

**DIN 25055**

Approved by SWS

September 28, 2015

**OVERDALE ROAD YARD WASTE  
TREATMENT AND PROCESSING FACILITY**

**NORTH CAROLINA DIVISION OF WASTE MANAGEMENT  
PERMIT APPLICATION**

**CITY/COUNTY UTILITY COMMISSION  
WINSTON-SALEM, NORTH CAROLINA**

**PREPARED AND SUBMITTED BY:**

**CITY/COUNTY UTILITY COMMISSION  
WINSTON-SALEM, NORTH CAROLINA**

**Submitted July 2015  
Revised September 2015**

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## 1. Introduction

This Permit Application was prepared by the City/County Utility Commission of Winston-Salem, North Carolina (City), for the Overdale Road Treatment and Processing Facility (Facility) located at 4010 Old Milwaukee Lane in Winston-Salem, NC.

This Facility was originally permitted as a Large Type 1 Compost Facility in 1992. Compost Facility permit renewals were applied for and approved by North Carolina Department of Environment and Natural Resources (NCDENR) Division of Waste Management (DWM) in May 1999, November 2004 and October 2010. This Facility currently holds Permit No. SWC-34-09 with the DWM. In accordance with North Carolina Solid Waste Rule 15A NCAC 13B Section .0300 and the Treatment and Processing Guidance document, this Application is submitted for the approval of the site as a Yard Waste *Treatment and Processing Facility* for a period of five (5) years.

The City owns the property on which the Facility is located and is the governing and policy making authority. Wallace Farm, Inc., under contract with the City, is the managing operator of the facility, responsible for managing the site in accordance with all terms and conditions of the Agreement between the City and Wallace Farm, Inc. and the DWM Permit issued to the City. With approval from the City, Wallace Farm sub-contracts daily operational responsibility at the Facility to Wrico, the company that has been operating the Facility for over 20 years. Wrico's primary responsibilities are to screen incoming loads, segregate and properly dispose of unacceptable materials, stockpile raw materials, grind acceptable materials, stockpile ground materials and load trailers on behalf of Wallace Farm. Wrico may also conduct the on-site sales of boiler fuel and mulch if Wallace Farm chooses to exercise that option. The City may change contractors and sub-contractors based on performance and adherence to the terms and conditions of the Agreement with the City and the permit.

The 8.17-acre site opened in 1992 to serve the disposal needs of the surrounding community. The waste stream is primarily from City curbside pickup, landscaping companies, local industry and private individuals. During fiscal year 2013 to 2014, approximately 24,300 tons of waste were received at the site. On average, 25,700 tons of material are delivered to the Facility annually.

The Facility is open to receive materials from 7:00 a.m. to 4:30 p.m. Monday through Friday, and 8:00 a.m. to 12:00 noon on Saturday. The City may change the hours of operation to meet its needs. The site accepts yard waste, limbs, brush, leaves, grass clippings, and other similar debris. Untreated and unpainted wood, such as shipping pallets and dimensional lumber, are also accepted.

Under the agreement between the City and Wallace Farm (Contractor), composting will no longer be performed at the Facility therefore there will be no sales or distribution of compost produced at this facility. Instead, the Contractor will grind and transfer all yard waste material received at this Facility that is capable of being composted to his own permitted compost facility. Boiler fuel and wood mulch products may be produced, sold and/or distributed at this Facility.

## **2. Contact Information**

For Division of Waste Management regulatory and compliance purposes, the following two persons are the primary contacts with whom DWM staff should interact.

A. Property Owner and City Contact:

Mr. Wayne Turner (Yard Waste Processing Project Manager)  
Utilities Administration  
City of Winston-Salem  
P.O. Box 2511  
Winston-Salem, NC 27102  
(336) 747-7320

B. Contracted Operator Contact:

Mr. Dean Lentz (Facility Operations Manager)  
Wallace Farm, Inc.  
14410 Eastfield Rd.  
Huntersville, NC 28078  
(704) 779-2186

## **3. Acceptable Materials**

- A. Yard trash as defined in NCGS §130A-290
- B. Yard waste
- C. Woody waste from disaster debris management sites and land clearing activities
- D. Pallets
- E. Untreated, unpainted wood
- F. Leaves
- G. Grass clippings

## **4. Unacceptable Materials**

- A. Whole scrap tires
- B. Used oil
- C. Municipal solid waste
- D. Land clearing debris (stumps, etc.)
- E. Construction and demolition waste (C&D)
- F. White goods
- G. Lead acid batteries
- H. Hazardous waste
- I. Asbestos containing waste
- J. Medical wastes
- K. Any other waste banned by statute.

## 5. Estimated Amounts of Incoming Waste Materials

The monthly incoming waste estimates below are based on actual historical records of waste delivered to the Facility during FY 2012-2013. It does not represent actual expected monthly amounts which will vary according to several factors including seasonal growing conditions, weather conditions, route realignments by City crews, yard cart service subscription rates, customer landscaping habits, etc. The average annual amount of incoming waste is 25,700 tons for a monthly average of 2,142 tons and a weekly average of 495 tons.

### Estimated Amounts of Incoming Waste Materials by Type in Tons

Month	Curbside Brush	Yard Waste Cart	All Others*	Total
July	875	300	325	1,500
August	1,050	400	400	1,850
September	1,000	500	325	1,825
October	900	575	275	1,750
November	650	300	300	1,250
December	400	175	200	775
January	525	175	250	950
February	1,000	125	325	1,450
March	800	200	325	1,325
April	1,000	700	375	2,075
May	1,250	800	400	2,450
June	1,000	550	525	2,075
<b>Totals</b>	<b>10,450</b>	<b>4,800</b>	<b>4,025</b>	<b>19,275</b>

## 6. Equipment List

This equipment list is not meant to be all-inclusive but only a representative example of the types of equipment that will be found on the site during normal operations. The contractor will utilize the equipment necessary to perform that tasks described in the Operations Plan and in keeping with all permit terms and conditions.

- A. Hammermills, tub grinders and horizontal wood hogs
- B. Radial stackers
- C. Excavators and track hoes
- D. Wheeled loaders
- E. Transfer vehicles and walking floor trailers
- F. Loading ramps

## **7. Operations Plan**

### **A. Hours and Days of Operation**

The Facility is open between the hours of 7:00 a.m. and 4:30 p.m., Monday through Friday, and from 8:00 a.m. to 12:00 noon on Saturday. The hours of operation are subject to change at the owner's discretion. The observed holidays are New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day.

Notices are posted at the scalehouse advising customers of observed holidays.

### **B. Weighing**

All vehicles entering the Facility are required to stop at the scalehouse, which is located at the entrance to the Facility. All vehicles are weighed on certified scales and the content of the load is assessed. The weighmaster requests from the driver of the vehicle a description of the waste it is carrying to ensure that unacceptable waste is not being brought into the Facility. The weighmaster then collects payment and visually checks the vehicle by means of a closed-circuit TV camera as it crosses the scale. If the weighmaster observes non-conforming or unacceptable waste, it is immediately rejected and the vehicle is not allowed to unload. Please refer to Section VI of the Operations Plan for record keeping instructions of incoming material.

### **C. Receiving and Stockpiling**

Waste materials will be unloaded in the receiving areas designated on the Site Plan. Piles of incoming material will be limited to 30 ft. high by 50 ft. wide and arranged in such a way as to minimize the run-on, accumulation and collection of stormwater around the base of the piles. Materials may be segregated by source or type depending on the contractor's ultimate use. For example, woody waste, pallets, dimensional lumber and similar materials may be stored separately from the vegetative yard waste if boiler fuel or mulch is being produced for local sale or distribution. On the other hand, if all the material brought processed is destined for the Wallace Farm facility for further processing, materials may be stored commingled. It is most likely that a combination of these storage approaches will be utilized to make the most efficient use of the available resources.

On-site operators will observe unloading to insure that only acceptable materials are unloaded. If an operator observes unacceptable material being unloaded, it will be immediately rejected to the customer delivering the material for disposal at an approved facility. Unacceptable material discovered after the customer has left the site will be segregated into an area designated for rejects and contaminants for later removal and disposal by the operator. Unacceptable waste capable of attracting vectors will be immediately placed in waste storage containers. Other unacceptable wastes will be stockpiled and containerized prior to transfer to a disposal facility.

#### **D. Grinding and Stockpiling**

All material is typically ground within 48 business hours of receipt on-site. After final inspection, the waste is loaded into the yard waste and pallet processing unit (hammermill, horizontal salvage hog or tub grinder). Woody waste, pallets and dimensional lumber are ground separately from the yard waste. A radial stacker is used to stockpile the ground material. The contractor will segregate piles by yard waste and woody waste but may commingle them prior to transport off site. Piles of ground material will be limited to 30 ft. high by 50 ft. wide and arranged in such a way as to minimize the run-on, accumulation and collection of stormwater at the base of the piles.

