

Chapter 311. Travis County Waste Management Policy¹

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311.001 Program Policy Goals

- (a) This Policy shall establish a Comprehensive Waste Management Program to implement reduction, recycling, and disposal of waste materials generated by Travis County operations. The primary goals of this Policy are to reduce the costs of materials and waste disposal, reduce the amount of wastes landfilled, reduce use of limited natural resources, prevent environmental pollution, and promote the purchase and use of recycled products. Additional goals include assisting compliance with State and Federal waste management laws and the promotion of cooperative waste management initiatives through organizations such as the Capital Area Planning Council (CAPCO).
- (b) County departments shall minimize the amount of waste materials generated by operations through use of appropriate management strategies, feasible technologies and products, and staff procedures. Wastes that are generated by operations shall be reused when possible and permissible by law. Wastes that cannot be reused in operations will be recycled through a qualified contractor. Wastes that cannot be reused or recycled shall then be disposed of at a permitted landfill in accordance with all applicable regulations. The use of hazardous materials shall be reduced and non-hazardous alternatives implemented whenever possible.
- (c) Treatment requirements for individual waste streams are outlined in this Policy. New or unidentified waste streams shall be added as necessary. This Program shall be implemented through staff procedures developed in accordance with this Policy and evaluated in accordance with this Policy. Semi-annual reports shall be provided to the Commissioners Court during the fiscal year detailing the ongoing performance and progress of the Program.

¹ Chapter 111 was adopted by the Travis County Commissioners Court on December 17, 1996 (Item 3). Chapter 111 was renumbered as Chapter 311 on June 1, 2016 (approved May 15, 2018, Item 7).

311.002 Program Implementation Guidelines²

- (a) Daily implementation of the Program shall be the responsibility of county departments management and staff ("Operational Staff"), implemented through integrating the most simple, practical procedures possible into existing operations. Specific department and/or program staff ("Oversight Staff") shall be designated responsible to coordinate and assist Operational Staff with implementation. The division of duties and procedures between Oversight and Operational staff shall be developed at the staff level and approved by the County Executives and Elected Officials involved as necessary. The primary goal of procedures shall always be the most effective implementation of the Policy goals and requirements of law.
- (b) Operational Staff responsibilities shall include, but are not limited to:
 - (1) Daily implementation. Coordinate with designated Program Oversight Staff for implementation assistance;
 - (2) Identification of all waste streams generated by operations and implementation of procedures to achieve the requirements of this Policy and the law within 6 months of Policy adoption;
 - (3) Develop and utilize commodity codes specified by the Purchasing Agent for the purchase of recycled material products, hazardous materials (chemicals), and waste recycling/disposal services, for tracking and reporting purposes; and
 - (4) Periodically record amounts of operational wastes generated, recycled, and disposed of, and/or compile the reports provided by waste contractors. Provide this information to designated Program Oversight Staff for reporting purposes.
- (c) Oversight Staff responsibilities shall include, but are not limited to:
 - (1) Assistance to Operational Staff through information, direction, training, procedures development, contract development, contract management, inspections, audits, etc.;
 - (2) Evaluation and recommendations on alternative practices, products, services and equipment proposed for use, in cooperation with the Operational Staff responsible for implementation;
 - (3) Review and make recommendations to County Purchasing Agent on contracts, specifications, and purchases involving waste management services and commodities;
 - (4) Program performance and progress reports compiled from information supplied by all County departments; and

² Executive Manager was changed to County Executive May 29, 2018, Item 8.

- (5) Policy and budgeting recommendations.

311.003 Program Feasibility Criteria

Unless otherwise required by federal or state law, the methods, services, or cooperative agreements for the implementation of waste management programs and the acquisition of products, commodities, or materials, which contain recycled materials or result in energy savings, shall meet the following conservation, cost, and operational planning feasibility criteria for use in County operations, unless otherwise required by law:

- (1) Conservation Criteria. One or more of the following conservation benefits shall be achieved:
 - (A) An increase in the amount of waste recycled/reused;
 - (B) A decrease in the amount of raw material resources used;
 - (C) A decrease in actual environmental pollution or potential pollution risk; and
 - (D) A decrease in the amount of waste landfilled.
- (2) Cost Criteria. As a goal, total costs should be equivalent to current practices, however, alternative practices costing up to 10% more than current practices may be justified if they will result in reduced long-term costs within a specified time frame. Alternative practices costing over 10% more than current practices may be approved by the Commissioners Court, if the Court determines that the cost is justified in order to develop the market for the alternative practice. In the planning process, the estimate of total costs must include up-front and long-term costs, including product lifespan, reusability, program operational effects, disposal, legal liability and risk, and any other applicable cost factors. Sources to be considered in the planning process include product and purchasing information, which may be obtained from manufacturers, other governmental entities, and private businesses. Specifically desired services, materials, commodities, and products must be specified in the bidding process.
- (3) Operational Criteria. Operational efficiency and staff convenience and safety should be at least equivalent to practices and products currently being used.

