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Karim Pathan  
Environmental Engineer  
Solid Waste Section, NCDENR  
401 Oberlin Rd. Rm. 150  
Raleigh, NC 27699

March 28, 2008

Dear Mr. Pathan,

As per your request attached documents have been revised to include the following:

- Facility Drawings
- Deleted "proposed" throughout documents
- Section for water protection requirements
- Local fire protection agency notification
- Contingency Plan
- Waste Screening (Facility has not been in operation for 10 years. Attached copy of Waste Industries Waste Screening Policy to become effective immediately upon use of facility)
- Cleaning of whole building
- Certified Transfer Station Operator requirements
- Safety Training
- All editing notes complete

If no other documentation is required, please send renewed permit to my attention at address above.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Pflieger", written over a horizontal line.

John Pflieger

# **Solid Waste Transfer Facility**

2810 Contentnea Road  
Wilson, North Carolina 27893-9560

Permit Submittal Document

Permit # 98-06T  
(Revised 11/20/07)

For:

Waste Industries, LLC.  
3301 Benson Drive, Suite 601  
Raleigh, North Carolina 27609  
(919) 325-3000

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OPERATIONS & MAINTENANCE MANUAL  
WASTE INDUSTRIES, LLC  
WASTE INDUSTRIES EAST TRANSFER FACILITY  
2810 CONTENTNEA RD.  
WILSON COUNTY, NORTH CAROLINA

## **1.0 INTRODUCTION**

### **1.1 PURPOSE**

This Operations Plan has been developed for the existing Solid Waste Transfer Station located in Wilson County, North Carolina. This Operations plan has been prepared in accordance with the North Carolina Solid Waste Rules 15A NCAC 13H.0402, Operational Requirements for Transfer Facilities. The Operations Plan addresses pertinent operational requirements outlined in Rule. 0505, Operational Requirements for Sanitary Landfills.

The industrial 30 acres campus enable it to provide a wide variety of solid waste management and recycling services to its customers within the service area designated in Section 2.0. This facilities additional functions other than a transfer station of solid waste are;

- Fleet and equipment maintenance operation for the Wilson branch.
- Recycle process center which is used to consolidate and market recyclable materials collected by the company and for the counties and cities within our service areas who direct haul materials to our center.
- A future wood waste facility to store and process wood waste for reuse.

The purpose of this document is to provide DENR with the necessary information with which to issue a renewal of Permit #98-06T to operate the transfer station. The wood waste facility will be covered under a future permit request.

The purpose of the Operations Plan is to provide the owner and operator (Waste Industries) with a manual that includes the necessary information and procedures to properly operate the Transfer Station in accordance with all applicable rules and regulations. This manual will serve as a guide to safely maintain and operate the Waste Industries Transfer Station. The Operational Plan will address the following issues:

- Waste acceptance criteria
- Facility operations
- Erosion control requirements
- Drainage control and water protection
- Disease and vector control
- Sign and safety requirements and
- Access and security requirements.

## 1.2 FACILITY LOCATION

The Waste Industries Transfer Station is located in the City of Wilson in Wilson County on 2810 Contentnea Road. The mailing address for the transfer facility is PO Box 1831, Wilson, North Carolina, 27894-1831. The Waste Industries Transfer Station property is zoned by the City of Wilson as I-1(light industrial) which is suitable for the development of public facilities which include solid waste transfer stations.

## 1.3 FACILITY DESCRIPTION

The Waste Industries Transfer Station consists of a tipping building, tipping building apron, inbound and outbound scales, a scalehouse, an office building and access roads. The existing tipping building is an enclosed 3-walled building. Incoming vehicles back into the open bay along the north side of the building. Rubber-tired loaders will push waste from the tipping floor and load the open top trailers located in a pit below floor level.

Natural light is sufficient for normal operations; therefore, a loss of power will not affect transfer activities. Translucent skylight panels are in the roof of the tipping building to enhance the interior lighting.

The washwater/leachate storage and handling system includes trench drains for collection of leachate and washwater. These drains are located along the entrances to the tipping floor. In addition, a sump is located in the transfer pit for the collection of any liquids which may accumulate during normal operations.

The existing scale house is equipped with inbound and outbound scales.

The owner of the Transfer Station is Waste Industries. Waste Industries is responsible for all Transfer Station operations. The primary contact person for issues concerning operation for the Transfer Station is:

Carl Massey, Branch Manager  
Waste Industries  
2810 Contentnea Road  
P.O. 1831  
Wilson, North Carolina 27893  
Phone: (252) 291-6635

## 2.0 WASTE ACCEPTANCE CRITERIA

In accordance with 15A NCAC 13B.0402(1), a transfer facility shall only accept those wastes which it is permitted to receive. The Waste Industries Transfer Station shall accept municipal solid waste (MSW) (i.e., residential, commercial and industrial waste) and C&D materials generated within Edgecombe County, Greene County, Franklin County, Johnston County, Lenoir County, Nash County, Pitt County, Wake County, Wayne County, and Wilson County. The daily tonnage rate is subject to change due to fluctuations in the amount of waste delivered to the facility on any given day and seasonal fluctuations. Therefore, the Transfer Station has been designed to handle an average tonnage rate of 500 tons per day.

## 2.1 PROHIBITED WASTES

In accordance with Rule .0505(10)(e), the Waste Industries Transfer Station will not accept barrels and drums unless they are empty and perforated sufficiently to ensure that no liquid or hazardous waste is contained in them. In accordance with Rule .0545(11)(b), no hazardous or liquid waste shall be accepted at the Transfer Station. In addition, the Transfer Station will not accept infectious waste, medical waste, animal waste, animal carcasses, sludge, or radioactive waste. A report shall be prepared for any attempted delivery of waste of which the Transfer Station is not permitted to receive, including waste from outside the permitted Transfer Station service area. The report will be forwarded to:

NC Division of Waste Management  
Solid Waste Division  
1646 Mail Service Center  
Raleigh, North Carolina 27699-1646  
(919) 508-8400

## 3.0 TRANSFER STATION OPERATIONS

The Waste Industries Transfer Station will operate Monday through Saturday from 6:00 a.m. to 8:00 p.m. The Transfer Station will be normally closed on Sundays. A sign will be posted at the entrance to the Transfer Station identifying the hours of operation to the public. Waste Industries will provide properly trained personnel for daily operations of the Transfer Station.