#### **E. Distribution and Transfer**

Ground woody waste, pallets, dimensional lumber and similar materials may be made available for sale or distribution to the general public or private companies as mulch or boiler fuel. It may be picked up on site or delivered by the contracted Facility operator. Otherwise, all processed material, including yard waste, will be transferred to a Wallace Farm facility for further processing into mulch, boiler fuel or compost products on a schedule that allows adequate storage space for additional incoming and ground material.

### **8. Process Narrative**

This narrative is provided to give additional operational details of the Overdale Yard Waste Treatment and Processing Facility. Refer to the Process Flow Diagram and Site Plan on pages 8 and 23, respectively, in the permit application.

Incoming waste managed at the Facility primarily includes curbside collected yard waste from Forsyth County; materials dropped off by the general public; private companies disposing of yard waste; pallets and materials such as untreated, unpainted wood waste from processing plants; and storm debris. A City staff person manages the scale area where the material is weighed. The weighmaster confirms the material make-up of the load and directs the customer to one of two receiving areas shown on the Site Plan.

Yard waste, composed mostly of grass clippings, small brush and other small vegetative debris is generally processed separately from the other materials. As the yard waste is processed through the hammermill, horizontal wood hog or tub grinder, a radial stacker (conveyor) is operated to create a stockpile. Ground yard waste is typically transferred to the Wallace Farm Facility within three (3) days after processing.

The pallets, dimensional lumber, woody waste (such as tree trunks and large tree limbs), engineered wood products (such as plywood and particleboard) and unpainted, untreated wood are processed separately. Again, a radial stacker is used to develop a stockpile of processed material. The resulting mulch product is managed in bulk piles and then offered for sale or distribution to the general public or private companies. Mulch sold or distributed to the general public may be

Coarse Mulch (single-ground) or Fine Mulch (double-ground). Any mulch not sold or distributed is transferred to the Wallace Farm Facility for further processing into mulch products or compost.

When the hammermill or grinder is being operated, the loader operators visually screen the material for contaminants. Contaminants include materials which are not accepted at the Facility but were not discovered by the scale attendant, or materials which would harm the equipment. Unacceptable waste includes material such as construction demolition waste, painted wood, metal, and large stumps from land-clearing operations. The unacceptable material is stockpiled in the reject/non-conforming area and is disposed of by the operator at an approved disposal facility.

## **9. Worker Safety and Training**

All operating personnel shall receive training, safety equipment, and supervision necessary to carry out their assigned duties. Required training for the Contractor is performed by the Contractor. Refer to the Emergency Action Plan regarding emergency protocols.

## **10. Contingency Plans**

### **A. Equipment Breakdown**

In the event of equipment failures or scheduled maintenance, other equipment can be brought to the site by either the managing contractor, Wallace Farm, or the sub-contractor, Wrico.

### **B. Non-Conforming and Hazardous Waste**

All waste is screened both at the scalehouse and in the receiving areas. If nonconforming or hazardous waste is discovered at the scalehouse, it is rejected immediately. If nonconforming waste is found in the receiving areas, it is sent to a separate area which has been dedicated for such material. The reject/non-conforming waste shall be hauled to the proper disposal facility when the area is full. If hazardous waste is found in the receiving area, it will be segregated by the operator and properly disposed of by the City.

### **C. Vectors and Odors**

To minimize the potential threat of vectors, all incoming material is typically ground within 48 business hours of receipt. To minimize potential odors, material is typically turned over (sold or distributed in the case of wood mulch) or transferred off-site within three (3) business days after being processed.

### **D. Fire, Medical and Natural Disaster Emergencies**

Please refer to the Emergency Action Plan.

## **11. Record Keeping**

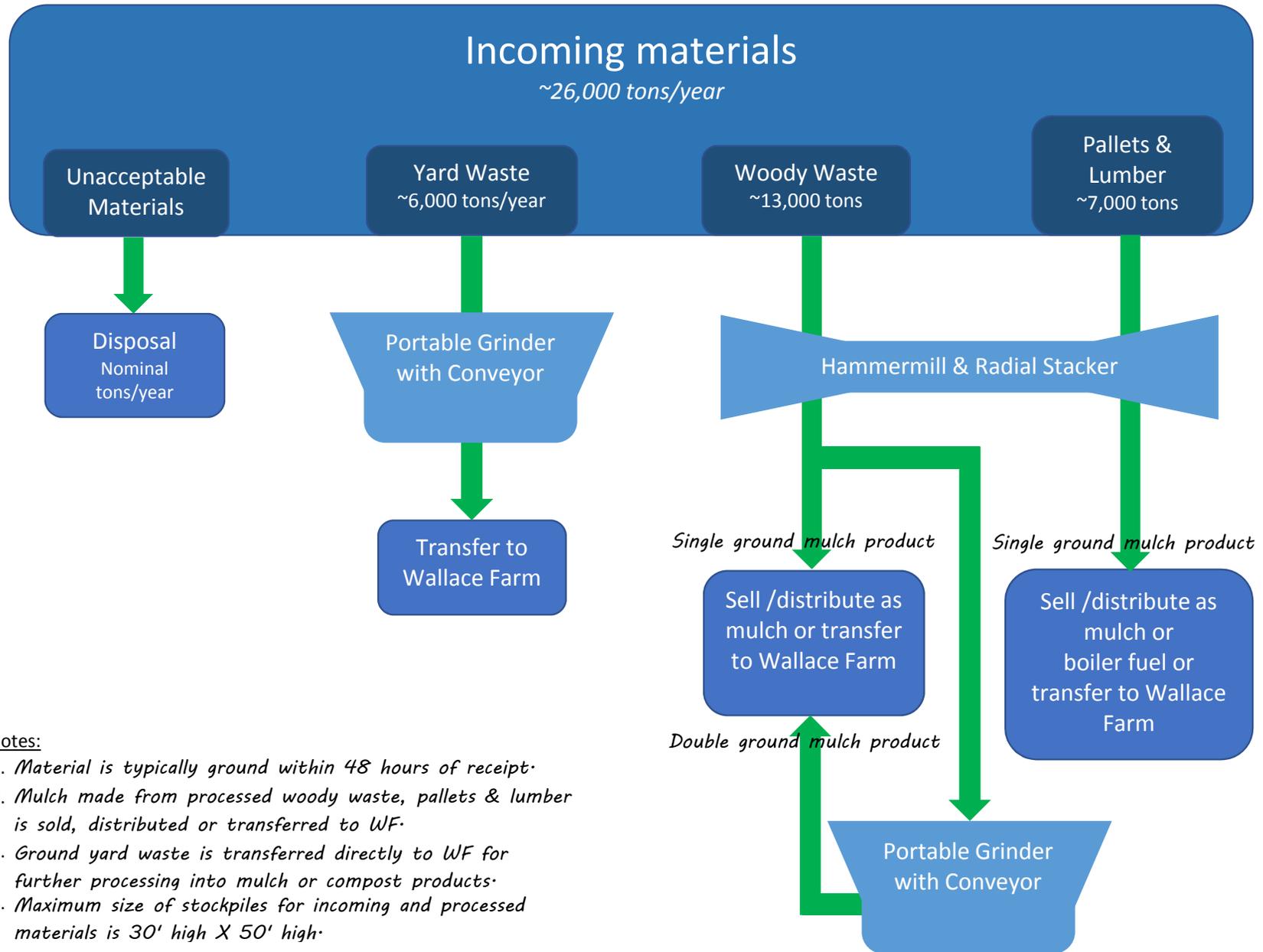
Records shall be maintained for a minimum of five years. Records shall be available for inspection by Division of Waste Management (DWM) personnel during normal business hours and shall be sent to DWM upon request:

- (1) The quantity of waste received.
- (2) The quantity and type of waste processed.
- (3) The quantity and type of material produced by product classification.
- (4) The quantity and type of material removed for use or disposal, by product classification, and the market or permitted disposal or processing facility.