311.004 Treatment Goals for Waste Streams

- (a) The County shall implement the treatment requirements for its individual waste streams as outlined or specified in this Policy. Waste stream treatments are methods which result in any combination of the following results: source reduction, landfilling reduction, operational reuse, contracted recycling, and/or raw materials/resource reduction. The waste streams identified below shall be in substantial compliance with this Policy under the following timetable, including establishment of baseline measures for each waste stream:

- (1) Facilities/Office Wastes.....FY97
- (2) Fleet Maintenance WastesFY97
- (3) Road/Park Maintenance Wastes.....FY97
- (4) Other Wastes.....FY97

(b) Waste streams will continue to be treated to reach an optimum level of effective waste management for each waste stream under the Program Feasibility Criteria.

311.005 Purchasing Goals

(a) The County shall expend the below-specified minimum percentage of its annual commodities purchasing budget for purchasing commodities that have recycled material content or achieve other conservation benefits, under the following timetable:

5 percent of commodities budgets..... FY97

8 percent of commodities budgets.....FY98-on

(b) Contractors performing services for the County shall comply with all applicable waste management law. County Waste Management Policy requirements not specifically required by law shall be incorporated into services contracts and commodities specifications whenever they meet the Program Feasibility Criteria.

311.006 County Waste Streams

(a) Facilities/Office Maintenance Wastes

- (1) Used Paper. Waste paper shall be recycled as much as possible, including white, brown, manila, mixed paper, magazines, corrugated cardboard, etc.
- (2) Used Aluminum Cans. Aluminum cans shall be recycled whenever feasible, providing collection bins at the most convenient and appropriate locations.
- (3) Used Batteries. Rechargeable and mercury-free batteries shall be used in place of disposable whenever feasible. Collection bins shall be established for contracted used battery disposal, both nickel-cadmium rechargeable batteries and disposable alkaline batteries (40CFR 261.24, 335TAC Subchapter R).
- (4) Used Toner Cartridges. Spent toner cartridges shall be recycled and remanufactured toner cartridges purchased.
- (5) Used Fluorescent Light Bulbs. A program to recycle used fluorescent light bulbs instead of landfilling them shall be developed.

- (6) Waste Chemicals and Pesticides. Chemical and pesticide annual inventories should be purchased in amounts that will be expended in routine annual operations, to minimize need for disposal and extended storage of surplus materials. Travis County will move toward use of Integrated Pest Management (IPM), which employs an array of preventative measures with chemical control as a last resort, to minimize the use of chemicals and pesticides whenever possible and feasible.
 - (7) Miscellaneous Facilities and Office Wastes. Used or surplus miscellaneous equipment such as machinery, desks, computer hardware, etc., shall be recycled whenever feasible, rather than disposed as landfill waste.
 - (8) Glass, Plastic, and Styrofoam. Waste glass, plastic, and Styrofoam generated in areas such as employee break rooms should be recycled whenever feasible. When contract recycling is unavailable for small amounts of such waste, personal recycling and/or the use of reusable utensils and containers will be encouraged.
- (b) Fleet Maintenance Wastes
- (1) Waste Tires. Tires shall be recycled through a licensed contractor, not landfilled.
 - (2) Used Motor Oil, Differential Oil ; Used Transmission , Power Steering , Hydraulic, and Brake Fluid. Used oils shall be recycled, and purchasing preference given to motor oils and lubricants that contain at least 25 percent or more recycled oil and meet the Program Feasibility Criteria. Waste oil storage facilities shall be aboveground instead of underground as much as feasible.
 - (3) Used Oil Filters (UOF). Used oil filters must be recycled.
 - (4) Waste Oil Absorbent. Absorbent materials used to soak up spilled oil products must be recycled, reused, bioremediated, or disposed of as a special waste at a landfill.
 - (5) Used Antifreeze/Coolant. Used antifreeze/coolant shall be recycled and preference given to purchase of recycled or biodegradable antifreeze/coolant that meets the Program Feasibility Criteria.
 - (6) Used Lead-Acid Batteries. Used lead-acid batteries shall be recycled.
 - (7) Freon/ CFC Capture & Recycle. Freon air conditioning system maintenance and repair must utilize approved freon recovery equipment by trained and certified mechanics. Scrap AC compressors must have Freon emptied and recaptured before disposal as scrap metal.
 - (8) Wash Bay Wastes. Fleet wash bays must be maintained regularly and wastes generated managed as special waste. Fleet maintenance facilities without access to sewer discharge shall utilize non-discharge,

