



**OPERATIONS PLAN**

**SOLID WASTE TRANSFER STATION**  
**GRAHAM COUNTY, NORTH CAROLINA**

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**OPERATIONS PLAN  
SOLID WASTE TRANSFER STATION  
GRAHAM COUNTY, NORTH CAROLINA  
July 2003**

**I. INTRODUCTION**

**A. Purpose of Plan**

This operations plan has been developed for the proposed Solid Waste Transfer Station located in Graham County, North Carolina. This plan has been prepared in accordance with the requirements of the North Carolina Department of Environment, Health, and Natural Resources (DENR), Division of Solid Waste Management, Solid Waste Rules (15A NCAC 13B).

The purpose of this plan is to provide the owner and operator with a reference manual that includes necessary information and procedures for properly operating the Transfer Station and complying with the applicable rules concerning the operation of processing facilities. All personnel involved with the management or supervision of operations at the facility will be required to review the Operations Plan and to maintain the facility in conformance with applicable requirements. A copy of the Operations Plan will be kept in the vicinity of the Transfer Station at all times.

**B. Facility Location**

The Solid Waste Transfer Station is located on property owned by Mr. Herve Cody and located approximately 1 mile southwest of Robbinsville, North Carolina on S.R. 1127 (Snowbird Road). The County is currently negotiating a long-term lease agreement with Mr. Cody to lease approximately 4.8 acres of this property. This property will contain the transfer station, scale house facility, and household drop-off dumpsters. A copy of the lease agreement will be forwarded to the NCDENR, Division of Waste Management, Solid Waste Section once the agreement is finalized.

**C. Service Area**

The Transfer Station will provide service for all of Graham County.

**II. OPERATIONS PROCEDURES**

**A. Overview**

The Transfer Station will consist of a pre-engineered metal building with an approximate 2,400 ft<sup>2</sup> tipping floor and lowered access/loading corridor for transfer trucks. Incoming waste collection vehicles will deposit municipal solid waste (MSW) and construction and demolition (C/D) waste directly onto the concrete tipping floor of the facility. Once the MSW & C/D has been dumped onto the tipping floor, it will be inspected for illegal wastes and/or hazardous wastes. Illegal and hazardous wastes will be diverted from the waste stream and disposed of properly in a hazardous waste landfill. Once the waste has been inspected for unacceptable materials, a loader will push the remaining waste to the rear of the tipping floor where it will be dropped into a transfer truck on the lower level. The waste will then be transferred to the Pinebluff Landfill in Ballground, Georgia.

Normal working hours for the Transfer Station are 8:00 a.m. to 4:30 p.m., Monday through Friday and 8:00 a.m. to 12:00 p.m. on Saturday. The facility is closed on Sunday and the following holidays: New Year's Day, Independence Day, Thanksgiving Day, and Christmas Day.

#### **B. Personnel**

The facility is owned and operated by Graham County. A minimum of two (2) staff employees is required for the daily operation of the Transfer Station. These employees are properly trained in safety procedures and the inspection of incoming wastes (refer to section D, "Inspection of Wastes"). Training material published by the Solid Waste Association of North America (SWANA) is utilized for initial training of on-site personnel and for continuing education. The Transfer Station employees also direct and coordinate the movement of collection vehicles into and out of the Transfer Station.

#### **C. Characterization of Waste Stream**

Graham County currently receives approximately 7,900 tons of waste each year. Approximately 1,500 tons (19%) of the County's waste stream is construction/demolition waste. Approximately 6,400 tons (81%) of the County's waste stream is MSW waste.

On or before August 1<sup>st</sup> of each year, the owner or operator shall report to the North Carolina Solid Waste Section, for the previous year beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>, the amount by weight of the solid waste that was received at the facility and disposed of in a landfill, incinerated, or converted to fuel. To the maximum extent practicable, such reports shall indicate by weight the county of origin of all solid waste. The owner or operator shall transmit a copy of the report to the county in which the facility is located and to each county from which waste originated.

The transfer station will only accept municipal solid waste, construction/demolition waste, and non-hazardous industrial waste generated in Graham County. Graham County will notify the division within 24 hours of any attempts to dispose of non-permitted waste.