Annual Reporting: An annual facility report for the period July 1 to June 30 shall be submitted to DWM in accordance with established reporting requirements and shall contain:

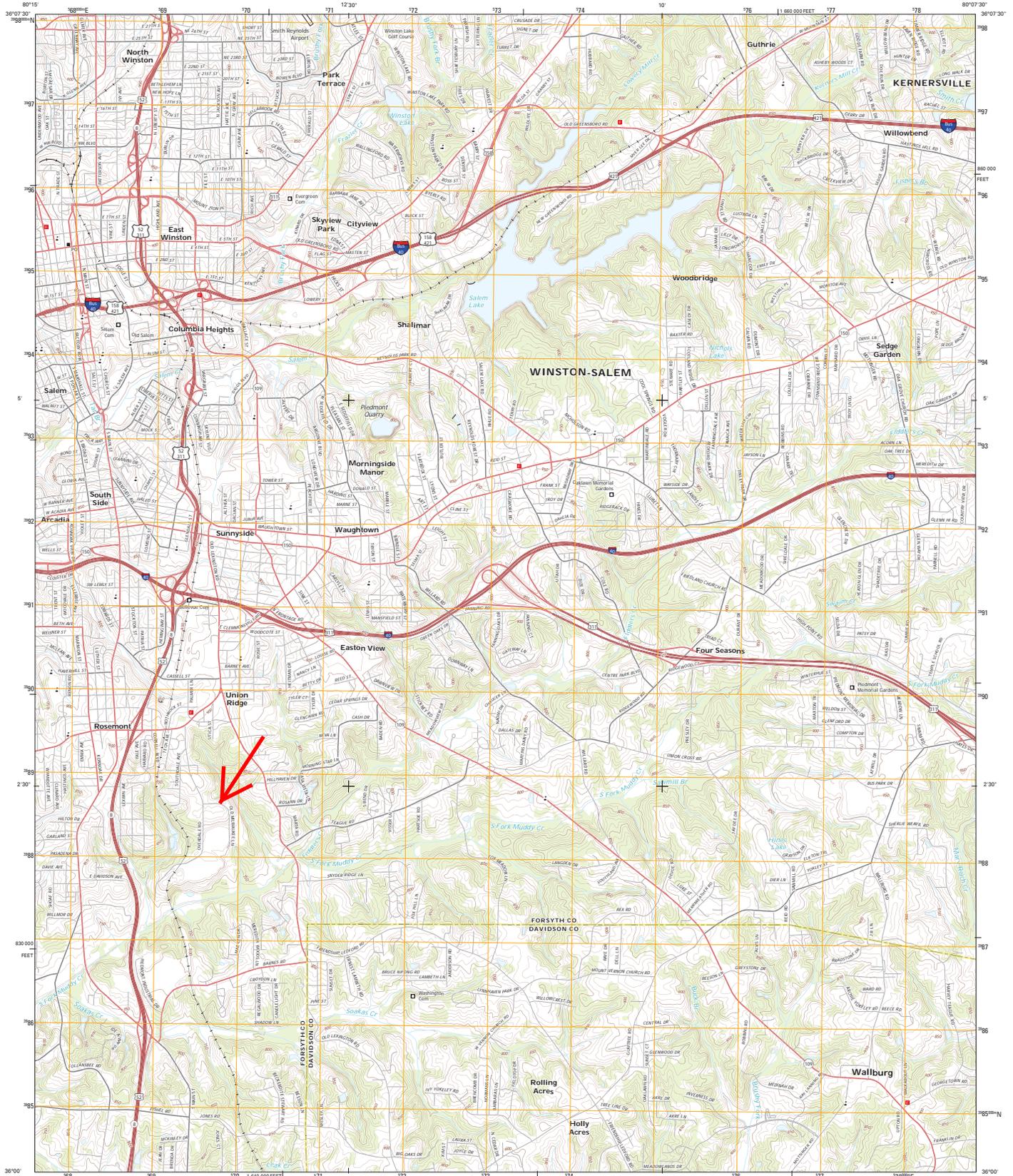
- (1) The Facility name, address, and permit number.
- (2) The total quantity in tons, of waste received at the Facility during the year.
- (3) The total quantity in tons and type of material produced at the Facility, by product classification, during the year covered by the report.
- (4) The total quantity in tons and type of material removed for end use, disposal or further processing from the Facility, by product classification, along with a general description of the market if for use during the year covered by the report.

**Process Flow Diagram**  
**Overdale Yard Waste Treatment Processing Facility - Winston-Salem, NC**



**Notes:**

1. Material is typically ground within 48 hours of receipt.
2. Mulch made from processed woody waste, pallets & lumber is sold, distributed or transferred to WF.
3. Ground yard waste is transferred directly to WF for further processing into mulch or compost products.
4. Maximum size of stockpiles for incoming and processed materials is 30' high X 50' high.



Produced by the United States Geological Survey  
North American Datum of 1983 (NAD83)  
World Geodetic System of 1984 (WGS84) Projection and  
1 000-meter grid. Universal Transverse Mercator, Zone 17E  
10 000-foot ticks. North Carolina Coordinate System of 1983

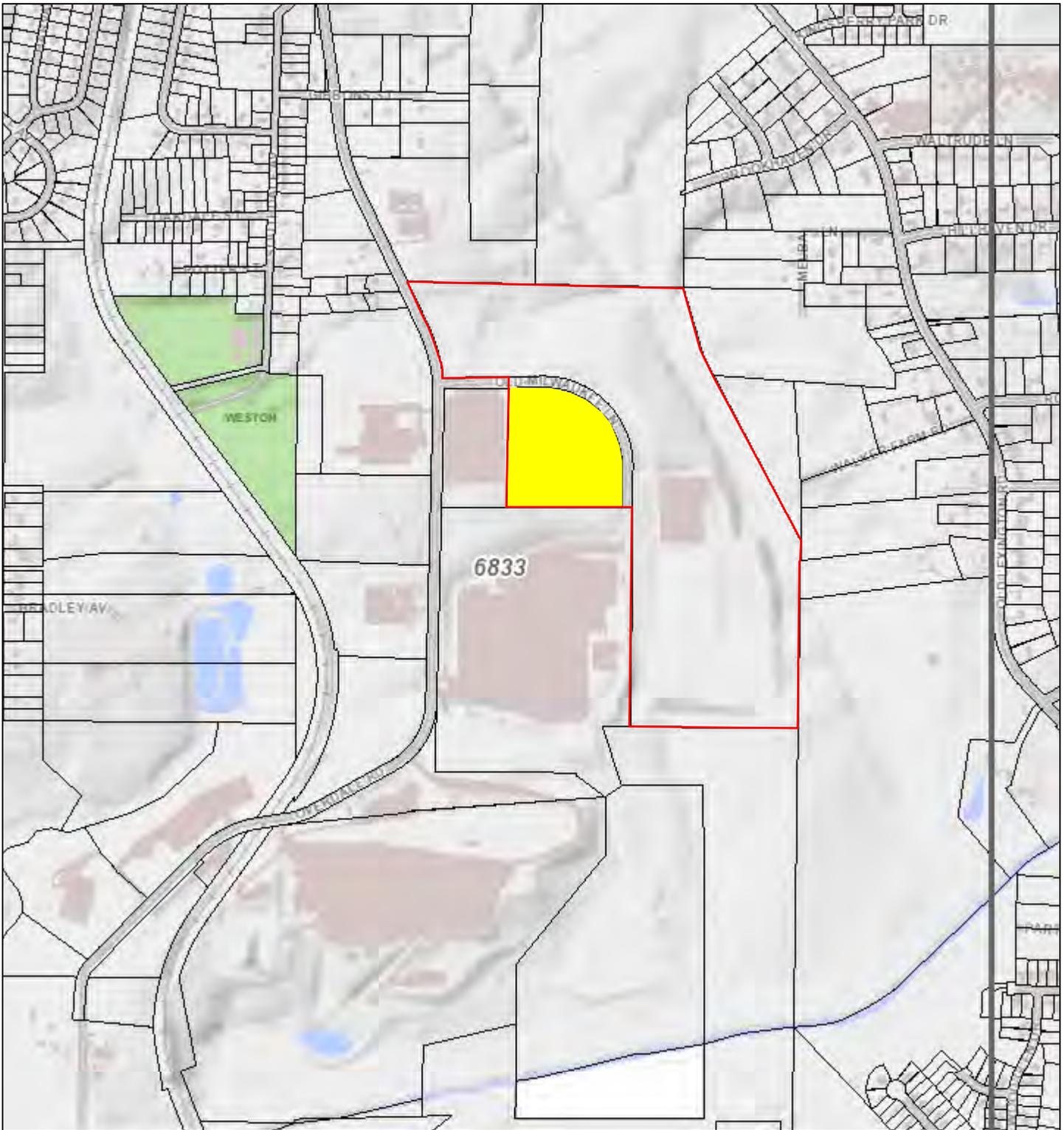


Imagery: NAIP, June 2012  
©2006-2012 TomTom  
Names: ©2013  
Hydrography: National Hydrography Dataset, 2012  
Contours: National Elevation Dataset, 2008  
Boundaries: Census, IBWC, B.C., USGS, 1972-2012

CONTOUR INTERVAL: 10 FEET  
NORTH AMERICAN VERTICAL DATUM OF 1988  
This map was produced to conform with the  
National Geospatial Program US Topo Product Standard, 2011.  
A metadata file associated with this product is at [www.usgs.gov](http://www.usgs.gov).