water recycling wash bays, or a treatment system to clean discharges to applicable water standards. Petroleum wastes generated by asphalt emulsion truck cleaning shall be recycled back into road resurfacing operations as allowed by law. Designated areas shall be designed for this clean out operation.

- (9) Grease Trap/Stormwater Pond Wastes. Traps or ponds for pollution control that receive stormwater or wash water from fleet maintenance operations and facility sites must be maintained to optimize effectiveness and minimize waste sludge and soil generation, which must be managed as special or hazardous waste.
- (10) Parts Cleaning Solvent Wastes . Auto parts cleaning practices utilized shall minimize non-recyclable waste generation and hazardous material generation, provided that the practices meet required Program Feasibility Criteria.

(c) Road/Park Maintenance Wastes

- (1) Used Asphalt, Flex Base, Aggregate. The reuse of reclaimed asphalt, base, and aggregate shall be maximized whenever feasible. A goal will be established to give preference to the use of rubberized asphalt made from scrap tires, provided its use meets the Program Feasibility Criteria.
- (2) Waste Striping/Signage Paint. Paint wastes shall be minimized to the greatest extent possible and managed as hazardous or special waste. Non-hazardous paint shall be utilized in operations as soon as economically feasible or required by law.
- (3) Excess Soil. Excess soil shall not be disposed of at a municipal landfill unless no other alternative exists. Excess, uncontaminated soil generated from operations may be used on County-owned land for landscaping, embankment, fill, erosion control, stockpiling for future use, etc., provided County approved Best Management Practices for erosion control are always utilized. Excess soil may be disposed of on private land only by legal agreement with the landowner.
- (4) Brush and Tree Limbs. Brush and tree limb waste will be mulched, not landfilled. Mulch can be used for erosion control, landscaping, composting, trails, etc.
- (5) Waste Pesticides and Chemicals. Chemical and pesticide annual inventories should be purchased in amounts that will be used up in annual road maintenance operations, to minimize need for disposal or extended storage of surplus chemicals. Travis County will move toward integrated pest management to minimize the use of chemicals and pesticides whenever possible and feasible.
- (6) Roadside Litter. Litter and household wastes dumped illegally on county property shall be removed and disposed of properly as resources permit, with every feasible effort made to identify

responsible parties and hold them accountable for clean-up costs. Alternative methods to achieve economical roadside litter abatement should be used whenever possible, such as roadside adoption agreements with local residents. Litter crews should separate recyclables such as aluminum and metals if feasible.

- (7) Scrap Metals. Scrap metals shall be recycled, not landfilled.
 - (8) Dead Animal Waste. A rendering plant will be used for dead animal disposal when possible. When the condition of the animal precludes all other disposal alternatives, it shall be landfilled. Farm animals by law may be buried on private farm property with the permission of the landowner. Localized composting disposal sites for dead animals may be developed in accordance with State law.
 - (9) Hazardous Materials-Illegal Dumping and Accidental Spills. Hazardous materials/special wastes abandoned or accidentally spilled on county property constitutes a potential threat to public health and safety and must be contained, removed and properly disposed of as soon as possible. Every feasible effort should be made to identify responsible parties and hold them accountable for clean-up costs. Small petroleum spills may be treated with absorbent and/or petroleum eating bacteria. Spent absorbent and soil shall be removed and/or remediated, if compliance with laws can be maintained. If not, the waste material shall be disposed of at a landfill.
 - (10) Septic/Sewage Wastes. Septic waste disposal methods which best meet the Program Feasibility Criteria shall be used. In parks not served by sanitary sewer, County will move towards composting toilets as economically feasible. Use of low flow toilets in facilities can reduce wastewater generation as well as water consumption.
 - (11) Stormwater Pond Wastes. Ponds that receive stormwater for pollution control must be maintained to optimize effectiveness and minimize contaminated soil/sludge generation, which must be managed as special or hazardous waste.
- (d) Other Wastes
- (1) Cafeteria Wastes. Composting programs for cafeteria food wastes shall be considered and recycling of aluminum, steel, tin cans, glass and plastic if this meets the Program Feasibility Criteria. Grease traps must be maintained regularly and pumped out using a licensed waste contractor.
 - (2) Medical Wastes. Medical wastes from the County Medical Examiners Office and the County booking and jail facilities must comply with the regulations laid out in Texas Health & Safety Code 330.1004.
 - (3) Printing/ Photographic Wastes. Chemical inventories for operations such as the Print Shop, Sheriff's Photo Lab, Records Management, or Medical Examiner should be purchased in amounts that will be used

