to prevent the release of nuisance odors from leaving the property boundary of the facility. Air emissions come from the incineration of deceased pets. The incinerators capture all emissions and route them through the stacks on the roof. The air emissions are authorized by an NSR permit, and Fond Memories abides by all conditions in the permit. Incinerators are cleaned by following the Cleaning SOP and manufacturer recommendations.

### **§330.245(g) Recovery of Material**

This is not applicable for the facility.

### **§330.245(h) Exposure of Liquid Waste**

This is not applicable for the facility.

### **§330.245(j) Emissions Event Reporting and Recordkeeping**

The facility will promptly notify the TCEQ and local air pollution control programs defined in 30 TAC §101.201(a) of any reportable emissions event that in any 24-hour period. For emissions events that are not reportable, records will be maintained as required under 30 TAC §101.201(b).

### **§330.245(k) Controlling Ponded Water**

This is not applicable for the facility.

### **§330.247 Health and Safety**

Facility personnel will be trained in the Emergency Action Plan. The plan is included in Attachment C.

### **§330.249 Employee Sanitation Facilities**

Potable water and sanitary facilities are provided for all employees and visitors.

## ATTACHMENT A

### MSW Permit No. 2415

General Site Map

General Location Map

Landowners Map

Landowners List

Metes and Bounds Description and Drawing

Wind Rose

General Topographic Map

Aerial Photograph

Land-Use and Zoning Map

FEMA Map

TXDot Traffic Report

AADT Report New Hope Road

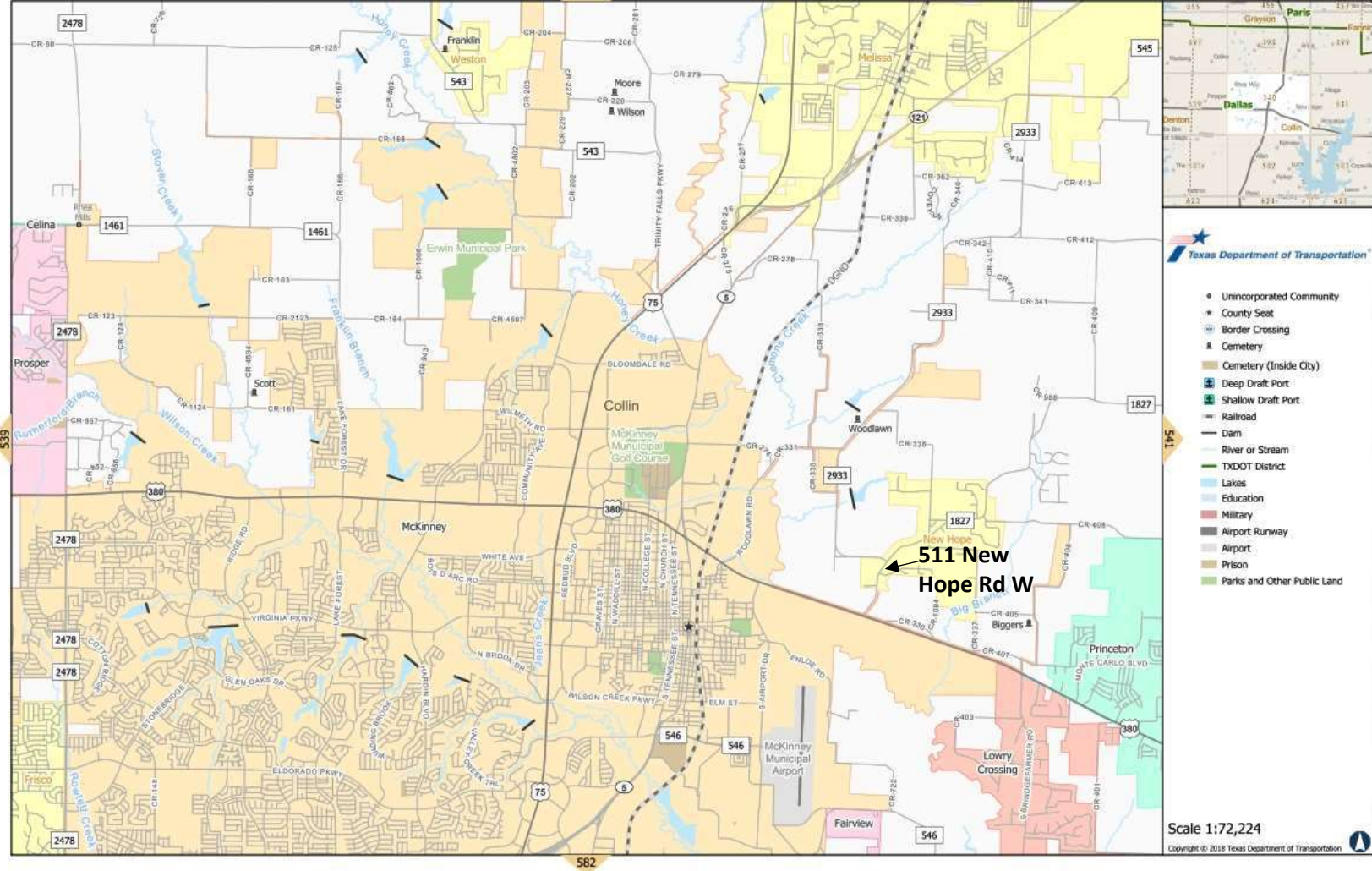
Local Government Notice



Counties: Collin

Districts: Dallas

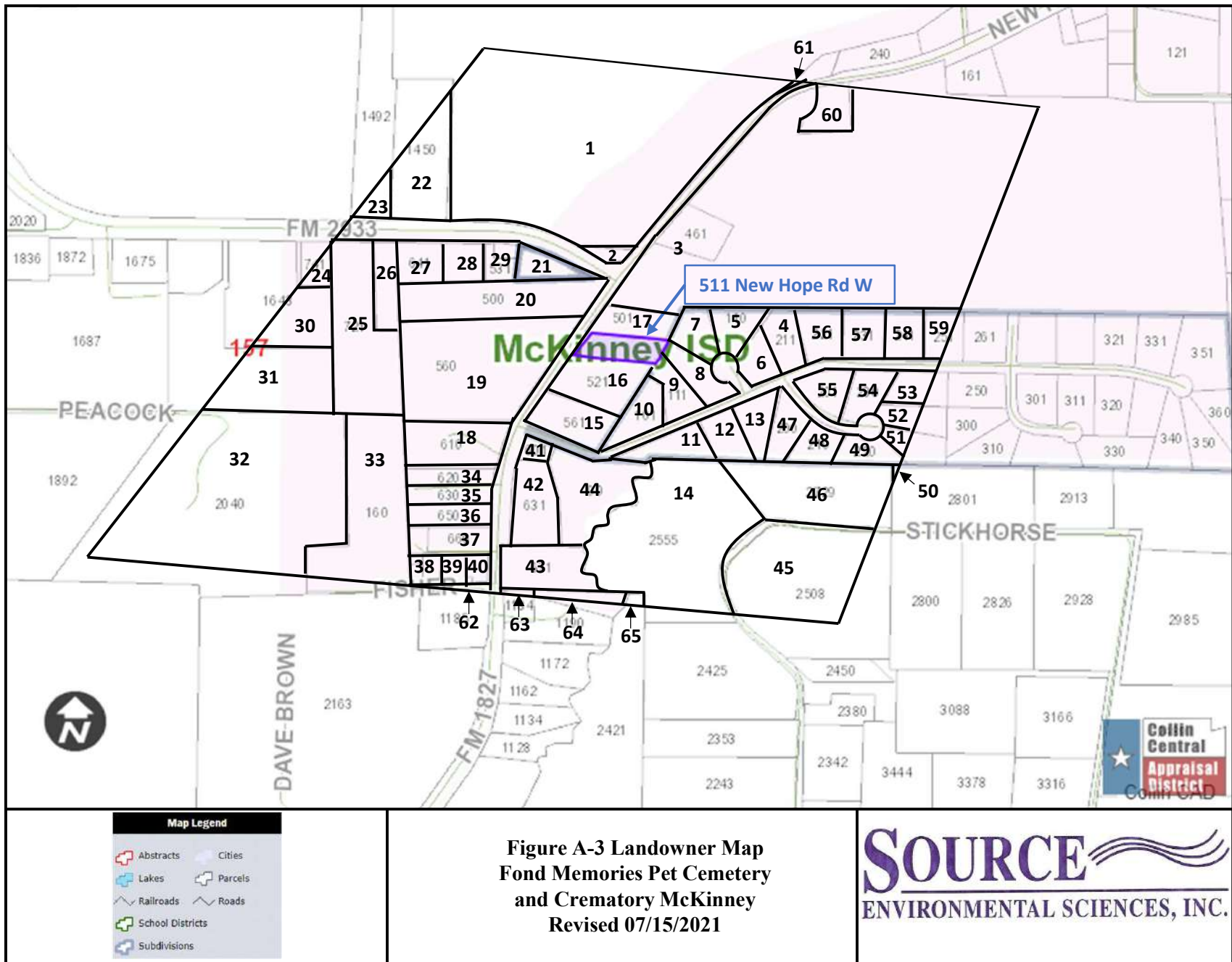
Page 540



**Figure A-2 General Location Map**  
**Fond Memories Pet Cemetery**  
**and Crematory McKinney**  
**December 2020**

**SOURCE**  
 ENVIRONMENTAL SCIENCES, INC.





**Figure A-4**  
**Landowners List**  
**July 20, 2021**

1.

MCKINNEY HILL PARK LLC  
924 S BELT LINE ROAD  
COPPELL TX 75019

2.

A AND A EXCLUSIVE LLC  
420 FOUR STONES BLVD  
LEWISVILLE TX 75056

3.

OXFORD BARBARA J  
PO BOX 215  
MCKINNEY TX 75070

4.

HUGHES KELLY L AND JILL  
211 OAK CREEK DRIVE  
MCKINNEY TX 75071

5.

HOFFMAN CONNIE  
110 OAK CREEK DRIVE  
MCKINNEY TX 75071

6.

BHARGAVA MARINA  
12100 LAVINIA LANE  
AUSTIN TX 78753

7.

RUTLEDGE MICHAEL LEON AND VICKI  
111 OAK COURT  
MCKINNEY TX 75071



8.

WOOD WILLIAM E  
121 OAK CREEK DRIVE  
MCKINNEY TX 75071

9.

BOURLAND MARCUS AND MANDY  
111 OAK CREEK DRIVE  
MCKINNEY TX 75071

10.

BURKE DARLENE A  
212 S VILLAGE DRIVE  
MCKINNEY TX 75071

11.

HOWARD ROBERT AND MELINDA  
100 OAK CREEK DRIVE  
MCKINNEY TX 75071

12.

LUNA WAYNE AND CONNIE  
3444 FM 1461  
MCKINNEY TX 75071

13.

SAMMONS PATRICK M AND LETITIA  
120 OAK CREEK DRIVE  
MCKINNEY TX 75071

14.

MCGINTY DENNIS  
2555 STICKHORSE LANE  
MCKINNEY TX 75071

15.

PETTY LIVING REVOC TRUST  
561 W NEW HOPE ROAD  
MCKINNEY TX 75071

16.

ESTATE OF LOVE JONETH WILLIAM JR  
521 W NEW HOPE ROAD  
MCKINNEY TX 75071

17.

PETWAY JOHN AND DEBBIE  
501 W NEW HOPE ROAD  
MCKINNEY TX 75071

18.

TALIAFERRO JAMES D AND FRANCES K  
610 W NEW HOPE ROAD  
MCKINNEY TX 75071

19.

NEW HOPE HOLDINGS LLC  
560 W NEW HOPE ROAD  
MCKINNEY TX 75071

20.

SMITH RONNIE ELVERT  
500 E NEW HOPE ROAD  
MCKINNEY TX 75071

21.

CASTLE JOYCE  
FM 2933  
MCKINNEY TX 75071

22.

WORTHAM DAVID  
1450 FM 2933  
MCKINNEY TX 75071

23.

WORTHAM INVESTMENTS LLC  
1492 FM 2933  
MCKINNEY TX 75071

24.

WEBSTER BILLY JACK & HELEN  
741 FM 2933  
MCKINNEY TX 75071

25.

GUERRA KELLY ELIZABETH & DAVID  
721 FM 2933  
MCKINNEY TX 75071

26.

PINGLETON DANNY E  
701 FM 2933  
MCKINNEY TX 75071

27.

STARNES DICKY H – LE  
641 FM 2933  
MCKINNEY TX 75071

28.

STARNES LEASING LLC-641 SERIES  
FM 2933  
MCKINNEY TX 75071

29.

CASTLE JOYCE  
FM 2933  
MCKINNEY TX 75071

30.

UECKER EUGENE  
1643 FM 2933  
MCKINNEY TX 75071

31.

UECKER EUGENE  
1643 FM 2933  
MCKINNEY TX 75071

32.

WHITE HORSE RANCH LLC  
2040 PEACOCK TRL  
MCKINNEY TX 75071

33.

FISHER TRUST  
160 FISHER RD  
MCKINNEY TX 75071

34.

SIMS SHERRY  
620 W NEW HOPE RD  
MCKINNEY TX 75071

35.

PHAM TRISTAN  
630 W NEW HOPE RD  
MCKINNEY TX 75071

36.

LOZANO TRISTAN & ANGELINA  
650 W NEW HOPE RD  
MCKINNEY TX 75071

37.

ALEXANDER REVOCABLE LIV TRUST  
660 W NEW HOPE RD  
MCKINNEY TX 75071

38.

GAYTAN CARLOS  
120 FISHER RD  
MCKINNEY TX 75071

39.

ALGAM TARIK  
100 FISHER RD  
MCKINNEY TX 75071

40.

RODRIGUEZ ANITA  
680 W NEW HOPE RD  
MCKINNEY TX 75071

41.

LUCID PARTNERS LLC  
601 W NEW HOPE RD  
MCKINNEY TX 75071

42.

LUCID PARTNER LLC  
631 W NEW HOPE RD  
MCKINNEY TX 75071

43.

SPURGIN KENNETH NELSON  
671 W NEW HOPE RD  
MCKINNEY TX 75071

44.

DICUS BRUCE E & IRENE R  
90 OAK CREEK DR  
MCKINNEY TX 75071

45.

LOMAS OCTAVIO  
2508 STICKHORSE LN  
MCKINNEY TX 75071

46.

WALTRIP KENNETH W & LANA  
2729 STICKHORSE LN  
MCKINNEY TX 75071

47.

WATERMAN MARK V & LYNN J  
200 ELM GROVE  
NEW HOPE TX 75071

48.

WARREN DARRELL D & SHERRY  
210 ELM GROVE  
NEW HOPE TX 75071

49.

WOODALL PATRICK & CAROLYN  
220 ELM GROVE  
NEW HOPE TX 75071

50.

TIBEUS JOHAN & ALICIA  
2801 STICKHORSE LN  
MCKINNEY TX 75071

51.

FRANKLIN CHARLES W & VIOLETA J  
230 ELM GROVE  
NEW HOPE TX 75071

52.

JOHNSON MARIE NICOLE  
221 ELM GROVE  
NEW HOPE TX 75071

53.

GILMORE RAYMOND L ETUX  
240 OAK CREEK DR  
NEW HOPE TX 75071

54.

HERNANDEZ RALPH JR  
230 OAK CREEK DR  
NEW HOPE TX 75071

55.

METCALF DAVID M & JEAN M  
201 ELM GROVE  
NEW HOPE TX 75071

56.

OXFORD BARBARA J  
221 OAK CREEK DR  
NEW HOPE TX 75071

57.

HAMM ANGEL  
231 OAK CREEK DR  
NEW HOPE TX 75071

58.

JACOBS JAQUITA G  
241 OAK CREEK DR  
NEW HOPE TX 75071

59.

STEPHENS PATRICIA  
251 OAK CREEK DR  
NEW HOPE TX 75071

60.

NIELL THOMAS E & MARIAN GAYNELL  
301 W NEW HOPE RD  
MCKINNEY TX 75071

61.

DUDAS JOSEPH E & MICHELE A  
300 W NEW HOPE RD  
MCKINNEY TX 75071

62.

RANDALL PAULA HERRON  
1185 FM 1827  
MCKINNEY TX 75071

63.

GARCIA JOSE  
1184 FM 1827  
MCKINNEY TX 75071

64.

VAZQUEZ MARTIN  
1190 FM 1827  
MCKINNEY TX 75071

65.

DYNAMIX INVESTMENT LLC  
2421 E UNIVERSITY DR  
MCKINNEY TX 75069



Property Description

SITUATED in the State of Texas, the County of Collin and the City of New Hope, being part of the H. T. Chenoweth Survey, Abstract No. 157, being all of a called 1.00 acre tract conveyed to Graycourt Real Estate, LLC by deed recorded in Document No. 20151209001534730 of the Deed Records of Collin County, Texas and being more particularly described as follows:

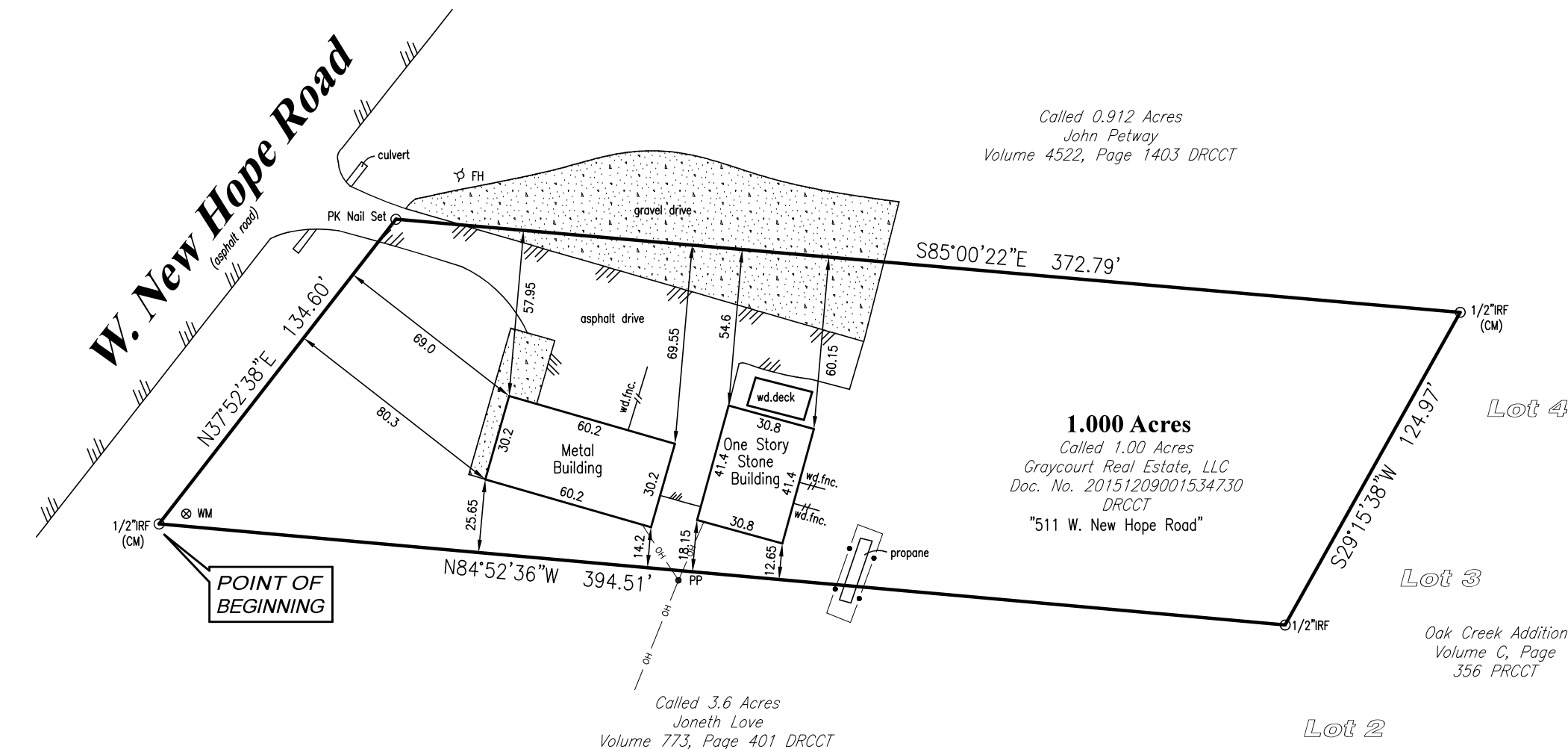
BEGINNING at a 1/2 inch iron rod found for corner in the east right-of-way line of W. New Hope Road and marking the northwest corner of a called 3.6 acre tract conveyed to Joneth Love by deed recorded in Volume 773, Page 401 of the Deed Records of Collin County, Texas and the southwest corner of said 1.00 acre tract;

THENCE with said East right-of-way line and the west line of said 1.00 acre tract, North 37°52'38" East, 134.60 feet to a PK Nail set for corner in an asphalt driveway marking the southwest corner of a called 0.912 acre tract conveyed to John Petway by deed recorded in Volume 4522, Page 1403 of the Deed Records of Collin County, Texas and the northwest corner of said 1.00 acre tract;

THENCE with the south line of said 0.912 acre tract and the north line of said 1.00 acre tract, South 85°00'22" East, 372.79 feet to a 1/2 inch iron rod found for corner in the west line of Oak Creek Addition, an addition to the City of New Hope, Collin County, Texas, according to the plat thereof recorded in Volume C, Page 356 of the Plat Records of Collin County, Texas and marking the southeast corner of said 0.912 acre tract and the northeast corner of said 1.00 acre tract;

THENCE with the west line of Oak Creek Addition and the east line of said 1.00 acre tract, South 29°15'38" West, a distance of 124.97 feet to a 1/2 inch iron rod found for corner marking the northwest corner of said 3.6 acre tract and the southeast corner of said 1.00 acre tract;

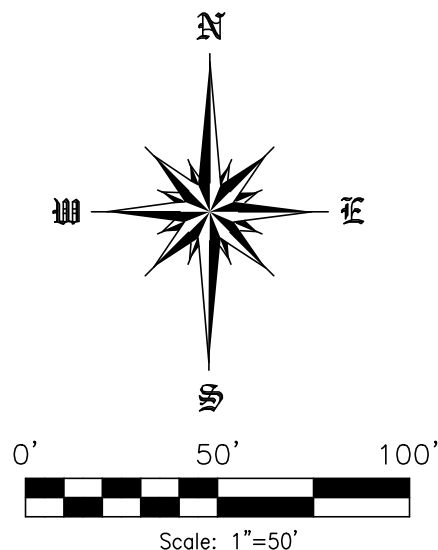
THENCE with the north line of said 3.6 acre tract and the south line of said 1.00 acre tract, North 84°52'36" West, 394.51 feet to the POINT of BEGINNING and containing 1.000 acres of land, more or less.



**NOTES:** (1) Source bearing is based on the plat of Oak Creek Addition recorded in Volume C, Page 356 of the Plat Records of Collin County, Texas, unless otherwise noted. (2) (CM) = Controlling monument. (3) Surveyor's signature will appear in red ink on original copies. (4) No part of the subject property lies within a Special Flood Hazard Area inundated by 100-year flood per Map Number 48085C0280J of the F.E.M.A. Flood Insurance Rate Maps for Collin County, Texas & Incorporated Area dated June 2, 2009. (Zone X). This statement does not imply that the property and/or structures will be free from flooding or flood damage. On occasion, greater floods can & will occur & flood heights may be increased by man-made or natural causes. This flood statement shall not create liability on the part of the surveyor. (5) Final grade assumed finished floor elevations are at the brick ledge. (6) Drainage arrows, if shown, were determined by elevations shown hereon. (7) Subject property is affected by any & all notes, details, easements & other matters, that are shown on or as part of the recorded plat. (8) Survey performed without a title commitment. There may be easements, or other matters, not shown.

**CERTIFICATION**  
On the basis of my knowledge, information & belief, I certify to **The Pet Loss Center** that as a result of a survey made on the ground to the normal standard of care of Registered Professional Land Surveyors practicing in the State of Texas, I find the plat hereon is true, correct & accurate as to the boundaries of the subject property & if shown, location & type of buildings & visible improvements hereon.

Date: 4/3/2020 Revised: \_\_\_\_\_ Job No. ES662479



Legend	
Roome Cpd.IRS	Roome Capped Iron Rod Set
DRCCT	Deed Record Collin County Texas
PRCCT	Plat Record Collin County Texas
IRF	Iron Rod Found
CM	Controlling Monument
LP	Light Pole
FH	Fire Hydrant
PP	Power Pole
OH	Overhead Lines
CLF	Chain Link Fence
WF	Wood Fence

<b>Figure A-5 Metes and Bounds</b> <b>Survey and Description</b> <b>Fond Memories Pet Cemetery</b> <b>and Crematory McKinney</b> <b>04/03/2020</b>	<b>SOURCE</b> ENVIRONMENTAL SCIENCES, INC.
--	---



LEGEND	IRF=Iron Rod Found   IRS=Iron Rod Set   Cpd.=Capped   OH=Overhead Line   PP=Power Pole   LP=Light Pole   FH=Fire Hydrant   WV=Water Valve   WM=Water Meter   GM=Gas Meter   B.L.=Building Line   HH=Handhole   ad's.=Adjoiner's   T.O.F.=Top of Form   Min.F.F.=Minimum Finished Floor   F.P.=Finished Pad   MH=Manhole
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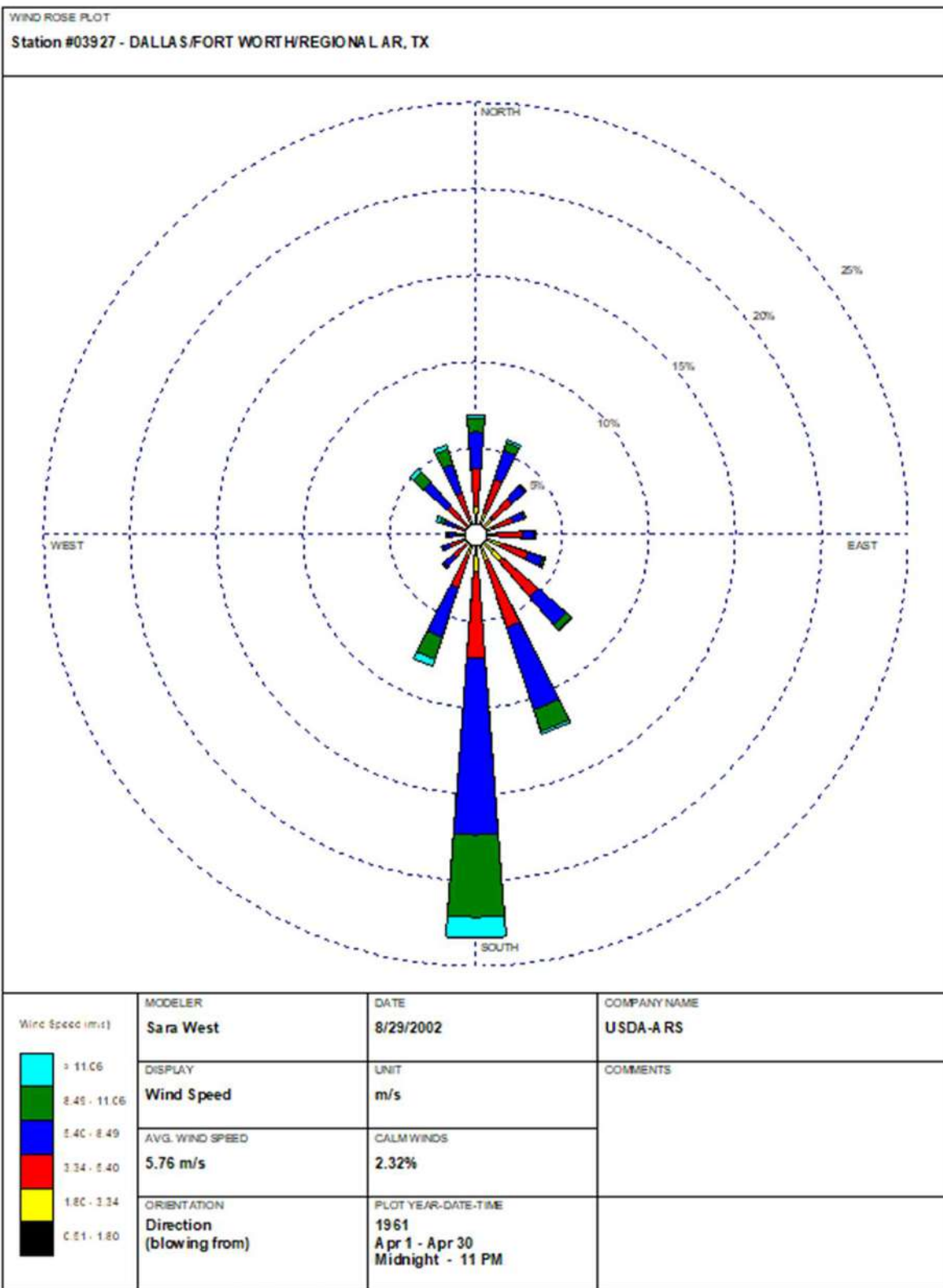


Figure A-6 Wind Rose  
Fond Memories Pet Cemetery  
and Crematory McKinney  
December 2020

**SOURCE**  
ENVIRONMENTAL SCIENCES, INC.

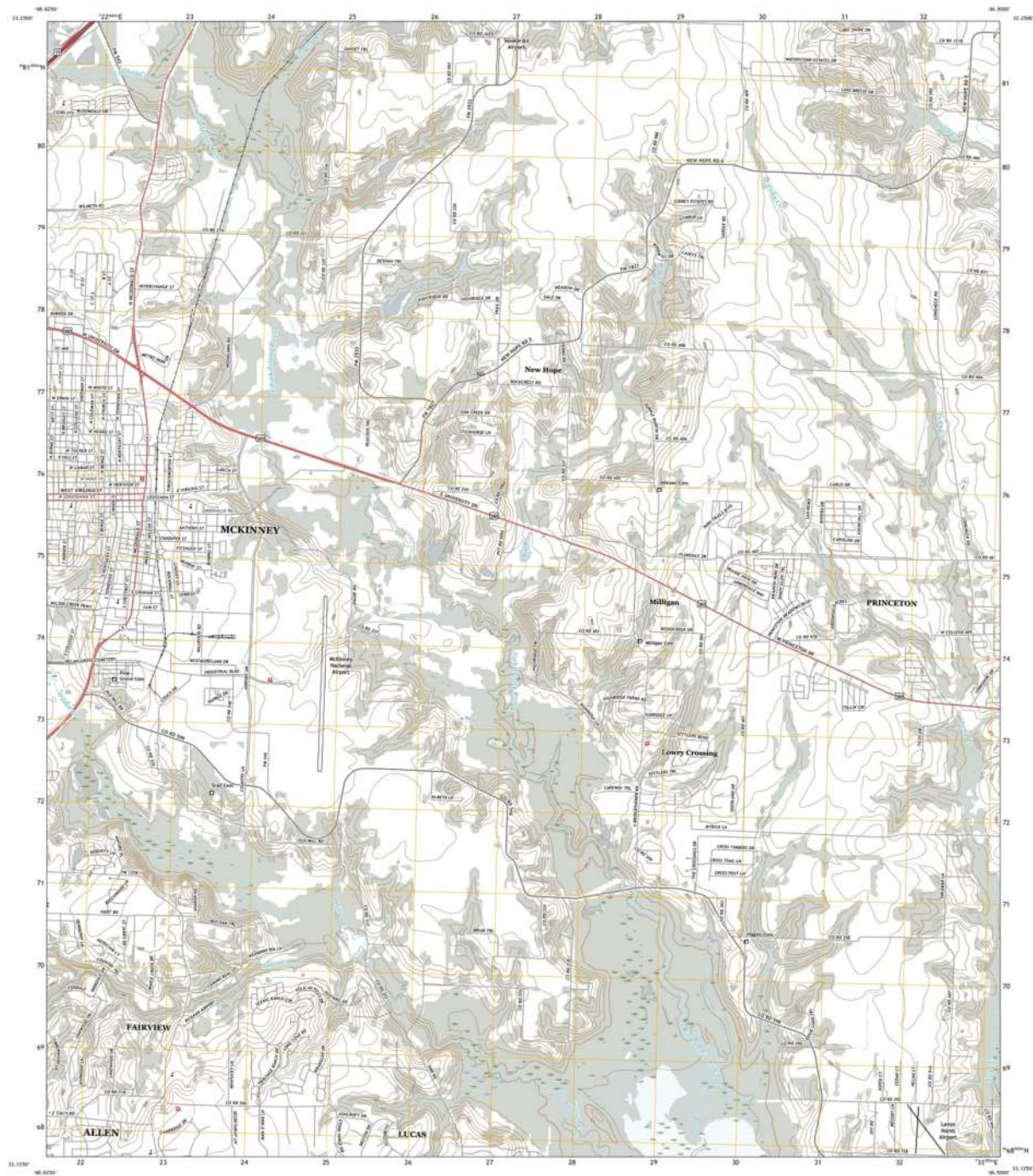




U.S. DEPARTMENT OF THE INTERIOR  
U.S. GEOLOGICAL SURVEY



MCKINNEY EAST QUADRANGLE  
TEXAS - COLLIN COUNTY  
7.5-MINUTE SERIES



Produced by the United States Geological Survey

North arrow pointing up. This map is not a legal document. Boundary lines are shown for information only and do not constitute a legal description. Please consult a professional surveyor for legal descriptions.

