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May 24, 2012

Mr. Ed Mussler  
NCDENR Solid Waste Section  
1646 Mail Service Center  
Raleigh, NC 27699-1646



RE: Hoke County Transfer Facility  
Permit 47-02-T  
700 CC Steel Road  
Raeford, NC 28376

Dear Mr. Mussler,

The above referenced Transfer Facility Permit expires May 31, 2012. On behalf of Hoke County, I respectfully request that the permit be renewed for an additional 5 years.

Enclosed is an updated Transfer Facility Operations Plan for your review.

Please let us know if you have any questions.

Sincerely,

Don Russell  
Solid Waste Director

**HOKE COUNTY**

Pratt Building • P.O. Box 210 • 227 N. Main St. • Raeford, NC 28376 • (910) 875-8751 • Fax (910) 875-9222



OPERATION PLAN FOR  
**HOKE COUNTY TRANSFER FACILITY**

Permit No. 47-02-T  
700 CC Steel Road, Raeford, NC

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## **1.0 Introduction**

### **1.1 Purpose**

This operation plan has been developed for Hoke County Transfer Station located in Hoke County, North Carolina. It has been prepared in accordance with North Carolina Solid Waste Rules – 15A NCAC 13B.0402, Operational Requirements for Transfer Facilities.

The purpose of this plan is to provide the owner and operator with a manual that includes the necessary information and procedures to properly operate a Transfer Station, in accordance with all applicable rules and regulation. This plan addresses the following issues:

- (a) Waste Acceptance Criteria
- (b) Facility Operations
- (c) Erosion Control Requirements
- (d) Drainage Control and Water Protection
- (e) Disease and Vector Control
- (f) Signs and Safety Requirements
- (g) Accesses and Security
- (h) Facility Inspections

All personnel involved with the management of the facility are required to review the plan, and to maintain the facility in compliance with the plan. A copy of the plan must be kept on file at the Transfer Station at all times.

### **1.2 Facility Location**

The Transfer Station is located in Hoke County, North Carolina on 700 CC Steele Road. The mailing address is Post Office Box 179, Raeford, North Carolina 28376. The footprint of the Transfer Station building is approximately 1/10 of 1 acre. It is located on a 165 acre tract that includes the old city of Raeford Landfill. Access to the facility is a paved road exiting from Doc Brown road, approximately 4/10 of a mile from U.S. 401 Highway.

### **1.3 Facility Description**

The Transfer Station building is a pre-engineered metal structure with 10 foot high push walls on the North and South sides. Incoming waste is dumped onto the tipping floor at the west end. A front end loader pushes the waste into an opening top trailer that is positioned in the loading bay below the tipping floor at the east end.

Beyond the loading bay are two 1200 gallon concrete stage tanks. They are fed by a collection system that captures all leachate and wash-down water from the tipping floor above. The drain is located in a covered area to promote stormwater/leachate separation.

In addition to the Transfer Station building are four other buildings. The Solid Waste Director's office, Vehicle Maintenance, the animal shelter and the White Goods collections and processing facility. The road from the entrance gate to the scale is paved with asphalt. The scale is an inground type.

The hours of operation are as follows:

**8:00AM to 5:00PM Monday-Friday**  
**8:00AM to 3:00PM Saturday**

The owner of the Transfer Station is Hoke County, who is responsible for its operation. Mr. Don Russell, Solid Waste Director, oversees all operations. He is a certified Station Manager. He can be contacted at the address below.

**Mr. Don Russell**  
**Solid Waste Director-Hoke County**  
**Post Office Box 179**  
**Raeford, N.C. 28376**  
**(910)875-3111**

## **2.0 Waste Acceptance Criteria**

The Transfer Station will only accept those waste streams that it is permitted to receive. Those are MSW, residential waste, commercial waste, industrial waste and C&D Debris. The tonnage delivered changes daily and seems to be somewhat seasonal. Average daily tonnage is slightly above 120 tons. 75% of incoming waste is delivered by private haulers. The remaining 25% is from our convenience sites and is transported by the county.