up in annual operations, to minimize need for disposal or extended storage of surplus chemicals. Disposing of chemicals into the sanitary sewer is prohibited unless a sewer discharge permit is obtained with the City of Austin's Water and Wastewater Department Industrial Waste Division.

- (4) Closed Landfill Leachate. Leachate waste from closed County landfills such as the 290 East Landfill shall be disposed of using methods which best meet the Program Feasibility Criteria.

311.007 Selection and Management of Permanent Fill Disposal Sites and Temporary Storage of Construction Materials and Solid Waste.³

(a) Purpose. It is recognized that sites for permanent disposal of uncontaminated, inert fill soil and materials generated by construction activity, as well as sites for temporary storage of construction raw materials are necessary for economical County maintenance and construction operations, particularly road maintenance. The purpose of this Section is to establish clear and effective guidelines for such sites to ensure they are selected and managed in a manner that has no significant negative impacts to the environment, complies with all laws and regulations, and creates no liability for the County.

(b) Site Assessment (SA) and Selection. Any County or private property proposed for permanent or temporary placement, borrow, or storage of fill or construction materials shall have a Site Assessment prior to selection to determine if the activity will have any significant negative environmental impacts and to determine regulatory requirements and liabilities. The SA will assess the following key site conditions, which are generally to be avoided:

- (1) Steep slopes and/or locations where stormwater runoff discharging from the area will be difficult to control.
- (2) Floodplains and riparian areas, or areas requiring clearing of significant amounts of woody vegetation or trees.
- (3) Locations where a drainage problem will be created or an existing drainage problem exacerbated by the fill placement.
- (4) Wetlands, and/or the presence of high groundwater table and/or groundwater seepage.
- (5) The presence of highly permeable soil, subsoil, or bedrock.
- (6) The presence of unique or endangered species or ecological habitat.
- (7) The presence of cultural resources.

³ Section 311.007 was amended by adding (h) on August 24, 1999 (Item 7).

- (8) The presence of existing solid or special wastes, undetermined wastes or contamination, or unsecured conditions that could present a liability to the County. The SA shall at a minimum consist of a site visit to perform a simple assessment and recommendation, and shall be performed by designated Oversight Staff experienced or trained in Environmental Site Assessment. Generally, if the above key site conditions are not present or significant, the site may be used in accordance with all requirements of this Code, landowner agreements, and regulatory permits, laws and regulations.
- (c) Site Authorization, Types of Site Uses and Landowner Agreements Privately owned sites deemed suitable as fill or storage sites shall have one of the following legal agreements executed between the owner and the County. These legal agreements shall meet the requirements of the County Attorneys Office, and shall be administered through the approval process by the designated Oversight Staff:
- (1) An Agreement for Permanent Disposal of Fill Materials shall be required for ongoing permanent filling operations.
 - (2) A Temporary Construction Easement (TCE) agreement shall be required for:
 - (a) One-time permanent filling operations
 - (b) Temporary storage of construction raw materials and related staging.
 - (c) Agricultural Soil Conservation filling operations

An Agricultural Soil Conservation TCE may be executed for one-time placement of soil excavated from County right of way adjacent to agricultural land under the following conditions. The soil must reasonably appear to have originated from the agricultural activities on the adjacent land and these agricultural activities must be implementing standard soil conservation practices, as determined during the SA. If so, the County would excavate the soil from the right of way and place it at locations designated by the landowner on the property within the agricultural areas where it appears to have originated, to be regraded or reused at the landowner's expense.
- (d) Regulatory Permits. Permanent placement of fill material, and the clearing and grading that may be associated with permanent or temporary placement of fill or construction materials may also, as a minimum, require one or more of the following regulatory permits:
- (1) County Site Development Permit.
 - (2) City of Austin or other municipality Extra Territorial Jurisdiction Development Permit.
 - (3) Lower Colorado River Authority Nonpoint Source Pollution Control Permit.