Scale: 1:24,000  
Datum: NAD 83  
Projection: UTM  
Zone: 18N  
Units: Meters  
Elevation: Feet  
Contour Interval: 10 feet  
Horizontal Accuracy: ± 1 meter  
Vertical Accuracy: ± 1 meter



Contour Interval: 10 feet  
North Arrow: North



Legend:  
1. Water  
2. Snow  
3. Bare  
4. Cultivated  
5. Forest  
6. Grass  
7. High  
8. Low

ROAD CLASSIFICATION  
Expressway  
Major Road  
Minor Road  
Unimproved Road  
Local Road  
Unimproved Road  
State Road

MCKINNEY EAST, TX  
2019



**Figure A-7 USGS Topo Map  
Fond Memories Pet Cemetery  
and Crematory McKinney  
December 2020**



**SOURCE**  
ENVIRONMENTAL SCIENCES, INC.

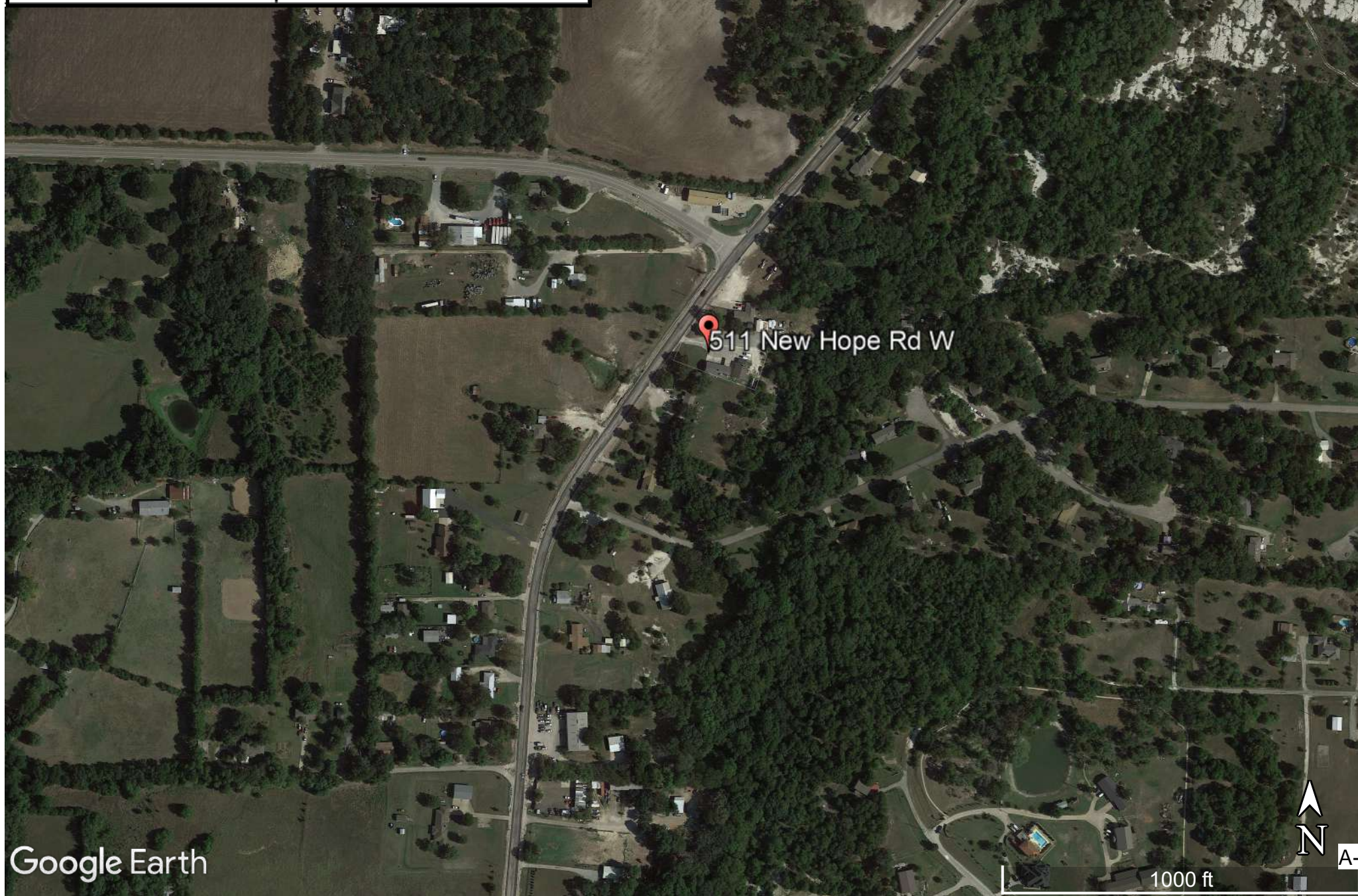


Figure A-8 Aerial Photograph  
Fond Memories Pet Cemetery  
and Crematory McKinney  
December 2020

**SOURCE**  
ENVIRONMENTAL SCIENCES, INC.

**Legend**

-  511 New Hope Rd W
-  Property Boundary



Google Earth

A-17



# Town of New Hope

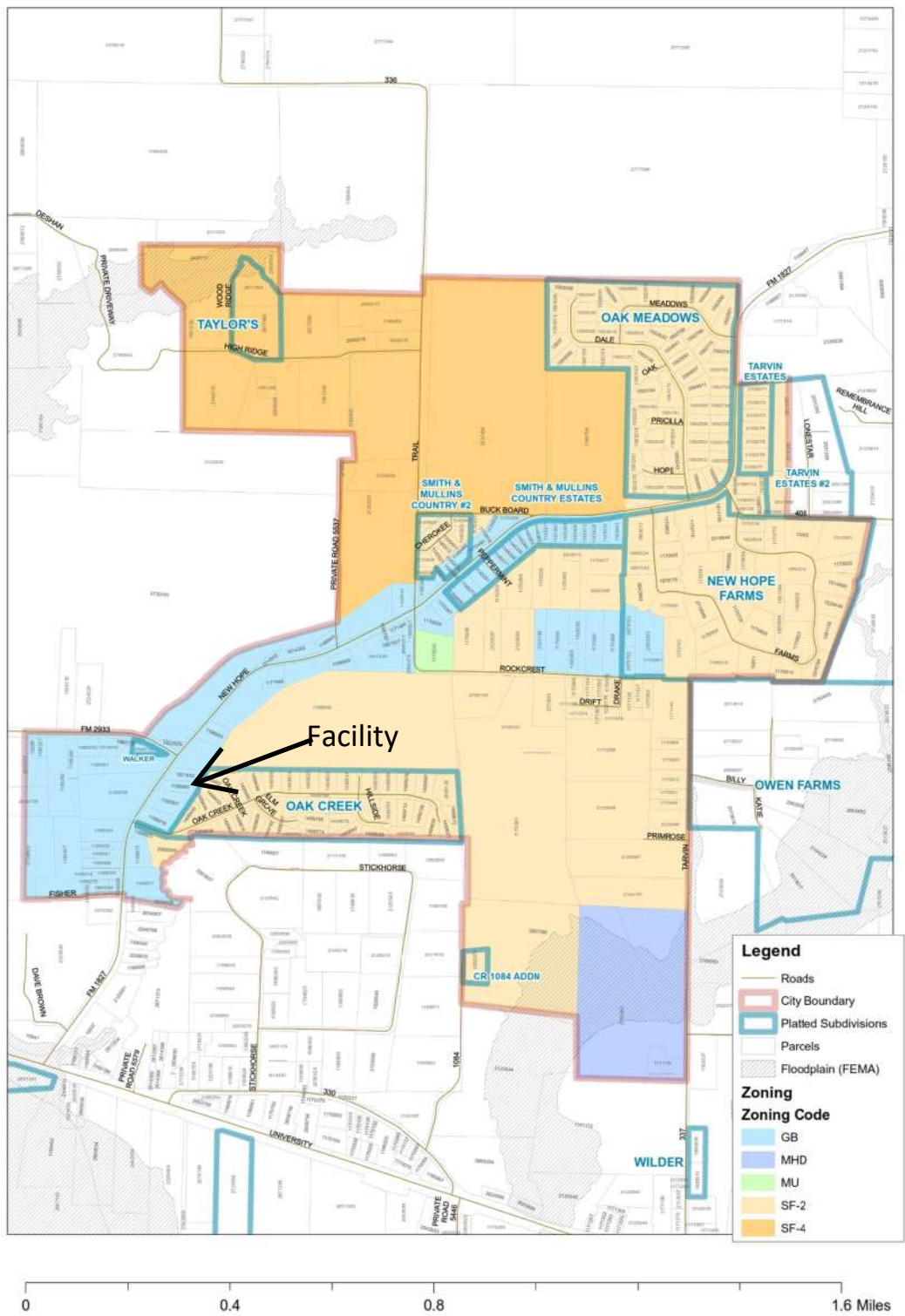
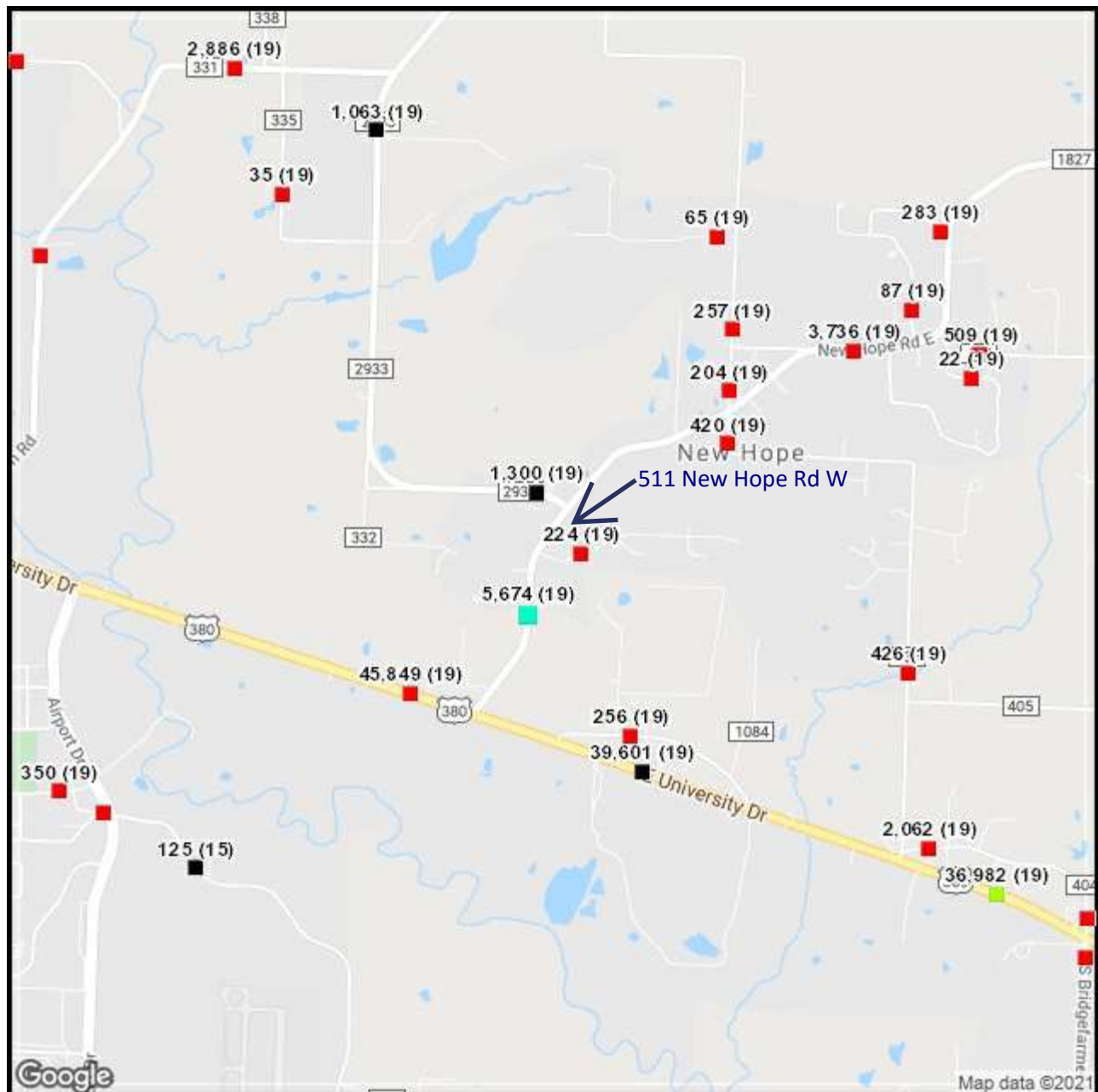


Figure A-9 Land Use and Zoning Map  
Fond Memories Pet Cemetery  
and Crematory McKinney  
July 22, 2021

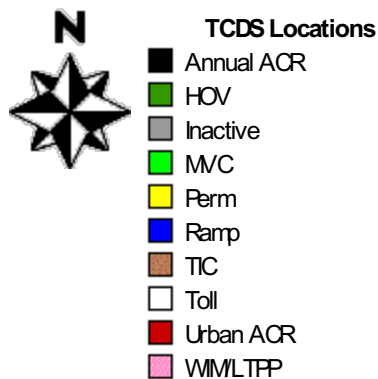
**SOURCE**  
ENVIRONMENTAL SCIENCES, INC.







0 3000 6000  
Feet



7/8/2021

Figure A-11 TXDot Traffic Report  
Fond Memories Pet Cemetery  
and Crematory McKinney  
07/08/2021

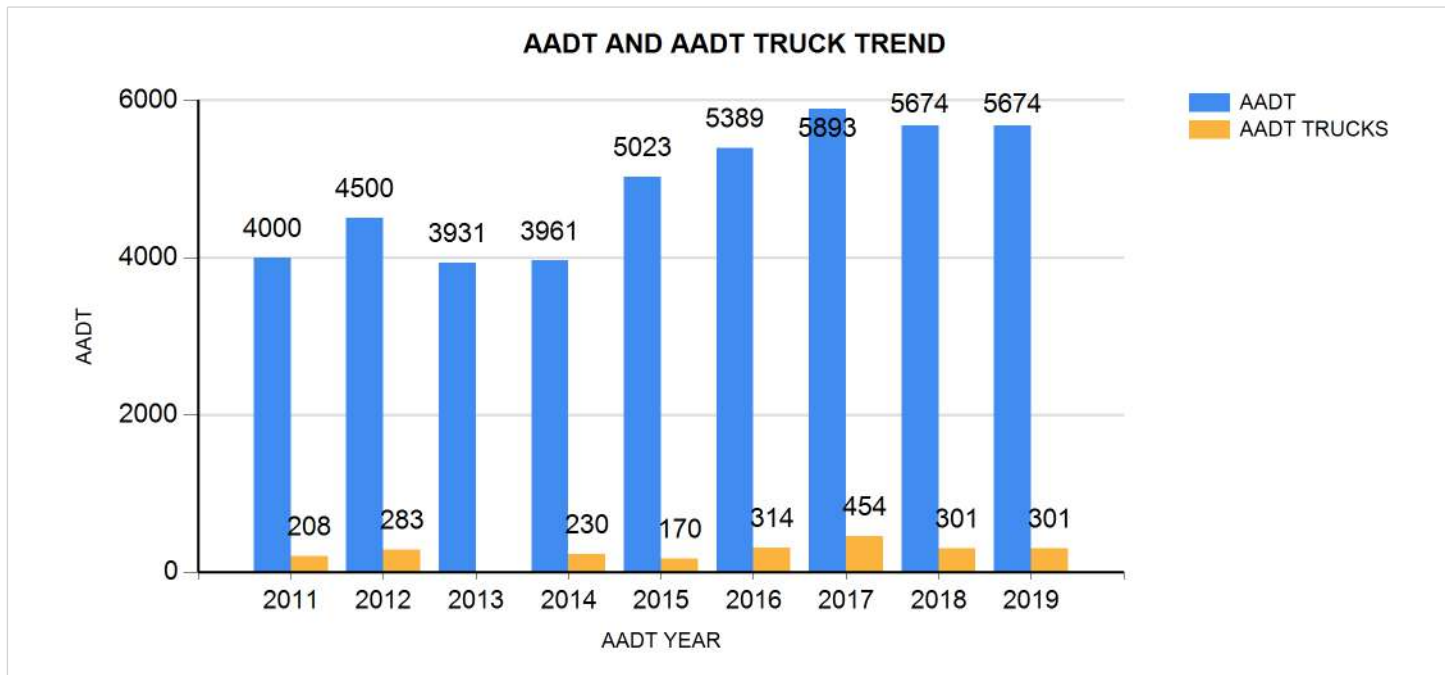
**SOURCE**  
ENVIRONMENTAL SCIENCES, INC.

**AADT and AADT Trucks by Year for 1/1/2011 - 12/31/2020**  
**Criteria: From 1/1/1900 To 12/31/2019 12:00:00 AM**

**District** Dallas  
**County** Collin  
**Community** -

**Location ID** 43H39  
**Located On** FM1827  
**LRS ID** 34482

**At**  
**LRS Point**



**Figure A-12 AADT Report New Hope Rd W  
Fond Memories Pet Cemetery  
and Crematory McKinney  
07/08/2021**

**SOURCE**  
ENVIRONMENTAL SCIENCES, INC.



November 18, 2020

North Central Texas Council of Governments (NCTCOG)  
Attn: Ms. Elena Berg  
Environmental Planner

**Re: All Paws Go to Heaven, LLC. – Collin County  
Municipal Solid Waste (MSW) Registration  
Type V Facility**

Dear Ms. Berg,

On behalf of All Paws Go to Heaven LLC., Source Environmental Sciences, Inc. respectfully submits this request for a conformance review of the subject Municipal Solid Waste (MSW) registration for a TCEQ MSW permit. In accordance with Title 30 Texas Administrative Code (30 TAC) §305.70, a new MSW registration application is being submitted for the All Paws Go to Heaven, LLC. Type V processing facility to authorize an increase in the registered daily maximum limit of waste acceptance.

This request is being submitted pursuant to 30 TAC Subchapter B §330.61(p), which states “*The owner or operator shall submit documentation that Parts I and II of the application were submitted for review to the applicable council of governments for compliance with regional solid waste plans. The owner or operator shall also submit documentation that a review letter was requested from any local governments as appropriate for compliance with local solid waste plans. A review letter is not prerequisite to a final determination on a permit or registration application.*”

The following request for review is being submitted to the North Central Texas Council of Governments (NCTCOG) and includes the following information:

1. Cover letter with contact information for this MSW application;
2. Copy of the Application to the TCEQ, Parts 1 and 2;
3. Map of physical location of existing facility.

Table 1 on the following page provides contact information for the applicant and the applicant’s engineer to whom all review-related correspondence should be sent.



Table 1: Applicant Information	
<b>Registrant:</b>	All Paws Go to Heaven, LLC.
<b>TCEQ Customer Reference No.:</b>	CN604602185
<b>Facility Name:</b>	The Pet Loss Center
<b>TCEQ Regulated Entity No.:</b>	RN104487541
<b>Facility Contact and Title:</b>	Michael Dunn, Project Manager
<b>Nearest City:</b>	McKinney
<b>County:</b>	Collin
<b>Technical Contact/Consultant Contact Information:</b>	Ms. Andrea Zamora, Environmental Consultant Source Environmental Sciences, Inc. 2060 North Loop West, Suite 140 Houston, TX 77018 Phone No.: (713) 621-4474 Fax No.: (713) 621-4588 E-mail: <a href="mailto:andrea@source-environmental.com">andrea@source-environmental.com</a>

We appreciate your consideration of this request. If you have any comments or concerns, please do not hesitate to contact me at (713) 621-4474.

Sincerely,

Andrea Zamora  
Environmental Consultant  
Source Environmental Sciences, Inc.

cc: TCEQ, Waste Permits Division, MSW Permits Section, MC 124, P.O. Box 13087  
Austin, Texas 78711-3087

All Paws Go to Heaven, LLC., Attn: JT Tomczak, 2215 W Pipeline Rd.  
Euless, Texas 76040

## PART I.A: GENERAL INFORMATION

Facility Name:	All Paws Go to Heaven, LLC.			
Physical or Street Address:	511 New Hope Rd. W			
(City)(County)(State)(Zip Code):	McKinney	Collin	Texas	75071
(Area Code) Telephone Number:	(469) 617-3604			
Charter Number:	N/A			

If the application is submitted on behalf of a corporation, provide the Charter Number as recorded with the Office of the Secretary of State for Texas.

Operator Name:				
Authorized Individual:	Andrew Winkler			
Mailing Address:	511 New Hope Rd. W			
(City)(County)(State)(Zip Code):	McKinney	Collin	Texas	75071
(Area Code) Telephone Number:	469-617-3604			
(Area Code) Fax Number:	N/A			
Charter Number:	N/A			

If the permittee is the same as the operator, type "Same as Operator".

Permittee Name:	Same as Operator			
Physical or Street Address:				
(City)(County)(State)(Zip Code):				
(Area Code) telephone Number:				
Charter Number:				

If the application is submitted by a corporation or by a person residing out of state, the applicant must register an Agent in Service or Agent of Service with the Texas Secretary of State's office and provide a complete mailing address for the agent. The agent must be a Texas resident.

Agent Name:	Not Applicable			
Mailing Address:				
(City)(County)(State)(Zip Code):				
(Area Code) Telephone Number:				
(Area Code) Fax Number:				

Application Type:

<input checked="" type="checkbox"/> Registration	<input type="checkbox"/> Major Amendment	<input type="checkbox"/> Minor Amendment
<input type="checkbox"/> Permit	<input type="checkbox"/> Modification	<input type="checkbox"/> Temporary Authorization
	<input checked="" type="checkbox"/> New Registration w/Public Notice	
	<input type="checkbox"/> w/out Public Notice	<input type="checkbox"/> NOD Response

Facility Classification:

<input type="checkbox"/>	Type I	<input type="checkbox"/>	Type IV	<input checked="" type="checkbox"/>	Type V	<input type="checkbox"/>	Type IX
<input type="checkbox"/>	Type I AE	<input type="checkbox"/>	Type IV AE	<input type="checkbox"/>	Type VI		

Activities covered by this application (check all that apply):

<input checked="" type="checkbox"/>	Storage	<input checked="" type="checkbox"/>	Processing	<input checked="" type="checkbox"/>	Disposal
-------------------------------------	---------	-------------------------------------	------------	-------------------------------------	----------

Waste management units covered by this application (check all that apply):

<input type="checkbox"/>	Containers	<input type="checkbox"/>	Tanks	<input type="checkbox"/>	Surface Impoundments	<input type="checkbox"/>	Landfills
<input checked="" type="checkbox"/>	Incinerators	<input type="checkbox"/>	Composting	<input type="checkbox"/>	Type IV Demonstration Unit	<input type="checkbox"/>	Type IX Energy/ Material Recovery
<input checked="" type="checkbox"/>	Other (Specify)	Refrigeration Units		<input type="checkbox"/>	Other (Specify)		
<input type="checkbox"/>	Other (Specify)			<input type="checkbox"/>	Other (Specify)		

Is this submittal part of a Consolidated Permit Processing request, in accordance with 30 TAC Chapter 33?

☐ Yes ☒ No

If yes, state the other TCEQ program authorizations requested.

*Not Applicable*

Provide a brief description of the portion of the facility covered by this application. For amendments, modifications, and temporary authorizations, provide a brief description of the exact changes to the permit or registration conditions and supporting documents referenced by the permit or registration. Also, provide an explanation of why the amendment, modifications, or temporary authorization is requested.

See description below.

## 1. Description of Facility

The All Paws Go to Heaven facility located in McKinney, TX. is an existing municipal solid waste (MSW) Type V solid waste processing facility. The Type V facility collects waste from local veterinarians and accepts waste from the public. The waste is held in refrigeration units until it is time for controlled burn (i.e. incineration) of animal carcasses. A new registration application is required because the facility is operating outside the 50 foot buffer zone. The Type V facility is located in the city of New Hope, in Collin county.

Does the application contain confidential material?

☒ Yes ☐ No

If yes, cross-reference the confidential material throughout the application and submit as a separate document or binder conspicuously marked "CONFIDENTIAL."

## 2. Alternative Language Notice Application Form

Alternative language notice confirmation for this application:

1. Is a bilingual program required by the Texas Education Code in the school district where the facility is located? ☒ Yes ☐ No

(If NO, alternative language notice publication not required)

2. If YES to question 1, are students enrolled in a bilingual education program at either the elementary school or the middle school nearest to the facility? ☒ Yes ☐ No

(If YES to question 1 and 2, alternative language publication is required; if NO to question 2, then consider the next question)

3. If YES to question 1, are there students enrolled at either the elementary school or the middle school nearest to the facility who attend a bilingual education program at another location?

☐ Yes ☐ No

(If Yes to question 1 and 3, alternative language publication is required; if NO to question 3, then consider the next question)

4. If YES to question 1, would either the elementary school or the middle school nearest to the facility be required to provide a bilingual education program but for the fact that it secured a waiver from this requirement, as available under 19 TAC 89.1205(g)? ☐ Yes ☐ No

(If Yes to questions 1 and 4, alternative language publication is required; if NO to question 4, alternative language notice publication not required)

If a bilingual education program(s) is provided by either the elementary school or the middle school nearest to the facility, which language(s) is required by the bilingual program?

Note: Applicants for new permits and major amendments must make a copy of the administratively complete application available at a public place in the county where the facility is, or will be, located for review and copying by the public.

Public place where administratively complete permit application will be located.				
Public Place (e.g. public library, county courthouse, city hall, etc.):	TCEQ Region 4			
Mailing Address:	2309 Gravel Dr.			
(City)(County)(State)(Zip Code):	Fort Worth	Collin	Texas	76118
(Area Code) Telephone Number:	(817) 588-5800			

## 3. Permits, Registrations, or Other Authorizations

Table I-1 provides a listing of all permits, registrations, and/or construction approvals received or applied for the All Paws Go to Heaven, LLC. as required by 30 TAC 305.45(a)(7). There are a total of three programs for this site.