Since the Waste Industries Transfer Station will be operated as a tipping floor facility, the only equipment required for safe and effective operation of the facility are rubber-tired front-end loaders, transfer trailer trucks, and the scales and scalehouse. Waste Industries provides primary equipment, backup equipment, and equipment maintenance.

### 3.1 TIPPING FLOOR OPERATIONS

Collection vehicles delivering residential, commercial, and industrial waste to the facility will enter the facility via the main entrance off Contentnea Road and are required to be weighed via the scales. Once vehicles have passed the scalehouse area, they will continue along the access road until reaching the tipping building apron at the Transfer Station. The tipping building apron provides access to the north side of the Transfer Station.

The Transfer Station attendant will direct vehicles waiting to unload, to back into the facility through the north entrance. The vehicles will back onto the tipping floor to an area designated by the attendant. Once the vehicle is in position the waste load will be discharged directly onto the tipping floor. A spotter will inspect the discharged waste before it is mixed with other waste on the tipping floor. The Operator will push deposited waste towards the pit area. The waste will be placed within the open-top transfer trailers, specifically designed for hauling MSW, located in the lower level of the Transfer Station.

The lower pit area has been designed to provide sufficient space for drivers to exit their vehicles and to walk to safety in the event of an emergency. Once the transfer trailer has been completely loaded the vehicle will be weighed and subsequently driven to the final destination for proper disposal. The majority of the waste delivered to this transfer station will be delivered to the

Sampson County Landfill in Roseboro, North Carolina, Permit # 82-01. Secondary disposal facilities will be Bertie County Solid Waste Landfill, Republic Rd., in Aulander, N.C., Permit #08-03, and/or Brunswick Waste Management Facility, owned by Allied Waste located in Lawrenceville, Virginia, Permit #583.

The tipping floor and transfer pit will be cleaned at the end of each operating day. Washwater will be collected by trench drains located on the upper level and sump located in the pit area on the lower level of the transfer station. The system will effectively collect leachate separately from stormwater.

### 3.2 INSPECTION OF WASTES

Access to the transfer station is controlled by the facility/scale operator located at the entranceway to the facility. All waste entering the facility must pass the scalehouse prior to entering the tipping floor area. As waste is deposited onto the tipping floor an employee will conduct a visual screening of the waste materials. Should unacceptable waste be found, the driver of the vehicle will be instructed to terminate dumping and the unacceptable material will be reloaded into the vehicle for removal off the site. Waste collection agreements for each of the waste delivery accounts will aid in accountability for the different trailers utilizing the site. Should a hauler consistently deliver unacceptable material, they will be denied further access to the transfer station, and the local office of DENR will be notified so that appropriate investigations can occur. In addition, all actions as specified in Section 2.0 will be strictly adhered to by the Facility Operator and its employees.

### 3.3 TRAFFIC CONTROL

Access to the transfer station is controlled by the facility/scale operator. All vehicles arriving at the facility are directed to the tipping floor area by the scale operator after their weight is recorded. The site attendant directs the vehicle to the unloading area as outlined in Section 3.0. After depositing the waste, those vehicles that do not have tare weight previously recorded are required to exit via the outbound scale. The flow of traffic will be aided by directional signs. At no times will incoming vehicles waiting in line be allowed to block public highways.

### 3.4 HOUSEKEEPING AND LITTER CONTROL

All incoming vehicles with waste are required to have their loads tarped upon arrival at the site or be 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 area for any wind blown litter. Since the transfer station is enclosed on three sides, wind blown trash should not be a major operational concern. Any wind blown trash discovered at the end of an operating day shall be collected and stored in a transfer trailer vehicle or an on-site trash bin.

## **4.0 EROSION CONTROL REQUIREMENTS**

The facility has an existing erosion and sedimentation control plan for the entire site, which includes the location for the transfer station. The site has several drainage ditches and a sediment pond which conveys and filters sediment-laden stormwater runoff.

## **5.0 WATER PROTECTION REQUIREMENTS**

In accordance with Rule.0505(b)(c), the Waste Industries Transfer Station will be operated so as to prevent ponding water from coming in contact with discharged waste, and to contain and properly discharge collected leachate.

The tipping floor and transfer pit will be emptied and cleaned at the end of each operating day. The upper level trench drains and lower level sump shall properly collect any washwater/leachate generated and minimize areas of ponding water within the Transfer Station. The tipping floor of the Transfer Station is sloped towards the trench drains located along the northern side of the concrete floor slab. The floor drains will collect any wash water/leachate generated from washing the tipping floor during and after daily operations. The Transfer Station lower level contains the pit area for transfer-trailer vehicles. The pit is provided with a sump, a portable pump will be used to drain the sump for proper treatment and disposal.

## **6.0 DISEASE AND VECTOR CONTROL**

In accordance with Rule .0505(12) (0), Waste Industries shall provide effective vector control measures for the protection of human health and the environment. Disease vectors are defined as any rodent, flies, mosquitoes, or other animals, including insects, capable of transmitting disease to humans.

Control of disease vectors will be maintained by implementation of a daily cleaning program which involves removal of waste, leachate, and wash water from the facility operating areas. The removal of waste at the end of each operating day will protect against migration of vectors into and from the Transfer Station. Waste Industries will use wash water to keep the tipping floor, drive-thru areas, walls, and beams clean and free from rodents, flies, and other animals. Waste Industries may also use deodorizers and paint as needed to accomplish these goals. Stagnant ponding water shall be prevented from occurring to control mosquito breeding. If problems controlling disease vectors occur, county mosquito control or a licensed exterminator shall be employed to control vectors.

## **7.0 SIGN AND SAFETY REQUIREMENTS**

### **7.1 SIGN REQUIREMENTS**

In accordance with Rule .0505(9)(a)(b)(c), Waste Industries shall post signs at the Transfer Station entrance indicating operational procedures, hours of operation, tipping fee, and the permit number. Signs shall be clearly posted stating there are no hazardous or liquid waste can be received. Traffic signs and markers shall be provided as necessary to promote an orderly traffic pattern to and from the discharge area and to maintain efficient operating conditions.