- (4) Texas Natural Resource Conservation Commission Edwards Aquifer Pollution Abatement Plan.
- (5) Environmental Protection Agency National Pollutant Discharge Elimination System Permit.

County staff should advise private landowners of the applicability of particular regulatory permits, but unless designated otherwise, the landowner shall be responsible to obtain such permits and shall provide a copy of such permit(s) to the County prior to placement of any fill or materials. However, County staff may actively assist or manage the procurement of regulatory permits if it is desired to utilize a particular site to assist the economical performance of County operations. Notwithstanding the County's assistance, the landowner shall be the party responsible for any required regulatory permits.

- (e) Permanent fill material placed on property may contain only:
 - (1) Naturally occurring soil, subsoil, and stone; or inert, non-degradable processed soil and stone materials such as road base, road aggregate and concrete;
 - (2) Non-woody vegetation excavated in incidental amounts with such soil material. Such as grass and weeds; and
 - (3) Weathered asphalt, if such material is minimized as much as possible and mixed throughout the fill and to the extent that it is not susceptible to separation but only to the extent that it is allowed under TNRCC or other local regulations.
- (f) Permanent fill material placed on property shall not contain the following wastes unless the site is specifically permitted by TNRCC to receive such materials. All of the following waste materials must be either recycled in accordance with the law, or disposed of at a permitted solid waste landfill:
 - (1) Any putrescible, degradable wastes such as household or roadside trash, tires, paper, metal, wood, building demolition debris, or any other municipal solid waste as defined under THRCC regulations, 30 TAC Chapter 330;
 - (2) Any significant amounts of woody brush and tree limbs and trunks and roots; provided however, that these materials may be mulched or stockpiled on the property with Owner permission; and
 - (3) Any fresh, non-Weathered asphalt or asphaltic materials, or any Industrial or Hazardous wastes, as defined under TNRCC regulations, 30 Texas Administrative Code Chapter 335.
- (g) Site Management and Compliance Monitoring. Assigned Operational Staff shall be responsible for the following site management tasks for fill or storage sites, which may vary according to the individual site agreement. It is imperative that compliance is maintained, as the County and its employees

can be subject to legal penalties and fines for violations of applicable laws and regulations.

- (1) Compliance with the terms and conditions of all applicable agreements, Permits, laws and regulations.
- (2) Placing, spreading, grading and compacting of the earthen fill material.
- (3) Ensuring proper drainage.
- (4) Routinely implementing and maintaining erosion control and storm water pollution prevention practices for any fill or materials placed on the property in compliance with all Permits obtained and all applicable regulations, including final restoration and/or revegetation of the site as required.
- (5) Ensuring the security of the site from unauthorized dumping as much as possible, in cooperation with the landowner if the site is private.
- (6) Site monitoring inspections and staff training periodically to ensure compliance with all requirements, by designated Oversight Staff, or Operational Staff trained by Oversight Staff in environmental site assessment and solid waste regulations.

- (h) Temporary Storage Requirements for Solid Wastes. Wastes from construction and maintenance operations that cannot be recycled or reused must be disposed of at a permitted solid waste facility. If disposal is not immediately possible, such solid wastes can be temporarily stored on County property if it will not create a fire, safety, health, or nuisance problem. Storage shall not exceed 30 days and the volume of waste stored must be minimized as much as possible. Materials that may be temporarily stored in an uncovered area under these conditions include, but are not limited to: incidental litter [311.006 (c)(6)], tires [311.006(b)(1)], scrap metal [311.006(c)(7)],junk/obsolete equipment [311.006 (a) (7)], and waste "spoils" [311.006 (c) (1), (3), (4)] (incidental amounts of excavated waste soil, base, aggregate, concrete, asphalt, brush, etc., that will not or cannot be reused in operations). Exceptions include: used fixed assets and equipment waiting for auction or recyclable materials accumulating to a vendor required minimum quantity; raw materials or recyclable materials for use or reuse in operations; or improvement projects with separate contract terms and conditions. Compliance is the responsibility of the assigned Operational Staff.