Table I-1: List of Permits and Registrations			
TCEQ Program	Authorization Type	Permit/ ID Number	Status
Air New Source Permits	Permit	152484	Active
Air New Source Permits	Registration	132329	Cancelled
Air New Source Permits	Registration	72078	Active

All Paws Go to Heaven, LLC, located in McKinney, Texas has not applied for any permits or construction approvals under any of the following programs; (1) Hazardous Waste Management Program under the Texas Solid Waste Disposal Act, (2) Underground Injection Control Program under the Texas Injection Well Act, (3) National Pollutant Discharge Elimination System Program under the Clean Water Act and Waste Discharge Program under Texas Water Code, Chapter 26, (4) Prevention of Significant Deterioration (PSD) Program under the Federal Clean Air Act (FCAA), (5) Nonattainment Program under the FCAA, (6) National Emission Standards for Hazardous Air Pollutants (NESHAPS) preconstruction approval under the FCAA, (7) Ocean dumping permits under the Marine Protection Research and Sanctuaries Act, (8) Dredge or fill permits under the Federal Clean Water Act, (9) licenses under the Texas Radiation Control Act, and (10) subsurface area drip dispersal system permits under Texas Water Code, Chapter 32.

## PART I.B: FACILITY LOCATION

Except for Type I AE and Type IV AE landfill facilities, for permits, registrations, amendments, and modifications requiring public notice, provide the URL address of a publicly accessible internet web-site where application and all revisions to application will be posted.

Local Government Jurisdiction:	McKinney
Within City Limits of:	McKinney
Within Extraterritorial Jurisdiction of City of:	McKinney
Is the proposed municipal or industrial solid waste disposal or processing facility located in an area in which the governing body of the municipality or county has prohibited the disposal or processing of municipal or industrial solid waste? (If YES< provide a copy of the ordinance):	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Provide a description of the location of the facility with respect to known or easily identifiable landmarks

The facility is located at 511 New Hope Road West; approximately 250 feet southwest of the intersection of FM 2933 and FM 1827.

Detail the access routes from the nearest United States or state highway to the facility.

The route to the facility from McKinney city is to travel North on State Highway 75 and exit West University Drive. Travel 3.5 miles southeast along West University drive and turn north at FM 1827. Travel 0.65 north along FM 1827 and the facility is located to the east.

Provide the latitudinal and longitudinal geographic coordinates of the facility.

Latitude	<b>33°12'24.65"N</b>
Longitude	<b>96°34'26.37"W</b>
Elevation (above msl)	<b>5810 ft</b>

Is the facility within the Coastal Management Program boundary? ☐ Yes ☒ No

Texas Department of Transportation District Location:

TXDOT District Name & Number:	Dallas			
District Engineer's Name:	Mohamed "Mo" Bur			
Street or P.O. Box:	4777 E. Highway 80			
(City)(County)(State)(Zip Code):	Mesquite	Dallas	Texas	75150
(Area Code) Telephone Number:	(214) 320-6100			
(Area Code) Fax Number:	N/A			

The local government authority or agency responsible for road maintenance:

Agency Name	Dallas District			
Contact Person's Name:				
Street or P.O. Box:	4777 E. Highway 80			
(City)(County)(State)(Zip Code):	Mesquite	Dallas	Texas	75150
(Area Code) Telephone Number:	(214) 320-6100			
(Area Code)Fax Number:	N/A			

State Representative:

District Number:	70			
State Representative's Name:	Scott Sanford			
District Office Address:	115 West Virginia Street			
(City)(County)(State)(Zip Code):	McKinney	Collin	Texas	75069
(Area Code) Telephone Number:	(972) 548-7500			
(Area Code) Fax Number:	N/A			

State Senator:

District Number:	30			
State Senator's Name:	Pat Fallon			
District Office Address:	3305 South Maryhill Road, Suite 125			
(City)(County)(State)(Zip Code):	Denton	Denton	Texas	76208
(Area Code) Telephone Number:	(940) 320-6792			

(Area Code) Fax Number:	N/A
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Council of Government (COG) Information:

COG Name:	North Central Texas Council of Government			
COG Representative's Name:	Mr. R. Michael Eastland			
COG Representative's Title:	Executive Director			
Street or P.O. Box:	616 Six Flags Drive			
(City)(County)(State)(Zip Code):	Arlington	Tarrant	Texas	76005
(Area Code) Telephone Number:	(817) 695-9101			
(Area Code) Fax Number:	N/A			

River Basin Information:

River Authority:	Trinity River Authority			
Contact Person's Name:	Kevin Ward, General Manager			
Watershed Sub-Basin Name:				
Street or P.O. Box:	5300 S. Collins			
(City)(County)(State)(Zip Code):	Arlington	Tarrant	Texas	76004
(Area Code) Telephone Number:	(817) 467-4343			
(Area Code) Fax Number:	N/A			

This site is located in the following District of the U.S. Army Corps of Engineers:
<input type="checkbox"/> Albuquerque, NM <input checked="" type="checkbox"/> Ft. Worth, TX <input type="checkbox"/> Galveston, TX <input type="checkbox"/> Tulsa, OK

## PART I.C: MAPS

Maps and figures as required by 30 TAC 330.59(c) are located in Attachment A of this MSW registration application.

**1. General Site Map-** located at the end of Part I

For permits, registrations, and amendments only, submit a topographic map, ownership map, county highway map, or a map prepared by a registered professional engineer or a registered surveyor which shows the facility and each of its intake and discharge structures and any other structure or location regarding the regulated facility and associated activities. Maps must be of material suitable for a permanent record and shall be on sheets 8-1/2 inches by 14 inches or folded to that size and shall be on a scale of not less than one inch equals one mile. The map shall depict the approximate boundaries of the tract of land owned or to be used by the applicant and shall extend at least one mile beyond the tract boundaries sufficient to show the following:

each well, spring, and surface water body or other water in the state within the map area;

the general character of the areas adjacent to the facility, including public roads, towns and the nature of development of adjacent lands such as residential, commercial, agricultural, recreational, undeveloped, etc;



the location of any waste disposal activities conducted on the tract not included in the application; and the ownership of tracts of land adjacent to the facility and within a reasonable distance from the proposed point or points of discharge, deposit, injection, or other place of disposal or activity.

**2. General Location Map**-located at the end of Part I

For permits, registrations, and amendments only, submit at least one general location map at a scale of one-half inch equals one mile. This map shall be all or a portion of a county map prepared by Texas Department of Transportation (TxDOT). If TxDOT publishes more detailed maps of the proposed facility area, the more detailed maps shall also be included in Part I. Use the latest revision of all maps.

**3. Land Ownership Map**-located at the end of Part I

Provide a map that locates the property owned by adjacent and potentially affected landowners. The maps should show all property ownership within 500 feet of the facility, on-site facility easement holders, and all mineral interest ownership under the facility.

**4. Landowners list**-located at the end of Part I

Provide the adjacent and potentially affected landowners' list, keyed to the land ownership map with each property owner's name and mailing address. The list shall include all property owners within 500 feet of the facility, easement holders, and all mineral interest ownership under the facility. Provide the property, easement holders', and mineral interest owners' names and mailing addresses derived from the real property appraisal records as listed on the date that the application is filed. Provide the list in electronic form, as well.

**PART I.D: PROPERTY OWNER INFORMATION**

This new registration does not request a change in the legal description, a change in ownership, or a change in the existing operator. For permits, registrations, amendments and modifications, the following is provided:

1. The legal description of the facility:

**BPP at 511 W New Hope Rd., Collin County, Texas**

2. a property owner affidavit signed by the owner. – Located at the end of Part I

**PART I.E: LEGAL AUTHORITY**

Indicate Ownership status of the facility:									
<input type="checkbox"/>	Private	<input checked="" type="checkbox"/>	Corporation	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Proprietorship	<input type="checkbox"/>	Non-Profit Organization
<input type="checkbox"/>	Public	<input type="checkbox"/>	Federal	<input type="checkbox"/>	Military	<input type="checkbox"/>	State	<input type="checkbox"/>	Regional
<input type="checkbox"/>	County	<input type="checkbox"/>	Municipal	<input type="checkbox"/>	Other (Specify)				

Does the operator own the facility units and the facility property?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
---	---

If "No" for permits, registrations, amendments, and modifications that change the legal description, a change in owner, or a change in operators submit a copy of the lease for the use of or the option to buy the facility units or facility property, as appropriate, and identify:	
Owner Name:	<i>Not Applicable</i>
Street or P.O. Box:	
(City) (County) (State) (Zip Code):	

## PART I.F: EVIDENCE OF COMPETENCY

In accordance with 330.59(f)(3), a licensed solid waste facility supervisor shall be employed before commencing facility operation. The following tables provide information on the MSW facility supervisors.

For permits, registrations, amendments, and modifications that change the legal description, a change in owner, or a change in operators submit a list of all Texas solid waste sites that the owner and operator have owned or operated within the last ten years.				
Site Name	Site Type	Permit/Reg. No.	County	Dates of Operation
All Paws Go to Heaven, LLC.	Type V	TBD	Collin	2015-present

Submit a list of all solid waste sites in all states, territories, or countries in which the owner and operator have a direct financial interest.			
Site Name	Location	Dates of Operation	Regulatory Agency (Name & Address)
<i>Not Applicable</i>	<i>Not Applicable</i>	<i>Not Applicable</i>	<i>Not Applicable</i>

A licensed solid waste facility supervisor, as defined in 30 TAC Chapter 30, Occupational Licenses and Registrations will be employed before commencing facility operation.

Provide the names of the principals and supervisors of the owner's and operator's organization, together with previous affiliations with other organizations engaged in solid waste activities.		
Name (MSW Facility Supervisors)	Previous Affiliation / Other Organization	Licensed Solid Waste Facility Supervisor?
Casey Springer	Regional Manager	TBD

Landfilling/Earthmoving Equipment Types	Personal Experience or Licenses
<i>Not Applicable</i>	<i>Not Applicable</i>

Solid waste, liquid waste, or mobile waste units owned or operated within past 5 years	Texas and federal final enforcement orders, court judgments, consent decrees, and criminal convictions
<i>Not Applicable</i>	<i>Not Applicable</i>

#### **PART I.G: APPOINTMENTS**

Provide documentation that the person signing the application meets the requirements of 30 TAC §305.44, Signatories to Applications. If the authority has been delegated, provide a copy of the document issued by the governing body of the owner or operator authorizing the person that signed the application to act as agent for the owner or operator.

#### **PART I.H: APPLICATION FEES**

For a new permit, registration, amendment, modification, or temporary authorization, submit a \$150 application fee.

For authorization to construct an enclosed structure over an old, closed municipal solid waste landfill in accordance with 30 TAC 330 Subchapter T, submit a \$2,500 application fee.

If paying by check, send payment to:

Texas Commission on Environmental Quality  
Financial Administration Division, MC 214  
P. O. Box 13087  
Austin, Texas 78711-3087

Payment maybe made online using TCEQ e-pay at <a href="http://www.tceq.state.tx.us/e-services/">www.tceq.state.tx.us/e-services/</a>	
E-pay confirmation number	

## 2.0 §330.61 CONTENTS OF PART II OF THE APPLICATION

This section has been prepared to provide information required for all applications. Items required by this section describe the existing conditions and character of the site, waste acceptance plan and surrounding area.

### 2.1 §330.61 (a) Existing Conditions Summary

The facility is located at 511 New Hope Road West, McKinney, Texas, Collin County. The site is located approximately 0.05 miles northwest from the intersection of FM 1827 and FM 2933, and the site is about 4.2 miles southwest from the McKinney National Airport.

The All Paws Go to Heaven, McKinney facility, is located in the Town of New Hope's general business district. The property is currently developed, and there are no conditions requiring special design considerations or mitigations that exist at the site.

### 2.2 §330.61 (b) Waste Acceptance Plan

#### 2.2.1 §330.61(b)(1)(A) Characteristics and Sources of Waste

The facility will receive the following wastes for storage and processing. Deceased pets (i.e. animal carcasses) will be accepted at the facility or the facility will pick up the deceased pets. There will be no hazardous wastes that will be accepted at the facility. The facility will not accept waste defined in 30 TAC §330.15, regulating General Prohibitions unless otherwise identified in this application and the issued Registration.

The sources and characteristics for the types of waste to be received at the facility include the following:

Deceased pets; animal carcasses

The facility will receive waste from the surrounding area which includes the counties immediately adjacent to Collin County. The facility doesn't anticipate that it will receive waste from other areas of Texas. The facility will receive waste from individuals that drop off the deceased pet or a local pet veterinary.

The maximum amount of deceased pets that are received at the facility can vary from month to month. The facility has sufficient space for deceased pets due to the short turnaround time for the process which takes on average three to five days for a pet to be cremated. Since the complete process takes less than a week, the facility can take in a varied amount of deceased pets.

The maximum and average length of time that the waste will remain at the facility is shown in table 1 below:

Waste Type	Daily Volume Received (pounds)	Maximum Waste Storage (pounds)	Storage of Unprocessed Waste (days)		Time on Site (days)		Processing Time (days)	
			Max	Avg	Max	Avg	Max	Avg
Deceased Pet	4,800	5,000	90	5	7	5	7	3

Total	1,000	5,000	-	-	-	-	-	-
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The incoming waste is processed at the facility all in the same manner. The process includes: (1) the unloading of the animal carcasses; (2) the storage of the animal carcasses; (3) the preparation of keepsakes per owner requests; (4) the cremation process; and (5) the packaging of the remains or the recycling of the remains. The management of these waste streams will in no way cause the operation of the facility to deviate from the applicable Federal, State, or Local regulations.

There are no constituents or characteristics of these wastes that will impact the design or operation of the facility.

#### 2.2.2 §330.61 (h) Impact on Surrounding Area

The facility is not expected to have any environmental or other impact to the surrounding area. There are some residential homes located within one mile of the facility; however, there aren't any anticipated impacts to these residential homes located nearby the facility.

The area within five miles of the facility is expected to experience a steady growth. There are no known wells located within 500 feet of the proposed facility.

#### 2.2.2 §330.61 (h)(2) Character of Surrounding Land Use

Information such as the character of surrounding land uses within one mile of the property is incorporated in the Land Use Map (Part 1). Current land uses within one mile of the property include a mixture of mostly residential, commercial and industrial. There are also vacant undeveloped areas near the facility.

#### 2.2.2 §330.61 (h)(3) Growth Trends

Based on historical aerial photographs, there has not been significant growth or development in the area immediately surrounding the facility. However, in the past 10 years, there hasn't been much residential or industrial development within five miles of the facility. Located directly south of the facility, there are residential structures that have been there for the last 10 years or earlier. According to the City of New Hope Texas website, the population remained below 100, from the establishment of New Hope in 1850s to 1960s. The US Census Bureau estimated the population in 2015 to be about 639.

#### 2.2.3 §330.61 (h)(4) Proximity to Residential and Other Uses

As shown in the Land Use Map, (Part 1) there are no schools, no hospitals and one church located within one mile of the facility boundary. Within one mile of the facility are several residential properties and some commercial properties. The closest commercial property is the New Hope convenience store and it is located approximately 400 feet north of the facility. The nearest residence is located approximately 200 feet south of the facility. There are no historic or archaeologically significant structures or sites having exceptional aesthetic quality within one mile of the facility.

#### 2.2.3 §330.61 (h)(5) Nearby Wells

A water well search and oil and gas well search was performed using the Texas Water Development Board and Texas Railroad Commission databases. According to the database, there are no wells located within 500 feet of the facility boundary.

#### 2.2.4 §330.61 (h)(6) Other Information Required by the Executive Director

Other information required by the Executive Director, if so required, will be provided in this section. At this time, no other information is requested.

#### 2.2.5 §330.61 (i) Transportation

There is only one entrance to the facility. No significant increase in traffic is expected for the area. No road improvements will be required for this facility. Essentially all vehicular traffic associate with this facility will arrive and leave the facility using one of two routes. Access to the facility can be made using FM 1827. All roads are paved roads and are adequate for the transportation vehicles utilizing the facility. All routes have adequate signage to control traffic and allow safe turning where needed.

#### 2.2.6 §330.61 (i)(2) Traffic Volume and Expected Traffic

A map derived from the Texas Department of Transportation (TXDot) Statewide Planning Map available on the TXDot website shows the current and future annual average daily traffic in vehicles per day and their locations within one mile radius of the property boundary.

#### 2.2.7 §330.61 (i)(4) Documentation of Coordination

All designs of proposed public roadways improvements associated with the site entrance is not available because no improvements are planned at this time.

#### 2.2.8 §330.61 (c)(5) General Location Maps

The proposed facility is not a landfill unit or a landfill mining operation.

#### 2.3.1 §330.545(b) Nearby Airports

There is one small airport located within six miles of the facility. The airport is McKinney National Airport. Notice of this registration will be provided to the airport as required.

### 2.3 §330.61(j) GENERAL GEOLOGY AND SOILS STATEMENT

#### 2.3.1 §330.61(j)(1) General Geology Discussion

Operations at the facility will be conducted indoors or on the surface outdoors therefore the subsurface is not expected to be affected. According to the United States Geological Survey (USGS), approximately 49 degrees of Collin county at the surface is the Austin Chalk, the remainder is primarily the Ozark Formation, Marlbrook Marl, and Recent Alluvium.

According to the Natural Resources Conservation Service, the surface soil is classified as Eddy gravelly clay loam, with 3 to 8 percent slopes. The typical soil profile is clay loam, generally 0-4 inches and well-drained. Bedrock occurs at the depths ranging from 6-40 inches.

#### §330.61 (k) Groundwater and Surface Water

The Woodbrine aquifer is the major groundwater source for Collin County. The Woodbrine overlies the Trinity aquifer and consists of sandstone interbedded with shale and clay forming three distinct water-bearing zones.

Operations at the facility will be conducted indoors or on the surface outdoors therefore the groundwater and surface water is not expected to be affected.

#### Texas Pollutant Discharge Elimination System (TPDES) Compliance

Because the McKinney facility does not perform vehicle maintenance, vehicle or equipment rehabilitation, mechanical repairs, painting, fueling, lubrication, or cleaning within the registration boundary of the facility, the site is not subject to the requirements of the TPDES Multi-Section General Permit as required by Section 402 of the Federal Clean Water Act.

The surface water according to the TCEQ Surface Water Quality (Segments) Viewer is East Fork Trinity River. The facility is not performing any construction activities. Therefore, a stormwater permit for "construction only" is not required.

#### §330.61 (l) Oil and Water Wells

Operation of oil and water wells should not be affected by the facilities operations. The closest water well to the McKinney facility is located 3.26 miles away.

#### §330.61 (m) Floodplain and Wetlands

The facility is not located in a floodplain. There are no soils, vegetations or hydrologic conditions indicative of a wetlands environment.

#### §330.61 (n) Endangered Species

Operation of this facility should not affect any endangered species.

#### §330.61 (o) Texas Historical Commission Review

Letter was sent to Ms. Quana Childs, Project Reviewer for the Texas Historical Commission on September 11, 2020.

There are no significant historical areas associated with this facility.

#### §330.61 (p) Council of Governments and Local Government Review

Email sent to Elena, environmental planner, for review of Part I and II of application. Email can be found in Attachments

#### §330.54 (a) Floodplains and Wetlands

The facility is not located within a 100 yr. floodway, map of the facility is located at the end of Part II. According to the FEMA Flood Insurance Rate Map, the All Paws Go to Heaven McKinney facility is located within an area of minimal flood hazard. The chance of flood in the area is 0.2% annually, or outside of the 500-year flood zone. The subject property is currently developed. No wetlands, running, or standing water are known to exist at the property. There are

no soils, vegetations or hydrologic conditions present on the property that are indicative of a wetlands environment.

§330.55 (a) Endangered or Threatened Species

Based on a review of critical habitat requirements for the endangered or threatened species in Collin County, suitable habitat for listed species is not present within or adjacent to the All Paws Go to Heaven McKinney facility. We can conclude the facility will not result in the destruction or adverse modification of the critical habitat of endangered or threatened species. Information on federally threatened, endangered, and candidate species was obtained from the U.S. Fish and Wildlife Services, Texas Ecological Services Field Office in Southwest website (<https://ecos.fws.gov/ecp/report/species-listings-by-current-range-county?fips=48085>). This information was used to evaluate the McKinney facility location and the adjacent areas for the presence of suitable habitat for the listed endangered or threatened species in Collin County. The table below displays the list of endangered or threatened species in Collin County and critical habitat requirements.

Species Group	Name	Population	Status	Lead Office	Recovery Plan	Recovery Plan Action Status
Clams	Texas heelsplitter	Whenever found	Under Review	2		
Reptiles	Alligator snapping turtle	Whenever found	Under Review	4		
Clams	Texas fawnsfoot	Whenever found	Candidate	2		
Reptiles	Western Chicken turtle	Whenever found	Under Review	2		
Birds	Bald Eagle	U.S.A, conterminous (lower 48) States.	Recovery	3		
Birds	Whooping Crane	Wherever found, except where listed as an experimental population	Endangered	2	Whooping Crane Recovery Plan, Final Third Revision	Implementation Progress
Birds	Red Knot	Wherever found	Threatened	5	Recovery Outline for the Rufa Red Knot (Calidris canutus rufa)	Implementation Progress
Birds	Piping Plover	[Atlantic Coast and Northern Great Plains populations] - Wherever found, except those areas where listed as	Threatened	5	Piping Plover Atlantic Coast Population Revised Recovery Plan	Implementation Progress



		endangered.				
Birds	Piping Plover	[Atlantic Coast and Northern Great Plains populations] - Wherever found, except those areas where listed as endangered.	Threatened	5	Volume I: Draft Revised Recovery Plan for the Northern Great Plains Piping Plover (Charadrius melodus)	Implementation Progress
Birds	Piping Plover	[Atlantic Coast and Northern Great Plains populations] - Wherever found, except those areas where listed as endangered.	Threatened	5	Volume II: Draft revised recovery plan for the wintering range of the Northern Great Plains piping plover (Charadrius melodus) and Comprehensive conservation strategy for the piping plover (Charadrius melodus) in its coastal migration and wintering range in the continental United States.	Implementation Progress

#### §330.54 (a) Easements and Buffer Zones

According to a site plan, created by MySitePlan.com for the purpose of an Air Permit Requirement, the property line to the nearest FM 1827 road is about 60 feet away. No solid waste, unloading, storage, disposal or processing operations will occur within any easement, buffer zone, or right-of-way that crosses the facility. No solid waste disposal will occur.

#### §330.559 Unstable Areas

The structural components in which the All Paws Go to Heaven facility is located is stable. There are no significant geomorphological features, and no known indicators of unstable areas.

## ATTACHMENT B

### MSW Permit No. 2415

Flow Diagram Private Cremation

Flow Diagram Communal Cremation

Construction Details Storage and Processing Units

Location and Engineering Design Details

Schematic View

# Private Cremations

Receive pets from Veterinary Clinic or Directly from Pet Owners (*Fig. 1*)



Pets are transported to Fond Memories (*Fig. 2*)



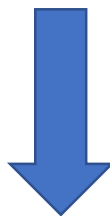
Pets are placed into cold storage (*Fig. 3*)



Memorial products are made for pets that require them (*Fig. 4*)



Pets are placed back into cold storage after memorial products are made



Pets are cremated (*Fig. 5*)



Cremated remains are processed (*Fig. 6*)



Processed remains are packaged (*Fig. 7*)



Packaged remains are delivered back to Veterinary Clinics or Pet Owners (*Fig. 8*)



Figure 1



Figure 2



Figure 3



Figure 4





Figure 5



Figure 6



Figure 7



Figure 8



# Communal Cremations

Receive pets from Veterinary Clinic or Directly from Pet Owners (*Fig. 1*)



Pets are transported to Fond Memories (*Fig. 2*)



Pets are placed into cold storage (*Fig. 3*)



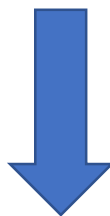
Memorial products are made for pets that require them (*Fig. 4*)



Pets are placed back into cold storage after memorial products are made



Pets are cremated (*Fig. 5*)



Cremated remains are processed (*Fig. 6a*)



Processed remains are stored in sealed buckets labeled alpha numerically (*Fig. 7a*)



Buckets are picked up by Bluebonnet Pet Cemetery and are spread at that location  
2706 Bryson Rd, Mansfield, TX 76063 (*Fig. 8a*)



Figure 1



Figure 2



Figure 3



Figure 4





Figure 5



Figure 6a

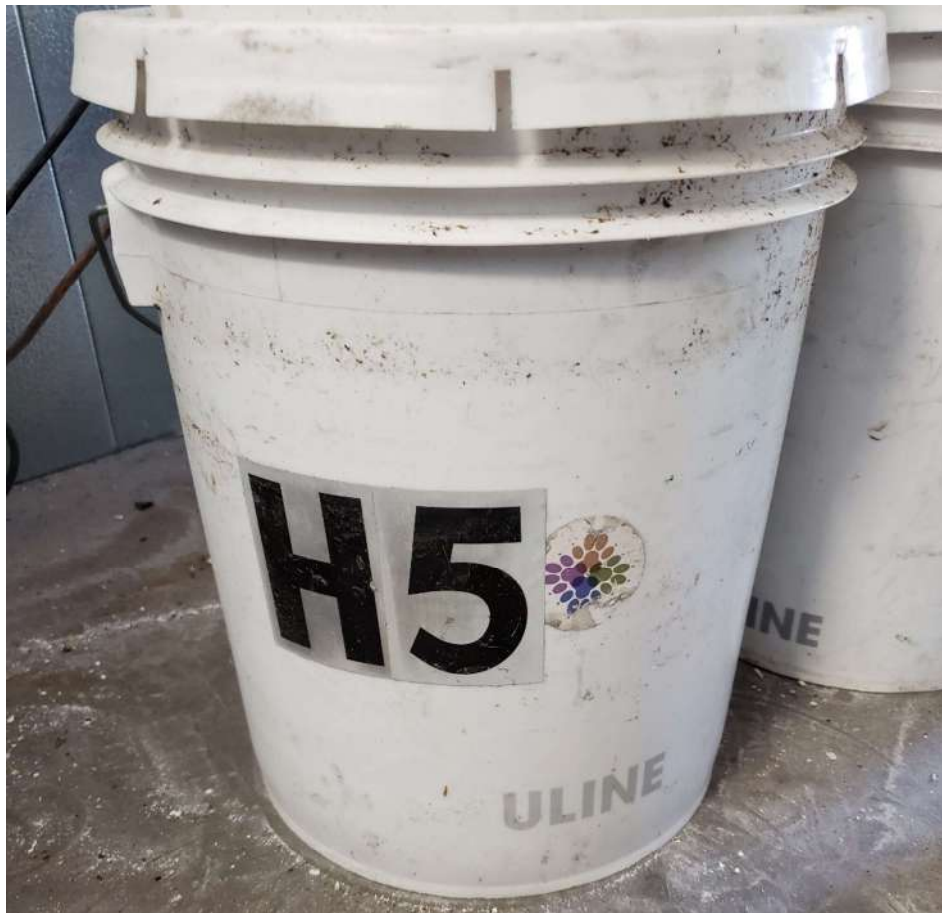


Figure 7a



Figure 8a



## SPECIFICATIONS- Model IEB Series 32-5S

1. Equipment Type..... Model IEB Series 32-5S
  - A. Model No. .... IEB 32-5S
2. Dimensions
  - A. Footprint ..... 18' – 7"L x 6' – 5" (5.66 m x 1.96 m)
  - B. Maximum Length..... 20' – 8" (6.3 m)
  - C. Maximum Width ..... 6' -8" (2.03 m)
  - D. Maximum Height..... 8' – 1" (2.46 m)
  - E. Chamber 1 Large Loading Opening ..... 26" H x 36" W x 55"D (.7m x .9m x 1.4m)
  - F. Chamber 2 Large Loading Opening ..... 26" H x 36" W x 30"D (.7m x .9m x .8m)
  - G. Chamber 3 Medium Loading Opening..... 26" H x 28" W x 30"D (.7m x .7m x .8m)
  - H. Chambers 4 & 5 Small Loading Openings..... 26" H x 20" W x 30"D (.7m x .9m x .8m)
3. Weight ..... 41,500 lbs. (18,824 kg)
4. Utility/Air Requirements
  - A. Gross Gas Input, Natural or LP Gas..... 4,500,000 BTU/hr max
    - Running Gas Pressure, Natural Gas ..... 11 inches (279.4 mm) water column or greater
    - Running Gas Pressure, LP Gas ..... 11 inches (279.4 mm) water column or greater
  - B. Electrical Supply..... 230 volt, 3Ø or 1Ø, 50/60 hz (other available)
  - C. Air Supply..... 2,500 cfm (70.8 standard m<sup>3</sup>/min)
5. Incineration Capacity ..... 250 lbs./hr. (113 kg/h)
6. Typical Loading Capacity of Waste Types..... 1000 lbs. (453.6 kg)
7. Construction and Safety Standards..... Incineration Institute of America
8. Steel Structure Construction
  - A. Frame ..... 2" (51 mm) square tubing
  - B. Front/Rear Plates ..... 3/8" (9.5 mm) plate
  - C. Floor Plates..... 3/16" (5 mm) plate
  - D. Outer Side Casing..... 12 gauge (3 mm) plate
  - E. Inner Side Casing..... 12 gauge (3 mm) plate
9. Stack Construction
  - A. Inner Wall..... 3" (76 mm) insulating firebrick or castable
  - B. Outer Wall..... 12 gauge (3 mm) stainless steel sheet, welded seams (unlined stack available)
10. Draft Nozzle Construction ..... Schedule 40 type 316 s.s. pipe, welded connections
11. Main Chamber Door Construction
  - A. Steel Shell..... 3/16" (5 mm) steel, welded with reinforcement
  - B. Outer Refractory..... 1" (25 mm) insulating block
  - C. Inner Refractory ..... 3" (76 mm) insulating firebrick
12. Primary Chamber Wall Construction
  - A. Outer Casing Wall..... 12 gauge (3 mm) sheet
  - B. Inner Frame/Air Compartment..... 2" (51 mm) air compartment
  - C. Inner Casing Wall..... 12 gauge (3 mm) sheet
  - D. Outer Refractory Wall..... 5" (127 mm) insulating block