Blaine	Wilkesboro	Blaine
Winston-Salem West	Winston-Salem East	Farmville
Wilkes	Milburn	High Point West

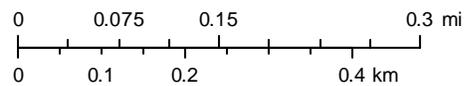
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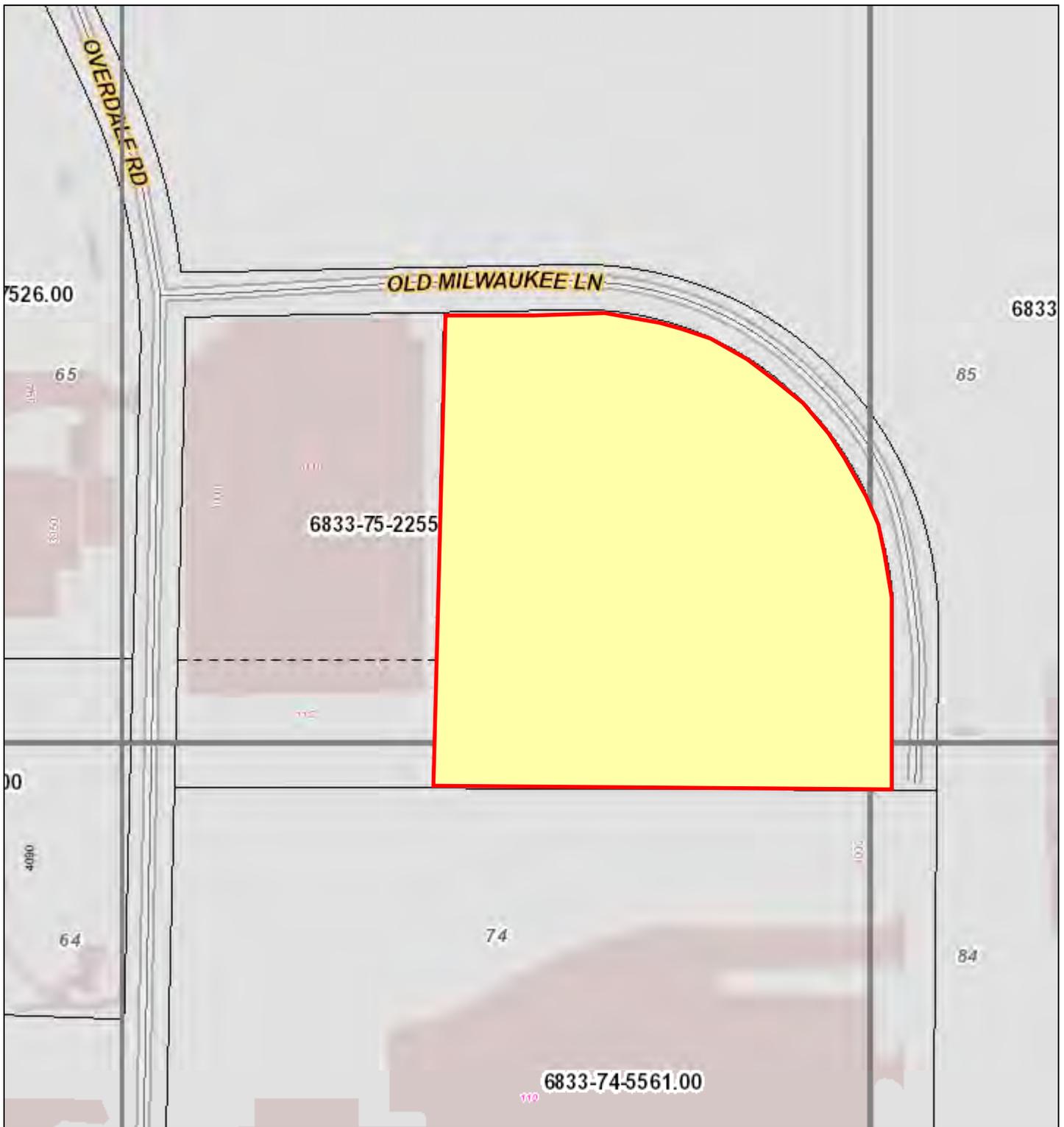
May 20, 2015

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**Location Map**  
4010 Old Milwaukee Ln.  
Winston-Salem, NC  
PIN 6833-75-9831.00  
Block 2719  
Lots 11D & 16E (Yellow)

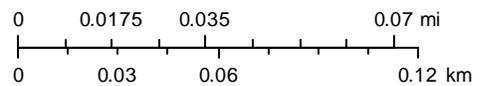


# 4010 Old Milwaukee Lane, Winston-Salem, NC



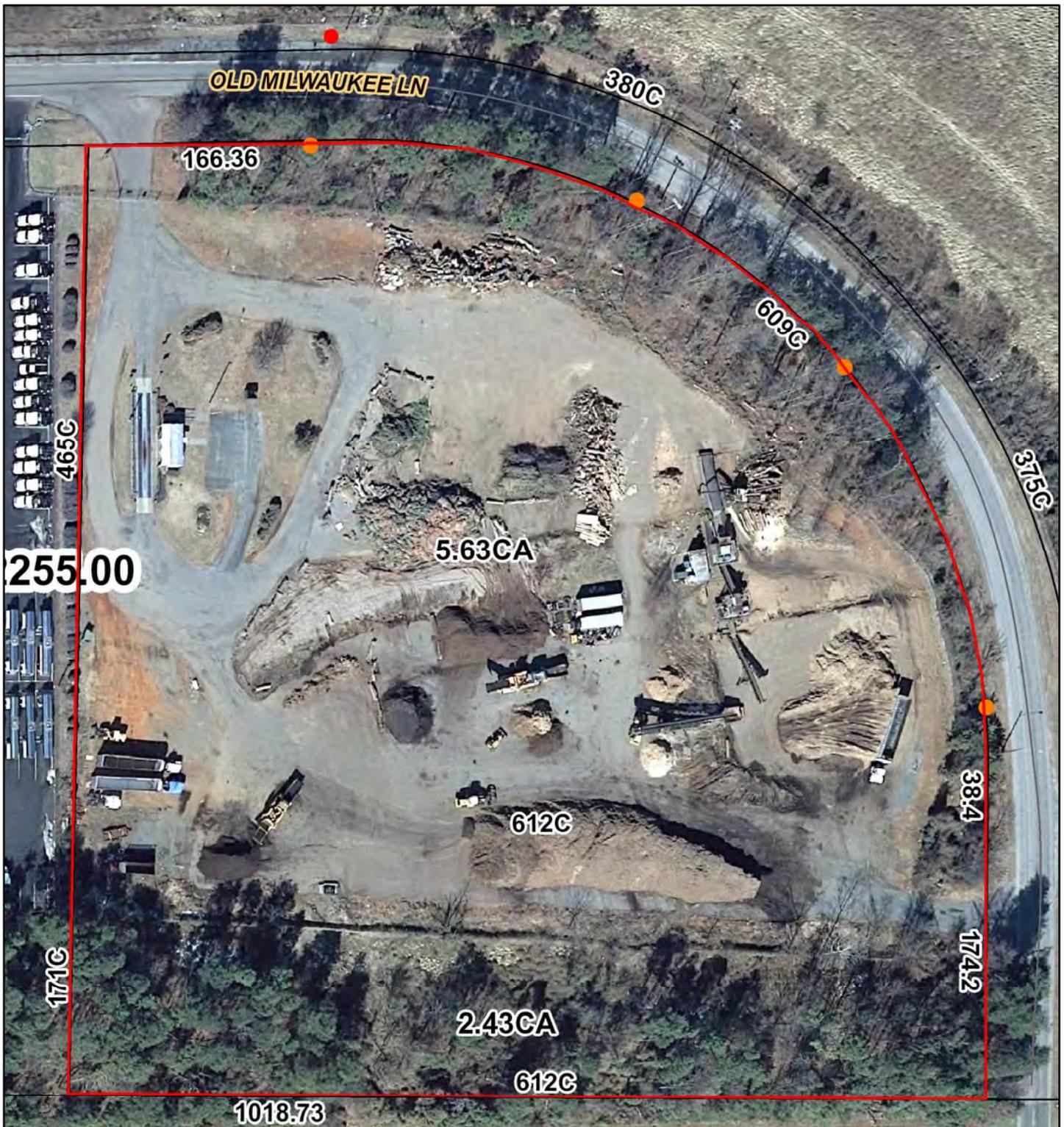
May 20, 2015

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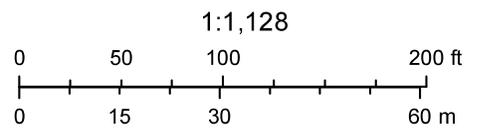