### **2.1 Recyclable Materials**

Containers for recycling scrap metal are located at all (5) county Convenience Sites. We also accept aluminum cans, plastics, tires and batteries at these facilities. Large quantities of these items as well as White Goods must be delivered to the Transfer Station. Electronics and computers (e-wastes) will be accepted at the transfer station. E-wastes are stored in covered storage containers until they are picked up by Metech Recycling, and brought to their facility in Creedmoor, NC.

### **2.2 Prohibited Waste**

The Transfer Station does not accept any liquid or hazardous waste. We do not currently have a H.H.W. program, but hope to at some time in the future. Asbestos, infectious waste, medical waste, sludge and radio-active waste are also refused. Any attempt to deliver prohibited waste will be reported to N.C. DENR at the following address.

**N.C. DENR  
Solid Waste Section  
Fayetteville Regional Office  
225 Green Street  
Fayetteville, N.C. 28376**

### **3.0 Transfer Station Operations**

The Transfer Station is operated as a tipping floor facility. Rubber tired front end loaders facilitate loading operations. Equipment operators must also move the transfer trailers in and out of the loading bay. This is accomplished by way of a yard tractor that is kept on the site.

#### **3.1 Personnel**

Daily operations are supervised by the Solid Waste Director. A scale-house operator, an equipment operator and two laborers are required to facilitate daily operations. All employees are trained on safety procedures and waste inspection. Two employees are certified transfer station operations specialists. Our employees also direct the movement of all vehicles that enter the Transfer Station.

#### **3.2 Tipping Floor Operations**

All vehicles delivering waste enter through the main gate. They are required to weigh-in before they access the tipping floor. The attendants direct the vehicles onto the tipping floor, at the west end. When positioned they dump the waste and are then instructed to slowly exit and return to the scale-house to weigh out. After paying, the vehicle will exit the Transfer Station. The equipment operator continually pushes the waste toward the west end of the tipping floor and into the transfer trailer. The transfer trailer is located in the loading bay below the west end of the transfer pad. The tipping floor is of sufficient size to allow two trucks to dump simultaneously. The tipping floor must be cleared of all waste at the end of each working day. All waste from the tipping floor **MUST** be in containers after closing time.

Waste primarily consisting of wood and landscape or yard waste will be dumped at the grinding area. This type of waste is further sorted between wood and yard/landscape waste (leaves, small branches). This material is then ground with a tub grinder and stockpiles. The ground material will be sold for landscaping needs and as renewable fuel.

The grinding operations will be conducted periodically during the year. Hoke County will not own the tub grinder but will contract or outsource this activity. The wood and yard/landscape waste will be stockpiled until it is economical for a contractor to mobilize at the site. The grinding operation will take about one to two weeks.

After the grinding has been complete, the material may not be sold immediately. If necessary, excess ground material can be disposed in the LCID Landfill area.

### **3.3 Inspection of Waste**

A visual inspection of all waste deposited on the tipping floor is required. Should any unacceptable waste be found, the person delivering that waste will be instructed to stop unloading. The unacceptable waste will then be reloaded and removed from the site. Should any person consistently deliver unacceptable waste (he or she) will be denied access to the Transfer Station. N.C. DENR must then be notified as specified in Section 2.0 (Waste Acceptance Criteria).

### **3.4 Traffic Control**

Access to the Transfer Station is controlled by the Scale House Operator. The Floor attendant directs the vehicle to the unloading area and back to the Scale House. The Scale House Operator then directs the vehicle out of the site. The flow of traffic is also aided by directional signs.

### **3.5 Housekeeping and Litter**

All incoming waste vehicles are required to have their loads tarped or fully enclosed. Outbound transfer trailers are also required to tarp their loads. Throughout the day and at the end of each day facility personnel will police the grounds for wind blown litter.

### **3.6 Noise Control**

Proper set back distances are required to facilitate noise abatement. Mufflers are required on all trucks and equipment.

### **3.7 Odor Control**

Odors are controlled by prompt unloading and transfer of delivered waste. All stored waste will be in covered transfer trailers.

### **3.8 Dust Control**

Since the road that leads to the transfer station is paved asphalt, dust has not been a problem at this facility. Dust inside the facility is controlled by cleaning the tipping floor daily.