## SPECIFICATIONS- Model IEB Series 32-5S

- |  |   |  |
|--|---|--|
| E.   | Inner Refractory Wall .....   | 4½" (114 mm) firebrick   |
| <br>13. Secondary Chamber Wall Construction                                |   |  |
| A.   | Outer Casing Wall .....   | 12 gauge (3 mm) sheet  |
| B.   | Inner Frame/Air Compartment .....                                   | 2" (51 mm) air compartment   |
| C.   | Inner Casing Wall .....   | 12 gauge (3 mm) sheet  |
| D.   | Outer Refractory Wall .....   | 6" (152 mm) insulating block   |
| E.   | Inner Refractory Wall .....   | 4½" (114 mm) firebrick   |
| <br>14. Refractory Temperature Ratings                                     |   |  |
| A.   | Standard Firebrick .....  | 3,100° F. (1704° C)  |
| B.   | Insulating Firebrick .....  | 2,600° F. (1427° C)  |
| C.   | Castable Refractory (Hearth) .....                                  | 2,550° F. (1399° C)  |
| D.   | Castable Refractory .....   | 2,550° F. (1399° C)  |
| E.   | Insulating Block .....  | 1,900° F. (1038° C)  |
| F.   | Bonding Mortar .....  | 3,200° F. (1760° C)  |
| <br>15. Chamber Volumes (not including external flues, stacks or chimneys) |   |  |
| A.   | Chamber 1 .....   | 30 cubic feet (0.85 m <sup>3</sup> )   |
|  | Chamber 2 .....   | 16 cubic feet (0.46 m <sup>3</sup> )   |
|  | Chamber 3 .....   | 13 cubic feet (0.36 m <sup>3</sup> )   |
|  | Chambers 4 & 5 .....  | 9 cubic feet (0.26 m <sup>3</sup> )  |
| B.   | Secondary Chamber .....   | 145 cubic feet (4.11 m <sup>3</sup> )  |
| <br>16. Emission Control Features  |   |  |
| A.   | Secondary Chamber with Afterburner .....                            | Included   |
| B.   | Opacity Monitor and Controller with Visual and Audible Alarms ..... | Included   |
| C.   | Auxiliary Air Control System .....                                  | Included   |
| D.   | Microprocessor Temperature Control System ....                      | Included   |
| <br>17. Operating Temperatures   |   |  |
| A.   | Primary Chamber .....   | 0° F. - 1,800° F. (-18° C - 982° C)  |
| B.   | Secondary Chamber .....   | 1,400° F. - 1,800° F. (760° C - 982° C) as required  |
| <br>18. Secondary Chamber Retention Time .....                             |   |  |
|  |   | > 1 second   |
| <br>19. Ash Removal .....  |   |  |
|  |   | Door functions as a heat shield. Sweep out beneath front door into hopper that fills collection pan. |
| <br>20. Safety Interlocks  |   |  |
| A.   | High Gas Pressure .....   | Optional   |
| B.   | Low Gas Pressure .....  | Optional   |
| C.   | Blower Air Pressure .....   | Included   |
| D.   | Door Position .....   | Included   |
| E.   | Opacity .....   | Included   |
| F.   | Motor Starter Function .....  | Included   |
| G.   | Chamber Temperature .....   | Included   |
| H.   | Motor Overload .....  | Included   |
| I.   | Flame Quality .....   | Included   |
| J.   | Burner Safe Start .....   | Included   |



## SPECIFICATIONS- Model IEB Series 32-5S

- |   |   |
|---|---|
| 22. Burner Description .....                    | The nozzle mix burners used on this cremation equipment are industrial quality and designed for incinerator use.  |
| 23. Ultraviolet Flame Detection .....           | Ultraviolet flame detection has proven to be the most reliable means of flame safety. The system is completely sealed in a quartz capsule to eliminate problems, caused by moisture and dust created in the cremation process, which effect flame rod detectors.                |
| 24. Operating Panel Indicating Lights           |   |
| A. Safe Run .....                               | Included  |
| B. Door Closed .....                            | Included  |
| C. Pollution Alarm .....                        | Included  |
| D. Afterburner On (Secondary Burner).....       | Included  |
| E. Cremation Burner On .....                    | Included  |
| F. Low Fire Cremation Burner On.....            | Included  |
| G. Afterburner (Secondary Burner) Reset .....   | Included  |
| H. Cremation Burner Reset.....                  | Included  |
| I. Throat Air Off .....                         | Included  |
| 25. Automatic Timer Functions                   |   |
| A. Master Cycle .....                           | Included  |
| B. Afterburner (Secondary Burner) .....         | Included  |
| C. Cremation Burner .....                       | Included  |
| D. Low Fire Cremation Burner .....              | Included  |
| E. Throat Air .....                             | Included  |
| F. Pollution Monitoring.....                    | Included  |
| G. Afterburner (Secondary Burner) Prepurge..... | Included  |
| H. Cremation Burner Prepurge .....              | Included  |
| I. Cool Down .....                              | Included  |
| 26. Exterior Finish                             |   |
| A. Primer .....                                 | 2 coats rust inhibiting   |
| B. Finish .....                                 | 2 coats textured finish   |
| 27. Start-Up and Training.....                  | Startup of cremation equipment and training of operators to properly operate and maintain the equipment is performed on-site under actual operating conditions. Included is a comprehensive owner's manual, with details on the equipment, its components and proper operation. |
| 28. Environmental Submittals .....              | Complete technical portion of state environmental permits. Engineering calculations, technical data, and equipment blueprints provided.   |

**SPECIFICATIONS- Model IEB Series 56-4S**

1. Equipment Type..... Model IEB Series 56-4S
  - A. Model No. .... IEB 56-4S
2. Dimensions
  - A. Footprint ..... 20' – 3 $\frac{3}{8}$ " L x 8' W (6.18 m x 2.44 m)
  - B. Maximum Length..... 21' – 1" (6.43 m)
  - C. Maximum Width ..... 10' – 4" (3.15 m)
  - D. Maximum Height..... 8' – 5" (2.57 m)
  - E. Chamber Loading Openings ..... 20" H x 39 $\frac{1}{4}$ " W (.5m x 1m)
  - F. Chamber Lengths [Chamber #s] ..... 70  $\frac{1}{2}$ " (1.79m) [1,4], 44  $\frac{1}{2}$ " (1.13m) [2,3]
3. Weight ..... 54,500 lbs. (24,721 kg)
4. Utility/Air Requirements
  - A. Gross Gas Input, Natural or LP Gas..... 4,500,000 BTU/hr max
    - Running Gas Pressure, Natural Gas ..... 11 inches (279.4 mm) water column or greater
    - Running Gas Pressure, LP Gas ..... 11 inches (279.4 mm) water column or greater
  - B. Electrical Supply ..... 230 volt, 3Ø or 1Ø, 50/60 hz (other available)
  - C. Air Supply ..... 3,000 cfm (84.9 standard m<sup>3</sup>/min)
5. Incineration Capacity ..... 340 lbs./hr. (154 kg/h)
6. Typical Loading Capacity of Waste Types ..... 1700 lbs. (771 kg)
7. Construction and Safety Standards..... Incineration Institute of America
8. Steel Structure Construction
  - A. Frame ..... 2" (51 mm) square tubing
  - B. Floor Plates..... 3/16" (5 mm) plate
  - C. Outer Side Casing..... 12 gauge (3 mm) plate
  - D. Inner Side Casing ..... 12 gauge (3 mm) plate
9. Stack Construction
  - A. Inner Wall..... 4 $\frac{1}{2}$ " (114 mm) insulating firebrick or castable
  - B. Outer Wall..... 12 gauge (3 mm) stainless steel sheet, welded seams (unlined stack available)
10. Draft Nozzle Construction ..... Schedule 40 type 316 s.s. pipe, welded connections
11. Main Chamber Door Construction
  - A. Steel Shell..... 3/16" (5 mm) steel, welded with reinforcement
  - B. Outer Refractory ..... 1" (25 mm) insulating block
  - C. Inner Refractory ..... 3" (76 mm) insulating firebrick
12. Primary Chamber Wall Construction
  - A. Outer Casing Wall..... 12 gauge (3 mm) sheet
  - B. Inner Frame/Air Compartment..... 2" (51 mm) air compartment
  - C. Inner Casing Wall..... 12 gauge (3 mm) sheet
  - D. Outer Refractory Wall..... 6" (152 mm) insulating block
  - E. Inner Refractory Wall ..... 4 $\frac{1}{2}$ " (114 mm) firebrick

**SPECIFICATIONS- Model IEB Series 56-4S**

13. Secondary Chamber Wall Construction
  - A. Outer Casing Wall ..... 12 gauge (3 mm) sheet
  - B. Inner Frame/Air Compartment..... 2" (51 mm) air compartment
  - C. Inner Casing Wall..... 12 gauge (3 mm) sheet
  - D. Outer Refractory Wall..... 6" (152 mm) insulating block
  - E. Inner Refractory Wall ..... 4½" (114 mm) firebrick
14. Refractory Temperature Ratings
  - A. Standard Firebrick..... 3,100° F. (1704° C)
  - B. Insulating Firebrick..... 2,600° F. (1427° C)
  - C. Castable Refractory (Hearth) ..... 2,550° F. (1399° C)
  - D. Castable Refractory ..... 2,550° F. (1399° C)
  - E. Insulating Block..... 1,900° F. (1038° C)
  - F. Bonding Mortar ..... 3,200° F. (1760° C)
15. Chamber Volumes (not including external flues, stacks or chimneys)
  - A. Chambers 1 & 4..... 52 cubic feet (1.48 m<sup>3</sup>)
  - Chambers 2 & 3..... 33 cubic feet (0.93 m<sup>3</sup>)
  - B. Secondary Chamber ..... 182 cubic feet (5.15 m<sup>3</sup>)
16. Emission Control Features
  - A. Secondary Chamber with Afterburner ..... Included
  - B. Opacity Monitor and Controller with Visual and Audible Alarms..... Included
  - C. Auxiliary Air Control System..... Included
  - D. Microprocessor Temperature Control System ... Included
17. Operating Temperatures
  - A. Primary Chamber..... 0° F. - 1,800° F. (-18° C - 982° C)
  - B. Secondary Chamber ..... 1,400° F. - 1,800° F. (760° C - 982° C) as required
18. Secondary Chamber Retention Time ..... > 1 second
19. Ash Removal ..... Door functions as a heat shield. Sweep out beneath front door into hopper that fills collection pan.
20. Safety Interlocks
  - A. High Gas Pressure..... Optional
  - B. Low Gas Pressure ..... Optional
  - C. Blower Air Pressure ..... Included
  - D. Door Position ..... Included
  - E. Opacity ..... Included
  - F. Motor Starter Function ..... Included
  - G. Chamber Temperature..... Included
  - H. Motor Overload ..... Included
  - I. Flame Quality..... Included
  - J. Burner Safe Start ..... Included
22. Burner Description ..... The nozzle mix burners used on this cremation equipment are industrial quality and designed for incinerator use.

## SPECIFICATIONS- Model IEB Series 56-4S

23. Ultraviolet Flame Detection..... Ultraviolet flame detection has proven to be the most reliable means of flame safety. The system is completely sealed in a quartz capsule to eliminate problems, caused by moisture and dust created in the cremation process, which effect flame rod detectors.
24. Operating Panel Indicating Lights
- A. Safe Run..... Included
  - B. Door Closed..... Included
  - C. Pollution Alarm..... Included
  - D. Afterburner On (Secondary Burner) ..... Included
  - E. Cremation Burner On ..... Included
  - F. Low Fire Cremation Burner On ..... Included
  - G. Afterburner (Secondary Burner) Reset..... Included
  - H. Cremation Burner Reset ..... Included
  - I. Throat Air Off ..... Included
  - J. Hearth Air Off..... Included
25. Automatic Timer Functions
- A. Master Cycle..... Included
  - B. Afterburner (Secondary Burner) ..... Included
  - C. Cremation Burner..... Included
  - D. Low Fire Cremation Burner ..... Included
  - E. Throat Air ..... Included
  - F. Pollution Monitoring ..... Included
  - G. Afterburner (Secondary Burner) Prepurge..... Included
  - H. Cremation Burner Prepurge ..... Included
  - I. Cool Down ..... Included
26. Exterior Finish
- A. Primer ..... 2 coats rust inhibiting
  - B. Finish ..... 2 coats textured finish
27. Start-Up and Training..... Startup of cremation equipment and training of operators to properly operate and maintain the equipment is performed on-site under actual operating conditions. Included is a comprehensive owner's manual, with details on the equipment, its components and proper operation.
28. Environmental Submittals ..... Complete technical portion of state environmental permits. Engineering calculations, technical data, and equipment blueprints provided.

CREMATOR CLEARANCES

CREMATOR REQUIREMENTS

STACK INSTALLATION INSTRUCTIONS

RECOMMENDED MINIMUM

TOP: (2)	2 FEET	[610 mm]	6 INCHES	[152 mm]
CABINET SIDE: 4 FEET	[1,22 m]	4 FEET	[1,22 m]	
OTHER SIDE: 2 FEET	[610 mm]	6 INCHES	[152 mm]	
FRONT: 9 FEET	[2,74 m]	8 FEET	[2,44 m]	
REAR: 3 FEET	[0,91 m]	32 INCHES	[812 mm]	
STACK: 9 INCHES	[229 mm]	9 INCHES	[229 mm]	

1. FOR CLEARANCES OTHER THAN THOSE SHOWN, OR FOR SPECIAL REQUIREMENTS, CONSULT YOUR MCD REP.

(2) FROM HIGHEST POINT ON UNIT.

3. CONTROL CABINET MOUNTS ON UNIT'S LEFT OR RIGHT SIDES, OR REMOTELY. (SEE PLAN VIEW, SHEET 1).

4. REAR OF UNIT REFERS TO THE "BACK PLATE", RATHER THAN THE BACK OF THE "WHISPER SHIELD". (SEE PLAN VIEW, SHEET 1).

FUEL: A PRESSURE REGULATOR ADJUSTABLE TO 11" [279 mm] W.C. FOR NATURAL GAS, OR 11" [279 mm] W.C. FOR LP GAS.

CAPACITY: 4.5 MILLION BTU/HR [4.7 MILLION KILOJOULES/HR]

ELECTRICAL: 230 VOLT, 3Ø, (40A BREAKER) AND 115v (10A BREAKER), OR 230 VOLT, 1Ø, (70A BREAKER) AND 115v (10A BREAKER) 50/60 HERTZ

AIR: LOUVER NEAR THE REAR OF THE UNIT CAPABLE OF PASSING 2,500 CU FT/MIN [70.8 CU M/MIN] OF FREE AIR (36" X 36") [914 mm X 914 mm].

1. APPLY A 1/2" THICK MORTAR JOINT TO EXPOSED REFRACTORY SURFACE IN STACK RING. LOWER THE BASE STACK SECTION (B) ONTO STACK RING (A) AND FASTEN WITH HARDWARE PROVIDED (NO MORE THAN (2) STACK SECTIONS SHALL BE LIFTED TOGETHER). REPEAT PROCESS FOR REMAINING STACK SECTIONS. IF SECTIONS OF VARYING LENGTHS ARE SUPPLIED, ASSEMBLE AS TO AVOID FLANGES & LIFTING EYES INTERFERING WITH RAIN COLLAR LOCATION.

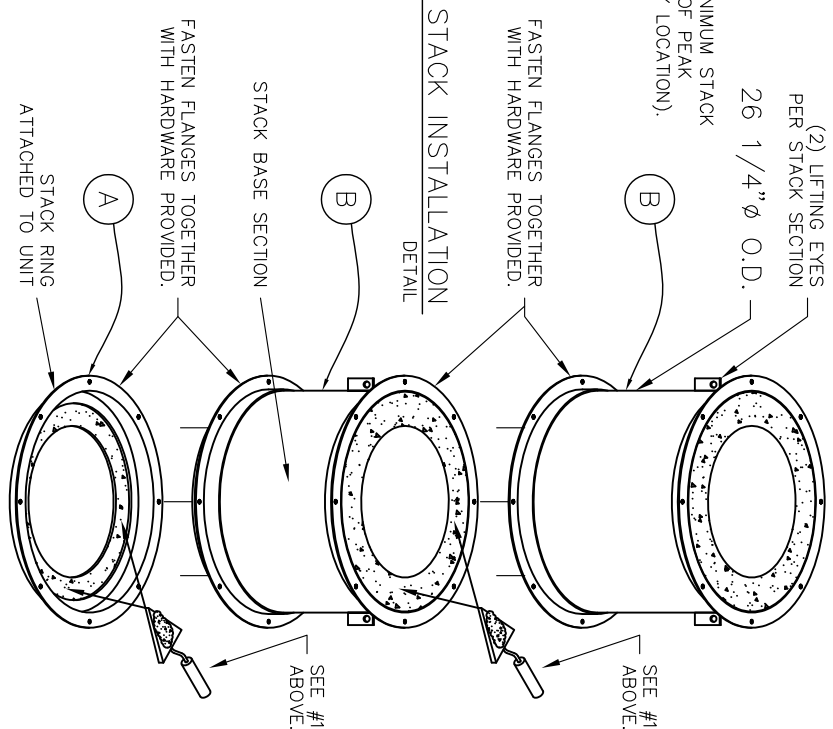
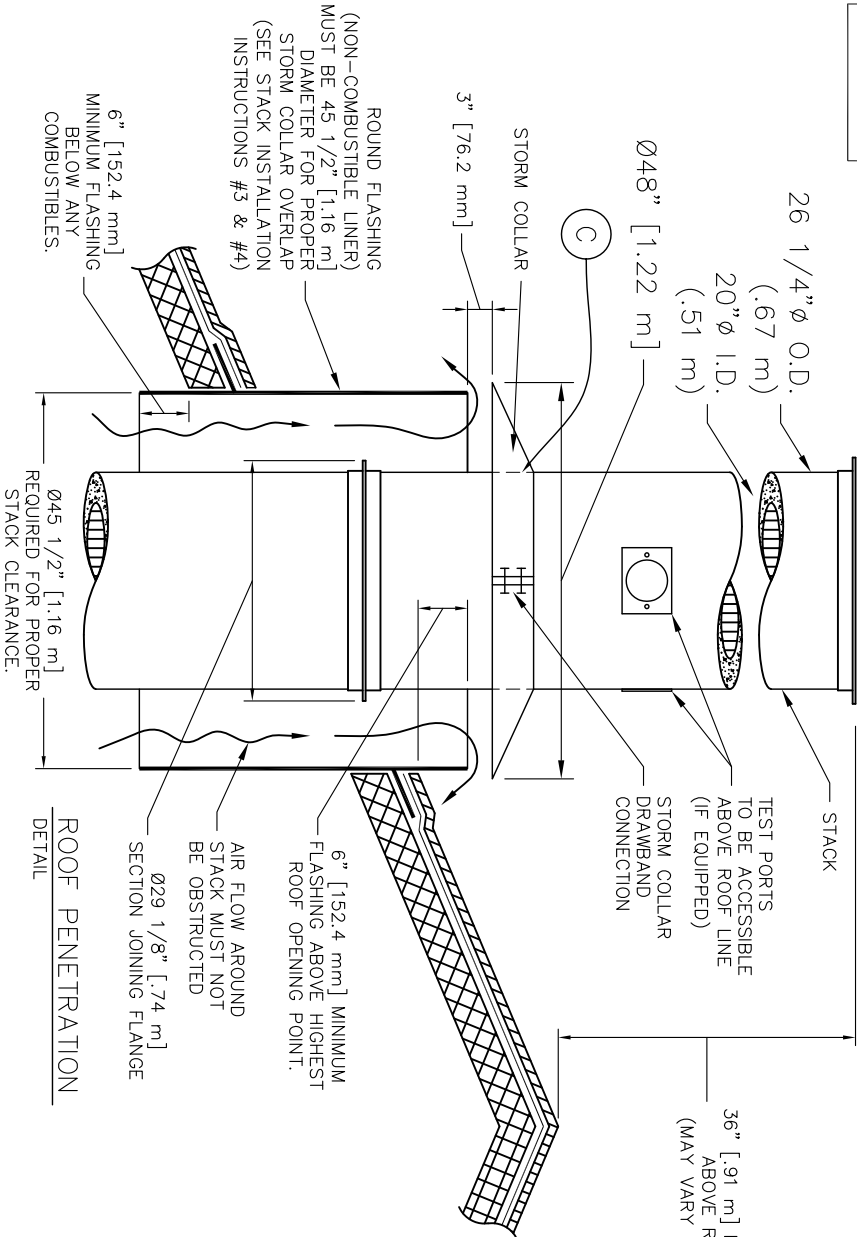
2. INSTALL STORM COLLAR ON STACK, 3" [72 mm] ABOVE NON-COMBUSTIBLE LINER (FLASHING), ALLOWING FOR PROPER VENTILATION (SEE DETAIL).

3. APPLY A 1/4" [6 mm] BEAD OF HIGH-TEMPERATURE SILICON SEALANT (PROVIDED BY MCD) TO THE JOINT BETWEEN THE STORM COLLAR (C) AND THE STACK (B).

4. STORM COLLAR IS FURNISHED BY MCD. THE NON-COMBUSTIBLE LINER (FLASHING) TO BE PROVIDED BY THE OTHERS.

5. IF FIFTY PERCENT OF THE STACK LENGTH IS ABOVE THE ROOF, GUY WIRES MAY BE REQUIRED. CONSULT WITH YOUR MCD REP.

6. RAIN CAP NOT REQUIRED.



Matthews

ENVIRONMENTAL SOLUTIONS

2045 Sprint Boulevard  
Apopka, Florida 32703  
USA

IEB 32-5S

STACK DETAILS, CLEARANCES &  
INSTALLATION INSTRUCTIONS  
REFRACTORY STACK DETAIL

DRAWN BY: JG

DATE: 05.11.2013

REVISION:

APPROVED BY:

SCALE: 1/4" = 1'-0"

SHEET: OF:

DWG: 51255 - MARKETINGSTACKREFS2R5-0000111

DWG NUMBER:

Model

B-20



# OPERATING & MAINTENANCE MANUAL

MODEL IEB 32-5S  
With  
SmokeBuster™

Copyright 2014

## WARRANTY

Cremators and collateral equipment sold are warranted free from defects in workmanship and/or materials, under normal use and service, for one (1) year from date of shipment.

Matthews Environmental Solutions obligation under this warranty is limited to the repair or replacement of any parts or part, f.o.b. Orlando, Florida, which may prove defective under normal use and service, within one (1) year from date of shipment, and which is found by our inspection to be thus defective.

This warranty shall not apply to any cremator and collateral equipment which has been repaired or altered outside our factory in any way so as, in our judgment, to affect its performance, safety, stability, and reliability. *No other express warranty is given.*

# EXTERNAL CARE AND CLEANING

***All cleaning should be done with the cremator off and completely cooled!***

## **General Cleaning**

The top of the cremator should be kept clean at all times. Accumulations of dust can adversely affect electrical components, which are sensitive to dust.

To clean the exterior of the cremator, use a vacuum cleaner, yard leaf blower and a whisk broom. Be careful not to step on any of the piping or electrical components when cleaning the top of the equipment.

## **Painted Surfaces**

The cremator is finished with a textured paint. If it is necessary to clean any painted surface use only warm water and a soft cloth or sponge. Do not use solvents.

## **Aluminum Diamond Plate Panels**

Parts of the cremator may be covered with aluminum diamond plate. If it is necessary to clean the diamond plate, use soapy water and a soft cloth. Rinse with clean water and dab dry.



## **OPERATING PANEL DESCRIPTION**

The operating panel may be mounted on the cremator or on the wall nearby. Below is a brief description of each item on the panel, starting at the top.

### **MASTER CONTROLS**

#### **POWER OFF/ON Switch**

The POWER OFF/ON switch energizes the control circuits.

#### **CYCLE START Illuminated Push Button [and SAFE RUN Light]**

The green CYCLE START illuminated push button will start the blower(s) and initiate the cycle. Pushing this button during operation will reset the CYCLE TIMER. The SAFE RUN light will illuminate when the CYCLE timer is activated and safe operating conditions exist.

#### **DOOR CLOSED Light**

The green DOOR CLOSED light will illuminate when the front door is fully closed.

#### **CYCLE Timer**

The CYCLE timer controls the total cycle time before the automatic cool-down process starts.

#### **TEMPERATURE CONTROLLER**

The temperature controller detects the chamber temperature and adjusts the fuel flow rate to the burners to maintain proper temperature inside the cremator.

## **OPERATING PANEL DESCRIPTION (CON'T)**

### **BURNER CONTROLS**

#### **AFTERBURNER OFF/ON Switch**

The Afterburner OFF/ON switch is used to activate the afterburner.

#### **AFTERBURNER ON Light**

The amber AFTERBURNER ON light will illuminate when there is an established afterburner flame.

#### **AFTERBURNER RESET Light (illuminated push button)**

The red AFTERBURNER RESET light illuminates only if there is a problem with the burner lighting, or if the burner fails during the normal cycle. If the AFTERBURNER RESET light comes on, push the illuminated push button to reset the afterburner combustion control.

**CREMATION BURNER 3-Position Switch**

The CREMATION BURNER 3-position switch is used to activate the cremation burner in the low fire start mode or in the high fire mode.

**CREMATION BURNER LOW FIRE Light**

The blue cremation burner LOW FIRE light will illuminate when the low fire mode of the cremation burner is established.

**CREMATION BURNER HIGH FIRE Light**

The white CREMATION BURNER HIGH FIRE light will illuminate when the cremation burner is in the high fire mode.

**CREMATION BURNER RESET Light (illuminated push button)**

The red CREMATION BURNER RESET light illuminates only if there is a problem with the burner lighting or if the burner fails during the normal cycle. If the CREMATION BURNER RESET light comes on, push the illuminated push button to reset the cremation burner combustion control.

**REAR CREMATION BURNER 3-Position Switch**

The REAR CREMATION BURNER 3-position switch is used to activate the rear cremation burner in either the timer control mode or in the manual mode.

**REAR CREMATION BURNER ON Light**

The white REAR CREMATION BURNER ON light will illuminate when there is an established burner flame.

**REAR CREMATION BURNER RESET Light (illuminated push button)**

The red RESET light illuminates only if there is a problem with the burner lighting or if the burner fails during the normal cycle. If the RESET light comes on, push the illuminated push button to reset the combustion control.

**REAR CREMATION BURNER Timer**

The REAR CREMATION BURNER timer controls the amount of time you wish to delay activation of the burner.

**AIR CONTROL****THROAT AIR 3-Position Switch**

The THROAT AIR 3-position switch activates the throat air in timer control mode or manual mode.

**THROAT AIR OFF Light**

The red THROAT AIR OFF light will illuminate when the THROAT AIR timer has timed to zero or the THROAT AIR switch is in the OFF position

## **OPERATING PANEL DESCRIPTION (CON'T)**

### **CONTROL TIMERS**

#### **CREMATION BURNER Timer**

The CREMATION BURNER timer controls the amount of time you wish to delay increasing the firing rate after burner has started.

#### **THROAT AIR Timer**

The THROAT AIR timer controls the amount of time the throat air is open after the THROAT AIR switch is turned to the OFF DELAY position.

### **OPTIONAL EQUIPMENT**

#### **POLLUTION CONTROL OFF/ON Switch**

The POLLUTION CONTROL OFF/ON switch activates the pollution control system.

#### **POLLUTION ALARM Light**

The red POLLUTION ALARM light will illuminate when the pollution alarm has been activated.

#### **PREHEAT BURNER OFF/ON Switch**

The PREHEAT BURNER OFF/ON switch is used to activate the preheat burner.

#### **PREHEAT BURNER ON Light**

The red PREHEAT BURNER ON light will illuminate when there is an established burner flame.

#### **PREHEAT BURNER RESET Light** (illuminated push button)

The red RESET light illuminates only if there is a problem with the burner lighting, or if the burner fails during the normal cycle. If the RESET light comes on, push the illuminated push button to reset the combustion control.

## **CONTROL CABINET DESCRIPTION**

The electrical control cabinet is normally located on the front left or right side of the cremator or on the wall nearby.

### **Blower Motor Starters**

The blower motor starters start the motors and ensure proper electrical consumption. Built-in thermal overload protection shuts off the motors if there are electrical supply problems or possible motor malfunctions.

### **Burner Combustion Controls**

The burner combustion controls use fuel valves, ignition transformers and flame detectors to ensure safe operation of the burners. The combustion controls are activated by switches and timers on the operating panel. If any component involved in the burner operation should fail, the combustion control will not allow the burner to fire. It will stop the program on a safety lockout shutdown and illuminate the appropriate red reset light on the operating panel. Each burner has a dedicated combustion control.

### **Cool-Down Timer**

The Cool-Down Timer initiates the cool-down period when the Cycle Timer has timed to zero. This timer is normally set for a 1 hour cooling cycle.

### **Pollution Control Timer**

The Pollution Control Timer responds to a signal from the pollution control system. It shuts off the cremation burner(s) and activates the throat air for 3½ minutes.

### **High Limit Relay**

If the unit becomes too hot this relay will interrupt the safe run light and stop all burners.

### **Voltage Tester**

The voltage tester is used to check the power running to any of the electrical terminals or components in the control cabinet. Excess wire is stored in the conduit beside the tester.

### **Ground Lug**

The ground lug is the earth ground connection point for the control components.

## **CONTROL CABINET DESCRIPTION (CON'T)**

### **Terminal Strip**

The terminal strip is a common junction point for the wiring used in the cremator's control system.

### **Panduit**

Panduit is semi-flexible plastic conduit casing which keeps all the wiring in order.