## 7.2 OPEN BURNING OF WASTE

In accordance with Rule .0505(10)(a), open burning of waste shall be prohibited at the Transfer Station.

## 7.3 FIRE PROTECTION EQUIPMENT

In accordance with Rule .0505(10)(b), fire suppression equipment shall be provided to control accidental fires and arrangements have been made with the local fire protection agency to immediately provide fire-fighting services when needed. Local fire department has been provided with a facility diagram and copy of Operations and Contingency Plan. The Transfer Station building is equipped with an appropriate and adequate number of fire extinguishers to effectively control accidental fires. A fire hydrant is located within 500 feet.

## 7.4 NOTIFICATION OF FIRE

In accordance with Rule .0505(10)(e), fires that occur at the Waste Industries Transfer Station require verbal notice to the Division of Solid Waste within 24 hours and written notification shall be submitted within 15 days. Verbal and written notification shall be submitted to the Environmental Senior Specialist:

NC Division of Waste Management  
Solid Waste Division  
1646 Mail Service Center  
Raleigh, North Carolina 27699-1646  
(919) 508-8400

## **8.0 ACCESS AND SECURITY REQUIREMENTS**

### 8.1 TRANSFER STATION ACCESS AND SECURITY

In accordance with Rule .0505(8) (a), the Transfer Station must be secured by means of gates, chains, berms, fences, and other security measures approved by the Division of Waste Management to prevent unauthorized entry. All vehicles delivering waste to the Transfer Station will enter and exit through the existing access control gate. Unauthorized access to the facility is prevented by a chain-link fence surrounding the Transfer Station property.

### 8.2 ATTENDANT

In accordance with Rule .0505(8) (b), the Waste Industries Transfer Station will have a fulltime facility/ scale operator located in the scale house during operating hours. In addition, a Transfer Station Attendant will be at the facility at all times during operating hours. Both the Scale Operator and Transfer Station Attendant will be responsible for verifying that all vehicles comply with the permitted operational requirements.

Full time facility/scale operator and Transfer Station Attendant shall receive OSHA required training and area specific safety training upon employment. All employees are required to attend monthly safety meetings covering OSHA topics and area specific hazards. Training records are maintained on site. At a minimum one NC SWANA Certified Transfer Station Operator will be present during all hours of operation.

### 8.3 ACCESS ROAD

In accordance with Rule .0505(8) (c), the access roads for the Waste Industries Transfer Station have been constructed of an all-weather surface (asphalt or concrete) and shall be maintained in good condition. Potholes, ruts, and debris on the roads shall receive immediate attention in order to avoid damage to the vehicles. Access roads will be regarded as necessary to maintain positive slope for adequate drainage.

### 9.0 **PROHIBITED WASTE**

The following wastes are prohibited for disposal at this Solid Waste Facility:

- All Listed or Characteristic hazardous wastes
- Infectious Wastes except as specifically approved by the NC Division of Waste Management (DWM)
- Dead Animals
- Pesticide containers unless empty and rinsed
- Raw Sewage Sludge and Septic Tank Pumpings
- Animal Wastes
- Liquids and Semi-Solids
- Industrial Process Sludge except as specifically approved by the NC Division of Waste Management (DWM)
- Sludge containing any free liquids
- Flammable and volatile wastes
- Used Scrap tires
- Lead-acid batteries
- Waste motor oils
- White goods
- Friable asbestos
- Special wastes except as specifically approved by the NC Division of Waste Management (DWM)

<b>TRANSFER STATION WASTE SCREENING</b>	<b>WASTE INDUSTRIES</b> 
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## **PURPOSE**

Transfer stations operated by Waste Industries are permitted to accept various forms of municipal solid waste from commercial, industrial and residential sources. These transfer stations do not accept any form of hazardous, biomedical or liquid waste. Monitoring for unacceptable waste is done through screening. Waste screening segregates and visually inspects random loads, in order to reject unacceptable waste and prevent potential future problems.

## **HAZARDOUS WASTE AND PCB IDENTIFICATION**

A waste has been determined to be hazardous if it meets one of four conditions:

- Listed Part 40 Code of Regulations (CFR) 261, Subpart D (usually called “D-listed” wastes)
- Exhibits any of these hazardous characteristics: ignitable, corrosive, reactive or toxic
- A mixture containing a listed hazardous waste and a non-hazardous solid waste
- Waste not exempted/excluded from regulation as a hazardous waste. Exemptions are given on the basis of quantity. Exclusions are hazardous materials discarded in normal residential refuse.

PCB waste are found in both sludge and liquid form. Specific sources of PCB waste include mineral oil and other fluids containing PCB contaminated debris caused by a release from transformers, other electrical utility equipment, and machinery with hydraulic components.

## **INSPECTION OF WASTE LOADS**

To detect and exclude regulated hazardous waste from disposal at the transfer station and eventually into landfills, incoming waste shall be subject to random visual inspection by trained personnel. The inspection frequency will be based on the type and quantity of waste received and to target particular sources.

Inspections should be based on the following and documented for the file:

- At least two employees shall be trained regarding visual inspections and notification procedures.
- A random inspection schedule shall be devised depending on specific priorities and at a minimum of 1%.
- The inspection location will be specific and consistent, preferably opposite the office area, providing ample egress for personnel and preventing spillage into the open pit
- Emergency/evacuation procedures must be posted and employees trained.

- **Procedure**

- The waste load to be inspected shall be determined through random selection (1 out of 100).
- The selected vehicle shall be directed to the designated area and shall be situated in order to prevent cross contamination or mixing with any other loads.
- A portion of the specified load will be placed and loosely spread using the front end loader.
- Ensure minimum height and diameter for greater screening access and visibility.
- Transporters will remain with their vehicle until the completion of the waste screening process.
- The waste inspector will wear the prescribed personal protective equipment including a hooded tyvek suit, goggles, gloves, steel toed shoes, shoe covers, and a nuisance mask.
- Using a long handle rake or similar instrument, the inspector will rotate the perimeter of the waste sample, moving the waste around to facilitate a visual inspection.