The following wastes are prohibited from disposal at the transfer facility:

- Hazardous waste as defined within 15A NCAC 13A, including hazardous waste from conditionally exempt small quantity generators.
- Polychlorinated biphenyls (PCB) waste as defined in 40 CFR 761.
- Liquid wastes will not be accepted at the transfer facility.
- Wastes prohibited by Statute GS 130A-309.10 of the North Carolina Solid Waste Management Rules. These wastes include:
  - used oil
  - yard trash
  - white goods
  - antifreeze (ethylene glycol)
  - whole scrap tires
  - lead-acid batteries
- No asbestos or animal waste will be accepted at the transfer facility.
- Wastewater sludges will not be accepted at the transfer facility.

#### **D. Inspection of Wastes**

Access to the Transfer Station is controlled by properly trained employees, located at the entrance of the facility. As the contents of the collection vehicles are emptied onto the tipping floor, an employee will conduct periodic visual inspections of the waste materials. If unacceptable waste is found, the driver of the vehicle will be instructed to terminate dumping and the unacceptable waste will be reloaded onto the vehicle for removal from the site. Examples of unacceptable wastes include large containers of liquid waste, sludges, drums that have not been emptied and crushed prior to delivery, and containers either smoking or emitting noxious vapors.

Graham County shall implement a program at the transfer station for detecting and preventing the disposal of unacceptable waste, especially hazardous or liquid waste. The program will include the following:

Transfer station personnel will conduct random inspections of incoming loads. Inspections will occur at the transfer station on the tipping floor. The load will be carefully spread by a front-end loader with personnel trained to identify unacceptable waste, especially hazardous and liquid waste. If unacceptable waste is found, the driver of the vehicle will be instructed to terminate dumping and the unacceptable waste will be reloaded onto the vehicle for removal from the site. The frequency of the random inspections will be based on the type and quantity of waste, but not less than one inspection per week.

If hazardous waste is identified during vehicle dumping, facility personnel will immediately notify the driver and if necessary, contact NCDENR and the Hazardous Materials Emergency Response Team. The appropriate information concerning the waste will be provided to those officials and the recommended steps will be taken until properly trained handlers of hazardous waste arrive on-site. A sign with the words "No Hazardous or Liquid Wastes Accepted" shall be posted on an entrance sign.

Transfer station personnel will maintain records of each load inspection. These records will be maintained in the operating record of the transfer facility. A copy of the Waste Inspection Form has been included in Appendix 3.

Waste shall not be stored on the tipping floor after operating hours and the tipping floor and the transfer trailer loading area shall be maintained in sanitary, clean condition after operating hours.

Infectious or medical waste haulers are advised that the Transfer Station does not accept such wastes and that the hauler will have to transport the infectious wastes to an approved facility for disposal.

Should a "hot load" occur in a vehicle using the facility, the attendant will not permit the load to be discharged onto the tipping floor. The vehicle operator will be advised to move the vehicle to a gravel or paved area located outside the Transfer Station where the load will be discharged. The local fire department will be notified prior to discharge to identify the cause of the problem and extinguish the load fire. Once the load has been extinguished and the cause determined, the load will be taken into the facility for disposal. No asbestos or animal wastes will be accepted at the Transfer Station.

The above limitations on the types of wastes that will be accepted do not circumvent the incidental wastes that may be found in the residential waste stream that is expected at the facility.

#### **E. Traffic Control**

Site personnel control access to the Transfer Station. A gate controls the entrance to the transfer station facility. As vehicles arrive at the Transfer Station, site personnel will direct the driver to position the vehicle at the correct unloading location once there is sufficient room to maneuver on the concrete floor. When the contents of the vehicle are emptied, the driver is instructed to move the vehicle away from the tipping floor and exit the Transfer Station.

During times when several vehicles are at the Transfer Station at the same time, haulers are instructed to wait within the staging area located outside the entrance to the building.

#### **F. Housekeeping, Litter, and Vector Control**

Incoming wastes will be transported to the Transfer Station in covered or enclosed vehicles. Outgoing transfer trailers will also be covered or enclosed. Throughout the day and at the end of each working day, facility personnel will police the building and surrounding site for litter. Collected litter is placed in containers for proper disposal. Two yard hydrants will be available to wash down the concrete tipping floor, lower level floor and adjacent equipment areas when needed. The equipment used for pushing trash on the tipping floor will also have a bucket equipped with a squeegee. Wash down water flows into a trench drain located just inside of the building entrance on the upper level and in the middle of the lower level. The drains will be covered by metal grates to block large debris that might enter the wastewater piping. The metal grate is raked periodically and the collected trash is placed into containers for proper disposal. The drains are connected to a six (6)-inch sewer line that flows to a gravity sewer.

