

OAKS LANDFILL OIL/GRIT TREATMENT FACILITY  
Montgomery County, Maryland

Policy/Procedures/Protocol  
for  
Delivering Material to the Facility  
(for Truck Drivers)

Intent

To provide Policy/Procedures/Protocol/etc. for disposing of wastes collected from the cleaning and maintenance of stormwater management structures and storm drain conveyance systems located/generated within Montgomery County at the Oaks Oil/Grit Treatment Facility (“Facility”).

Facility Location/Telephone

6001 Olney-Laytonsville Road  
Gaithersburg, MD. 20882  
301-977-6798

Hours Receiving Material

Monday thru Friday, 9:30 AM to 4:00 PM, excluding County Holidays.

Policy/Procedures/Protocol/etc.

- All individualities/entities delivering waste to the Facility shall possess a Collectors License thru Montgomery County, Department of Environmental Protection, Recycling and Resource Management Division.
- Volume capacity of the Facility is limited; acceptance of loads is dependent on available capacity. Disposal is on a first come, first serviced basis.
- **Waste collector must call the Facility 24 hours in advance to coordinate delivery timing and volume capacity. Call 301-977-6798. Disposal is not guaranteed at the time of arrival. Please note that wait times may ensue.**
- All loads to be weighted at the Shady Grove Transfer Station Scale House. Trip tickets with all applicable truck information (time, weight, truck #, etc.) are distributed to driver and received by the Facility.
- Trucks not having tare weights will be sent to the Facility from the Scale House with a temporary ticket. After disposal, trucks must return to the Scale House to obtain empty weight and establish tare and finalize transaction.
- One-hour travel time is allotted from scale house to the oil/grit facility validated by weigh/trip ticket timestamp.
- Waste collector arrives at the Facility.
- Waste collector driver provides the Facility Operator with copies of the trip ticket from the Scale House. Driver retains a copy of the trip ticket.
- Facility Operator will provide on-site direction and will observe delivery dumping.
- All loads will be required to use and provide Facility Operator the Montgomery County Oaks Sanitary Landfill Waste Discharge Manifest form [Attachment A].
- All loads will be inspected by Facility Operator to determine if it matches Manifest description. If the load does not match the description or source, then the Facility Operator will reject the load.

Facility Closure

- The Facility may close for any reason such to accommodate inclement weather, maintenance/repairs, treatment rates, material loading rates, etc.

- The County will provide best effort advanced notice when closure conditions warrant.

### Compliance

- All individualities/entities disposing waste must be trained on disposal procedures
- Copy of waste collector’s Certificate of Attendance - DEP Stormwater Facility Maintenance Contractor Training must always be kept in the truck, and must include date and time of training, and name of company representatives attending the training.
- Copy of this Policy/Procedures/Protocol for Delivering Material must always be kept in disposal vehicle.
- Truck driver to ensure no hazardous, medical, sewer or radioactive waste is delivered to the Facility.
- All loads must originate within Montgomery County.
- All activities must comply with the Montgomery County Code of Regulations (#19.00.01.07) regarding disposal of materials.

### Training

All individualities/entities wishing to dispose stormwater waste at the Oaks Facility must attend the Montgomery County Department of Environmental Protection Stormwater Maintenance Training Program; attendance must be at least once every 3 years. To obtain immediate training go to “contractor resources tab” at <https://www.montgomerycountymd.gov/water/stormwater/maintenance.html>

The Training Program provides instruction in the following subject areas:

- The National Pollutant Discharge Elimination System National Pollutant Discharge Elimination System (NPDES) permit program.
- State of Maryland, Department of the Environment ‘MS-4’ (Municipal Separate Storm Sewer System) Permitting Program
- State of Maryland, Department of the Environment Oil Operations Permit Requirement
- Montgomery County Stormwater Management Maintenance Laws & Regulations
- Traffic Control Requirements when working in Public Rights of Way
- Confined Space Awareness and Requirements
- ‘MISS UTILITY” requirements
- Montgomery County Noise Ordinance
- Montgomery County Stormwater Management Program Operations and Procedures
- Waste Disposal Requirements

### DEP, Recycling and Resource Management Division Contacts:

Dan Rogers, P.E., Engineer I

Tel: 240-777-6574

Email: [daniel.rogers@montgomerycountymd.gov](mailto:daniel.rogers@montgomerycountymd.gov)

Veronica Fernandez, Licensing Program Specialist

240-777-6565

[veronica.fernandez@montgomerycountymd.gov](mailto:veronica.fernandez@montgomerycountymd.gov)

### Oaks Landfill Oil/Grit Management Facility Contacts:

Hugo Martin, Lead Facility Operator

Tel: 301-977-6798

Email: [hmartin@eema-inc.com](mailto:hmartin@eema-inc.com)

Trevor Keen, Facility Operator

301-977-6798

[tkeen@eema-inc.com](mailto:tkeen@eema-inc.com)

ATTACHMENT A

Montgomery County Oaks Sanitary Landfill Waste Discharge Manifest

Date of Disposal: \_\_\_\_\_ Ticket No.: Pre-Printed

Collector:

Waste Generator/Jurisdiction:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Telephone Number

Waste Load Weight (Ton) \_\_\_\_\_  
per Transfer Station weight ticket

\_\_\_\_\_  
License Tag Number

Nature of Waste:  Liquid  Soil-Sand-Gravel Slurry

*STORMWATER ONLY: No Solid Waste, No Septic, No Gasoline. The Oaks Oil/Grit Treatment Facility accepts only wastes collected from the cleaning and maintenance of stormwater management structures and storm drain conveyance systems associated with the drainage of all surface types receiving atmospheric precipitation (rainfall).*

Waste Generator Stormwater Facility Asset Numbers:

\_\_\_\_\_  
\_\_\_\_\_

Type of Stormwater/ Storm Drain:

- Hydrodynamic (e.g., Oil/Grit Separator, Stormceptor, BaySaver)
- Filtration Structure (e.g., Oil/Grit Separator Sand Filter)
- Cartridge Filter Structure (e.g., StormFilter, BayFilter, AquaFilter)
- Underground Detention Structure (e.g., Storage Pipes)
- Flow Splitter
- Aboveground Facility (e.g., Sand Filter, Infiltration Trench, Pond)
- Other (Specify): \_\_\_\_\_

Collector Operator Certification:

I hereby certify that the information on this MANIFEST is correct and that the materials disposed are from stormwater facilities within Montgomery County, MD.

\_\_\_\_\_  
Name (printed)  
Collector Operator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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