The discovery of hazardous or unacceptable waste at the transfer station, which can be properly identified before placement into trailers or final disposal, is deemed as the property of the transporter. In such instances the transporter is responsible for it's clean-up and removal or any associated cost. **Waste determined to be unacceptable will be immediately refused and the transporter will be given one hour to appropriately remove the waste from the transfer station.** The transporter should also be informed that the authorities shall notified for regulated waste.

In the event that waste is discovered after the departure of it's transporter, the transfer station supervisor will ensure:

- Any employee in the general proximity of the waste will don and maintain the prescribed PPE's;
- Segregate the suspicious waste and properly rope off the area; evacuate when necessary;
- The transporter is notified and instructed to return immediately; If the transporter has not made arrangements for the removal of the waste within the hour, the transfer station will initiate contact with local response teams and the cost will be the responsibility of the transporter.
- Regulatory agencies will be notified if the waste is regulated. Also, contact any possible sources.

## **RECORDS OF INSPECTION**

Records of all the inspections performed should be maintained at the transfer station and shall include:

- Time and date of receipt;
- Generator source;
- Hauler information;
- Observations made by the inspector;
- Actions taken, including the final disposition of the waste (e.g., "removed by hauler").

## TRAINING

Personnel responsible for the detection, prevention and detention of unacceptable waste such as supervisors, waste inspectors, and equipment operators, shall be properly trained. Training must address identification methods, handling or detention after discovery, safety procedures, personal protective equipment and record keeping. Document all training to include the date, subject matter and personnel who attended.

## EMERGENCY ACTION PLAN

During an emergency situation considerations must be made for the number of employees involved and the protective features available.

- Emergency Services

Emergency Services in waste handling facilities are limited to minor first aid, fuel spills and detaining incipient fires until professional assistance can be rendered.

  - First aid requirements are met by identifying a primary medical service or response within a three mile or three minute radius of the station. If that requirement cannot be met, designate supervisory personnel to maintain first aid/CPR certification;
  - Liquids must be immediately contained to prevent migration to water conveyances leading off the property. Absorbents, pillows and pads should be readily available in all transfer stations. Employees must be trained in the proper containment methods and retain a reputable response team on call.
  - Control of incipient fires should be by trained employees within their own work area. Fires with greater potential should result in immediate evacuation.
- Reporting/Notification
  - Employees shall be informed to notify their immediate supervisor about any emergency situation or its potential.
  - Transfer station managers will notify fire and/or emergency medical services upon determining the severity of the situation.
  - The home office should be notified promptly about accidents or other emergencies. This notification should be within twenty-four hours when injuries are involved, and immediately in the event of a fatality.
  - The home office must be notified prior to any state or federal notifications.
- Evacuation

Depending on the emergency situation, employees may be required to evacuate their specific work area or the facility. This should be under the direction of supervisory personnel.

  - Evacuate the affected building or work area and gather at pre-designated safe areas.
  - Evacuate to areas outside the property lines during explosive or flammable situations.

Unless specifically trained and assigned by the station, all employees must immediately evacuate any area deemed to be in a state of emergency. Return to duty must be under the instruction of management personnel.

- Alarm Systems  
Verbal notification is our primary method of alarm. Other acceptable devices include paging systems, air horns and cellular communication.

The selected method of alarm shall be transfer station specific, providing:

- Reaction time for safe egress (safe escape);
- Capable of being perceived above ambient noise or light (heard or seen);
- Be distinctive and recognizable as a signal to evacuate.

Employees must know how to report emergencies and sound the alarm.

- Testing of Emergency Plan

Emergency action plans and alarm systems should be tested periodically to ensure they are workable and up-to-date. Revise plans as indicated by tests results and changing conditions.

#### **NOTIFICATION of AUTHORITIES**

In the event that unacceptable waste is found in randomly inspected loads or through the normal process of waste, the transfer station will immediately contact:

- The transporter of the waste,
- The regional office of EPA.

Hazardous Waste Section  
Department of Waste Management  
1646 Mail Service Center  
Raleigh, NC 27699-1646  
919 / 508-8400

**WASTE INDUSTRIES  
RANDOM LOAD INSPECTION RECORD**

**Inspection Information**

Inspector's Name: \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Date Of Inspection: \_\_\_\_\_  
Time Of Inspection: \_\_\_\_\_

**Transporter**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

**Vehicle Information**

Driver's Name: \_\_\_\_\_  
Vehicle Type: \_\_\_\_\_  
Vehicle License # \_\_\_\_\_  
Vehicle's Last Stop: \_\_\_\_\_  
Vehicle Contents: \_\_\_\_\_

**Observations And Actions Taken**

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

**Photo Documentation:**      \_\_\_\_\_ Yes \_\_\_\_\_ No

**Driver's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Inspector's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# EMERGENCY & CONTINGENCY PLAN

FOR

Contentnea Rd. Transfer Station, Wilson, NC  
January, 31 2008



WASTE INDUSTRIES, LLC

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## EMERGENCY PREPAREDNESS AND CONTINGENCY PLAN

The intent of this document is to provide an emergency preparedness and contingency plan for the Waste Industries Contentnea Road Transfer Station, Wilson NC. The Contentnea Road Transfer Station is owned and operated by Waste Industries, LLC. This plan provides site-specific emergency procedures as well as address Waste Industries emergency protocols.

Safety and emergency preparedness are often incorrectly assumed to be synonymous. Although safety and emergency preparedness are not the same they are closely related and dependent on one another. Safe operating procedures and a safe work environment will reduce the number of accidents or occurrences requiring specific emergency response actions. An emergency preparedness plan provides identification of foreseeable emergencies, means of safely responding to those emergencies, reporting of emergency activities, training of employees to safely respond to emergencies and protection of the community.

Effective communications are essential to ensure that any emergency is handled immediately and properly. All Contentnea Road Transfer Station personnel will receive instruction regarding this emergency preparedness and contingency plan. Heavy equipment operators and laborers have access to the office, which is equipped with a telephone. In the event of an emergency at the site, the agreed internal alarm shall be the use of the verbal communication and the use of the telephone. The employee making the alarm shall contact the emergency coordinator or Transfer Station Supervisor stating the type of emergency and the location. The following emergency telephone numbers shall be posted in the gatehouse and administrative office for easy access and proximity to a telephone.