### **3.9 Contingency Plan**

A visual inspection of all waste deposited on the tipping floor is required. Should any unacceptable waste be found, the person delivering that waste will be instructed to stop unloading. The unacceptable waste will then be reloaded and removed from the site.

All equipment will be maintained regularly to minimize breakdowns.

In case of a fire, the fire department should be called if it can not be extinguished using the on-site fire extinguishers.

Should a liquid or hazardous waste be found at the Hoke County Landfill, the following action should be taken:

1. Attempt to identify the source, generator, and hauler.
2. The generator and/or hauler will be asked to remove the waste.
3. If transfer station staff fails to identify the responsible party, action will be taken by the staff to remove the waste for proper disposal.

#### **Emergency Numbers:**

**911** - The Raeford/Hoke County Emergency Communications Center is the Public Safety Answering Point (PSAP) for all emergency calls in the City of Raeford and Hoke County. The Communications Center is a centralized communications facility that utilizes an enhanced 911 (E-911) system that is wireless Phase II compliant. The Communications Center is staffed 24 hours per day.

#### **Hoke County Emergency Management is located at:**

**429 East Central Avenue**

**PO Box 299**

**Raeford, NC 28376**

**(910) 875-4126**

**FAX: (910) 875-3726**

#### **NCDENR- Fayetteville Regional Office**

**225 Green Street, Suite 714, Fayetteville, NC 28301-5043**

**Telephone: (910) 433-3300**

**FAX: (910) 486-0707**

#### **4.0 Erosion Control Requirements**

Areas adjacent to the Transfer Station are graded away from the facility and drain via run-off or drainage ditches. Standard Erosion Control practices have been implemented at this site. Dikes, berms and curbs, have been installed to assure leachate does not enter the storm drainage system.

#### **5.0 Drainage Control**

The Transfer Station will be operated in a manner to prevent excess water from coming in contact with waste. Wash down water will be contained for proper disposal. The wash down water storage will be pumped out as required and hauled to a treatment or disposal facility.

## **6.0 Disease and Vector Control**

The Transfer Station must provide effective Vector Control for the protection of human health and the environment. Vectors are defined as any rodent, fly, mosquito or other insect capable of transmitting disease to humans. Rigorous housekeeping is the single most important factor in the control of Vectors. If housekeeping is not successful a pest control specialist will be consulted.

## **7.0 Signs and Safety Requirement**

### **7.1 Sign Requirements**

Signs will be clearly posted at the Transfer Station to indicate traffic flow, operational procedures, hours of operation and tipping fees.

### **7.2 Open Burning of Waste**

Open burning of waste is prohibited at the Transfer Station.

### **7.3 Fire Protection Equipment**

The Transfer Station Buildings will be equipped with an adequate number of fire extinguishers to effectively control an accidental fire. Periodic inspections are suggested to correct any deficiencies in plans or equipment.

### **7.4 Notification of Fire**

Transfer Station fires require verbal notification within 24 hours and written notification within 15 days. This notification will be submitted to:

**N.C. DENR  
Solid Waste Section  
Fayetteville Regional Office  
225 Green Street  
Fayetteville, N.C. 28301**

## **8.0 Accesses and Security**

### **8.1 Transfer Station Access and Security**

The Transfer Station must be secured by an access control gate. Fencing, wooded areas and drainage ditches should surround the property to prevent unauthorized vehicle access.

## 8.2 Attendants

The Transfer Station, during operational hours, will have at a minimum, the following personnel on duty, one Scale House Operator and one Transfer Station Attendant. These persons will be responsible to ensure compliance with operational requirements.

## 8.3 Access Road

The access road to the Transfer Station shall be an all weather surface that is well maintained. Road shoulders will be regarded as necessary to ensure adequate drainage. Potholes and ruts will receive immediate attention to avoid unnecessary damage to vehicles.

## 9.0 Facility Inspections

Site personnel will conduct regular inspections to ensure site integrity. Items that will be inspected include, but are not limited to:

1. Transfer Trailers
2. Push Walls
3. Fire Extinguishers
4. Electrical Controls
5. Drains/Pumps

If unsatisfactory conditions are noted, transfer station personnel shall report their concerns to the Station Manager. If a threat to safety or 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.