**Warning! Never touch or allow anything to touch the terminal strip.  
The terminals may be energized and injury could result.**

### **One- or Two-Pen Recorder (optional, door of control cabinet)**

The one- or two-pen circular recorder makes a permanent record of chamber temperatures during the cremation cycle. A one-pen recorder normally charts afterchamber temperature. A two-pen recorder charts afterchamber and cremation chamber temperatures.

# TOP OF CREMATOR DESCRIPTION

## **BURNERS**

All the burners are the same brand. They have connections for gas and air, spark plug and flame detector attachment. The gas/air mixture is ignited by the spark plug and watched by the flame detector, which uses ultraviolet sensing to ensure a safe and stable flame. The spark plug and flame detector require occasional cleaning.

The cremation burner is on top in the middle front of the unit. It is fired in two stages: low fire and high fire. The firing rate is controlled by the CREMATION BURNER 3-position switch and CREMATION BURNER TIMER and the low fire and high fire gas valves. The low fire flame ignites the materials in the containers. Then for the remainder of the cremation the larger high fire flame is used.

The afterburner, beside the stack at the rear of the unit, is used to heat the afterchamber and minimize emissions. The afterburner is activated by the AFTERBURNER OFF/ON switch. The afterburner gas input is adjusted automatically by the temperature controller.

The rear cremation burner is behind the cremation burner. It is controlled by the REAR CREMATION BURNER 3-position switch and the REAR CREMATION BURNER TIMER and the main gas valve. The rear cremation burner is used for animal cremation to increase the burn rate of remains in the rear of the chamber.

The PREHEAT BURNER (if applicable) is with the AFTERBURNER. The afterburner/preheat is a special oversized burner wit acts as both an afterburner and a preheat burner. It is controlled by the PREHEAT BURNER OFF/ON switch and the main gas valve. The preheat burner is used to shorten the preheat time in locations with high preheat temperature requirements.

## **Electric Gas Valves**

The electric gas valves allow gas to flow to the burners.

## **Afterburner Actuator**

The afterburner actuator opens and closes the gas valve to adjust the flow of gas to the burner.

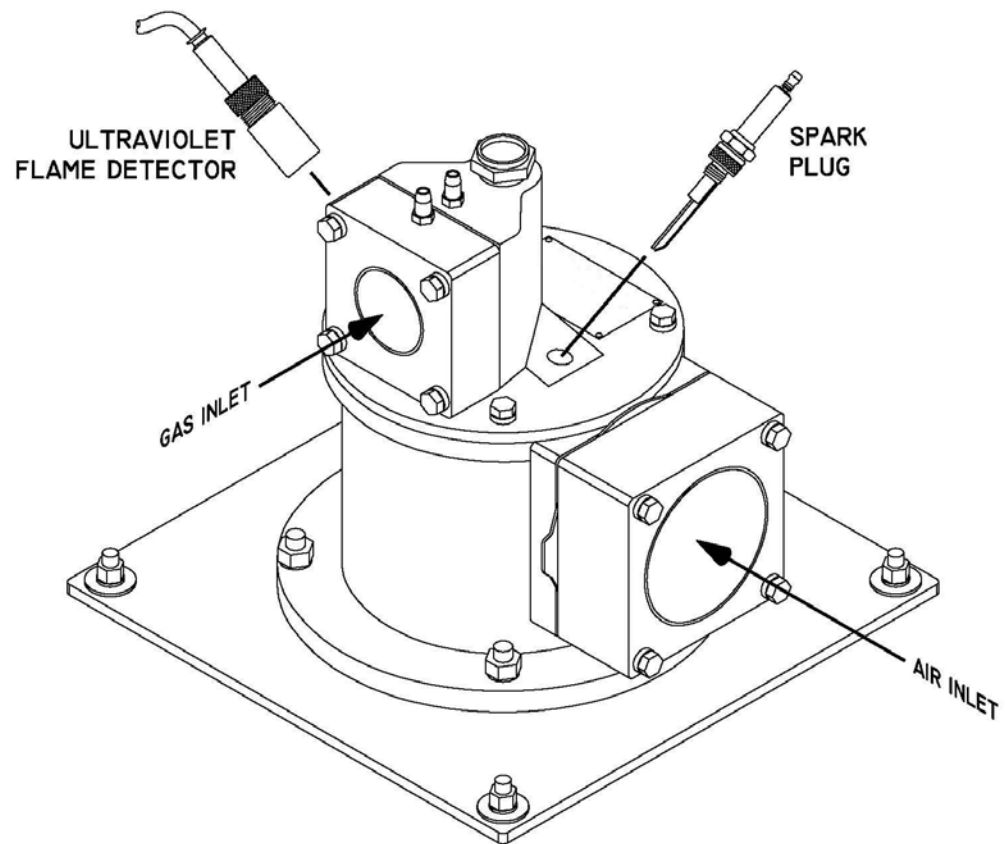
## **Manual Orifice Valves**

The manual orifice valves are used to regulate the gas flow to the burners.

## **2" FIP Gas Connection**

The gas connection is where the facility's gas line is connected to the machine.

# BURNER DRAWING



# TOP OF CREMATOR DESCRIPTION (CON'T)

## **AIR SYSTEM**

### **Blower**

The blower provides air for combustion, maintains a negative draft through the interior chambers, and cools the exhaust gases before they exit the vent stack.

### **Throat Air Actuator & Valve**

The throat air actuator opens and closes the throat air valve. It is controlled by the THROAT AIR 3-position switch and the THROAT AIR timer. The throat air is generally used during the first half of the cremation cycle to provide additional combustion air in the afterchamber.

### **Air Proving Switch**

The air proving switch checks for sufficient air pressure for combustion, cooling and draft. If there is an air supply problem, this switch will discontinue the green SAFE RUN (CYCLE START) light and shut off the burners.

## **ELECTRICAL SYSTEM**

**WARNING! Be certain the power supply is off before servicing any of the electrical components.**

### **6 × 6 Electrical Boxes and Incoming Power Wires**

The three 6 × 6 electrical boxes contain the incoming wiring connections for all the cremator's electrical components. In the rear box are two black wires (single phase) or three black wires (three-phase) for the incoming power and a grounding lug for the equipment ground connection. Control circuit incoming power connections are also supplied.

### **Ignition Transformers**

The ignition transformers generate high voltage for the burner spark plugs.

### **Thermocouples**

Thermocouples provide the temperature controller(s) and (optional) pen recorder with temperature input signals. On a standard unit, they are located in



## TOP OF CREMATOR DESCRIPTION (CON'T)

the front of the unit under the diamond plate (accessible through removable plate) for afterburner thermocouple and on the top of the unit near the afterburner for the cremation chamber thermocouple. This unit uses a **type-K** thermocouple.

### **Pollution Control System (PCS)**

The pollution control system SmokeBuster <sup>™</sup> monitors the clarity of exhaust gases as they enter the vent stack. The PCS consists of a transmitter and a receiver mounted on opposite sides of the stack. The transmitter shines a light through the stack to the receiver. If a pollution condition should arise, the PCS detects it and immediately takes measures to correct it. Both the transmitter and receiver have lenses which must occasionally be cleaned.

### **Burner Off Limit Switch**

The burner off switch shuts off the cremation burner(s) when the door is raised higher than 6".

### **Door Stop Switch**

The door stop switch stops the hydraulic pump when the door reaches its fully raised position.

## REFRACTORY (BRICK AND CASTABLES)

Several types of high-temperature refractory are used in our cremation equipment to give it the greatest efficiency and durability available today. Refractory wears according to the use and care it is given. Normal wear in refractory will produce expansion cracks in the bricks and cast sections. Spalling, another normal wear condition, has the appearance of peeling. These "peelings" eventually fall away, exposing new refractory. When wear or spalling decays the surface of the refractory to a depth of 1½ to 2", it is time to consider repairs.

Refractory maintenance and inspection procedures are described in this manual. If there are questionable sections of refractory in the cremation equipment, please take photographs and send the photos to our service department. We will evaluate the condition and advise you of our recommendation in writing or by telephone.

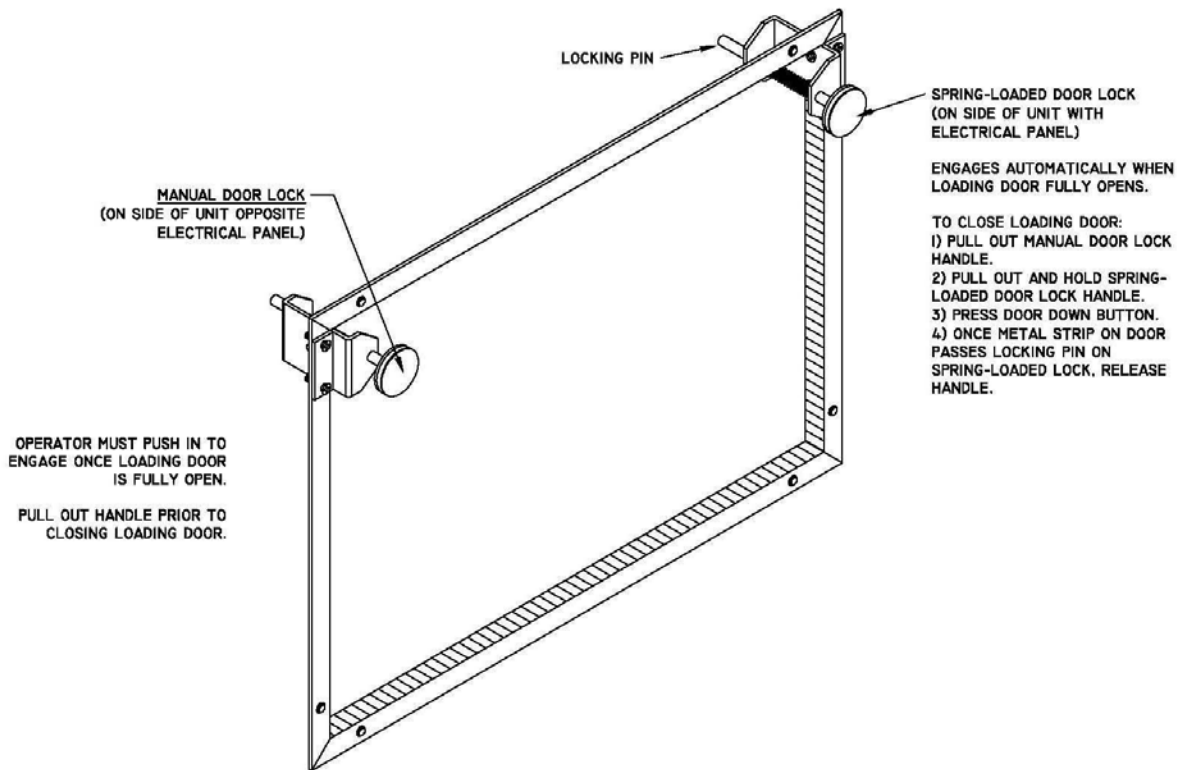
# OPERATION OF THE EQUIPMENT

## LOADING PROCEDURES FOR ANIMAL REMAINS

**WARNING! DO NOT EXTEND ANY PART OF YOUR BODY BENEATH THE OVERHEAD DOOR! THIS COULD CAUSE SERIOUS INJURY!**

1. Open the cremation chamber loading door until the spring-loaded door lock engages.
2. Push in the manual door lock on the opposite side of the loading door.
3. Place an identification disc into the cremation chamber (front right side) using the roller/disc placement tool. (If applicable).
4. Push the animal remains off the loading cart or tray and into the chamber using the clean-out tool, stoking tool or the roller/disk placement tool.
5. Close the cremation chamber loading door by pulling out the manual door lock. Then, while pulling out the handle of the spring-loaded door lock, lower the Door. Once the pin on the door lock makes contact with the 1½" stainless steel strip on the loading door, release the handle.

# DOOR LOCKS



## OPERATION OF THE EQUIPMENT (CON'T)

**It's important to prioritize the cremation workload by weight.** Heavier loads should be cremated first. Always exercise caution when loading flammable containers and remains into a hot cremation chamber.

**WARNING! DO NOT EXTEND ANY PART OF YOUR BODY BENEATH THE OVERHEAD DOOR! THIS COULD CAUSE SERIOUS INJURY!**

1. Adjust the timers to the following settings **(for an average cremation of 700 lbs)**:

CYCLE TIMER	270 minutes (4 ½ hours)
(FRONT) CREMATION BURNER	60 minutes (1 hour) delay
THROAT AIR	180 minutes (3 hours)

2. Turn the POWER OFF/ON switch to the ON position.
3. Open Doors. Load the chamber. Close the doors. In some locations, this step must be performed after the preheat period.
4. Set the AFTERBURNER switch to ON. If your cremator has a PREHEAT BURNER, turn the PREHEAT BURNER switch to ON.
5. Turn the POLLUTION CONTROL OFF/ON switch to ON. This activates the pollution control system.
6. Press the CYCLE START Illuminated push button.

a. The blower will start and the SAFE RUN lights should illuminate, indicating that all safety limits have been met (i.e., proper temperature and air pressure). The burners will not fire unless these circuits are made.

b. The pollution control system, including the pollution control timer, will test itself, and keep the POLLUTION ALARM light on for 3½ minutes.

c. The afterburner will ignite within 30 to 90 seconds and will run for the time set on the CYCLE TIMER.

## OPERATION OF THE EQUIPMENT (CON'T)

7. This part of the cycle is the preheat period. When the afterburner has run for 30 minutes the chamber will be hot enough to begin the cremation. More time may be necessary to reach the required minimum temperature in some locations.

The preheat time can be varied as necessary. However, it should never be less than 15 minutes.

8. After the preheat period is over it is time to start the cremation. Turn the CREMATION BURNER switch to LOW FIRE START, the THROAT AIR switch to OFF DELAY. Also turn the REAR CREMATION BURNER switch to AUTO.

- a. The cremation burner will ignite in LOW FIRE MODE to ignite the highly flammable materials in the chamber. Also, the throat air valve will open.

- b. 60 minutes after the cremation burner LOW FIRE MODE starts, the high fire mode will activate, increasing the firing rate to speed up the cremation. The time differential between low fire and high fire can be varied by changing the CREMATION BURNER timer setting or by turning the CREMATION BURNER switch to the HIGH FIRE position when desired.

Also, the REAR CREMATION BURNER timer will activate the rear cremation burner to help speed up the cremation

- c. 3 hours after the cremation starts, the THROAT AIR timer will close the throat air valve. The throat air is only needed during the first half of the cycle to help burn the gases from the cremation.

- d. 4 ½ hours after start-up, the burners will shut off. This cycle time is determined by the CYCLE timer and can be extended or shortened as necessary to complete the cremation.

- e. The blower will continue to run for cooling purposes until the automatic cooling cycle is over, or until the POWER ON switch is turned to the OFF position.

## OPERATION OF THE EQUIPMENT (CON'T)

### Visual Inspections

We recommend periodic visual inspections of the progress of the cremation to ensure that the burners stay activated long enough to complete the cremation.

**CAUTION: DO NOT OPEN DOOR DURING THE FIRST 30 MINUTES OF THE CREMATION PROCESS.**

### Repositioning During the Cremation Cycle

Repositioning the remains and container remnants during the cremation cycle is not required, but it will shorten the cremation process. Reposition when the cremation is approximately 75% complete. Ensure the throat air is on during the repositioning procedure. This will help minimize any emissions created by repositioning.

### Cool Down Before Removal

As soon as the first cremation of the day has been completed, shut all the burners off. Cool the remains before removal by resetting the CYCLE timer. Cool the remains for approximately 15-20 minutes before removing them from the cremation chamber.

### Clean-Out

Make sure the cremated remains collection pan is in place. Open the loading door and carefully transfer all the remains to the front of the cremation chamber using the provided clean-out tools. Remove the remains by transferring them into the clean-out hopper in front of the cremation chamber.

### Cool Down Between Successive Cremations

After removing all remains from the hearth, make sure that the CYCLE timer has sufficient time remaining and that all burners are off. With each successive cremation performed the same day, increase the cool down times.

#### Minimum cool down time between:

1st and 2nd cremations:	60 minutes
2nd and 3rd cremations:	90 minutes
3rd and 4th cremations:	90+ minutes
4th and 5th cremations:	90+ minutes

## OPERATION OF THE EQUIPMENT (CON'T)

### **Preheat For Successive Cremations**

With each successive cremation performed the same day, preheat times before loading may be decreased. If your cremator is equipped with a supplemental preheat burner, it may not be necessary to turn it on.

#### Minimum Preheat time before loading:

2nd cremation:	20 minutes
3rd cremation:	15 minutes
4th cremation:	10 minutes
5th cremation:	< 10 minutes

Ensure all the air controls are in the OFF position when preheating.

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# MAINTENANCE

## Quarterly Maintenance

**WARNING! TURN OFF THE POWER SUPPLY AND SHUT OFF THE GAS SUPPLY TO THE CREMATION EQUIPMENT BEFORE PERFORMING ANY MAINTENANCE.**

**WARNING! IF FOR ANY REASON ACCESS IS REQUIRED BENEATH THE CREMATION CHAMBER DOOR OR INSIDE THE CREMATION CHAMBER, MAKE SURE THE DOOR LOCKS ARE ENGAGED.**

**1. Clean Spark Plugs:** Unscrew each spark plug from its burner. Clean the end of the spark plug electrode and ground rod with fine steel wool or fine sandpaper. Remove any soot or carbon buildup. After cleaning, reset the spark plug gap (the distance between the electrode and ground rod) to 1/8" or 3/16".

**2. Clean Flame Detectors:** Loosen the aluminum nut attaching the flame detector to the burner base. Locate the lens inside, at the end with the attachment nut. Clean the lens with a dry cotton cloth or tissue, removing any soot or carbon buildup. After cleaning, reattach to the burner by tightening the aluminum nut "hand tight, only."

**3. Clean and Adjust Pollution Control System:** Use a soft cloth and wipe off both the transmitter bulb and the receiving lens. If the lenses do not come completely clean, a window cleaning fluid may be required. To adjust the PCS:

- a. Turn the POWER ON/OFF and POLLUTION CONTROL ON/OFF switches ON.
- b. Place the shaded plastic opacity plate, hanging on a chain from the PCS transmitter, over the center of the transmitter bulb.
- c. Turn the round adjustment knob (on the transmitter back plate) counterclockwise, dimming the light until the receiver starts its "buzzing" alarm. Then very slowly turn the knob back clockwise, brightening the light just until the receiver stops buzzing.

**4. Inspect Door Systems:** The loading doors are lifted by a chain attached to sprockets. The sprockets are rotated by counter weights. The door system should be inspected every 400 cremation cycles.

- a. Inspect the chains for wear, dryness, nicks, bowing and stretching.
- b. Inspect the master links (connection links at both ends of a chain) for wear, dryness, nicks, bowing and stretching.
- c. Check all chains' points of connections and doors for wear and abnormalities.
- d. Inspect the main drive shaft for wear, rust, bowing and abnormalities.



## MAINTENANCE (CON'T)

- e. Inspect all sprockets for wear, dryness, missing teeth, chain connections and shaft key placement.
- f. Check the shafts bearings for wear, dryness and stretching.
- g.

**Replace any worn or questionable part as needed, chains every 2,000 cycles or sooner.**

### **Annual Maintenance**

**WARNING! TURN OFF THE POWER SUPPLY AND SHUT OFF THE GAS SUPPLY TO THE CREMATION EQUIPMENT BEFORE PERFORMING ANY MAINTENANCE. IF FOR ANY REASON ACCESS IS REQUIRED BENEATH THE CREMATION CHAMBER DOOR OR INSIDE THE CREMATION CHAMBER, MAKE SURE THE DOOR LOCKS ARE ENGAGED.**

1. **Lubricate Blower Motor:** Locate the grease fittings on the motor and lubricate them with an all-purpose grease.
2. **Inspect Refractory:** Refractory should be inspected and evaluated annually. Check to be sure no areas of refractory have fallen away to expose the steel structure. Refractory in the interior chambers is a minimum of 4½" thick. General wear or spalling as deep as 2" can be tolerated, but should be noted for future repairs. Wear or spalling more than 2" deep should be repaired as soon as possible. Consult the factory for further instructions.
  - a. Inspect Refractory in the Cremation Chamber: Enter the cremation chamber with a flashlight and inspect the refractory throughout the chamber.
  - b. Inspect Refractory in the Main Loading Door: To inspect the refractory on the inside of the main loading door, one person should be inside the cremation chamber with a flashlight, while a second person stands outside the equipment and partially closes the loading door behind the first person. This allows the person inside the chamber to have a good look at the condition of the firebrick in the loading door.
  - c. Inspect Refractory in the Afterchamber: To gain access to the afterchamber remove both plates at the rear of the unit. After removing all 3/8" nuts and pulling off the plates there will be insulation to remove, then a dry fitted refractory wall which must also be removed to gain access. Particular attention should be paid to the center divider wall, baffles and supporting arches.

# TROUBLESHOOTING

**WARNING! TURN OFF THE POWER SUPPLY BEFORE PERFORMING ANY SERVICE ON THIS EQUIPMENT.**

## **Blower**

### **1. If the Blower Does Not Start:**

- a. Check that the power source or supply breaker has not tripped off.
- b. Reset the motor starter in the control panel by pressing the reset bar.
- c. Check the 5-amp fuse located in the electrical control cabinet on the side of the cremation equipment.
- d. Consult with the manufacturer for technical advice.

### **2. If the Blower Does Not Stop Automatically:**

- a. With the CYCLE timer zeroed out, ensure that the internal cool-down timer is timing down. If not, the timer is malfunctioning and should be replaced at the earliest convenience.

## **Burners**

### **1. If Burners Will Not Fire:**

- a. Check to be sure the green BLOWER ON light is on.
- b. If not, check the air proving switch on top of the cremation equipment to be sure it is proving that the blower is providing sufficient air.
- c. Check that the transmitter bulb and the receiving lenses on the pollution control system are clean. Note: This procedure applies to the cremation burner only.
- d. With the POWER ON/OFF switch OFF, turn the pollution control timer all the way counterclockwise to the zero position. If this corrects the burner failure, leave this timer at zero and order a replacement timer. If this does not correct the burner failure, reset the timer to 3½ minutes.

# TROUBLESHOOTING (CON'T)

## **Burners (Con't.)**

### **2. If Either Burner Reset Light Should Illuminate:**

- a. Press the Illuminated RED RESET button on the applicable burner control.
- b. Clean the burner spark plug on the burner that has failed, as explained in the quarterly maintenance procedure.
- c. Clean the ultraviolet flame detector on the burner that has failed, as explained in the quarterly maintenance procedures.
- d. If the above steps fail, consult with the manufacturer for technical support.

## **Thermocouple(s)**

### **1. If the Temperature Controller Shows OPEN in the Display:**

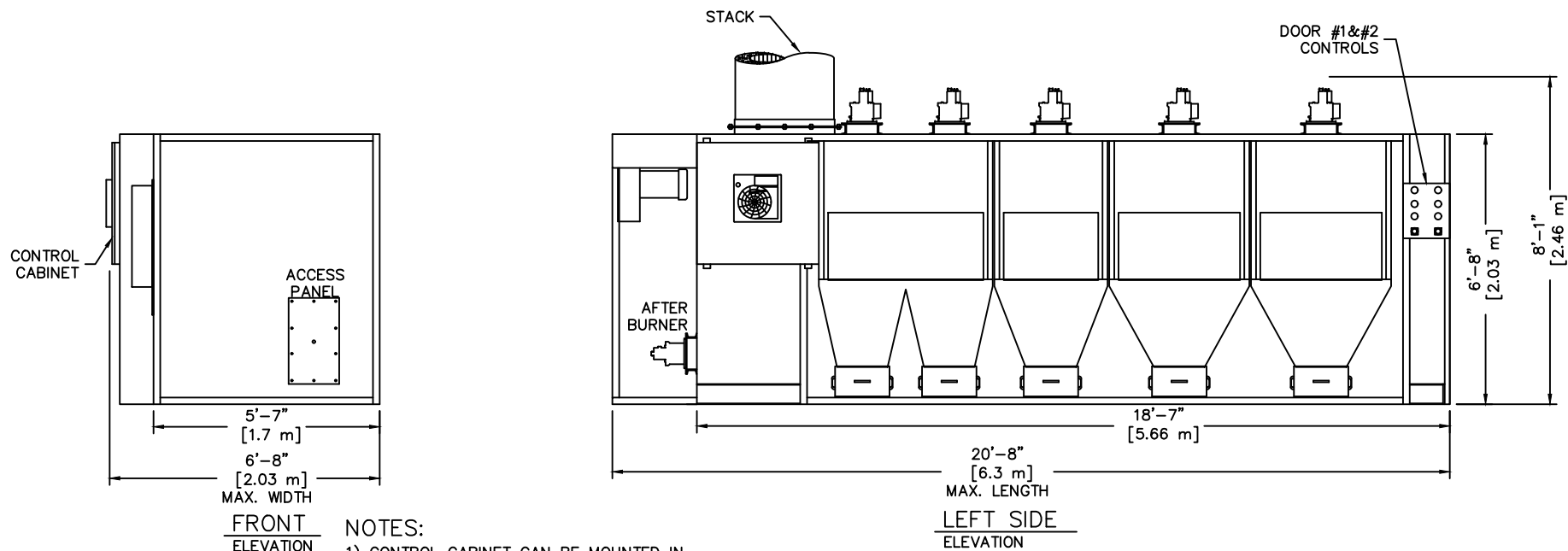
- a. Check the wiring from the thermocouple to the temperature controller to ensure no wires are touching and that all wiring connections are tight.

**Note:** you do not have to shut off the power to the cremator to check thermocouple wires.

- b. Remove the cap and verify that the yellow wire is firmly connected to the positive terminal and the red wire is firmly connected to the negative terminal.
- c. Remove the entire thermocouple assembly and inspect the casing. If the casing is cracked or ruptured, replace it.
- d. Remove and inspect the thermocouple insert for cracks or separation points in the entwined metal at its tip. If the insert is damaged, replace it.

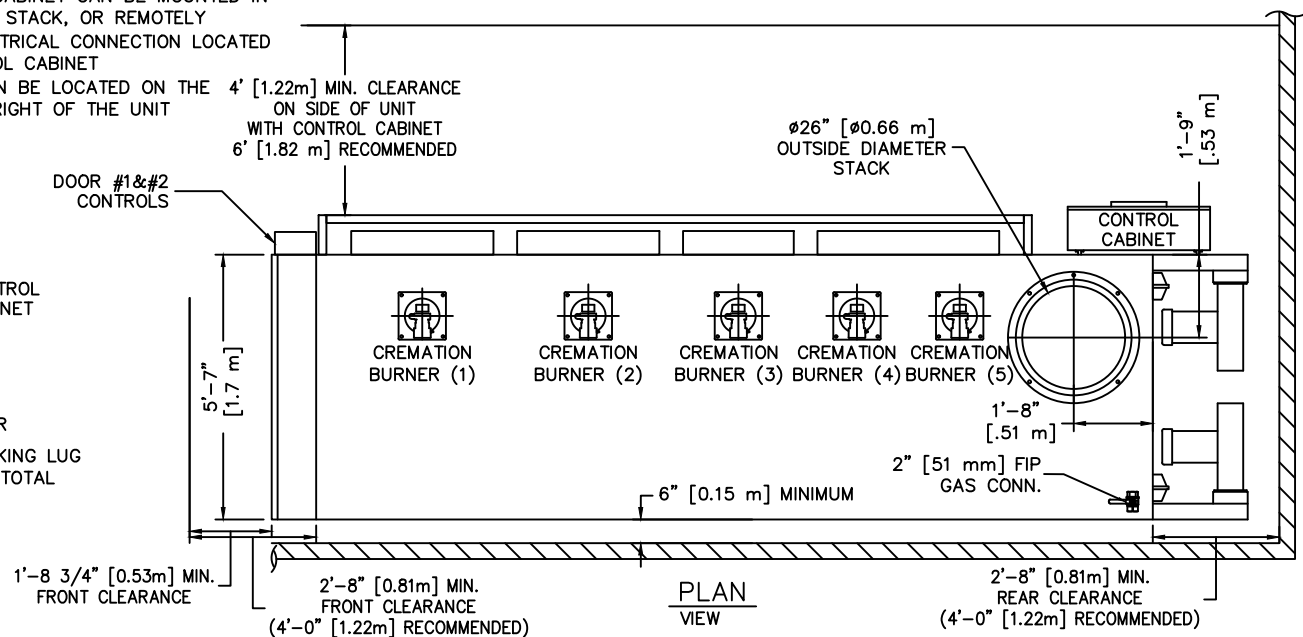
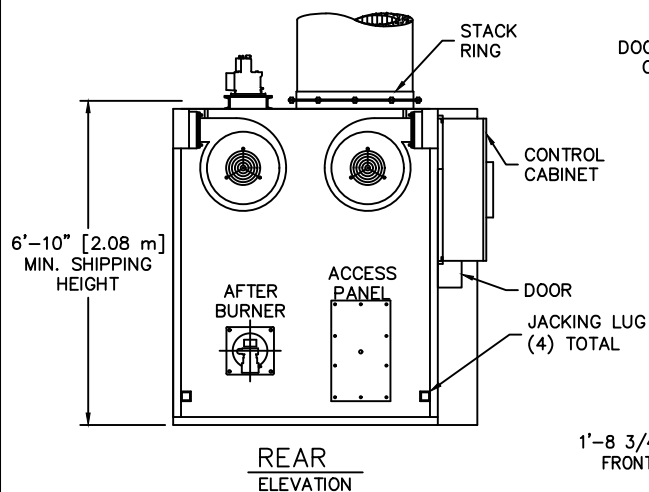
# REPLACEMENT PARTS LIST

<u>Description</u>	<u>Part Number</u>
* Combustion Control, Afterburner or Cremation Burner	17-0658
* Flame Detector, Ultraviolet	12-1252
* Light Bulbs, Operating Panel (MB155)	17-04011
* Spark Plug, Therm-Jet	17-3703
Switch, Air Proving	15-2227
Switch, Limit (Door Stop or Burner Off)	17-4055
* Thermocouple, K-Type, 24"	17-44405
Thermocouple, K-Type, 18" (Optional)	17-44404
* OMRON Timer (Universal)	17-45691
Pollution Control Timer, (Eagle)	17-4650
Bulb, Pollution Control Transmitter	17-0350
Receiver, Pollution Control	17-2752
Wire, Ignition GT015	29-0700
Terminal, Ignition, 90 Deg.	29-0855
Terminal, Ignition, Ring Type	29-0400
* Spares of these parts should be kept at your facility.	