Fire	911
Ambulance	911
Police	911
State Emergency Response	(800) 858-0368
Carl Massey Facility Manager	(252) 291-6635: Office (252) 205-0006: Mobile
Fred Borg Operations Supervisor	(252) 291-6635: Office (252) 205-1790: Mobile
Tyrone Sumler Operations Supervisor	(252) 291-6635: Office (252) 205-0849: Mobile
Stan Matthews General Manager	(252) 752-1997: Office (252) 347-4291: Mobile
Thomas Winstead Division Manager	(252) 293-4474 Extension 34425: Office
Ralph Ford Corporate Safety Manager	(919) 877-7532: Office

The Facility Manager, Carl Massey, will be designated as the site emergency coordinator. In his absence, and to assure on site coordination of response in an emergency, the following personnel will be designated deputy coordinators:

- Fred Borg – Operations Supervisor
- Tyrone Sumler – Operations Supervisor

These coordinators must be thoroughly familiar with this emergency preparedness and contingency plan, all operations at this site, and facility layout.

In the event of an emergency, it may be necessary to seek outside assistance from the agencies specified on the emergency contacts list provided in Appendix B, at the end of the document. To ensure these agencies are properly prepared to handle an emergency at this site, this emergency preparedness and contingency plan will be provided to each agency. In addition, a site tour will be offered to each agency's representative.

If any emergency condition requires that the site be evacuated, the evacuation routes identified on the attached site plan will be used. The site plan must be clearly posted at the site for employees, customers, visitors, and other personnel to review. In the event the primary evacuation route cannot be used, the secondary route will be used. If necessary, both evacuation routes can be used; however, both routes must be properly manned to ensure all personnel, visitors, and customers are accounted for.

This emergency preparedness and contingency plan is designed to provide means to respond to:

- General emergencies, accidents, and injuries
- Fires and hot loads
- Hazardous spills
- Explosions
- Civil disturbances
- Floods and earthquakes
- Needle-Sticks
- Petroleum product spills
- Equipment Failure
- Non-conforming waste delivery
- Unusual traffic patterns
- Long term power outages

It will be the responsibility of the Facility Manager to review this plan on an annual basis and to make changes, additions, or deletions as needed to keep this plan up to date. In addition, the Facility Manager will review this plan after any emergency incident. If the incident review indicates plan revisions are required the necessary changes will be implemented immediately.

### **GENERAL EMERGENCIES, ACCIDENTS AND INJURIES**

The procedures identified in this section are to be followed in any emergency not specifically addressed in other portions of this plan.

The first employee detecting the emergency:

1. Notifies the emergency coordinator by verbal communication, telephone, or other agreed alarm. If the emergency coordinator is unavailable, notify the deputy coordinator.
2. Gives emergency first aid, if properly trained, to the injured.

Until the emergency coordinator or deputy coordinator arrives, the employees present:

1. Direct site personnel, site visitors, and customers to evacuate the area if there is an imminent risk to their personal safety.
2. Those so trained give first aid to the injured. If the injury is moderate (i.e., broken bone, minor laceration, or burn) notify 911.

The Emergency Coordinator or Deputy Coordinator:

1. Investigates the emergency to determine its seriousness. Initiates the following steps:
  - A. Activates internal alarms or communications to notify all personnel, visitors, and customers on the site of an imminent or actual emergency situation. If evacuation is required, directs all personnel, visitors, and customers to a safe area. The coordinator will designate an employee to ensure all personnel, visitors, and customers are accounted for. If an evacuation is required, no one except responding emergency teams will be allowed onto the site.
  - B. Seeks medical attention for injured persons, if this has not already been performed.
  - C. Directs personnel to call the necessary emergency agencies for assistance, or makes the calls personally. The notified agencies must be clearly informed of the location, nature of emergency, and person reporting the emergency.
  - D. Directs trained employees to begin to eliminate or minimize the emergency condition.
  - E. If the emergency presents a potential threat to surrounding areas, the coordinator will immediately contact local authorities. The coordinator will assist authorities in determining the need for an area evacuation, but the final decision to evacuate the area is the responsibility of the local authorities.
2. After the emergency is contained, the coordinator, in collaboration with the Corp. Risk Manager, will determine if the site must be closed until clean-up is complete and potential hazards are eliminated, and the extent of any damages, especially with regard to long range hazards.
3. Ensure that all equipment used to contain the emergency is cleaned and restored to pre-accident conditions.

After necessary immediate action has been taken, the coordinator or designee must notify the following, if not previously reached, by telephone:

- Division Manager
- Corporate Safety Manager

Within 48 hours of the incident, the coordinator must prepare a written report, which includes:

- Name and telephone number of the incident coordinator
- Location of the emergency
- Date, time, and nature of accident
- Type and quantity of materials involved
- Extent of injuries (if any)
- Potential hazards or impacts to human health and the environment
- Probable cause (if known) and means to prevent future occurrences

- Estimated quantity and disposition of recovered material (if any)
- Local responding agencies' primary coordinator name and telephone number
- Additional pertinent information

This report must be provided to the Division Manager and the Corporate Safety Manager.

**NOTE:** Any activity that results in injury or death or the loss of \$10,000.00 or more, must be reported to the Division and Corporate Safety Manager within 24 hours.

## **FIRES AND HOT LOADS**

In the event of a fire at the facility, the first employee detecting the fire will notify the emergency coordinator describing the location and extent of the fire and any need for immediate assistance for first aid or fire containment. If first aid is required and the employee is trained, he/she will administer first aid.