**Location Map**  
4010 Old Milwaukee Ln.  
Winston-Salem, NC  
PIN 6833-75-9831.00  
Block 2719  
Lots 11D & 16E

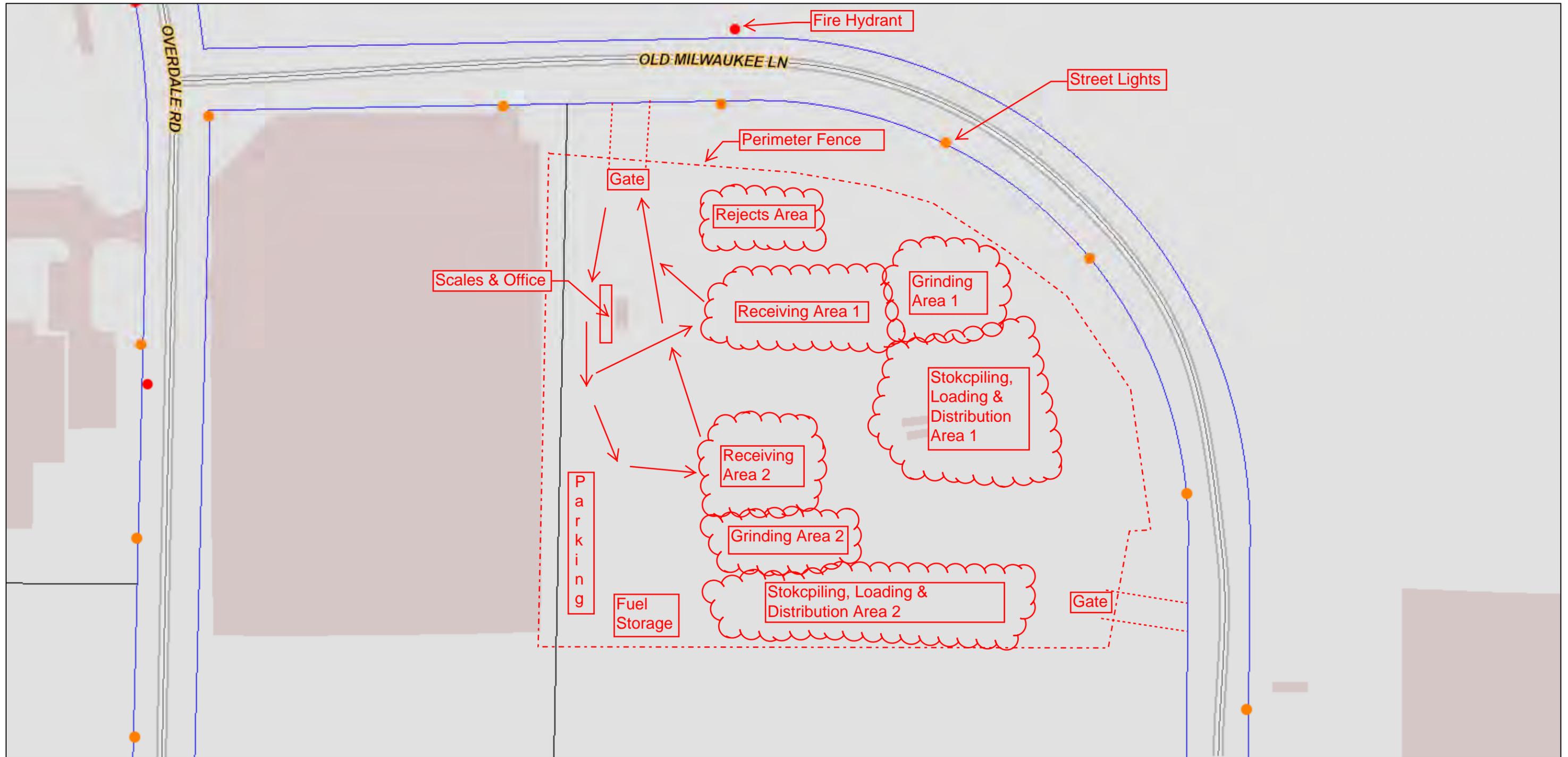
# Overdale T & P Facility Aerial Map



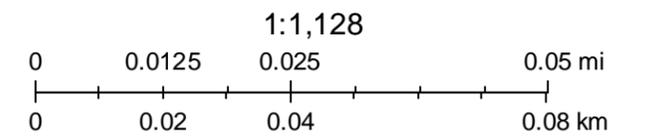
September 4, 2015

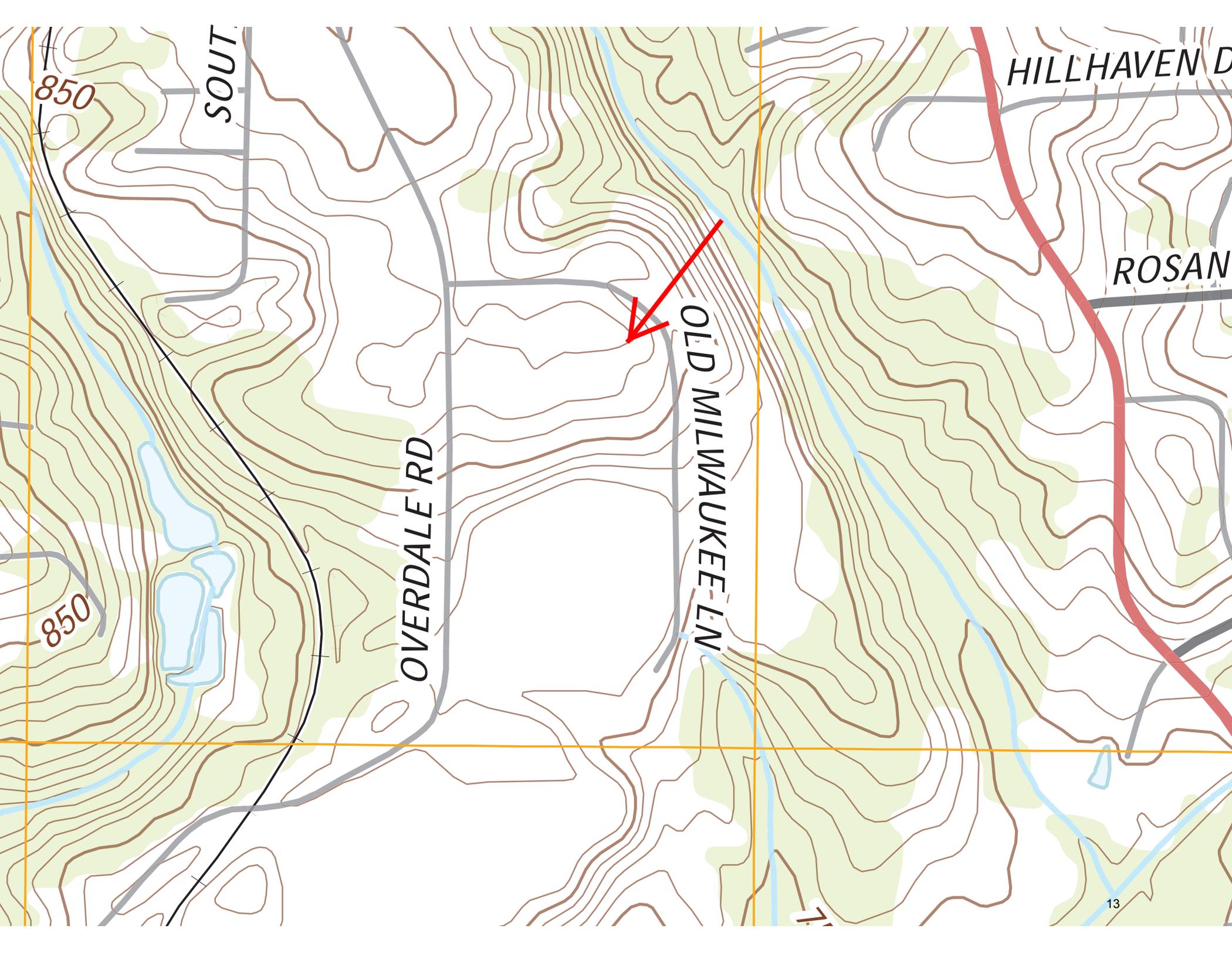


# Overdale T & P Facility Site Plan



May 21, 2015





850

SOUT

HILLHAVEN D

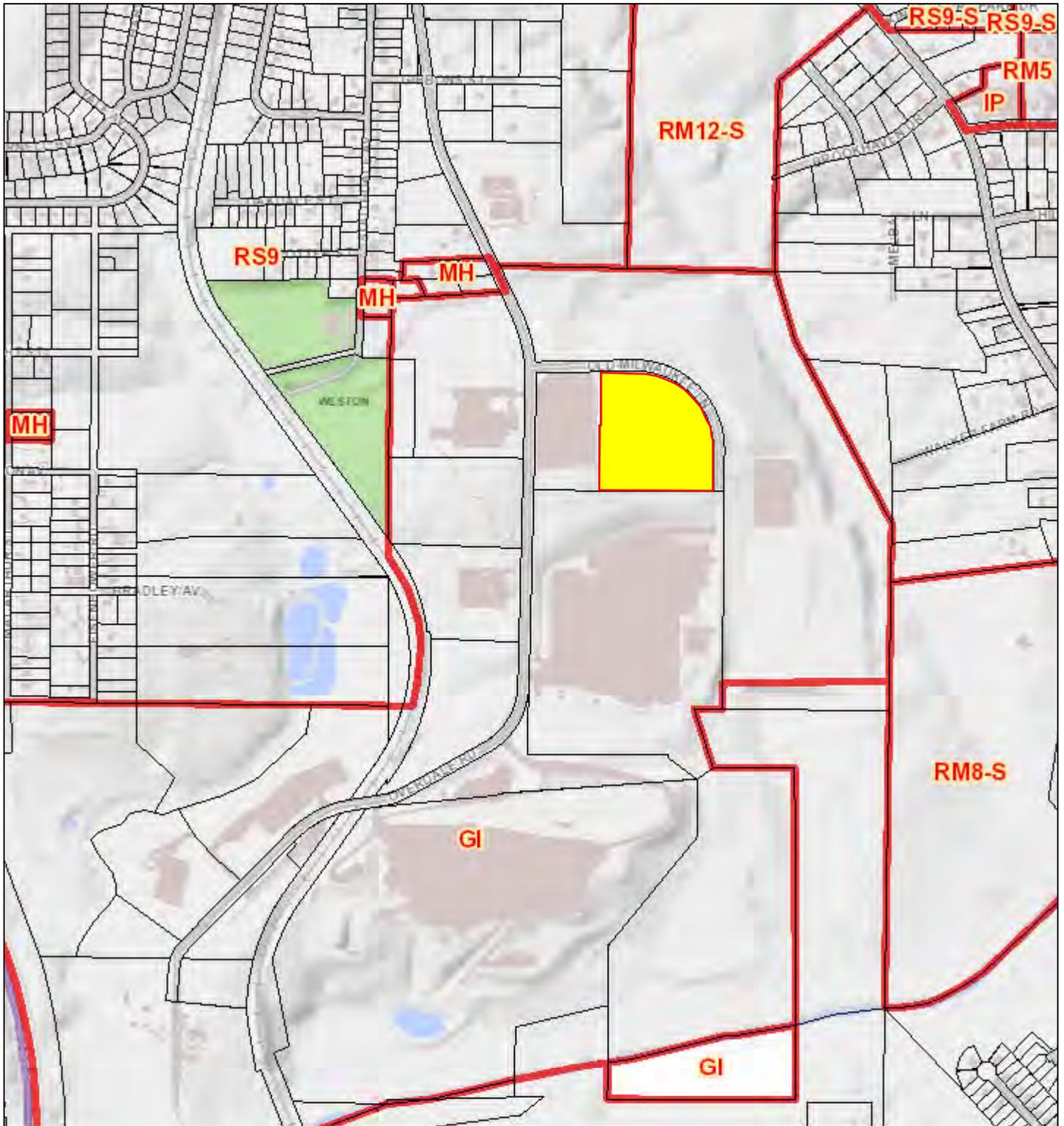
ROSAN

OVERDALE RD

OLD MILWAUKEE LN

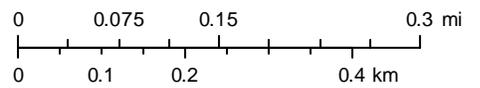
850

# 4010 Old Milwaukee Lane, Winston-Salem, NC



May 20, 2015

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CITY OF WINSTON-SALEM  