Odors are controlled by prompt unloading and transfer of all delivered wastes at the Transfer Station. The open sides of the building and wall mounted ventilation fans located above the transfer trailer will provide adequate fresh air exchange to control odor problems.

The daily removal of solid waste in conjunction with daily housekeeping procedures effectively controls the development of vector related problems. The tipping floor is constructed of concrete, which is an impervious, readily cleanable material. Floor and equipment wash-downs at the Transfer Station will also reduce both odor and vector problems. As described

previously, wash water will be diverted to drains that connect to a gravity sewer. Licensed exterminators will also be available to visit the Transfer Station as needed.

### **G. Dust and Fire Control**

Periodic wash down of the tipping floor and equipment will prevent excessive build-up of dirt and dust at the facility.

Fire control is provided by portable hand-held fire extinguishers as well as a yard hydrant located just outside the building. Fire protection will be provided by the local fire department, which is aware of the fire control needs for the facility. In the event that a fire occurs, the local authorities will be notified immediately. The telephone numbers of local fire, police, ambulance and hospital facilities are posted in and around the facility at all times. In the event of a fire at the facility the NCDENR will be notified within 24 hours and written notification will be submitted within 15 days.

### **H. Wastewater Collection**

Wastewater flow at the Transfer Station will consist of wash down water from the tipping floor and lower level. On the tipping floor, wash down water will be collected by a trench drain located near the station entrance. Lower level wash down water will be collected in a catch basin located in the center of the lower level. Wash down water from the two areas will flow through gravity lines to a sewer that is part of the wastewater collection system of the Town of Robbinsville. To ensure that rainwater does not enter the waste water lines, a metal roof covers the building and the driveway is sloped away from the transfer station floor. The maximum volume of wastewater and wash down water is estimated to be 1,500 gallons per day. A copy of the acceptance letter from the Robbinsville W.W.T.P. is included in Appendix 1.

### **I. Storm Water Management and Erosion Control**

Areas adjacent to the Transfer Station are graded away from the building. Gutters and downspouts will also be positioned on the building to divert discharge of storm water to diversion ditches and storm drains.

The construction site is approximately 3.0 acres in size. The Transfer Station will require cut and fill of approximately 10,000 cubic yards of earthen material. An application for an erosion control permit will be submitted to the NCDENR, Land Quality Section for the Transfer Station site in the next few days. Standard erosion control practices, such as silt fencing, vegetating slopes, and diversion ditches will be utilized at the site.

Once the Land Quality Section approves the erosion control plan for the site, a copy of the approval letter will be forwarded to the Solid Waste Section.

#### **J. Zoning**

Graham County has no zoning requirements for the Transfer Station property. Correspondence from Graham County concerning zoning is included in Appendix 2.

#### **K. Facility Inspections**

Regular maintenance inspections of the facility will be conducted. The inspections will be conducted by site personnel who are familiar with the buildings and equipment at the site, as well as operations of the facility. Monthly inspections, at a minimum, will include inspections of the following:

- Building, foundation, and push walls
- Ventilation system
- Fire equipment
- Electrical systems
- Floor drains and yard hydrant
- Sanitary Sewer Service Line

If unsatisfactory conditions are noted during the inspection, or by Transfer Station personnel at any other time, the concerns will be reported to the Graham County Solid Waste Coordinator. If a safety threat to personnel or to the environment is identified, immediate action will be taken to correct the situation. If necessary, operations at the Transfer Station will be suspended temporarily until the proper corrective actions have been taken. In the unlikely event of a severe accident, the proper authorities will be notified and off-site support requested.

## **APPENDIX 1**

Flow Acceptance Letter From Robbinsville W.W.T.P.