The Emergency Coordinator will:

1. Direct facility personnel to extinguish the fire by digging out the portions of the burning waste and extinguish the fire by covering it with soil.
2. Notify the fire department that a fire has occurred on site.
3. If the fire is unmanageable, the fire department will be asked to respond.
4. Attempt to contact the Facility Manager and/or Corporate Safety Manager.
5. If anyone has been injured, ensure that the injured party is given proper medical attention. If the injury is moderate, the manager will arrange for the injured person to be transported to Wilson Immediate Care, 1725 Tarboro Street, Wilson NC. If the injury is severe, the manager will call an ambulance.
6. Notifies local agencies if the fire presents a potential threat to surrounding areas. The coordinator will assist the authorities to determine if an evacuation is required, but the final decision to evacuate the area is the responsibility of the local authorities.
7. After the fire is extinguished, the coordinator will determine if the site must be closed until all wastes have been cleaned up and all potential dangers of further accidents have been eliminated. No burned material will be incorporated into another material until it is determined that the fire is completely extinguished.
8. Ensure that all equipment used to contain the fire is cleaned and restored to pre-accident condition.

If the fire is in a truck or a truck is hauling a hot load, the employee first noticing the load will direct the truck away from the working area. The hot load will be spread and covered with soil to extinguish the fire as soon as possible.

Immediately following emergency response actions, the coordinator must notify the following, if not previously contacted, by telephone:

- Division Manager
- General Manager

- Corporate Safety Manager

Within 24 hours of a hot load delivery, the coordinator shall notify the hauler (if known) to explain the dangers of delivering hot loads to the facility.

## **HAZARDOUS SPILLS**

The Contentnea Road Transfer Station will not receive for storage, treatment, or disposal any hazardous waste. All of the site personnel have been trained to recognize, and identify questionable wastes and ensure appropriate actions are taken in the event a questionable waste is delivered to the facility.

In addition to the special waste plan and hazardous waste recognition training provided to the employees, Waste Industries. has a hazard communication program that informs employees of the hazardous properties of chemicals used in the work place. Employees have been trained in the proper use of all chemicals and have immediate access to all material safety data sheets.

In the unlikely event that a hazardous material is spilled at the Contentnea Road Transfer Station, the following procedures will be employed.

The first employee detecting the spill will:

1. Notify the site supervisor/coordinator describing the location and extent of the spill and the need for first aid and containment assistance.
2. Give first aid, if necessary, and if employee is qualified.
3. Gather information to assist coordinator in containing the spill.

The site supervisor/coordinator will:

1. Investigate the spill to determine its seriousness and if necessary, activates internal alarms or communication systems to notify all personnel, visitors, and customers on the site of actual or imminent dangers or emergency situations. If evacuation is necessary, all personnel, visitors, and customers will be directed to safe locations. The coordinator will designate an employee to ensure all personnel, visitors, and customers are accounted for. If the site has been evacuated, no additional personnel, other than emergency response teams, will be allowed on the site.
2. Ensure that any injured personnel receive first aid or if the injury is moderate or severe, arrange to have the injured party transported to medical care facilities.
3. Only the Facility Manager will have the authority to dispatch appropriately trained site personnel to the spill site. The coordinator may contact the designated emergency response contractor to respond.
4. Direct, if so authorized by the Corporate Safety Manager, an employee to call outside agencies for necessary assistance, or calls personally if no one else is available. The responding agency must be clearly informed of the location and extent and nature of the spill.

5. Directs personnel, if the Safety Officer gives permission, to begin containment or diking of the spill. If the spill is in the waste, the hazardous material is mechanically segregated from the remaining waste.
6. Notify local agencies if the spill presents a potential threat to surrounding areas. The coordinator will assist the authorities to determine if an evacuation of the surrounding areas is required, but the final decision to evacuate the area is the responsibility of the local authorities.
7. After containment, the coordinator will determine if the site must be shut down until all potential dangers of additional accidents have been eliminated, and the extent of any damages with regard to long-range hazards.
8. Ensure that all equipment used to contain the spill is cleaned and restored prior to resuming normal operations.

Immediately after the spill situation is under control, the coordinator will notify by telephone (if not previously contacted):

- Division Manager

The Corporate Safety Manager will notify, as appropriate, by telephone:

- Fire, Ambulance, Police 911
- Electric Co. (CP&L) (800) 419-6356
- National Region IV E.P.A. Emergency Response (800) 241-1754
- N.C. E.P.A. Emergency Response (877) 623-6748
- N.C. DENR Emergency Response (919) 733-4984
- DENR Emergency Response (910) 486-1541
- Division of Radiation Protection (919) 733-4996
- Division of Water Quality (919) 733-7015
- Division of Air Quality (919) 733-3340

Within 24 hours of the incident, the responding coordinator will complete a written report including:

- Name and telephone number of coordinator
- Location and extent of spill
- Date and time of spill
- Type and quantity of materials involved
- Extent of injuries (if any)
- Potential hazards or impacts to human health and the environment
- Names of personnel, visitors, or customers involved (if known)
- Probable cause (if known) and means to prevent future occurrences
- Estimated amount of contaminated material removed
- Local responding agencies' primary coordinator name and telephone number
- Additional pertinent information

This report must be provided to all personnel and agencies notified by telephone at the time of containment, and any other persons or agencies identified by those listed above.

**NOTE:** Any activity that results in injury or death or the loss of \$1,000.00 or more, must be reported to the Division and Corporate Safety Manager within 24 hours.

## EXPLOSIONS

Remember that an explosion could be the result of hazardous materials and would therefore be subject to the same reporting and emergency procedures associated with the Hazardous Spills section of this Plan.

The first employee detecting an explosion will:

1. Notify the site supervisor/emergency coordinator describing the location and damage caused by the explosion and any need for immediate assistance for first aid or fire containment.
2. Give first aid, if necessary, if the employee is qualified.
3. Prepare to assist the coordinator and response team.

The responding coordinator will:

1. Investigate the explosion to determine the seriousness and activates internal alarms or communication systems to notify all personnel, visitors, and customers on the site of any imminent or existing emergency situations. If evacuation is required, all personnel, visitors, and customers will be directed to a safe location. The coordinator will designate an employee to ensure all personnel, visitors, and customers are accounted for. If an evacuation is required, no additional users will be allowed onto the site until it is deemed safe.
2. Seek medical attentions for any injured personnel and, if the injury is moderate or severe, will arrange for immediate transport to medical care facilities.
3. Directs an employee to call the fire and police department for any necessary assistance, or calls personally. The agencies must be clearly informed of the location and extent and nature of the emergency.
4. Direct personnel to begin to contain any resulting fire if it is safe to proceed with fire fighting activities. Otherwise, instruct personnel to begin preparing to assist emergency response team.
5. Attempt to contact the Division Manager and the Safety Officer.
6. Notify local agencies if the explosion or resulting fire presents a potential threat to surrounding areas. The coordinator will assist the authorities to determine if an evacuation of surrounding areas is required, but the final decision to evacuate the surrounding area is the responsibility of the local agencies.
7. After any fire is contained, the coordinator will assess any damages and determine if the site must be shut down to adequately clean the site and remove all potential danger of further accidents.