INSPECTIONS DIVISION

100 LIBERTY WALK • WINSTON-SALEM, NORTH CAROLINA 27101  
FAX 336-727-2792

*September 14, 1998*

*Mr. Barry Shearin  
Utilities Division*

*Re: Tax Lots 16B, 16E & 11D  
Tax Block 2719  
Forsyth County Tax Maps  
Overdale Road*

---

*Dear Barry:*

*The above described property is zoned General Industrial (GI) and the use for a yard waste composting and processing site is permitted.*

*If you have any additional questions, please give me a call at (336) 727-8016.*

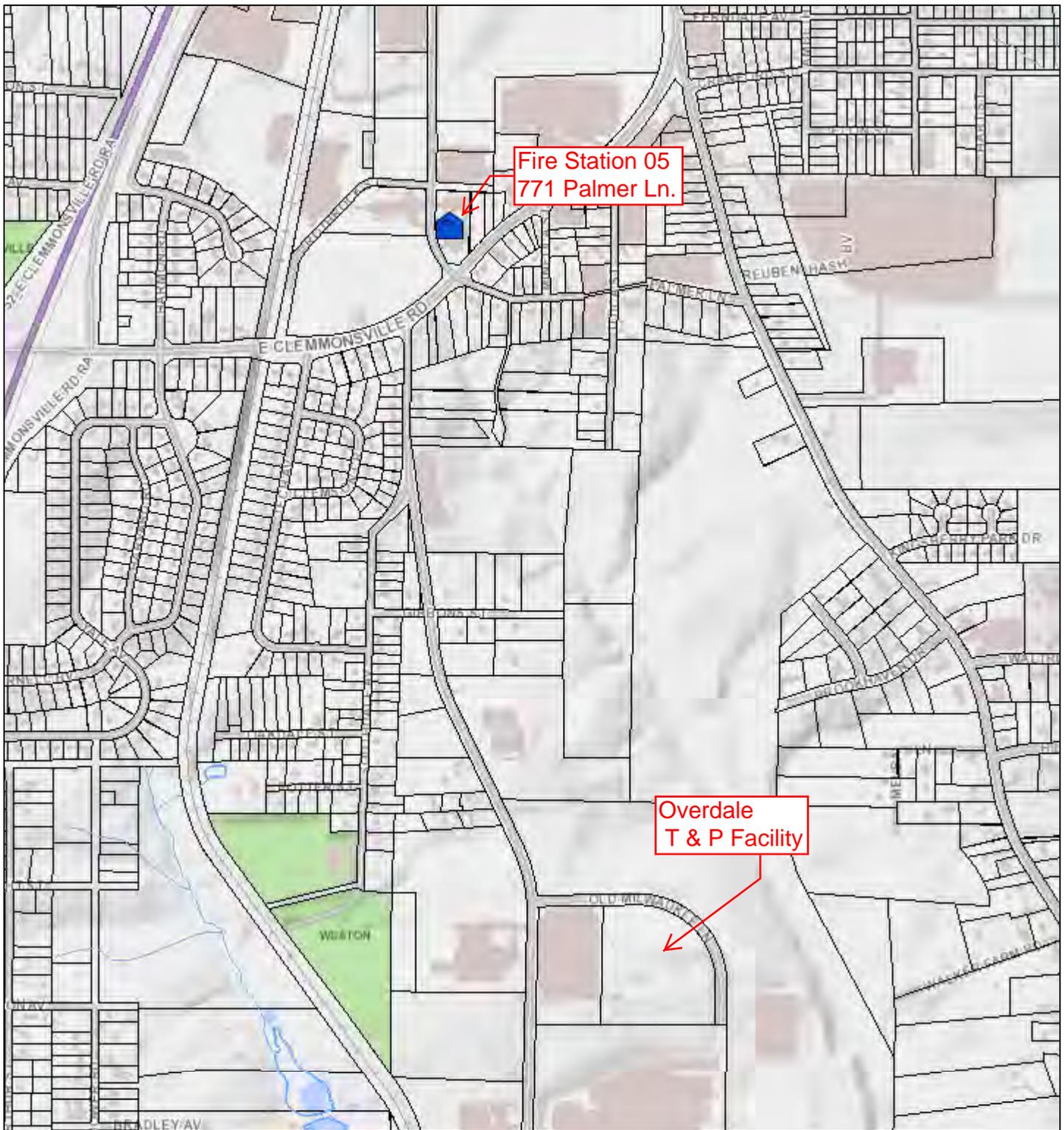
*Sincerely,*

A handwritten signature in cursive script that reads "Bill Petree".