**Town of Robbinsville**

P.O. Box 126  
Robbinsville, NC 28771  
(828) 479-6428

July 30, 2002

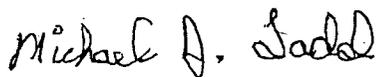
Mr. Jeff Cabe  
Graham County Manager  
Robbinsville, NC 28771

Dear Mr. Cabe:

This letter serves to notify you that the Town of Robbinsville WWTP will accept up to, but not more than 1500 gallons per day of washdown water from the Graham County Solid Waste Transfer Station.

If you have any questions or need further information, please call me at 828-479-6428 or Mayor Bobby Cagle, Jr. at 828-479-3250.

Sincerely,



Michael J. Ladd  
ORC - Town of Robbinsville WWTP

**APPENDIX 2**

Zoning Letter From Graham County

**Graham County Board of County Commissioners**

P.O. Box 575  
Robbinsville, NC 28771  
(828) 479-7961  
Fax: (828) 479-7988

V. Richard Stewart  
Chairman

Dirk Cody  
Vice-Chairman

Jeff B. Cabe  
County Manager

Randy Jordan  
Member

Jan Millsaps  
County Clerk

July 30, 2003

Mark Cathey, P.E.  
McGill Associates  
P.O. Box 2259  
Asheville, NC 28802

RE: Zoning Requirements  
Solid Waste Transfer Station Site  
Graham County, North Carolina

Dear Mr. Cathey:

The purpose of this letter is to inform you that the property owned by Mr. Herve Cody and located approximately one (1) mile southwest of Robbinsville along S.R. 1127 (Snowbird Road) and further described in Deed Book 143\_\_\_, Page 329\_\_ at the Graham County Courthouse is not part of the zoned areas of Graham County or the Town of Robbinsville. Graham County is the sole entity with zoning jurisdiction on this piece of property.

The County is currently negotiating a long-term lease agreement with Mr. Cody to lease approximately 4.8 acres of this property for the new transfer station. A copy of the lease agreement and a survey of the leased property will be forwarded to your office and the Solid Waste Section once the lease agreement is finalized.

Sincerely,



Jeff Cabe  
County Manager  
Graham County

*"Stairway to the Skyway"*

## **APPENDIX 3**

Waste Screening Inspection Form

GRAHAM COUNTY TRANSFER STATION (US 129)  
COUNTY MANAGER AND BOARD OF COMMISSIONERS  
12 NORTH MAIN STREET  
ROBBINSVILLE, NC 28771  
828/479-7960

**RECORD OF WASTE INSPECTION**

Date: \_\_\_\_\_ Time Crossed Scales: \_\_\_\_\_  
Truck Owner: \_\_\_\_\_ Driver's Name: \_\_\_\_\_  
Truck Type: \_\_\_\_\_  
Vehicle ID# or Tag #: \_\_\_\_\_  
Gross Weight: \_\_\_\_\_ Tare Weight: \_\_\_\_\_ Net Weight: \_\_\_\_\_ Tons: \_\_\_\_\_  
Waste Generating Company/Source: \_\_\_\_\_

Reason Load Inspected: \_\_\_\_\_ random inspection \_\_\_\_\_ staff initials  
\_\_\_\_\_ detained by scale house \_\_\_\_\_ staff initials  
\_\_\_\_\_ detained by T.S. operating staff \_\_\_\_\_ staff initials

Description of wasteload: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disposition: Load Accepted (signature): \_\_\_\_\_ Date: \_\_\_\_\_  
Load Not Accepted (signature): \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Reason Load Not Accepted: (completed this section only if waste NOT ACCEPTED)**

Description of Suspicious Contents:

\_\_\_\_\_ color \_\_\_\_\_ Haz. Waste markings \_\_\_\_\_  
\_\_\_\_\_ texture \_\_\_\_\_ smell \_\_\_\_\_  
\_\_\_\_\_ drums present \_\_\_\_\_

Approximate cu. yds. in load \_\_\_\_\_  
Approximate tons present in load \_\_\_\_\_

Graham County Emergency Management Contacted: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Hazardous or dangerous materials present: \_\_\_\_\_  
Hauler notified (if waste accepted): \_\_\_\_\_  
Phone #: \_\_\_\_\_ Time person contacted: \_\_\_\_\_  
Other observations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Disposition: \_\_\_\_\_  
Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Waste Screening Inspector or Supervisor)

cc: County Manager