8. Ensure that all equipment used to contain the spill is cleaned and restored to pre-accident condition.

Immediately following the emergency response actions, the responding coordinator will notify by telephone if previous attempts were unsuccessful:

- Division Manager
- Corporate Safety Manager

Within 48 hours of an explosion, the responding coordinator must prepare a written report that includes:

- Name and telephone number of coordinator
- Location of explosion
- Date and time of explosion
- Extent of injuries (if any)
- Location and extent of any resulting fire
- Potential hazards or impacts to human health and the environment
- Names of personnel, visitors, or customers involved (if known)
- Probable cause (if known) and means to prevent future incidents
- Local responding agencies' primary coordinator name and telephone number
- Additional pertinent information

This report must be provided to the Division Manager and the Corporate Safety Manager. The Corporate Safety Manager will ensure that a copy of the report is forwarded to appropriate local and state regulatory agencies, if necessary.

## **CIVIL DISTURBANCES**

The first employee detecting a civil disturbance or receiving information of a planned demonstration:

1. Notify the Facility Manager/emergency coordinator immediately.

The coordinator will:

1. Inform the all personnel. Notify the local law enforcement agency. The Facility Manager and law enforcement agency must be clearly informed of the nature of the disturbance. Demonstrations and disturbances may interrupt regular telephone service; therefore, the emergency coordinator must be prepared to use cellular phones to notify the Division Manager and law enforcement.
2. If possible, identify and mark with a white line the property line at each entrance. This may be necessary for identifying property lines for law enforcement.
3. If prior warning is sufficient, secure entrances. If the facility has gates that are normally open during the business day, consider using chains and locks to lock the gate in the open position. This will prevent demonstrators from closing and locking the gates, thus controlling the facility.
4. Survey the facility for access routes to tops of buildings. Lock doors to buildings and remove any objects that may assist someone climbing into or onto the buildings.

5. Instruct employees to refrain from verbal or physical contact with demonstrators.
6. Should demonstrators gain access to the property or office area, instruct employees to log off of any computers and turn them off. Secure any correspondence, documents, directories, procedural or policy manuals in a locking desk or file cabinet, and lock it.
7. If demonstrators enter the facility, instruct employees to assemble in a designated area. Employees remain in the secure area until police arrive and demonstrators leave.

The Facility Manager will:

1. Contact Division Manager immediately. The Division will handle media questions, so the Facility Manager can refer all inquiries to them. If it cannot be avoided, the Facility Manager may respond to the media, but responses should be brief, non-argumentative or provoking, and he/she should avoid holding an impromptu press conference.
2. In the presence of the police demand that demonstrators leave the company's property. Inform the demonstrators that they are trespassing and if they refuse to leave, request the police to take steps to remove the demonstrators. The company will support police efforts by providing testimony if required.
3. Report any destruction of property, thefts, or assaults to police and document the reports.
4. Obtain name and contact information from police official in charge of response.

Within 10 days of the incident, the emergency coordinator and Branch Manager will complete a written report including:

- Names and telephone numbers of coordinator and Facility Manager
- Location of incident
- Date and time incident began
- Copy of police report
- Extent of any property damage
- Accounting of any assaults
- Names of personnel, visitors, or customers involved
- Incident review and improvements to response actions for future incidents
- Additional pertinent information

This report must be provided to the Corporate Management Department.

### **ARMED ROBBERY**

The Contentnea Road Transfer Station does not maintain petty cash, however if an employee is involved in an attempted armed robbery, the following procedures shall be followed:

1. Do not attempt to thwart or resist the robber.
2. Do not engage in verbal exchanges with the robber, except as necessary.
3. Hand over all personal monies immediately. Your well-being is worth infinitely more than the monies in your pocket.
4. Observe and memorize as many details as possible regarding the robber and the get-a-way vehicle. Including:
  - A. Height and weight of the assailant

- B. Sex and race
- C. Distinguishing marks or birthmarks
- D. Speech pattern or accent
- E. Physical anomalies such as a limp
- F. Color and type of clothing
- G. Make, color, and model of vehicle
- H. License number if possible

5. Notify the Facility Manager and the site supervisor/emergency coordinator immediately.

The coordinator will:

1. Inform the Division Manager. Have the Facility Manager, or with his permission, notify the local law enforcement agency. The Facility Manager and law enforcement agency must be clearly informed. Robbers may induce an interruption of regular telephone service; therefore, the emergency coordinator must be prepared to use cellular phones to notify the Division Manager and law enforcement.

The Facility Manager will:

1. Report any destruction of property, thefts, or assaults to police and document the reports.
2. Obtain name and contact information from police official in charge of the response.

Immediately after the incident, the emergency coordinator and the Facility Manager will:

1. Notify both the Corporate Office and the Corporate Safety Department of the incident. If possible, corporate security will confer with the police official in charge of the response.

Within 24 hours of the incident, the emergency coordinator and Facility Manager will complete a written report including:

- Names and telephone numbers of coordinator and Branch Manager
- Location of incident
- Date and time incident began
- Copy of police report
- Extent of the loss
- Accounting of any assaults
- Name of personnel, visitors, or customers involved
- Incident review and improvements to response actions for future incidents
- Additional pertinent information

This report must be provided to the Corporate Safety Manager, Corporate Security Department, and Corporate Legal Department.

## FLOODS AND EARTHQUAKES

In the event of a flood, transfer station personnel should:

1. Notify the emergency coordinator.
2. Observe the water level. If the level rises sufficiently high enough to threaten electrical equipment, the electricity must be turned off. Any equipment that can be moved that might be damaged by the flood must be moved to a higher level.
3. Prepare to assist emergency coordinator.