*Bill Petree  
Zoning Code Enforcement Supervisor*

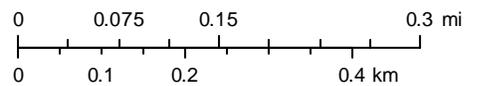
*BP/vmp*

# Overdale T & P Facility Fire Station Map



May 21, 2015

1:9,024





**Winston-Salem**

**Fire Department  
Administration**

City of Winston-Salem  
Public Safety Center  
725 N. Cherry Street  
P.O. Box 2511  
Winston-Salem, NC 27102  
Tel 336.773.7900  
Fax 336.773.7974  
[www.cityofws.org/fire/](http://www.cityofws.org/fire/)

September 16, 2015

Mr. Wayne Turner  
Utilities administration  
City of Winston-Salem  
Winston-Salem, NC 27101

Dear Mr. Turner,

The Winston-Salem Fire Department is responsible for responding to all calls within the City limits of Winston-Salem and would respond to calls for service from the Yard Waste Treatment and Processing Facility located at 4010 Old Milwaukee Lane.

Winston-Salem Fire Department Engine 5, located at 771 Palmer Lane, is the primary station for this location.

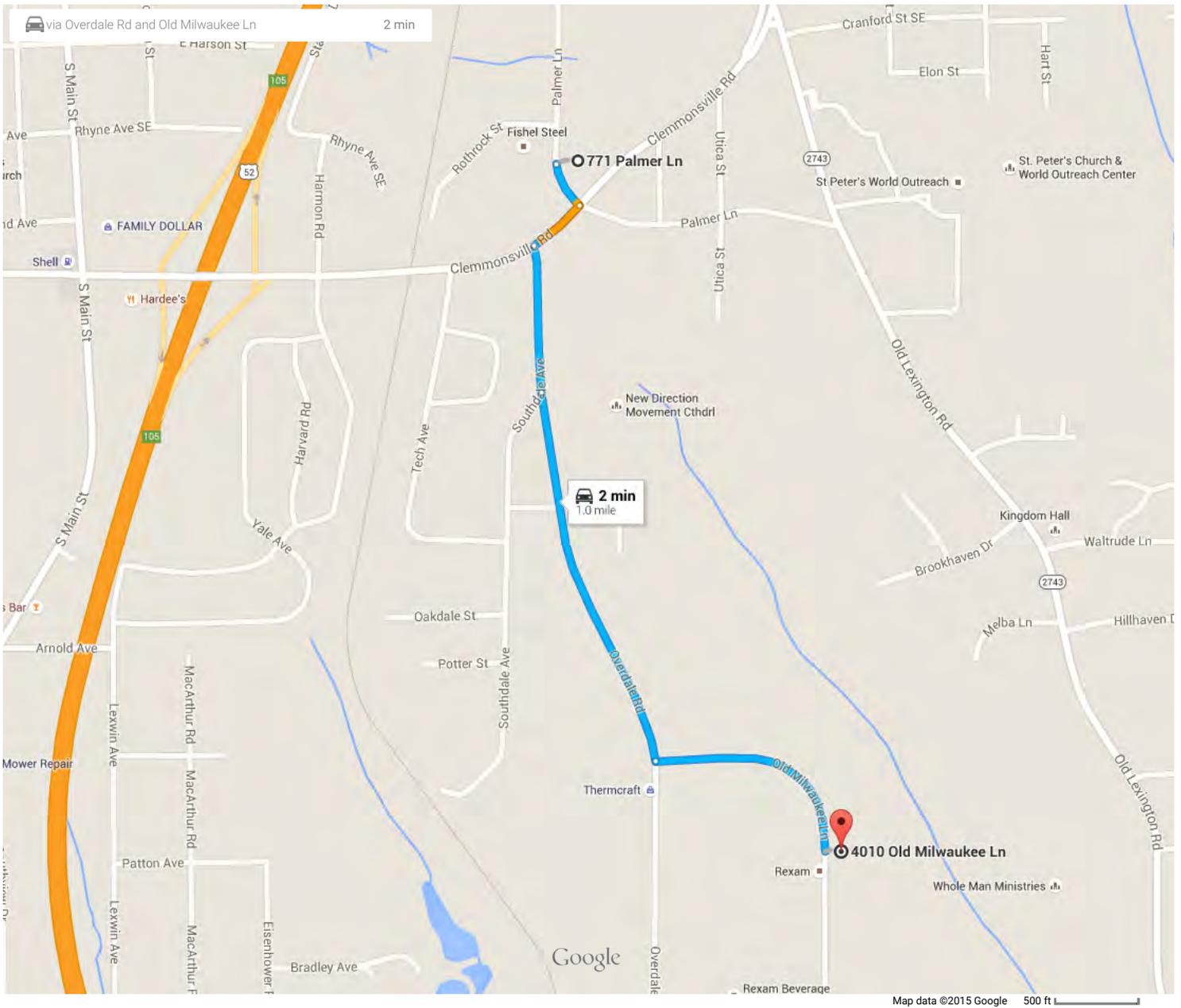
Sincerely,

R.S. Owens  
Assistant Fire Chief  
Winston-Salem Fire Department

**CityLink311**

Call 311 or 336-727-8000  
[citylink@cityofws.org](mailto:citylink@cityofws.org)

City Council: Mayor Allen Joiner; Vivian H. Burke, Mayor Pro Tempore, Northeast Ward; Denise D. Adams, North Ward; Dan Besse, Southwest Ward; Robert C. Clark, West Ward; Molly Leight, South Ward; Wanda Meischel, Northwest Ward; Derwin L. Montgomery, East Ward; James Taylor, Jr., Southeast Ward; City Manager: Lee D. Garrity





NORTH CAROLINA )  
                          )  
FORSYTH COUNTY )

DEED

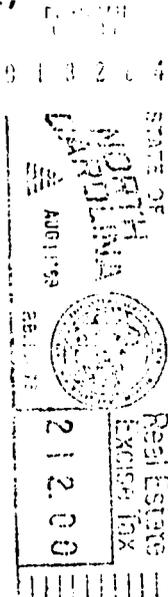
THIS DEED, Made this the 6<sup>th</sup> day of August,  
1969, by C. C. WALL, JR., and wife, BETSY C. WALL, and  
WANDA R. PENRY, widow, parties of the first part, to CITY  
OF WINSTON-SALEM, a municipal corporation of Forsyth County,  
North Carolina, party of the second part;

WITNESSETH:

That the said parties of the first part, in con-  
sideration of One Hundred Dollars and other valuable con-  
siderations (\$100.00 & ovc) to them paid by the said party  
of the second part, the receipt of which is hereby acknowl-  
edged, have bargained and sold, and by these presents do  
bargain, sell and convey unto the said party of the second  
part and its successors and assigns, a tract or parcel of  
land in the County of Forsyth and State of North Carolina,  
in Broadbay Township, and bounded as follows:

BEGINNING at a point at the center of  
Overdale Road, said point being the southwest  
corner of property of C. O. Bedsaul; thence  
with the south line of property of said Bedsaul  
the two following courses and distances: South  
86 degrees 07 minutes East 30.0 feet to an iron  
stake, continuing South 86 degrees 07 minutes  
East 359.91 feet or a total distance of 389.91  
feet to an iron stake and South 85 degrees 47  
minutes East 344.14 feet to an iron stake at  
the southwest corner of property of R. E. Sides;  
thence with the south line of said Sides South  
85 degrees 06 minutes East 798.48 feet to a nail  
in a large rock in the west line of property of  
Nancy M. Walker; thence with property of said  
Walker South 08 degrees 23 minutes East 409.60  
feet to an iron stake; thence continuing with  
property of said Walker and falling in with the  
line of property of Dennis Walker South 26 de-  
grees 15 minutes East 1085.40 feet to an iron  
stake in the west line of property of C. E.  
Swaim Estate; thence with said line of Swaim  
Estate and falling in with the west line of  
property of Jack S. Carlisle, et al, South 03

*Drawn by: H. H. H. H. H.*



degrees 37 minutes West 1059.23 feet to an iron stake, the northeast corner of Lot No. 2 on map of "A. M. Enoch Place" recorded in the Forsyth County Registry in Plat Book No. 5, at page No. 152; thence with the north line of said Lot No. 2 North 83 degrees 26 minutes West 892.01 feet to a stone at the southeast corner of Lot No. 4 of "A. M. Enoch Place"; thence with the east line of Lots Nos. 4, 5, 6, 7, 8 and 9 of said "A. M. Enoch Place" North 03 degrees 36 minutes East 1165.46 feet to an iron stake in the east line of said Lot No. 9; thence across the center of said Lot No. 9 North 85 degrees 20 minutes West 1015.96 feet to an iron stake in the east line of Overdale Road, continuing North 85 degrees 20 minutes East 30.0 feet or a total distance of 1045.96 feet to a point at the center of Overdale Road; thence with the center of said road the three following courses and distances: North 03 degrees 16 minutes East 626.69 feet, North 10 degrees 26 minutes West 228.0 feet and North 22 degrees 05 minutes West 383.0 feet to the place of beginning, containing 67.43 acres, more or less, within the above described bounds, of which 0.85 of an acre is within the right of way of Overdale Road, or 66.58 acres, more or less, east of Overdale Road, and being property deeded to the Grantors herein by deeds recorded in the Forsyth County Registry in Deed Book No. 660, at page No. 271, and in Deed Book No. 724, at page No. 211.