# NOTES:

- 1) CONTROL CABINET CAN BE MOUNTED IN FRONT OF STACK, OR REMOTELY
- 2) MAIN ELECTRICAL CONNECTION LOCATED IN CONTROL CABINET
- 3) STACK CAN BE LOCATED ON THE LEFT OR RIGHT OF THE UNIT

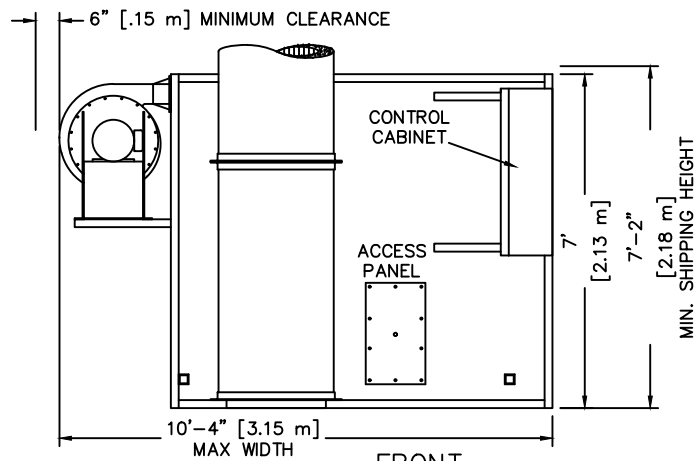


**Matthews**  
 ENVIRONMENTAL SOLUTIONS  
 2045 Sprint Boulevard  
 Apopka, Florida 32703  
 USA

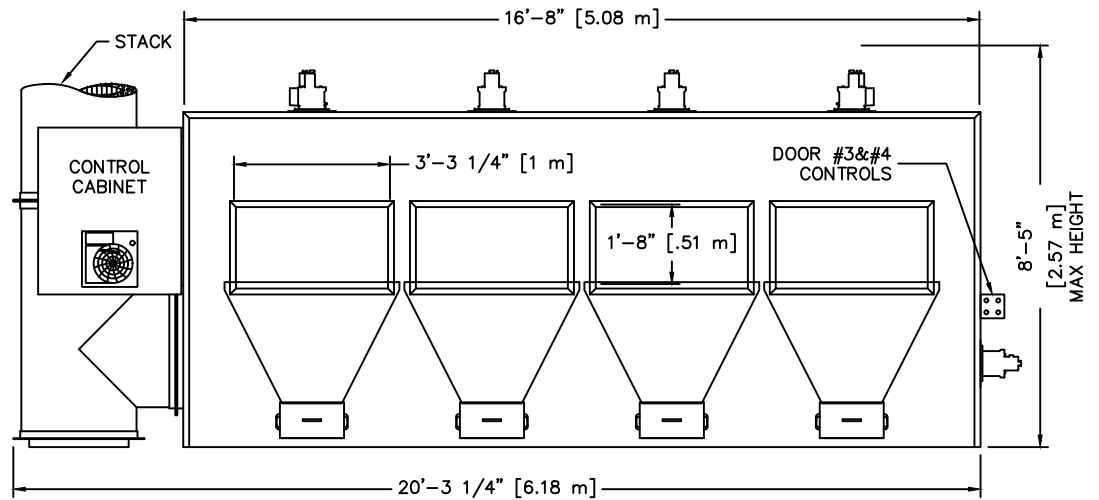
IEB SERIES 32-5S

PLAN & ELEVATIONS INCL: CLEARANCES,  
 REQUIREMENTS & RECOMMENDATIONS

DRAWN BY:	JG	DATE:	05.11.2015	REVISION:	
APPROVED BY:	-	DATE:	-	1	07.10.2017 REMOVED EXTRA BURNER
SCALE:	1/4" = 1'-0"	SHEET:	OF:	2	07.21.2017 ADDED NOTE ABOUT ELEC. CONN.
DWG FILE:					
DWG NUMBER:			09-004		



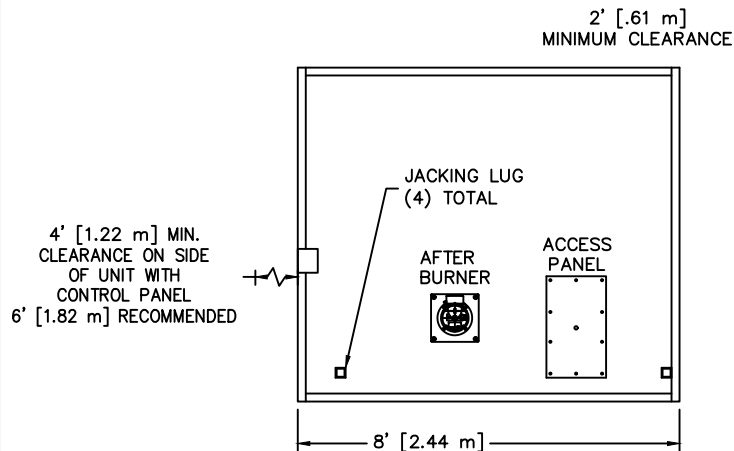
FRONT  
ELEVATION



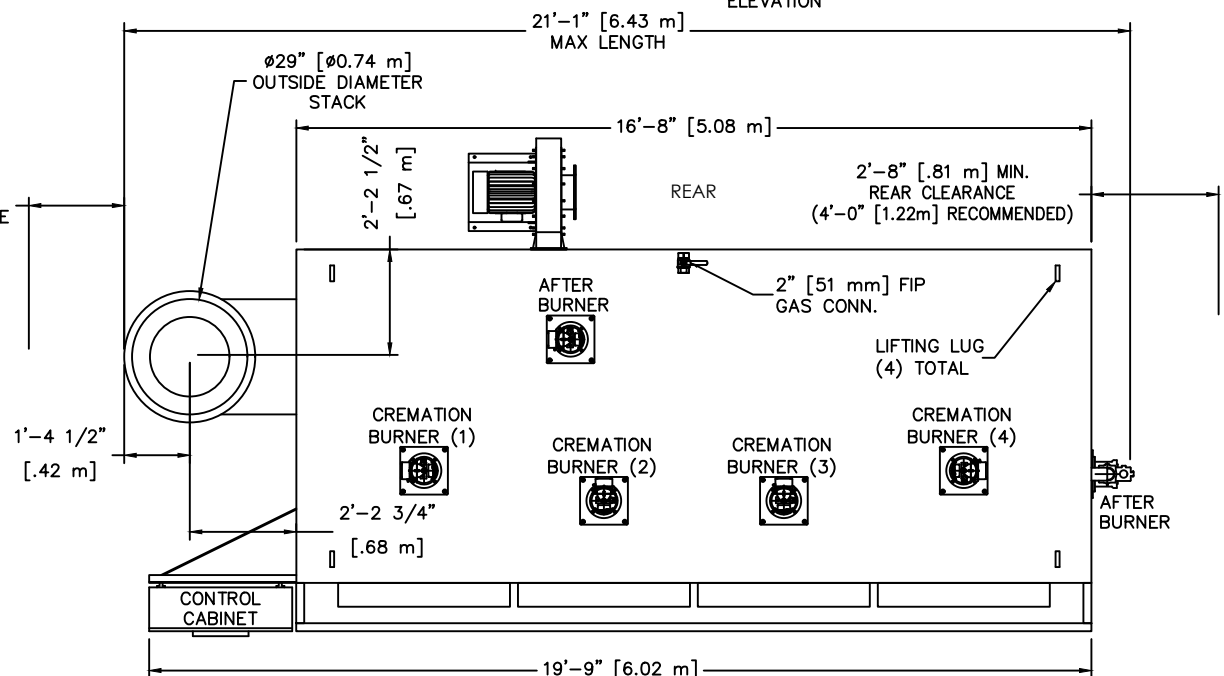
RIGHT SIDE  
ELEVATION

NOTES:

- 1) CONTROL CABINET CAN BE MOUNTED IN FRONT OF STACK, OR REMOTELY
- 2) MAIN ELECTRICAL CONNECTION LOCATED IN CONTROL CABINET
- 3) STACK CAN BE LOCATED ON THE LEFT OR RIGHT OF THE UNIT



REAR  
ELEVATION



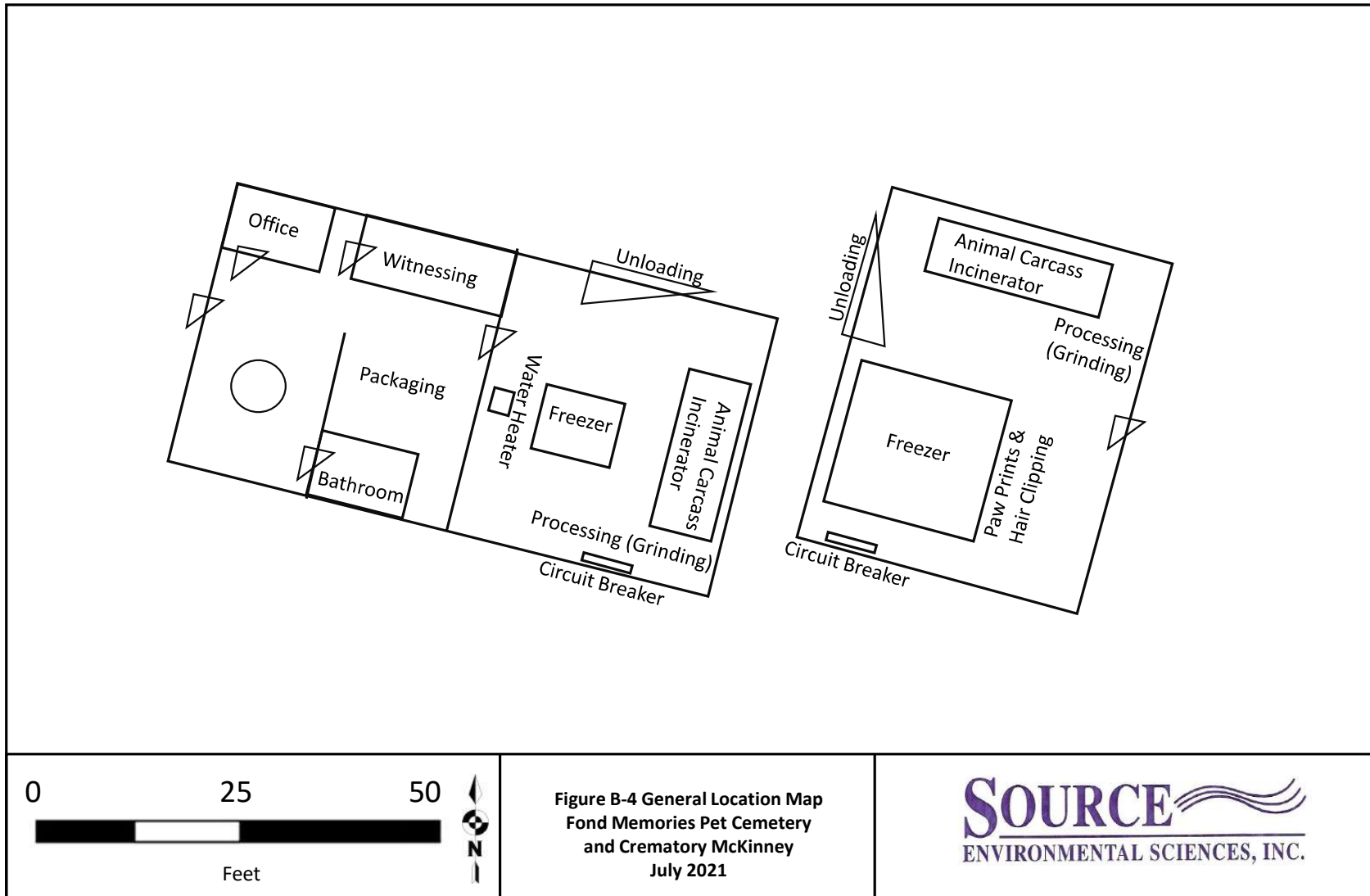
PLAN  
VIEW

**Matthews**  
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Apopka, Florida 32703  
USA

IEB SERIES 56-4S

PLAN & ELEVATIONS INCL: CLEARANCES,  
REQUIREMENTS & RECOMMENDATIONS

DRAWN BY:	OE	DATE:	07.12.2018	REVISION:
APPROVED BY:	-	DATE:	-	
SCALE:	1/4" = 1'-0"	SHEET:	OF:	
DWG FILE:				
DWG NUMBER:		09-004		



## ATTACHMENT C

### MSW Permit No. 2415

Site Operating Plan

Fire Protection Plan

Emergency Action Plan



## Standard Operating Procedures



V1\_1.19.21

### Arrivals and Crematory Check-In Procedure SOP

#### Purpose

To standardize the arrivals process utilizing Paws-e-Track (PeT).

#### Procedure

For every pet that comes into our facilities, they must be arrived into PeT using one of the two listed methods (Manual or Truck). A scale will be required, as will bins/carts with unique PeT barcode identifiers.

#### **Tools Needed:**

- PeT RSR or OPS app connected device
- Bluetooth barcode scanner

#### **Suggested Personal Protection Equipment:**

- Latex Gloves
- Steel toe Shoes

#### Best Practices:

1. Work on One Pet at a Time.
2. The tablet must always be visual and present.
3. We must weigh and confirm the weight for every pet.
4. Record the entire weight to include the decimal point and number after.
5. Conduct proper bin scans and place the pet in the right place.
6. Vehicles must be unloaded each day and all pets should be placed in the proper morgue. Pet's will not be left out.

#### Manual Arrivals:

1. Prepare the required bins, racks and scale.
  - a. If using bins, line with plastic liners.
  - b. Ensure each bin has a unique PeT barcode attached. (Private, Individual, Communal, Special Services, and Hold should all be available)
  - c. Turn on the scale, ensure the units are correct and it reads 0.0 units.

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Powered By  
**GATEWAY**

## Standard Operating Procedures



2. Ensure that the general public has limited/no visual access to the arrival's procedures.
3. Log into the PeT system.
4. Open the menu by tapping the menu icon in the upper left.
  - a. This will be on the upper right for RSR app users.
5. Select "Order Arrivals".
  - a. Ensure that you have selected "Manual Arrivals" on the upper portion of the screen
6. Scan the PeT barcode for the pet you are arriving.
7. Ensure you are only handling one pet at a time.
  - a. Pets should be gently removed and placed onto the scale, one at a time
8. Once the PeT system prompts for a pet weight, enter the weight on the scale to include the decimal point and then select "Save".
  - a. If you enter a weight that is off (by a predetermined percentage) from the clinic entered value, a red "weight discrepancy" box will appear on the screen. It is requesting that you confirm the weight you've entered and choose to re-enter a new weight, or you may select "proceed" if the weight was entered correctly.
  - b. If the pet has any special instructions in PeT, a white "Special Instructions" box will appear on the screen after weight entry. **You will only check the box beside the special instruction if you are physically able to complete the task.**
  - c. If you are not able to complete the task, select continue at the bottom of the screen.
9. Read the "Transfer Remains" information. Move the pet to the correct bin or rack and scan the rack to confirm the location of the new arrival.
  - a. The Transfer Remains info will tell you to place the pet on either a Private, Individual, Communal, Special Services, or Hold rack.
  - b. If the pet is accidentally scanned to the incorrect location, a warning will be prompted. The pet must be moved and scanned to a correct location before additional arrivals can proceed.
10. Repeat steps 6 through 10 until all arrivals are completed.
11. Ensure all racks/bins are moved to the correct locations. Pets should not be left out on the production floor unless they are immediately being handled by special service or cremation technicians.
12. Log out of the PeT system.
  - a. Tap the Menu Icon in the upper left, Logout will be the bottom menu item.

### Truck Arrivals:

1. Prepare the required bins, racks and scale.
  - a. If using bins, line with plastic liners.
  - b. Ensure each bin has a unique PeT barcode attached. (Private, Individual, Communal, Special Services, and Hold should all be available)
  - c. Turn on the scale, ensure the units are correct and it reads 0.0 units.
2. Ensure that the general public has limited/no visual access to the arrival's procedure.
3. Log into the PeT system.

## Standard Operating Procedures



4. Open the menu by tapping the menu icon in the upper left.
  - a. This will be on the upper right for RSR app users.
5. Select "Arrivals".
  - a. Ensure that you have selected "Unload Truck" on the upper portion of the screen.
6. Scan the unique PeT truck barcode associated with the vehicle you will be unloading.
  - a. You will now see a screen with all the assets that are currently loaded onto the vehicle.
7. Scan the PeT barcode for the pet you are arriving.
8. Ensure you are only handling one pet at a time.
  - a. Pets should be gently removed and placed onto the scale, one at a time.
9. Once the PeT system prompts for a pet weight, enter the weight on the scale to include the decimal point and then select "Save".
  - a. If you enter a weight that is off (by a predetermined percentage) from the clinic entered value, a red "weight discrepancy" box will appear on the screen. It is requesting that you confirm the weight you've entered, please choose to re-enter a new weight or you may select "proceed" if the weight was entered correctly.
  - b. If there is a weight discrepancy, the Client Care team member or the FM should be notified. We may have to contact the clinic to verify weight discrepancy to prevent a wrongful cremation.
  - c. If the pet has any special instructions in PeT, a white 'Special Instructions' box will appear on the screen after weight entry. **You will only check the box beside the special instruction if you are physically able to complete the task.**
  - d. If you are not able to complete the task, select continue at the bottom of the screen.
10. Read the "Transfer Remains" information. Move the pet to the correct bin or rack and scan the rack to confirm the location of the new arrival.
  - a. The Transfer Remains info will tell you to place the pet on either a Private, Individual, Communal, Special Services, or Hold rack.
  - b. If the pet is accidentally scanned to the incorrect location, a warning will be prompted. The pet must be moved and scanned to a correct location before additional arrivals can proceed.
11. Repeat steps 7 through 11 until all arrivals are completed.
12. If all arrivals have been completed but the PeT app still shows pet assets loaded onto the truck, please stop and contact the Facility Manager or supervisor.
13. If a pet is missing an Asset Tag, set the pet aside and continue unloading the vehicle. Realistically, the last pet on the vehicle is the pet in question. Pet should also still show in PeT. Verify weight of the pet and Contact the Facility Manager or supervisor if questions are still present.
14. If two pets are in question, notify the Facility Manager or Supervisor right away. We may have to contact the clinic for breed information.
15. Any missed deliveries can be removed from the vehicle as well.
  - a. Scan the delivery box barcode.
  - b. Place delivery box back onto the correct delivery shelf when prompted.
  - c. Scan delivery shelf barcode.

## Standard Operating Procedures

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16. Ensure all racks/bins are moved to the correct locations. Pets should not be left out on the production floor unless they are immediately being handled by special service or cremation technicians.
17. Ensure the pet transportation area of the vehicle has been cleaned, sanitized and prepared for the following route.
  - a. Ensure supplies are restocked in the vehicles.
18. Log out of the PeT system.
  - a. Tap the Menu Icon in the upper left, Logout will be the bottom menu item.

**Please direct any questions and/or changes related to operational policies to your Regional Manager.**

Powered By  
**GATEWAY**

## **Storage of Pets SOP**

### **Purpose**

To provide guidelines for all Team Members to follow when storing pets that are in our care.

### **Procedure**

We will follow all requirements set forth by the IAOPC, facility Air Permits, and Gateway policies.

### **Morgue Requirements:**

1. Facility will have a morgue for deceased pet's bodies on premises.
2. The morgue will be clean and odor free. A deep clean may be needed weekly or bi-weekly.
3. The morgue must follow all applicable public health regulations, state regulations and be in line with the facility Air Permit requirements to include temperature and cleanliness.
4. The facility must have enough morgue space present to accommodate one (1) week of average activity.
5. Morgue units shall be secure from access by anyone other than Gateway personnel or parties accompanied by Gateway personnel.
  - a. A sign stating "Only authorized Personnel allowed in Morgue area" is ok.
6. Unless it is physically impossible due to size (In the case of a large animal like a horse), the morgue should not hold a pet's remains for cremation unless it is contained within a cadaver bag, that can be securely closed or sealed.
7. Each rack, bin or shelf should only have one bar code. Not multiples.
8. Racks and bins must be clearly marked and segregated as Private, Individual, Communal, or HOLD (if space allows).
9. HOLD area must be clearly identified with PeT tag.
10. The door or lid to the morgue must properly close and seal.
11. Communal pets will be in chest freezer morgues if communal bins are not present.
12. Communal bins must be maintained and not leaking in the morgue.
13. Pets should not be on the floor in the morgue.

### **Handle and Store Pets with Respect**

1. Pets should always be in a company provided cadaver bag.
2. The cadaver bag must be closed and sealed.
3. Body parts should not be protruding from the cadaver bag. Re-bag if necessary.
4. Cadaver bags with heavy fluids should be double bagged so fluids are not leaking from the bag.
5. Treat all pets with Respect. Handle the pets gently, not aggressively.
6. Handle only one pet at a time.

7. Do not toss or drop any pet.
8. All Pets must be in a morgue and not left on the production floor.
9. Pets should not be left out of the morgue for longer than 15 minutes unless being cremated or Special Services are being conducted.
10. Pets must be placed on the proper rack or in the correct bin.
11. All processes should be performed in a manner that is hidden from the public.

### **Communal Cremains:**

1. Communal cremains must be scattered regularly per facility guidelines.
2. Communal cremains should not be stored in large quantities.
3. Communal cremains shall be stored in a dignified manner.
4. Communal cremains shall be processed within an acceptable amount of time and not stored for weeks or months.
5. Communal cremains may only be disposed of in a manner acceptable and approved by Gateway.

**Please direct any questions and/or changes related to operational policies to your Regional Manager.**

## Facility Cleanliness SOP

V1\_1.19.2021

### Purpose

To maintain a clean, professional, and hospitable environment for families and team members. To promote an environment conducive to providing exceptional customer service as well as maintaining employee and organizational wellness.

### Procedure

The items listed below need to be cleaned daily, weekly, or monthly as indicated. All Personal Protective Equipment (PPE) and all cleaning supplies needed to accomplish this effort will be provided by the Facility Manager. Items will be cleaned with disinfectant. Sample the disinfectant on a small area (not visible) to prevent possible damage to the floors and furniture by the disinfectant. Disinfectants and cleaners utilized should be nontoxic and have very little odor. All supplies used for cleaning will be properly maintained and stored in designated storage area.

### Overall Good Cleaning Practices

The following are good General Cleaning practices that allow for constant Cleanliness of the facility:

Pets should always be in Cadaver bags unless for viewing and visitation or **absolutely unachievable**. If unachievable, the pet should be covered with a blanket. **ALL** surfaces (floors, benches, carts, crematories, vans, etcetera) that are subjected to fluids, including but not limited to blood, urine, feces, fur clippings etcetera, should be immediately cleaned and the source of the fluids addressed and/or arrested. Work surfaces should be tidied and cleaned multiple times a day to ensure products do not collect dirt and/or dust off the workplace.

### Entrance / Show Room / Viewing Rooms / Offices

The following items should be cleaned daily or as needed:

- Clean all horizontal surfaces in the room including chair tops, tabletops, and desktops. Pay close attention to high-touch surfaces throughout the day.
- Clean all floors to include entry carpets / rugs. Ensure there is no loose debris or spots.
- Remove garbage and replace garbage bags.
- Clean all water dispensers (Nestle, Culligan etc.).
- Clean all mirrors.
- Make sure all blankets, caskets, and pet beds used on viewing tables are clean, free of pet hair, and free of stains.

The following items will be cleaned weekly:

- Clean doors, door handles and soiled areas of door frames.
- Check walls and baseboards for visible soiling and clean if needed.
- Clean light switches and thermostats
- Clean all furnishings and surfaces including chair legs, windows, windowsills, shelving, telephone, computer keypads, urns, table legs, fans, curtains and desks. Lift items to clean the tables and shelves. **Do not spray wood polish on urns, polish will tarnish urns.**
- Clean and remove all cobwebs.
- Dust all surfaces, including décor.

### **Bathrooms and any sinks on location:**

The following items should be cleaned daily:

- Clean all bathrooms, sinks working from clean areas to dirty areas. Mopping stations included.
- Clean all horizontal surfaces on furnishings to include cabinets.
- Clean door handle and light switch.
- Clean inside and outside of sink, sink faucets and mirror; wipe plumbing under the sink; apply disinfectant to interior of sink. Rinse sink and dry fixtures.
- Clean support railings, ledges/shelves, and furnishings.
- Clean entire toilet including handle and underside of flush rim; ensure enough contact time with disinfectant.
- Change all garbage bags, clean garbage can if dirty.
- Replenish paper towel, toilet paper, waste bag and soap as often as required.
- Clean bathroom floor. Sweep and mop.

The following items should be cleaned weekly:

- Clean doors, door handles, and touched areas of frame
- Check walls and baseboards for visible soiling and clean if needed.
- Clean all furnishings and surfaces including lights, windows, windowsills, shelving and curtains. Lift items to clean the tables and shelves.
- Dust all surfaces once a week and remove all cobwebs from area.

### **Packaging Rooms / Areas**

The following items should be cleaned daily:

- Clean all horizontal surfaces in the room. Pay attention to high traffic surfaces.
- Clean all floors
- Remove garbage and replace garbage bag.
- Make sure all supply holders, containers and packaging tools are clean.



The following items will be cleaned weekly:

- Clean doors, door handles, and soiled areas of door frame.
- Check walls and baseboards for visible soiling and clean if needed.
- Clean light switches
- Clean all furnishings and surfaces including chair legs, windows, windowsills, shelving, computer keypads, table legs, fans, curtains and desks. Lift items to clean the tables and shelves. **Do not spray wood polish on urns, polish will tarnish urns.**
- Dust all surfaces once a week and remove all cobwebs from area.

### **Crematory / Paw print & Hair Clipping stations / Processor units**

The following items should be cleaned daily:

- Clean all horizontal surfaces in the room. Pay attention to high traffic surfaces.
- Clean all floors. Sweep and mop.
- Remove garbage and replace garbage bag.
- Clean the retort surface of soot, fluids, and plastic.
- Clean all carts.
- Clean up any spills in the facility morgues as they occur.
- Remove and clean up all ink, hair clippings, nail clippings or other items left behind from pets.
- Clean all memorialization tools.
- Clean around processor and surrounding area while following safety rules.

The following items should be cleaned weekly:

- Clean doors and touched areas of frame
- Check walls and baseboards for visible soiling and clean if needed.
- Clean all furnishings and surfaces including lights, windows, windowsills, shelving and curtains. Lift items to clean the tables and shelves.
- Clean and remove all cobwebs.
- Dust all surfaces in this area.
- Clean cremation tools when cooled off.
- Conduct a thorough cleaning of facility morgues.
- Check, clean and replace processor filter as needed.
- Clean all fans.
- Clean all types of sinks, hand washing stations and mop stations.
- Clean all safety equipment.
- Clean all lifts / large pet support equipment.
- Clean oven used for paw prints.
- Clean all floor drains.
- Clean off all bay / garage doors.

## **Storage and Inventory areas**

The following items should be cleaned daily:

- Clean all horizontal surfaces in the room. Pay attention to high traffic surfaces.
- Clean all floors. Mop and sweep.
- Remove garbage and replace garbage bag.
- All items should be tidy, clean, and neat in appearance.

The following items will be cleaned weekly:

- Clean doors, door handles and touched areas of frame.
- Check walls and baseboards for visible soiling and clean if needed.
- Clean light switches
- Clean all furnishings and surfaces including windows, windowsills, shelving, table legs, fans, and curtains. Lift items to clean shelves.
- Dust all surfaces once a week and remove all cobwebs from area.
- Keep all spare parts for the retort in a clean location.

## **Grounds / Cemetery / Communal Remains area**

The following items should be cleaned daily:

- Clean all horizontal surfaces such as benches or tables.
- Clean all floors
- Clean exterior front windows and glass doors.
- Remove garbage from all areas.
- All items should be tidy, clean, and neat in appearance.
- Communal remains storage area is clean, free of debris and properly maintained. There should not be a huge backlog of communal remains.
- All tools utilized should be cleaned and stored in the proper location.
- Any hoses used should be free of water and stored properly. Water should be turned off.

The following items will be cleaned weekly:

- Cemetery
  - Cemetery markers are level
  - Beds are free of weeds
  - Grass is mowed
  - Flower hooks are uniform
  - Flowers are seasonal, ensure we are following regulations on what is on the graves and what is being removed. Stuffed animals etc. are only kept for a short period of time.
- Clean doors, door handles and touched areas of frame.

- Check walls and baseboards for visible soiling and clean if needed.
- Clean light switches
- Dust all surfaces and remove all cobwebs from area.
- Remove weeds from flower beds.
- Clean all signs.
- Maintain the grass and landscaping throughout grounds.
- Clean exterior of garage / bay doors.
- Clean any garbage from parking lot.

### Vehicles

The following items should be cleaned daily:

- Clean pet fluids from all surfaces to include floors, walls, bumpers and doors.
- Replace and clean all soiled blankets.
- Clean the carts (if needed), caskets and stretchers if used.
- Clean supply storage area and containers.
- Rolled corrugated cardboard sheets should be replaced/used on vehicle cargo area.