The emergency coordinator will:

1. Survey the area and instruct employees to remove equipment and supplies that may be damaged by the floodwater.
2. Attempt to shut off the flow of water causing the flooding.
3. If necessary, notify all personnel, visitors, and customers of actual or imminent emergency situation and relocate personnel, visitors, or customers to high ground.

*If an earthquake occurs, all employees will:*

1. Evacuate site buildings, turning off all equipment that was operating.
2. Stand by to assist in any disaster recovery required. If people are injured, employees will administer first aid, if properly trained, or seek emergency medical assistance.
3. Conduct a head count.

Immediately after emergency response actions have been taken, the emergency coordinator will notify, by telephone, the following:

- Division Manager
- Corporate Environmental/Health

Within 10 days of the incident, the emergency coordinator will prepare a written report that includes:

- Name and telephone number of responding coordinator
- Location
- Date and time of incident
- Injuries (if any)
- Resulting damage (if any)
- Potential hazards or impacts to human health or the environment
- Names of personnel, visitors, or customers involved (if known)
- Cause (if known) and means to prevent future incidents
- Additional pertinent information

This report must be provided to the Branch Manager and the Corporate Environmental Manager.

## **NEEDLE-STICKS**

If an employee suffers from a needle-stick, he or she will immediately report the incident to the site supervisor. The site supervisor will:

1. Contact the Facility Manager
2. Attempt to recover the needle and take to the medical provider with the affected employee.

Within 10 days of the incident, the supervisor will prepare a written report including:

- Name of employee
- Date and time of incident
- Location
- Actions initiated
- Description of actions resulting in injury
- Means to prevent future occurrences
- Counseling offered to employee and family (if any)
- Additional pertinent information

**The above information will be supplied within 24 hours to:**

- Corporate Occupational Medicine
- Corporate Safety Manager

This report shall be provided to:

- Division Manager
- Corporate Environmental Manager

## **PETROLEUM PRODUCT SPILLS**

This site has a Spill Prevention Control and Countermeasures plan in place for petroleum products.

### **Equipment Failure**

The first employee detecting equipment failure shall:

1. Notify the Facility Manager/emergency coordinator immediately.

The coordinator will:

1. Contact maintenance department for an estimated repair time.
2. Use back up equipment on hand until repairs to primary equipment have been made. Back up equipment includes a back hoe and a loader.

3. If back up equipment fails: Contact vendors for replacement equipment if item is vital to transfer station operations and repairs can not be completed in time to continue with normal operations.
4. If equipment is vital to transfer station operations, repairs cannot be completed in time to keep up with dumping traffic, and no rental or substitute equipment can be procured all traffic is diverted to: Black Creek Rd Transfer Station, 3031 Black Creek Road, Wilson, North Carolina.

### **Non-conforming Waste Delivery**

In accordance with Rule .0505(10)(e), the Waste Industries Transfer Station will not accept barrels and drums unless they are empty and perforated sufficiently to ensure that no liquid or hazardous waste is contained in them. In accordance with Rule .0545(11)(b), no hazardous or liquid waste shall be accepted at the Transfer Station. In addition, the Transfer Station will not accept infectious waste, medical waste, animal waste, animal carcasses, sludge, or radioactive waste. A report shall be prepared for any attempted delivery of waste of which the Transfer Station is not permitted to receive, including waste from outside the permitted Transfer Station service area. The report will be forwarded to:

NC Division of Waste Management  
Solid Waste Division  
1646 Mail Service Center  
Raleigh, North Carolina 27699-1646  
(919) 508-8400

### **Unusual Traffic Patterns**

If unusual traffic develops and the Contentnea Road Transfer station can no longer comply with its operations plan oncoming traffic will be diverted to Black Creek Rd Transfer Station, 3031 Black Creek Road, Wilson, North Carolina, until normal operations can be sustained.

### **Long Term Power Outages**

Natural light is sufficient for normal operations; therefore, a loss of power will not affect transfer activities. Translucent skylight panels may be used to replace a select number of the metal roof panels of the tipping building to enhance the interior lighting.

Power is not required for proper disposal of washwater/leachate. The washwater/leachate storage and handling system includes trench drains for collection of leachate and washwater. These drains are located along the entrances to the tipping floor. In addition, a sump will be located in the transfer pit for the collection of any liquids which may accumulate during normal operations. A portable pump using an alternate power source (truck) will be used to drain sump for proper treatment and disposal.

**APPENDIX A**  
**EMERGENCY RESPONSE REPORT**

**EMERGENCY RESPONSE REPORT**

Coordinator Name: \_\_\_\_\_ Telephone Number:

Location of Emergency:

Type of Emergency: \_\_\_\_\_ Date and Time:

Materials Involved:

Injuries:

Names of Personnel, Visitors, or Customers involved (Names and Telephone Numbers):

Probable Cause of Emergency:

Resulting potential hazards or impacts to environment or health:

Were contaminated materials removed:

Amount: \_\_\_\_\_ Disposal site:

Outside Responding Agencies:

Outside Responding Agencies Coordinators (Name and Telephone numbers):

Additional information:

Employee signature:

Date:

**APPENDIX B**  
**EMERGENCY CONTACTS**

**EMERGENCY CONTACTS****SPILL RESPONSE:**

Noble Oil Services  
5617 Clyde Rhyme Drive  
Sanford, NC  
1-800-662-5364

**LOCAL FIRE DEPARTMENT:**

Station # 3  
621 Ward Blvd  
Wilson, NC  
252-399-2896

**LOCAL POLICE DEPARTMENT:**

120 N. Goldsboro Street  
Wilson, NC  
252-399-2323

**HEATH, SAFETY, & RISK MANAGEMENT DEPARTMENT:**

Risk Manager:

Ralph Ford      Office: 919-877-7532  
                         Cell: 919-669-5062

Environmental & Safety:

John Pflieger    Office: 919-877-7523  
                         Cell: 919-201-3033

(NOTE: Other services listed on pg. 8 of contingency plan will be contacted as necessary by Heath, Safety, & Risk Management Dept.)

# Wilson Branch Site Map