TO HAVE AND TO HOLD the aforesaid tract or parcel of land, all privileges and appurtenances thereunto belonging to the said party of the second part and its successors and assigns forever.

And the said parties of the first part do covenant that they are seized of said premises in fee and have the right to convey the same in fee simple; that the same are free from encumbrances; and that they will warrant and defend the said title to the same against the claims of all persons whatsoever, except 1969 Forsyth County ad valorem taxes which are to be prorated as of the date of delivery of this deed.

IN TESTIMONY WHEREOF, the said parties of the first part have hereunto set their hands and seals.

C. C. Wall, Jr. (SEAL)  
C. C. Wall, Jr.

Betsy C. Wall (SEAL)  
Betsy C. Wall

Wanda R. Penry (SEAL)  
Wanda R. Penry

DEED 0989 PAGE 616  
BOOK

STATE OF NORTH CAROLINA )  
COUNTY OF FORSYTH )

I, [Signature], a Notary Public  
of [Signature] County, North Carolina, do hereby certify  
that C. W. Wall, Jr., one of the grantors in the foregoing  
deed, personally appeared before me this day and acknowledged  
the execution of the foregoing deed of conveyance.

Witness my hand and notarial seal this the 11<sup>th</sup>  
day of August, 1969.



[Notarial Seal]

My commission expires:  
My Commission Expires February 22, 1971

[Signature]  
Notary Public

STATE OF NORTH CAROLINA )  
COUNTY OF Granville )

I, Louise Caron, a Notary Public  
of Granville County, North Carolina, do hereby certify  
that Betsy C. Wall, one of the grantors in the foregoing  
deed, personally appeared before me this day and acknowledged  
the execution of the foregoing deed of conveyance.

Witness my hand and notarial seal this the 6<sup>th</sup>  
day of August, 1969.



[Notarial Seal]

My commission expires:

August 31, 1970

Louise Caron  
Notary Public



**OVERDALE YARD WASTE  
TREATMENT & PROCESSING FACILITY**

**Winston-Salem, NC**

**EMERGENCY ACTION PLAN**

## **OVERDALE YARD WASTE T & P FACILITY EMERGENCY ACTION PLAN**

### **A. Purpose**

The Overdale Yard Waste Treatment & Processing Facility Emergency Action Plan (Plan) is to provide all City and contractor employees with the proper information to protect themselves, co-workers, and the public in the event of an emergency. This Plan is designed to meet the requirements of OSHA 1910.38(a) and 1910.120.

### **B. Definitions**

1. Emergencies shall include such events as fire and explosion, tornado and hurricane, bomb threat, or chemical spills. This Plan will detail the appropriate emergency action for each.
2. Severe fires shall be any fire which is not extinguishable by a portable fire extinguisher, or a fire within a confined space which would require entering the space to extinguish it, or a fire involving explosive or toxic materials.
3. The assembly point shall be the area in which all employees gather in the event of an emergency.

### **C. Responsible Persons and Emergency Phone Numbers**

The following people are responsible for implementing and training City employees on the Plan. If employees have questions, they should contact one of the persons listed below.

Facility Manager, Wallace Farm – Dean Lentz  
(704) 779-2186 (M)

Project Manager, City of Winston-Salem – Wayne Turner  
(336) 399-4881 (M)

See Appendix A at the end of this section for other emergency numbers.

In the case of emergency evacuation, each section supervisor is responsible for accountability of his/her employees and all visitors. Every employee is responsible for his/her safety and for preventing job-related accidents or injuries by complying with all work place safety policies and related procedures.

This Plan shall be issued to the contractor for his training purposes.

## **D. Types of Emergencies**

### **1. Fire and Explosion**

- a) In the event of a fire or explosion, all personnel shall evacuate the area with caution. Listed below are the assembly areas for each potential area in question:
  - 1) Front gate at Facility entrance.
  - 2) Scalehouse.

### **2. Tornado and Hurricane**

- a) In the event of a tornado or hurricane with sufficient warning, all landfill personnel shall move with caution to Fire Station #5 located at 771 Palmer Lane. In the event of a tornado without warning, personnel should temporarily retreat to the scalehouse.

### **3. Bomb Threat**

- a) In the event of a bomb threat, the highest ranking supervisor shall be responsible for making sure the site has been evacuated and the site secured (doors locked, access to site/or building prohibited, contractors notified, and proper warning signs posted).

To alert other personnel away from the main building the highest-ranking person shall notify them not to return to the Facility. They should be instructed to meet at the appointed safe area.

- b) The procedures listed in the policy should be followed with the exception of the safe area and method of notifying employees. The location listed below is a safe area in case of a bomb threat:

Overdale Yard Waste Facility - Evacuate to Fire Station #5 on Palmer Lane

### **4. Chemical Spills**

- a) In the event of a spill, the highest ranking supervisor shall notify and instruct employees and staff members to meet at the appointed safe area. Under no circumstances shall an employee or staff member remain in a hazardous area to operate equipment. The highest ranking supervisor shall promptly notify proper authorities.

## **E. Emergency Procedures**

1. Under no circumstances shall an employee remain in a hazardous area to operate equipment. Evacuation is mandatory.

2. Employee Accounting:

In the event of an emergency, the site supervisor(s) or, in his/her absence, the senior person will take charge at the assembly point and account for all persons at the landfill.

The highest ranking supervisor(s) at the assembly point will be responsible for accounting for all persons on-site. Once everyone has been accounted for, no one may leave the assembly point without the assembly point supervisor's permission.

All persons should reach the Assembly Point within minutes of the alarm. All persons unaccounted for after this time will be assumed to be down and their names and last known location will be provided to the fire/rescue personnel by the assembly point supervisor.

3. Assigned Responsibilities:

In the event of an emergency evacuation, the following personnel shall have these responsibilities:

Person discovering the emergency condition:

- Report the situation to 911.
- Take first aid kit to the assembly point site supervisor(s) or senior person.
- Report to the assembly point and begin accounting for persons on-site.
- Coordinate actions with emergency response personnel; report all missing persons.

4. Employees are not required to administer medical attention but may offer first aid normally given to any accident victim. Only properly trained personnel shall attempt rescue of an employee in a hazardous atmosphere.

5. The preferred means of reporting an emergency is by telephone (call 911). The next preferred method of reporting is by telephone (call City Link at (336) 727-8000). The least preferred method of reporting is by word of mouth. In all cases be sure to give emergency personnel an address, phone number, injuries, if any are known, and type of emergency.

**F. Training**

The supervisory employees shall be responsible to make sure all employees receive initial training on this policy. They also shall ensure that employees are retrained whenever sections of this policy are changed or updated.

**F. Emergency Response Phone Numbers**

<b>EMERGENCY (FIRE/POLICE)</b> .....	<b>911</b>
Emergency Management (Local) .....	(336) 661-6440
Risk Management (Local) .....	(336) 734-1320
Emergency Medical Service (Local – Forsyth County) .....	(336) 703-2750
NC Department of Environment and Natural Resources Winston-Salem Regional Office .....	(336) 776-9800
NC Department of Environment and Natural Resources Environmental Emergency Contact Number .....	1-800-858-0368
US National Response Center .....	1-800-424-8802
NC Emergency Management .....	(919) 825-2500
Chemtrec .....	(800) 424-9300
Poison Control Center .....	1-800-222-1222

\* If possible, consult your supervisor before using the number listed.