The following items should be cleaned weekly:

- Clean the entire exterior of vehicle.
- Vacuum the entire interior of the vehicle.
- Clean all windows and mirrors.
- Clean all shelving inside of vehicle.
- Conduct a thorough cleaning under seats, of cup holders and all other nooks and crannies.

### **Employees**

Employees will adhere to the employee handbook. If there are any questions related to this section, please contact your Regional Manager.

### **The following items will be conducted monthly throughout all locations:**

- Clean or replace ceiling tiles if stained. If no ceiling tiles, clean soot from exposed ceiling areas.
- Touch up paint on walls and doors if needed.
- Clean A/C vents and replace air filter if due.
- Clean exterior walls and windows.
- Check all floor drains for clogging, unclog if necessary.
- Clean, repair, replace any lights on the interior and exterior of facility.
- A thorough cleaning behind and underneath all furniture.

**Please direct any questions and/or changes related to operational policies to your Regional Manager.**

# DAILY CLEANLINESS CHECKLIST



## Entrance / Show Room / Viewing Rooms / Offices

- ☐ Clean all horizontal surfaces
- ☐ Clean Floors
- ☐ Remove garbage
- ☐ Check of all pet beds, blankets and caskets
- ☐ Clean mirrors
- ☐ Clean water dispensers

## Packaging Rooms / Areas

- ☐ Clean all horizontal surfaces
- ☐ Clean Floors
- ☐ Remove garbage
- ☐ Clean all supply containers and packaging tools

## Storage and Inventory areas

- ☐ Clean all horizontal surfaces
- ☐ Clean Floors
- ☐ Remove garbage
- ☐ Area is clean, tidy and neat in appearance

## Grounds / LYLG / Cemetery / Communal Remains area

- ☐ Clean all benches and table tops
- ☐ Clean all Floors
- ☐ Remove garbage
- ☐ Clean exterior windows and doors
- ☐ LYLG is presentable and professional in nature
- ☐ Communal remains storage area is clean
- ☐ All tools are clean and stored properly
- ☐ Hoses are free of water and stored properly

## Bathrooms and any sinks on location:

- ☐ Clean all horizontal surfaces
- ☐ Clean Floors
- ☐ Remove garbage
- ☐ Check entire sink and mirror
- ☐ Clean toilet
- ☐ Clean door handle and light switch
- ☐ Clean support railings, ledges and shelves
- ☐ Replenish toilet paper, soap and paper towels

## Crematory / PP & HC stations / Processor units

- ☐ Clean all horizontal surfaces
- ☐ Clean Floors
- ☐ Remove garbage
- ☐ Clean retort surface's
- ☐ Clean all carts
- ☐ Clean up any spills in walk in or chest freezers
- ☐ Clean up ink spots, HC's, and nail clippings
- ☐ Clean ink, PP and HC tools
- ☐ Clean processor unit and immediate area

## Vehicles

- ☐ Clean all horizontal surfaces
- ☐ Clean Floors
- ☐ Remove garbage
- ☐ Clean supply containers and packaging tools

# Cleanliness Checklist

Location: \_\_\_\_\_

Month & Year: \_\_\_\_\_

## Area Cleaned

Week one	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
Entrance, Show Room, Viewing Room, Office																									
Bathrooms																									
Packaging Area																									
Crematory, PP station and Processor unit																									
Grounds / LYLK / Cemetery / Communal Rem.'s																									
Inventory / Storage																									
Vehicles																									

Week Two	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
Entrance, Show Room, Viewing Room, Office																									
Bathrooms																									
Packaging Area																									
Crematory, PP station and Processor unit																									
Grounds / LYLK / Cemetery / Communal Rem.'s																									
Inventory / Storage																									
Vehicles																									

Week Three	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
Entrance, Show Room, Viewing Room, Office																									
Bathrooms																									
Packaging Area																									
Crematory, PP station and Processor unit																									
Grounds / LYLK / Cemetery / Communal Rem.'s																									
Inventory / Storage																									
Vehicles																									

Week Four	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
Entrance, Show Room, Viewing Room, Office																									
Bathrooms																									
Packaging Area																									
Crematory, PP station and Processor unit																									
Grounds / LYLK / Cemetery / Communal Rem.'s																									
Inventory / Storage																									
Vehicles																									

Week Five	MONDAY					TUESDAY					WEDNESDAY					THURSDAY					FRIDAY				
	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR	MO	TU	WE	TH	FR
Entrance, Show Room, Viewing Room, Office																									
Bathrooms																									
Packaging Area																									
Crematory, PP station and Processor unit																									
Grounds / LYLK / Cemetery / Communal Rem.'s																									
Inventory / Storage																									
Vehicles																									

**Key:** The team member performing the cleaning will initial the box once completed. Example: Jane Doe would be JD. For vehicle section, the LM or LS will initial once all vehicles have been cleaned. For assistance see the Cleanliness SOP.

## Standard Operating Procedures

### Cremation Process

November 2019

#### Purpose

The purpose of this SOP is to provide clear and precise guidance to ensure the proper execution of all responsibilities and requirements associated with the current cremation process.

#### Definitions/Terminology

**Cremation Process** – The heating process that reduces pet remains to bone fragments, followed by the processing that reduces bone fragments to unidentifiable dimensions.

**Private Cremation** – A cremation procedure during which only one animal's body is present in the cremation unit during the cremation process.

**Partitioned Cremation** – A cremation procedure in which more than one pet's body is present in the cremation chamber during the cremation process. All pets are separated by a physical barrier during the process. TPLC Does not utilize this method of cremation.

**Communal Cremation** – A cremation procedure where multiple pets are cremated together without any form of separation.

**Commingling** – Mixing of cremated remains.

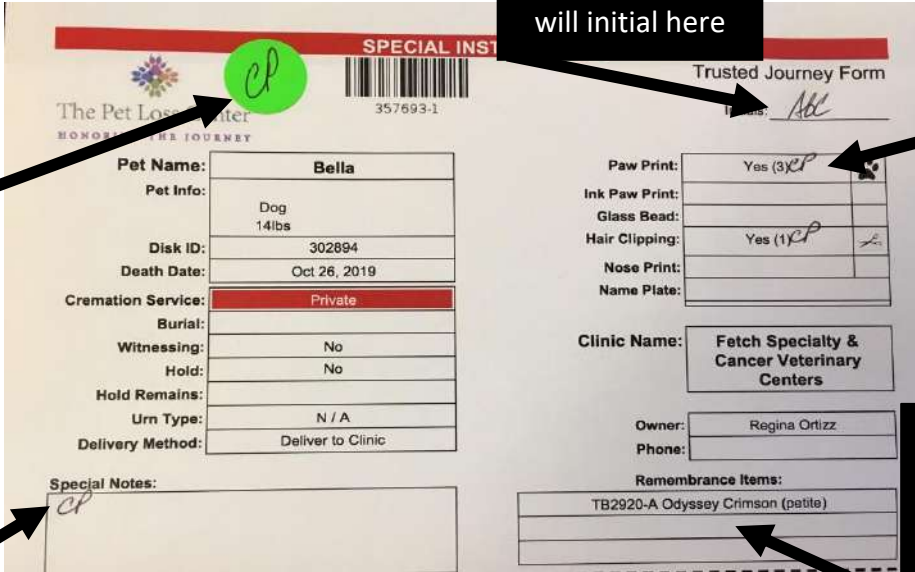
#### 1. Unloading and Segregation of Pets

All handling and storage of pets will be conducted in a considerate and respectful manner.

- a. Pets will be stored according to four different processing criteria – Private storage, Communal storage, Paw Print storage, and Hold storage.
- b. The unloading process of pets from the transport vehicle to storage will be performed by no less than two people. One person is responsible for verifying the service order, utilizing Trusted Journey, and notating any special requests. The other is responsible for transporting the pet to the correct storage location.
- c. The operator performing the scans will verify the presence of a signature and that the service order number matches the unique metal disk number attached to the pet. Upon confirming the match, the operator will then verify that the service order has been properly filled out.
- d. The operator will add a green sticker to the service order if it requires a paw print, Hair clipping, ink print or the special notes section has a special request.
- e. The operator will then scan the storage location, designated on the service order, into the system.
- f. Once the pet has been verified, logged into the system, and initialed by the check-in operator, it is ready to be transported into storage. Remember to work on one pet at a time.
- g. The storage locations are identified as Storage codes from TJ.



## Standard Operating Procedures



Green sticker in the corner for forms requesting a paw print, or that have special notes.

Team member verifying TJ form will initial here

The processing team member will check next to the number requested when processing.

The driver will read the special notes section if populated for any instruction.

Additional items may be included in the "Remembrance item" section that need ordered.

## 2. Pet Storage Criteria

### a. Paw Prints

- i. All pets to receive Paw Prints will be neatly stored in the designated area located at the Paw Prints processing area until the paw prints are complete. This period will not exceed 4 hours, unless the frozen state of the pet prohibits a legible paw print.
- ii. All pets stored in this area will be covered by a designated cover / blanket.

### b. Private Cremation

- i. All pets identified for private cremation that cannot be cremated immediately, are to be neatly stored inside a refrigerated unit until cremation service is available.

### c. Communal Cremation

- i. All pets that are identified for communal cremation that do not need processing will be stored in refrigerated unit communal storage until cremation service is available.
- ii. All Communal PP's and other request should be conducted immediately on communal pets before they are placed in storage.





## Standard Operating Procedures

### d. Hold

- i. All pets received with special instruction to temporarily suspend cremation activity will be placed on HOLD and will be stored in storage unit.
- ii. Information related to the purpose of the hold will be recorded on the TJ Form. Primary reasons for HOLD include but are not limited to decision on paw prints/fur clipping, viewing, awaiting decision from owner on disposition, legal reasons, witnessing request or similar.
- iii. All pets stored in the HOLD area will have their information entered into the Hold Storage Log / In-Process Board and will remain in this location until cremation instructions are received from the pet parent, clinic, or legal authorities.
- iv. The LM or CCS will check every day on the hold status with the clinic or family. **DO NOT** forget about them.

## 3. Crematory Loading

### a. Private Cremations

- i. Verify that the unique disc number on the steel disc (secured to the care bag) matches the number on the attached service order.
- ii. If the numbers do not match, refer to trusted journey for further information and contact management immediately for issue resolution.
- iii. When the disc and service order number accuracy has been confirmed, select "Cremation" in TJ on the tablet. Scan the pet into the system, and then scan the private cremation (PC1) barcode into the system.
- iv. If verification of PP or any other processes are requested, the Crematory Operator will verify all processes before continuing cremation. Once verification that all prerequisites have been met, the operator will log the scan into the system.
- v. The operator will then remove the disc from the pet and place it in the front right corner of the crematory
- vi. As the pet and disc are placed in the crematory, the service order must be secured per location standard near the chamber.
- vii. Each Private cremation will consist of only one pet per cycle; no other pets will be deposited inside the cremation unit during this process.
- viii. Notate the pet's information into the Cremation Log per requirements.

### b. Communal Cremations

- i. Before initiating a communal cremation, the operator will verify the cremation type, special notes section, and ensure that any requested services have been completed (paw print, fur clipping, etc.)
- ii. Disc number verification and placement are not required for communal cremation services. They do not receive a disk.
- iii. As the pets are placed in the crematory, the service order must be secured per location standard near the chamber.

## Standard Operating Procedures

- iv. All communal TJ forms will then be scanned into Communal Complete (Comm Complete).

### 4. Cremation Log

- a. Prior to crematory start up, all required information must be recorded on a Cremation Log Sheet (Replace Reference Document).
- b. Information recorded on the service order will be utilized to populate the Cremation Log.
- c. Private cremations will require specific information for each pet while pet information for Communal cremations will consist of only a total number of pets and combined weight per cycle.

Cremation Log Sheet

Date	Pet Name	Disc #	Owner	Clinic	Weight	DOD	Clay	DOC	Operator
9-19	Tillia	67082	Zimmer	CMV	60	9-19	NA	DT	DT
9-19	Zoe	51877	Liehl	Albion	44	9-18	NA	DS	DS
9-20	Beetel	67046	Crookell	MW	99	9-19	NA	DT	DT
	Rise	67373	Al Fede	LOC	40	9-18	NA	CP	DS
	Jacques	67372	Scubson	LOC	40	9-19	NA	CP	DT
	Dense	67334	Scubson	LOC	30	9-17	NA	CP	DT
	Nutmeg	67333	Livingston	LOC	6	9-16	NA	CP	DS
	Lukas	67330	Nice	LOC	90	9-18	NA	CP	DS
	Crissa	51843	Thomas	LOC	10	9-17	NA	CP	DS
9-20	Jackson	51850	Althum	GFP	15	9-18	NA	DT	DT
9-20	Abigail	51814	McGarr	Baven	5	9-16	NA	DT	DT
9-20	Daisy	51912	Smith	AVG	61	9-20	NA	DS	DS
	Ruby	51836	Mayfield	WEAH	49	9-19	NA	DS	DS
	Margo	51855	Hines	WEAH	95	9-20	NA	DS	DS
	Bella	51789	Dennis	ASEH	30	9-20	NA	DS	DS
9-20	Carolina	51408	Back	Melbar	16	9-19	NA	CP	
9-20	Felix	51608	Carson	OMS	43	9-20	NA	CP	
9-20	Dorothy	51621	Turter	OMS	26	9-20	NA	CP	

### 5. Crematory Start Up

- a. Once pets have been properly placed inside the crematory unit and the door has been closed and secured, the crematory unit is ready for startup.
- b. Verify that the Cremation Power Switch is set to the ON position.
- c. With the Cremation Power switch in the ON position, turn the Cremation Burner Timer clockwise to the setting of 12 or max setting.
- d. To complete the startup process, turn the Afterburner Burner and Cremation Burners on. (Some Cremation Burners will have a time adjustment for each chamber).
- e. Utilizing the unit's doors, a visual inspection of the remains is to be performed at least once during the cremation cycle. If the remains need to be repositioned for optimal cremation, then the operator will utilize the clean out tool. This process can be required multiple times during the cremation cycle, depending on the size of the pet.

### 6. Collection of Pet Ashes

- a. Private
  - i. The steel disc for each pet must be located prior to the collection of the pet ashes. The disk should be found at the front right of the retort.
  - ii. Once the disc has been located and scraped into the drop shoot, the pet ashes will be raked into the shoot. Proper Personal Protective Equipment (i.e. heat resistant gloves, dust mask, goggles) are recommended while completing this task.
    1. In order to reduce wear and tear, it is important that the remains are taken out quickly, with as little blunt force to the floor as possible.

## Standard Operating Procedures

- iii. In order to mitigate the comingling of pet ashes, an effort must be made to collect the maximum amount of ashes possible from the cremation units. It is understood that, due to the nature of the unit's refractory, it can be a challenge to collect all bone fragments and ash but it must be clear upon inspection that a genuine effort has been made to retrieve as much of the ashes as possible.
- iv. Once collected, the pet ashes, disk, and cremation tag will be delivered to the Processing area.
- b. Communal
  - i. Comingled ashes will be removed from the cremation unit, cooled down and placed into a communal ash container.
  - ii. Once the communal ashes have been cooled, they will be delivered to their temporary storage area to await transport to their final resting place.
  - iii. Upon delivery to the storage area, an identification tag will be secured to the ashes container which labels it as communal and date range.

### 7. Pet Ashes Processing

Personal Protective Equipment is always recommended while processing pet ashes.

- a. Pet ashes processing will begin by depositing the ashes into the "separator" and locating the metal disk with a magnet. Once the disk has been located, verify that it matches the associated service order number.
- b. When SO verification is complete, all pet ashes will be inspected for small unburned (dark) masses and foreign objects. Significant dark masses, the size of a dime or larger, will be removed from the ashes along with any foreign objects; foreign objects consist of surgical/medical hardware, tag wire, etc.
- c. All foreign objects, excluding materials associated with packaging/processing, will be packaged, labeled, and filed for possible delivery to the pet parent. The package label will consist of the SO number, clinic name, date of cremation, and pet name. They will be kept for 60 days.
- d. The service order and disk will be placed in front of the processor, and the pet ashes will be placed into the processor.
- e. The Processor will again verify that the number recorded on the cremation tag matches the number on the disk.
- f. If the numbers do not match, contact management for immediate resolution.
- g. Activate the ash processor and let it run for as long as necessary to adequately pulverize all bone fragments (usually 30 – 60 seconds). Leaving no bone fragments.
- h. Once the pulverization process is complete, remove the cover and the cremains will be inspected to ensure that they have completed the process.
- i. Once inspected the pet cremains will be directed through the strainer and into a processing bag. Ashes must be swept from the processor into the processing bag in order to collect all of the ashes.
- j. Once the processing bag has been filled, and the bag will be sealed with a wire tie which will also be utilized to secure the disc to the pet ashes package.
- k. When the packaging has been completed, the ashes, with disc and cremation tag, will be placed in designated location in preparation for Packaging.

## Standard Operating Procedures

### 8. Retort Failure

- a. In the event of any retort failure, the Location Manager will be notified immediately.
- b. The LM will begin to troubleshoot based on experience and training.
- c. If no resolution has been made, contact senior team members for input that may be valuable to repairing the issue.
- d. If no resolution has been made at this point, the LM will contact the Crematory Retort manufacturers Maintenance / Service department for assistance.
- e. Before the purchase of parts or the setup of emergency maintenance is scheduled, the LM must request an estimate, provide it to and seek approval from the Director of Operations or the VP of Operations for the purchase or service.
- f. If the retort is going to be down for any period, a plan will be put in place for recovery and notification to clients if necessary.

The above information captures all activities and responsibilities related to the current Cremation Process. Any official alteration of this process will result in the revision and dissemination of this Standard Operating Procedure to ensure that all guidance issued by management is accurate and up to date. No changes will be made to this document without approval from the VP of Operations.



## Packaging Process Policy

November 2019

### Purpose

The purpose of this SOP is to provide clear and precise guidance to insure the proper execution of all responsibilities and requirements associated with the current Packaging Process.

### Prepare for Packaging

1. The Ashes
  - a. All pet ashes will be delivered to the designated Packaging Area.
  - b. Verify that all ashes have the identification disk secured to the pet ash bag and that a TJ Form is present.
  - c. Confirm that the number on the disk matches the number on the TJ Form. If these numbers do not match, inform the Location Manager for immediate resolution.
  - d. Once information has been confirmed on the disk and TJ Form, the pet ashes can be packaged.

<b>Pet Name:</b>	<b>Bella</b>
<b>Pet Info:</b>	Dog
	14lbs
<b>Disk ID:</b>	302894
<b>Death Date:</b>	Oct 25, 2019
<b>Cremation Service:</b>	Private

2. Urn selection
  - a. The type of urn requested is identified on the TJ Form under Remembrance Items or Urn Type.
  - b. Standard Package Urns:
    - i. The name of the urn will be in the Urn Type section. These urns are urns that are part of the standard package arranged with the clinic. Cherry wood, Rosewood, Cedar, Biodegradable and Journey Urns.
    - ii. These urns will then be wrapped in tissue paper.
    - iii. For the Cedar and Journey urns, the remains will be wrapped in tissue paper prior to being placed inside the urn. The Cedar will be wrapped in tissue paper, the Journey Urn will not.

<b>Cremation Service:</b>	Private
<b>Burial:</b>	
<b>Witnessing:</b>	No
<b>Hold:</b>	No
<b>Hold Remains:</b>	
<b>Urn Type:</b>	N / A
<b>Delivery Method:</b>	Deliver to Clinic

- c. Special Order Urns / Remembrance Items:

- i. The name and serial number will be in the Remembrance Item section of the TJ Form to identify the Remembrance Item required for that package. All Urns will be wrapped in tissue paper prior to packaging.
- ii. If a Special Urn is required and it is not in our current inventory, all other package items, to include remains, will be collected in an organza bag and delivered to the Customer Care Specialist. The CCS should update the In-Process Board. All team members must understand location procedure for special order urns.
- iii. Once the urn is received, the Customer Care Specialist will deposit it in the proper package and deliver it to the Packaging Department to be staged for delivery and update In-Process Board.

Remembrance Items:
TB2920-A Odyssey Crimson (petite)

### 3. Requested Services

- a. To begin packaging process, you must obtain all requested services for the pet per the TJ Form.
- b. These items include clay paw prints, hair clippings, ink prints, name plates, and reading over Special Notes.
- c. If a Glass Bead is requested, the team member will separate a teaspoon of fine ashes and place them into a hair clipping bag. Notate the Service Order number and name of the pet on the bag. Attach a copy of the TJ Form and deliver this to the Customer Care Specialist for shipment.

### 4. Standard Items

- a. To continue the physical packaging process a standard package layout will be completed for each service order.
  - a. Booklet with Inserts
    1. Inserts: Grief Insert and completed Certificate of Passing
  - b. Wildflower Seed Emblem
  - c. Name tag
  - d. Large Purple or Silver Organza bag.





## Completing the Package

1. Once all items are present, the Packaging Technician (PT) will go the Packaging Section on their tablet.
2. The PT will scan the Service Order bar code into the tablet.
  - a. With the TJ Form in front of them and the Packaging portion of TJ up on the tablet, the PT will begin packaging.
  - b. The PT will package the Urn first and place it in the large organza bag.
  - c. The PT will then place the Grief Support, Certificate of Passing (completely typed out) and Perennial Flower Seeds into the Journey Booklet. Any Ink Prints can be placed inside of the Journey Booklet as well. Place the Journey Booklet inside the Organza Bag behind the urn.





- d. The PT will then place the clay PP and air clipping inside the organza bag.
- e. The PT will select all items on the tablet as they package, and post package once completed.
- f. The PT will verify all sections included in the packaging process on the TJ Form. The PT will initial and date the middle of the TJ Form when packaging is complete.
- g. The PT will place TJ form and name tag inside of the package.
- h. The PT will place the packaged pet in its predetermined place base on route and delivery day.

SPECIAL INSTRUCTIONS	
  357693-1	
Trusted Journey Form	
Initials: <u>ABC</u>	
<b>Pet Name:</b>	<b>Bella</b>
<b>Pet Info:</b>	Dog 14lbs
<b>Disk ID:</b>	302894 ✓
<b>Death Date:</b>	Oct 26, 2019
<b>Cremation Service:</b>	Private
<b>Burial:</b>	
<b>Witnessing:</b>	No
<b>Hold:</b>	No
<b>Hold Remains:</b>	
<b>Urn Type:</b>	N / A
<b>Delivery Method:</b>	Deliver to Clinic
<b>Special Notes:</b>	<u>CP</u> ✓
<b>Paw Print:</b>	Yes (3) <u>CP</u> ✓ 
<b>Ink Paw Print:</b>	
<b>Glass Bead:</b>	
<b>Hair Clipping:</b>	Yes (1) <u>CP</u> ✓ 
<b>Nose Print:</b>	
<b>Name Plate:</b>	
<b>Clinic Name:</b>	Fetch Specialty & Cancer Veterinary Centers
<b>Owner:</b>	Regina Ortiz
<b>Phone:</b>	
<b>Remembrance Items:</b>	✓ TB2920-A Odyssey Crimson (petite)

### 3. Review

- a. All package items will be inspected for damage/defects prior to addition to the package. This includes any scratches, dents, chips on the urn, engraving issues, or any other deficiencies. All damaged or defective will be discarded and remedied prior to final packaging.
- b. Check the Special Notes section for any additional instructions or requests.
- c. Perform a final inspection of all package items to ensure that all standard requirement items and those identified in the service invoice are present in the final package.

## Standard Operating Procedures

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### After Hours On-Call SOP

V1\_3.12.21

#### Purpose

To provide all Gateway facilities with an after-hours on-call procedure to provide support to pet parents and clinics. This includes procedures, guidelines and compensation.

#### Procedure

Facility Managers will ensure that each facility is following the guidelines set below regarding after-hours on-call, the on-call schedule and the process in which it occurs. The Team Member performing on-call phone services will be trained as to what a true on-call EMERGENCY removal is and when dispatch to the on-call driver / facility coverage Team Member is truly needed.

#### On-Call Scheduling:

1. The Facility Manager (FM) will provide an on-call schedule. The schedule will be developed to accommodate a twelve-month calendar year to avoid daily on-call requests, holiday coverage forecasting, and provide Team Members with adequate time to plan and prepare.
2. Those trained to provide phone coverage will rotate the phone coverage on a weekly basis. The week shall begin and end adjacent to their pay period week.
3. The same Team Member may provide phone coverage and be on-call at the same time.
4. FM will ensure that all on-call guidelines fall in line with state and local labor laws.
5. The FM shall provide proper training to any Team Member providing driver and phone coverage.
6. The FM may cross train roles to provide proper coverage. As an example, a crematory operator may be cross trained.
7. The FM **MUST** ensure that anyone being trained to drive can do so under our insurance coverage.

#### Compensation:

1. There will be a weekly compensation for each Team Member participating in the on-call program. The compensation will coincide with the week in which they are on call.
2. The Team Member providing phone coverage will be compensated at a rate of \$150.00 for that week.
3. The Team Member providing driving/facility coverage will be compensated at a rate of \$75.00 for that week.
4. A Team Member providing driving/facility coverage will be compensated for a minimum of 3 hours of their hourly wage.
5. If the on-call Team Member has reached 40 hours of regular time the compensation will be paid at their overtime rate.
6. The FM will ensure all on-call duties fall in line with state and local labor laws.



## Standard Operating Procedures

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7. In the event of responding to an on-call need during a Holiday, the Team Member will receive Holiday pay and a minimum of three hours pay in accordance with the Company's Paid Time Off Policy in effect.

### **Holidays:**

1. The Facility Manager will provide a Holiday on-call rotation. No Team Member shall work more than two holidays in a year unless they have volunteered.
- 2.

### **Phone Systems:**

1. The Facility phone should be forwarded to the RSR's cell phone assigned to them.
2. If someone other than an RSR takes call, the Facility Manager can provide a phone from the company. The Facility Manager will notify their Regional Manager if one is needed.
3. There will not be any compensation for utilizing personal cell phones.
4. If the facility phones cannot be forwarded, the Facility Manager will notify your Regional Manager.

### **Manager Discretion:**

1. On call services shall be terminated at 9:00 p.m. or at the Facility Manager's discretion.
2. On the weekends, the Facility Manager should put in place on-call start and end times not to exceed 9pm. Regardless of whether the facility is open or closed on the weekend.
3. The Facility Manager shall be aware of the safety issues involved in sending a driver out for a late-night removal, especially when the RSR is due to report very early the next day to perform their regularly scheduled route.
  - A. The Facility Manager should be aware that they may in fact have to provide coverage themselves if they are unable to send out the on-call driver.
  - B. In the event of a late-night after-hours call where it is unsafe to send the driver, the team member providing phone coverage must be trained by the Facility Manager on how to communicate to family members. We must be able to provide clear options for the family if we cannot provide a late removal.

### **Equine:**

Equine after-hours support will be handled in the same manner. However, the Facility Manager will or may have to provide a second Team Member for situations with equine and other large animals. The second Team Member will be compensated at their hourly pay for a minimum of three hours.

**Please direct any questions and/or changes related to operational policies to your Regional Manager.**

## **Camera Systems SOP**

### **Purpose**

To provide a camera system guideline for all Gateway facilities to follow and to provide a means of reviewing production related activity on our premises.

### **Procedure**

Gateway facilities will be equipped with a camera system that provides adequate coverage of all workflow areas. The camera system will provide peace of mind, improve operations, and protect both the company and its team members.

### **Why we prefer to utilize camera's?**

- Cameras can assist in improving employee production.
- Video cameras can help the company better recognize outstanding performance.
- Cameras provide a record of all activity to assist with researching and preventing Code Blues from reoccurring.
- The camera system can record instances of employee abuse or harassment towards other employees. As well as inhibit this behavior.
- Facility Managers can use cameras to ensure that team members follow company policies.
- Cameras can be used to detect equipment that needs repair and equipment that is operating in an unsafe manner.
- Camera systems can assist with showing we are following local and state laws pertaining to our air permits and other guidelines.

### **Camera System Equipment Preference:**

- Prefer a 4TB data storage, however, the system must have the capability to store video for at least 30 days.
- Live cameras should be on stack – no recording necessary.
- Prefer 1080P / high definition cameras.
- Remote access via internet / cloud. Access to video will be limited to FM, IT, RM and Area VP/COO.
- Area RM will manage location camera system. Passwords, login and IT information. If issues persist, RM will contact IT.
- New facilities will use IT approved cameras to use with our existing cloud controller. IT can assist with the purchase of these.

- Each system will always have at least two monitors showing the live stack feed and providing access to the system. The number of monitors will be adjusted with facilities who have multiple buildings / stacks. A monitor should be visible to Crematory Operators at all times.
- Facilities currently with camera systems will continue to utilize the system in place. However, the RM's will review each location within their territory and make sure they become compliant with this SOP regarding camera positioning, areas of coverage, and the 30-day recording capability.

### **Location of Cameras:**

- Cameras should be placed where we complete a barcode scan in PeT, which is wherever we have a process completed.
- Cameras should cover all cremation machines / retorts.
- Cameras should cover every area a Special Service is completed.
- Cameras should cover urning, assembling and packaging.
- Cameras should cover QC.
- Cameras should cover where arrivals are weighed and scanned. Where all trucks are unloaded and loaded.
- Cameras should show the entrance to or be around the morgue.
- Cameras should cover entryways (office entry, rollup entry and other facility doors) with cameras stationed from inside our building.
- Camera should cover the Retail/Client Care area where we take pets into our care.

### **Camera Area of Coverage:**

- Cameras should be placed directly over each workstation if possible.
- Cameras looking directly down on the process gives us the best view, rather than corner out shots.
- Items like low ceilings, types of ceilings or lighting may affect the ability to put cameras directly above. In any of these cases, the location of the camera may be altered to show the best view of each process.

**Please direct any questions and/or changes related to operational policies to your Regional Manager.**

# The Pet Loss Center

## Fire Prevention Plan

511 New Hope Road West  
McKinney, TX 75071



The Pet Loss Center<sup>SM</sup>  
HONORING THE JOURNEY

# **The Pet Loss Center**

## **Fire Prevention Plan**

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**Fire Prevention Plan  
for  
The Pet Loss Center  
Last Revised: 1.2.2020**

**I. OBJECTIVE**

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. The plan helps employees recognize, report, and control fire hazards.

**II. BACKGROUND**

The Pet Loss Center (PLC) is committed to minimizing the threat of fire to employees, visitors, and property. PLC complies with all applicable laws, regulations, codes, and good practices pertaining to fire prevention. PLC's separate Emergency Action Plan outlines procedures for responding to fires. This Fire Prevention Plan reduces the risk of fires at PLC in the following ways:

- A. identifies materials that are potential fire hazards and their proper handling and storage procedures;
- B. distinguishes potential ignition sources and the proper procedures for control of those materials;
- C. describes fire protection equipment or systems;
- D. identifies people responsible for maintaining the equipment and systems installed to prevent or control ignition of fires;
- E. identifies people responsible for the control and accumulation of flammable or combustible material;
- F. describes good housekeeping procedures for ensuring control of accumulated flammable and combustible waste material and residues; and
- G. provides employee training about fire hazards they may encounter.

**III. ASSIGNMENT OF RESPONSIBILITY**

Fire safety is everyone's responsibility. All employees should know how to prevent and respond to fires, and should understand that they are responsible for adhering to company policy regarding fire emergencies.

#### A. PLC Management

PLC management determines the fire prevention and protection policies. PLC management will provide adequate controls to provide a safe workplace, and will provide adequate resources and training to its employees to encourage fire prevention and the safest possible response in a fire emergency.

#### B. Plan Administrator

The Director of Operations will manage the Fire Prevention Plan for PLC and will maintain all records pertaining to the plan. The Plan Administrator will also:

1. develop and administer the PLC fire prevention training program;
2. ensure that fire control equipment and systems are properly maintained;
3. control fuel source hazards; and
4. ensure fire risk surveys (see Appendix A) are conducted with the local fire department and other emergency responders, and make recommendations.

#### C. Location Managers

Location Managers are responsible for ensuring that employees receive appropriate fire safety training and for notifying the Director of Operations when changes in operation increase the risk of fire. Location Managers are also responsible for enforcing PLC fire prevention and protection policies.

#### D. Employees

All employees will:

1. complete all required training before working without supervision;
2. conduct operations safely to limit fire risk;
3. report potential fire hazards to Location Managers; and
4. follow fire emergency procedures.

### **IV. PLAN IMPLEMENTATION**

The following procedures will be implemented to reduce the risk of fire and personal injury to employees.

#### A. Good Housekeeping

To limit the risk of fires, employees will take the following precautions:

1. minimize storage of combustible materials;

2. make sure doors, hallways, stairs, and other exit routes are free of obstructions;
3. dispose of combustible waste in covered, airtight containers, in accordance to federal and local regulations;
4. use and store flammable materials in well-ventilated areas away from ignition sources;
5. keep incompatible (chemically reactive) substances away from each other;
6. perform “hot work” (working with an open flame or other ignition source) in controlled and well-ventilated areas;
7. keep equipment in good working order; inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease;
8. ensure that heating units are safeguarded;
9. report all gas leaks immediately to the Location Manager, who will ensure they are repaired immediately;
10. repair and clean up flammable liquid leaks immediately;
11. keep work areas free of dust, lint, sawdust, scraps, and similar material;
12. do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment;
13. turn off electrical equipment when not in use.

#### B. Maintenance

The Location Manager will ensure that equipment is maintained according to manufacturers' specifications. PLC must also comply with requirements of National Fire Protection Association (NFPA) codes for specific equipment. Only properly trained people may perform maintenance work.

The following equipment is subject to maintenance, inspection, and testing procedures:

1. equipment installed to detect fuel leaks, control heating, and control pressurized systems;
2. portable fire extinguishers, automatic sprinkler systems, and fixed extinguishing systems;
3. detection systems for smoke, heat, or flame;
4. fire alarm systems; and
5. emergency backup systems and the equipment they support.

#### C. Engineering

Local regulations may require certain engineering protocols. The Location Manager is responsible for communicating any lack of adherence to the Director of Operations.

When fire prevention engineering protocols are implemented, the Location Manager will ensure:



1. no modifications are made unless specifically instructed by the engineer, regulating authority, or PLC management;
2. routine inspection of all engineering protocols; and
3. report any required maintenance to PLC management.

#### D. Personal Protective Equipment

PLC will make available personal protective equipment (PPE) to all employees. It is the responsibility of the Location Manager to ensure adequate protection is provided for any, and all team members that request it.

At a minimum, PLC will provide:

1. welding / high temperature gloves;
2. face shields;
3. high temperature aprons.

If there are additional PPE items an employee desires, they should communicate this to the Location Manager.

### V. TYPES OF HAZARDS

The following sections address the major workplace fire hazards at PLC facilities and the procedures for controlling the hazards.

#### A. Incinerator Hazards

Daily operations at PLC facilities require the use of incinerators. These utilize flammable gas and open flames to operate at temperatures above 1600 degrees Fahrenheit. Fires can result from gas leaks, electric failures, as well as improper operating techniques.

To prevent incinerator fires, employees will:

1. complete required training before operating machines;
2. conduct routine inspections to ensure equipment is in operable condition;
3. ensure incinerator stacks are routinely inspected and in operating condition;
4. immediately report any issues with incinerators to the Location Manager;
5. ensure to use proper technique while cremating pets;
6. never use or store flammable substances near incinerators; and
7. schedule regular performance and maintenance inspection (PMI) on each incinerator with the appropriate company.

## B. Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections; wiring with frayed insulation; or overloaded fuses, circuits, motors, or outlets.

To prevent electrical fires, employees will:

1. make sure worn wires are replaced;
2. use only appropriately rated fuses;
3. never use extension cords as substitutes for permanent wiring;
4. use only approved extension cords [those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label];
5. check wiring in hazardous locations where the risk of fire is especially high;
6. check electrical equipment to ensure it is properly grounded or double insulated; and
7. ensure adequate spacing during maintenance.

## C. Portable Heaters

All portable heaters must be approved by the Location Manager. Portable electric heaters must have tip-over protection that automatically shuts off the unit when it is tipped over. A portable heater may only be plugged into a wall outlet and never into an extension cord or cubicle outlet. Always allow adequate clearance between the heater and combustible furnishings or other materials.

## D. Office Fire Hazards

Fire risks are not limited to PLC industrial facilities. Office fires have become more likely due to increased use of electrical equipment, such as computers and copiers. To prevent office fires, employees must:

1. avoid overloading circuits with office equipment;
2. turn off and unplug nonessential electrical equipment, at the end of each workday;
3. keep storage areas clear of rubbish;
4. ensure that extension cords are not placed under carpets; and
5. ensure that trash and paper set aside for recycling is not allowed to accumulate.

## E. Flammable and Combustible Materials

Location Managers will regularly evaluate the presence of combustible materials at their facility (see Appendix D).

Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

1. Class A combustibles.

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas, such as offices.

To handle Class A combustibles safely:

- a. Dispose of waste daily.
- b. Keep trash in receptacles with tight-fitting covers. Wastebaskets that are emptied every day do not need to be covered.
- c. Keep work areas clean and free of fuel paths that could allow a fire to spread.
- d. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
- e. Store paper stock in cabinets.
- f. Store rags in bins with lids.
- g. Do not order excessive amounts of combustibles.
- h. Frequently inspect areas where combustibles are kept.

Water, multi-purpose dry chemical (ABC), and halon 1211 are approved fire-extinguishing agents for Class A combustibles.

2. Class B combustibles.

These include flammable and combustible liquids (oils, greases, tars, oil-based paints, and lacquers), flammable gases, and flammable aerosols.

To handle Class B combustibles safely:

- a. Use only approved pumps, taking suction from the top, to dispense liquids from tanks, drums, barrels, or similar containers (or use approved self-closing valves or faucets).
- b. Do not dispense Class B flammable liquids into containers unless the nozzle and container are electrically interconnected by contact or a bonding wire. Either the tank or container must be grounded.
- c. Store, handle, and use Class B combustibles only in approved locations where vapors are prevented from reaching ignition sources, such as heating or electric equipment, open flames, or mechanical or electric sparks.

- d. Do not use a flammable liquid as a cleaning agent inside a building. The only exception is in a closed machine approved for cleaning with flammable liquids.
- e. Do not use, handle, or store Class B combustibles near exits, stairs, or other areas normally used as exits.
- f. Do not weld, cut, grind, or use unsafe electrical appliances or equipment near Class B combustibles.
- g. Do not generate heat, allow an open flame, or smoke near Class B combustibles.
- h. Know the location of and how to use the nearest portable fire extinguisher rated for Class B fire.

Do not use water to extinguish Class B fires caused by flammable liquids. Water can cause burning liquid to spread, making the fire worse. To extinguish a fire caused by flammable liquids, exclude the air around the burning liquid. The following fire-extinguishing agents are approved for Class B combustibles: carbon dioxide, multi-purpose dry chemical (ABC), halon 1301, and halon 1211. (NOTE: Halon is an ozone-depleting substance and is no longer being manufactured. Existing systems using halon can be kept in place, but employers must post signs indicating where halon or other agents that pose a serious health hazard are used.)

#### F. Smoking

Please refer to the Employee Handbook for current smoking policies.

## VI. TRAINING

Location Managers will present basic fire prevention training to all employees upon employment and will maintain documentation of the training, which includes:

- A. review of 29 CFR 1910.38, including how it can be accessed;
- B. this Fire Prevention Plan, including how it can be accessed;
- C. good housekeeping practices;
- D. proper response and notification in the event of a fire;
- E. instruction in the use of portable fire extinguishers, as determined by company policy in the Emergency Action Plan; and
- F. how to recognize potential fire hazards.

Location Managers will train employees about fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training. Employees will receive this training:

- A. at their initial assignment;
- B. annually; and

C. when changes in work processes necessitate additional training.

## **VII. PROGRAM REVIEW**

The Director of Operations will review this Fire Prevention Plan at least annually for necessary changes.

## Appendix A

**Fire Risk Survey**  
**The Pet Loss Center**  
**Location: \_\_McKinney\_\_**  
**Date: \_\_2/5/2020\_\_**

Perform a walkthrough of the facility with the local fire department and other emergency responders to assess the layout of the structures, types and volume of hazardous chemical storage, and other hazards they may encounter when responding to an emergency. Provide a copy of this survey to local authorities for their records.

Type of Fire Hazard	Location	Emergency Actions	Required PPE
Propane tank	Storage Shed	Call 911	Flame Resistant
LPG Tank	Behind building	Turn off gas Call 911 and Douglas Distributing	Flame resistant

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B

### The Pet Loss Center Location: McKinney General Fire Prevention Checklist

Use this checklist to ensure that fire prevention measures conform with the general fire prevention requirements found in OSHA standards.

- ☒ Yes ☐ No Is the local fire department acquainted with your facility, its location, and its specific hazards?
- ☒ Yes ☐ No If you have a fire alarm system, is it tested at least annually?
- ☐ Yes ☐ No If you have interior standpipes and valves, are they inspected regularly?
- ☐ Yes ☐ No If you have outside, private fire hydrants, are they on a routine preventive maintenance schedule and flushed at least once a year?
- ☐ Yes ☐ No Are fire doors and shutters in good operating condition?
- ☐ Yes ☐ No Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- ☐ Yes ☐ No Are automatic sprinkler system water-control valves, air pressure, and water pressure checked weekly or at other intervals?
- ☐ Yes ☐ No Has responsibility for the maintenance of automatic sprinkler systems been assigned to an employee or contractor?
- ☐ Yes ☐ No Are sprinkler heads protected by metal guards?
- ☐ Yes ☐ No Is proper clearance maintained below sprinkler heads?
- ☒ Yes ☐ No Are portable fire extinguishers provided in adequate number and type?
- ☒ Yes ☐ No Are fire extinguishers mounted in readily accessible locations?
- ☒ Yes ☐ No Are fire extinguishers recharged regularly with the recharge date noted on an inspection tag?
- ☒ Yes ☐ No Are employees periodically instructed in the use of extinguishers and fire protection procedures?

Completed by: Andrew Winkler Date: 2/5/2020



## Appendix C

### The Pet Loss Center Location: McKinney Exits Checklist

Use this checklist to evaluate PLC's compliance with OSHA's standard on emergency exit routes.

- ☒ Yes ☐ No Is each exit marked with an exit sign and illuminated by a reliable light source?
- ☒ Yes ☐ No Are the directions to exits, when not immediately apparent, marked with visible signs?
- ☒ Yes ☐ No Are doors, passageways, or stairways that are neither exits nor access to exits, and which could be mistaken for exits, marked "NOT AN EXIT" or with another appropriate marking?
- ☒ Yes ☐ No Are exit signs provided with the word "EXIT" in letters at least 5 inches high with lettering at least 1 inch wide?
- ☒ Yes ☐ No Are exit doors side-hinged?
- ☒ Yes ☐ No Are all exits kept free of obstructions?
- ☒ Yes ☐ No Are there at least two exit routes provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances?
- ☒ Yes ☐ No Is the number of exits from each floor of a building and from the building itself appropriate for the building occupancy? (NOTE: Do not count revolving, sliding, or overhead doors when evaluating whether there is a sufficient number of exits.)
- ☐ Yes ☐ No Are exit stairways that are required to be separated from other parts of a building enclosed by at least one-hour fire-resistant walls (or at least two-hour fire-resistant walls in buildings more than four stories high)?
- ☐ Yes ☐ No Are the slopes of ramps used as part of emergency building exits limited to dimensions of 1 foot vertical and 12 feet horizontal?
- ☐ Yes ☐ No Are glass doors or storm doors fully tempered, and do they meet the safety requirements for human impact?

- ☒ Yes ☐ No Can exit doors be opened from the direction of exit travel without a key or any special knowledge or effort?
- ☒ Yes ☐ No Are doors on cold storage rooms provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside?
- ☐ Yes ☐ No Where exit doors open directly onto any street, alley, or other area where vehicles may be operated, are adequate barriers and warnings provided to prevent employees from stepping into the path of traffic?
- ☐ Yes ☐ No Are doors that swing in both directions and are located between rooms where there is frequent traffic equipped with glass viewing panels?

Completed by: Andrew Winkler Date: 2/5/2020

## Appendix D

### The Pet Loss Center Location: \_\_McKinney\_\_ Flammable and Combustible Material Checklist

Use this checklist to evaluate PLC's compliance with OSHA's standards on flammable and combustible materials:

- |   |  |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Are combustible scrap, debris, and waste materials, such as oily rags, stored in covered metal receptacles and removed from the worksite promptly?                         |
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Are approved containers and tanks used to store and handle flammable and combustible liquids?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Are all connections tight on drums and combustible liquid piping, vapor, and liquid?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Are all flammable liquids kept in closed containers when not in use?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Are metal drums of flammable liquids electrically grounded during dispensing?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Do storage rooms for flammable and combustible liquids have appropriate ventilation systems?   |
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Are NO SMOKING signs posted on liquefied petroleum gas tanks?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Are all solvent wastes and flammable liquids kept in fire-resistant, covered containers until they are removed from the worksite?  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No            | Is combustible dust vacuumed rather than blown or swept whenever possible?   |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Are fuel gas cylinders and oxygen cylinders separated by distances or fire-resistant barriers while in storage?  |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Are fire extinguishers appropriate for the materials in the areas they are mounted?*   |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids and within 10 feet of any inside storage area for such materials?* |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Are extinguishers free from obstruction or blockage?*  |

- ☒ Yes ☐ No Are all extinguishers serviced, maintained, and tagged at least once a year?\*
- ☒ Yes ☐ No Are all extinguishers fully charged and in their designated places?\*
- ☐ Yes ☐ No Where sprinkler systems are permanently installed, are the nozzle heads directed or arranged so that water will not be sprayed into operating electrical switchboards and equipment?
- ☒ Yes ☐ No Are NO SMOKING signs posted in areas where flammable or combustible materials are used or stored?
- ☐ Yes ☐ No Are safety cans utilized for dispensing flammable or combustible liquids available at the point they would be used?
- ☒ Yes ☐ No Are all spills of flammable or combustible liquids cleaned up promptly?
- ☒ Yes ☐ No Are storage tanks adequately vented to prevent development of an excessive vacuum or pressure that could result from filling, emptying, or temperature changes?

\*(NOTE: Use of fire extinguishers is based on company policy regarding employee firefighting in your Emergency Action Plan and local fire code.)

Completed by: Andrew Winkler Date: 2/5/2020

## **Appendix D: DWC Resources**

DWC features a free occupational safety and health DVD loan library. Call 512-804-4620 for more information or visit the DWC website at [www.txsafetyatwork.com](http://www.txsafetyatwork.com). DVDs on emergency action plans include:

### **Chemical Handling: Flammables**

**DVD2084ES, 14 min.**

NOTE: This DVD should be supplemented with one of the Global Harmonization System DVDs. Defines the three forms of flammables. Discusses the properties of flammable materials and what makes fire burn. Covers how to identify flammables and how they should be handled and stored, safety data sheets, emergency responses, spills, fires, and first aid for both exposure and burns. 2004, 2003. Coastal. Includes quiz.

### **Egress/Exit Safety**

**DVD545, DVD545S, 5 min.**

Discusses obstructions, exit doors, and how to exit safely. Safety Shorts. Includes quiz.

### **Fire! In the Workplace**

**DVD1453ES, 17 min.**

Trains employees about causes and dangers of workplace fires. Covers classes of fires, proper housekeeping, and how to extinguish small fires. Coastal. No copyright date. 2006/1991. Includes employee quiz.

### **Fire Prevention**

**DVD2317, 5 min.**

Teaches employees to take simple precautions and to keep alert to fire hazards. Discusses flammable storage, smoke inhalation, smoke detectors, and heat sources. Safety Shorts. Includes brief quiz.

### **Fire Prevention & Safety in Industrial Facilities**

**DVD1603, DVD1603S, 20 min.**

Explains that when a workplace fire consumes chemicals, plastics, and other modern substances, it can create toxic infernos that spread quickly and kill instantly. Shows employees in industrial facilities how they can do their part in fire prevention by staying alert and following their company's Fire Prevention Plan. Reviews the precautions employees must take to prevent office fires and the things they should do if a workplace fire breaks out. ERI. 2003. Includes quiz.

# The Pet Loss Center

## Emergency Action Plan

511 New Hope Road West  
McKinney, TX 75071



The Pet Loss Center<sup>SM</sup>  
HONORING THE JOURNEY

# **The Pet Loss Center Emergency Action Plan Table of Contents**

- I. Emergency Contact Information
- II. Objective
- III. Responsibilities and Duties
- IV. Evacuation Procedures
- V. Emergency Procedures
- VI. Building Specific Information
- VII. Evacuation Methods and Assembly Locations
- VIII. Appendix A – Critical Equipment Shutdown
- IX. Appendix B – Additional Considerations

**Emergency Action Plan  
for  
The Pet Loss Center  
Last Revised: 1.2.2020**

**I. EMERGENCY CONTACT INFORMATION**

**Fire/Police:** 911

**VP of Operations:** Charlie Pedrick – 321.427.2339

**Director of Operations:** Michael Dunn – 903.742.5811

**Director of Human Resources:** Kristina Ramos – 972.214.2389

**Location Manager:** Andrew Winkler – 480.737.7825

**II. OBJECTIVE**

The purpose of this Emergency Action Plan is to facilitate and organize employer and employee actions during workplace emergencies and comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.38(a). Well-developed emergency plans and proper employee training (such that employees understand their roles and responsibilities within the plan) will result in fewer and less severe employee injuries and less structural damage to the facility during emergencies.

**III. RESPONSIBILITIES AND DUTIES**

An effective Emergency Action Plan requires the coordination of many occupants in a building. All building occupants need to be aware of their roles and responsibilities in case of an emergency. This section outlines specific responsibilities for employees, Location Manager, and supervisors. Visitors should also be instructed of proper response to alarms and the need to evacuate.

**Responsibilities of Employees**

All employees should be properly trained and have confidence in the following responsibilities:

1. be familiar with building emergency procedures and act in the event of an emergency;
2. participate in drills and training as required;
3. inform and assist visitors unfamiliar with building procedures as appropriate prior to and during an emergency;
4. supervisors orient new employees of this plan upon hire; and
5. be familiar with guidelines herein to evacuate or take refuge.



## **Responsibilities of Location Manager and Supervisors**

The Location Manager, supervisors, and their alternates are employees, as well as building occupants who have been appointed (or have volunteered) to serve in these positions.

### **Location Manager**

The Location Manager is the administrative lead for this plan and acts as the liaison with the responding emergency services as well as Pet Loss Center (PLC) management. If an emergency occurs when the Location Manager or alternate is not available, a supervisor or senior employee may serve as liaison. The responsibilities of the Location Manager are:

1. prepare, maintain, and distribute the EAP;
2. include the EAP in new employee orientation;
3. call periodic meetings with supervisors to review and update the EAP;
4. distribute the EAP annually to all building occupants and highlight any changes to the document;
5. be familiar with duties and emergency procedures;
6. be familiar with all fire extinguisher locations and how to operate;
7. be familiar with the EAP and all relevant emergency procedures;
8. assist with the development of emergency procedures for persons with disabilities;
9. ensure supervisors know what their duties are in case of an emergency;
10. schedule evacuation drills and will activate the fire alarm;
11. critique the drill and complete the drill form, noting any problems or issues;
12. evacuate and report to the evacuation assembly point and act as a building occupant liaison with responding emergency services;
13. receive status reports from supervisors;
14. identify yourself and communicate your role to incident command (usually local fire department) and provide any relevant information you may have about the status of the emergency;
15. offer a hard copy of this plan and attachments to emergency services. Ask if they need any information about the building and help facilitate information sharing between occupants and emergency services;
16. if necessary or requested by incident command, assign supervisors or other personnel as needed to be stationed by all entrances to prevent unsuspecting personnel from reentering the building; and
17. when the fire department has communicated "ALL CLEAR," announce that occupants may re-enter the building. Do not allow re-entry if the alarm is silenced without confirmation of an all clear from emergency services.

### **Supervisors**

1. participate in routine meetings with your location manager regarding your EAP;
2. be familiar with all fire extinguisher locations and how to operate;

3. be familiar with the EAP and all relevant emergency procedures;
4. familiarize yourself with building exits and locations that are likely to have visitors or persons with disabilities who may need some assistance during a building emergency;
5. be aware of persons with mobility disabilities and their evacuation plan;
6. sweeping an area of the building to motivate non-responsive occupants to exit is optional. If conducted the sweep should not take longer than two minutes
7. be familiar with your building alarm system and building safety features (general awareness) so that you may accurately interpret alarms;
8. become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting;
9. participate in evacuation drills as requested by the location manager;
10. inform persons with acknowledged mobility disabilities about the guidelines for evacuation;
11. be prepared to communicate to occupants outside of the building to keep them moving to the evacuation assembly point and to not obstruct roads or emergency responders;
12. check your area for visitors and others who may need assistance responding to the emergency. Visitors may not be familiar with how to evacuate and should be informed on the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside;
13. direct persons with disabilities to follow their individual plan. If they don't have one direct them to an area of refuge;
14. optional: Sweep your area by walking, calling out, knocking on doors, and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate. As a general rule, supervisors should not fight fire with fire extinguishers or otherwise. Their primary role is to encourage occupants to move towards exits quickly and to communicate with the location manager at the evacuation assembly point;
15. exit the building and communicate with exiting occupants where to assemble outside. If fire or smoke is observed, supervisors must discontinue their activities and evacuate immediately before the space becomes untenable;
16. once outside, assertively direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected building;
17. if you or anyone from your area have specific information about the nature or location of the emergency, immediately report the information to the location manager who will relay the information to first responders at the incident command location;
18. accounting for all personnel. Attempt to identify persons who may have remained behind. This is especially important if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans;
19. immediately report to the location manager any missing persons who you believe, or have reason to believe, may be in the building or in jeopardy;

20. when notified by the evacuation director help communicate the all clear so the building may be reoccupied. Don't reoccupy in response to the alarm being silenced. Await a definitive message.

#### **IV. EVACUATION PROCEDURES**

These procedures focus on evacuation of occupants as a result of a fire or other building emergency.

1. Assume all alarms are real unless an announcement has been made prior to the alarm;
2. begin immediate evacuation of the building or area when outlined in building emergency procedures;
3. if safely able, follow procedures to shutdown critical equipment;
4. if safely possible, take your keys and valuables and close doors behind you as you exit;
5. evacuate via the nearest exit. Do not prop doors open; doors must remain closed to prevent smoke migration in the event of a fire;
6. go to your predetermined evacuation assembly point;

#### **Evacuation Route Maps**

Evacuation floor plans help to identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken. Your building's floor plan and evacuation routes are posted throughout the building.

#### **V. EMERGENCY PROCEDURES**

##### **Fire/Explosion**

All fire alarm activations should be taken seriously. Never assume an alarm is false. Building occupants must evacuate when the alarm sounds.

- If something is on fire, use the nearest pull station to activate the fire alarm then call 911.
  - Communicate the details you know.
- Use a fire extinguisher for small fires only. Before you fight a fire, make sure that you:
  - Have called 911/or pulled the fire alarm.
  - Have been trained to use an extinguisher.
  - Have an evacuation route planned.
- If trapped by smoke or fire; stay low and try to cover your mouth with a wet cloth.
  - Find a room where you can seal the cracks under the door and call 911.
  - If near a window, open but do not break it. Wave or hang something outside to alert fire personnel.
- If your clothes catch fire; STOP, DROP and ROLL to smother the flames.

- Shutdown all critical equipment, including valves on lines providing fuel to retorts, if safely able (see Appendix A – Critical Equipment Shutdown).

### **All Fire Alarms**

- If you hear the fire alarm, evacuate the building or area. Closing all doors as you go.
- Do not use elevators. Evacuate by using the nearest stairwell.
- Go to your evacuation assembly point (EAP).
- Report to the evacuation warden, evacuation director, or the fire department.
- Do not re-enter the building until authorized by emergency personnel.

### **A Fire in a Building without a Fire Alarm**

- Call out “FIRE – GET OUT” loudly, using your voice to inform other occupants.
- Phone 911 and report the building name, address and specifics of the emergency.
- Follow the general procedures listed above.

## **VI. BUILDING SPECIFIC INFORMATION**

### **Emergency Communications**

The following is used to describe the method used to notify first responders of an emergency within our building. Check the box that applies.

- ☐ Our building is equipped with a monitored fire alarm system. In the event of a fire alarm activation, signals are sent to a central monitoring station who notifies the Fire Department. Evacuate and call 911 to report specific information about the emergency.
- ☐ Our building is equipped with a fire alarm system that is not monitored. Call 911.
- x Our building is NOT equipped with a fire alarm system. Call 911.

The fire alarm system notification audible tone is a:

- ☐ Slow whoop
- ☐ Temporal 3
- ☐ Solid tone
- x NA, no fire alarm.

## VII. EVACUATION METHODS AND ASSEMBLY METHODS

### Building Evacuation

The building fire alarm system is designed for (check one):

- ☐ No Fire Alarm. There is no fire alarm system. The entire building evacuates for fire and other emergencies as outlined in building emergency procedures.
- ☒ Complete Building Evacuation. All occupants evacuate to exterior of building for fire and other emergencies as outlined in the building emergency procedures.
- ☐ Partial and/or Phased Evacuation. Occupants of alarmed areas may evacuate to an indoor evacuation assembly point, typically at a location several floors below the alarmed and affected area and separate from fire fighter staging areas (common to high rise buildings). Occupants are instructed to exit down the stairwell onto a predetermined floor where the alarm is not sounding. Some occupants near grade level may evacuate to the exterior. A subsequent alarm may require additional evacuations if deemed necessary by the fire service.

### Outdoor Evacuation Assembly Point

The Evacuation Assembly Point should be an open area away from the building and out of the way of responding emergency personnel. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed.

There may be more than one assembly point depending on the size of the building and the location of the exits. List the EAP locations and indicate which areas of the building are to report to which area.

Evacuation Assembly Point Location	Serves those exiting from
Tree in front yard, <b>S1</b>	Building 1 Retort 1
Neighbor's Driveway, <b>S2</b>	Building 2 Retort 2

## Appendix A

**The Pet Loss Center**  
**Location: \_\_McKinney\_\_**  
**Critical Equipment Shutdown**

Critical equipment which could pose a serious hazard to first responders, or present significant property loss risk if left in operation without an attendee. List equipment, contact information, and shutdown procedures.

Equipment	Location	Contact Name & Number	Shutdown Procedure
Retort 1 gas shut off valve	South side of Retort 1, on top of Retort	<b>Matthews 407-886-5533</b>	Turn Valve Handle to Off Position
Retort 2 gas shut off valve	South side of Retort 2, on top of Retort	<b>Matthews 407-886-5533</b>	Turn Valve Handle to Off Position
Propane storage tank shut off, <b>A</b>	East of Building 2, North end of Propane storage tank	<b>Douglas Distributing 903-893-1181</b>	Turn Valve Handle to Off Position
Gas feed shut off, <b>B</b>	South of Building 2, shin level	<b>Douglas Distributing 903-893-1181</b>	Turn Valve Handle to Off Position
Gas shut off to Building 1, <b>D</b>	East exterior wall of Building 1, knee level	<b>Douglas Distributing 903-893-1181</b>	Turn Valve Handle to Off Position
Gas shut off to Building 2, <b>C</b>	South exterior wall of building 2, waist level	<b>Douglas Distributing 903-893-1181</b>	Turn Valve Handle to Off Position

## **Appendix B**

### **The Pet Loss Center**

**Location: \_\_McKinney\_\_**

### **Additional Considerations**

This section includes any additional documentation such as evacuation exemptions and any other information that could be considered critical information during a building emergency.