

# REPORT

OPERATIONS & MAINTENANCE MANUAL

## WASTE INDUSTRIES TRANSFER FACILITY WILSON COUNTY, NORTH CAROLINA

APPROVED BY NC DIVISION OF WASTE MANAGEMENT: 7/7/00

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Solid Waste Section

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Division of Waste Management

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WASTE INDUSTRIES, LLC  
WILSON COUNTY, NORTH CAROLINA

TABLE OF CONTENTS

PAGE NUMBER  
LIST OF FIGURES

1.0	INTRODUCTION	
1.1	PURPOSE	4
1.2	FACILITY LOCATION	5
1.3	FACILITY DESCRIPTION	5
2.0	WASTE ACCEPTANCE CRITERIA	6
2.1	RECYCLABLE MATERIAL	6
2.2	PROHIBITED WASTES	6
3.0	TRANSFER STATION OPERATIONS	6
3.1	TIPPING FLOOR OPERATIONS	7
3.2	TEMPORARY TIPPING FLOOR OPERATIONS	7
3.3	INSPECTION OF WASTES	7-8
3.4	TRAFFIC CONTROL	8
3.5	HOUSEKEEPING AND LITTER CONTROL	8
4.0	EROSION CONTROL REQUIREMENTS	8
5.0	WATER PROTECTION REQUIREMENTS	8
6.0	DISEASE AND VECTOR CONTROL	9
7.0	SIGN AND SAFETY REQUIREMENTS	9
7.1	SIGN REQUIREMENTS	9
7.2	OPEN BURNING OF WASTE	9
7.3	FIRE PROTECTION EQUIPMENT	9
7.4	NOTIFICATION OF FIRE	9
8.0	ACCESS AND SECURITY REQUIREMENTS	10
8.1	TRANSFER STATION ACCESS AND SECURITY	10
8.2	ATTENDANT	10
8.3	ACCESS ROAD	10

## LIST OF FIGURES

Sheet No.	Drawing No.	Title
1 of 10	97-893-E3	Title Sheet
2 of 10	97-893-E1	Existing Size Conditions
3 of 10	97-893-E2	Proposed Facility Modifications
4 of 10	97-893-FA	Truck Loading Pit Design (Sheet 1 of 2)
5 of 10	97-893-FS	Truck Loading Pit Design (Sheet 2 of 2)
6 of 10	97-893-E11	Erosion and Sedimentation Control Details (sheet 1 of 2)
7 of 10	97-893-E6	Erosion and Sedimentation Control Details (sheet 2 of 2)
8 of 10	97-893-E7	Miscellaneous Details (Sheet 1 of 2)
9 of 10	97-893-E8	Miscellaneous Details (Sheet 2 of 2)
10 of 10	97-893-E9	General Specifications sheet

OPERATIONS & MAINTENANCE MANUAL  
WASTE INDUSTRIES, LLC  
WILSON COUNTY, NORTH CAROLINA

1.0 INTRODUCTION

1.1 PURPOSE

This Operations Plan has been developed for the 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 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 (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 Black Creek Road approximately .03 miles south of North Carolina State Route 301. The mailing address for the transfer facility is 3031 Black Creek Road, Wilson, North Carolina. Figure 1 provides a location map for the Waste Industries Transfer Station. The Transfer Station site occupies approximately 4.5 acres of a 37 acre Waste to Energy (WTE) Facility property. 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 consists of a single level tipping floor with four (4) bay doors. Incoming vehicles back into one of three (3) open bays along the north side of the building. Bay two (2) houses a transfer pit for open top transfer trailers to be staged for loading from the top. A 4-foot high push wall extends above the existing floor grade. Rubber-tired loaders scoop waste from the tipping floor and load the open top trailers which set behind and below the 4-foot push wall.

The building has metal panel walls on the west, south and east sides, with the exception of the area where concrete push walls extend from the lower portion of the exterior wall. The north side of the building has two open bays for incoming waste vehicles, an open bay for transfer vehicles (transfer pit) and an open bay for recyclable materials from Wilson County. Each bay is equipped with a roll-up door. 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.

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. Washwater/leachate is discharged into sewer line located along the northern property boundary.

The existing scalehouse is equipped with inbound and outbound scales. A complete set of site plan drawings including architectural structural and plumbing drawings which provide plan and sectional views of the tipping floor and pit areas, have been provided with this operational plan report.

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

Stan Matthews – General Manager  
Waste Industries  
P.O. 1831  
Wilson, North Carolina 27893 (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, Duplin County, Greene County, Franklin County, Johnston County, Lenoir County, Nash County, Martin County, Pitt County, Wayne County, Wake County, Halifax County, Northampton 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 a maximum average tonnage rate of 1,000 tons per day.

### 2.1 RECYCLEABLE MATERIAL

The Waste Industries Transfer Station shall accept and store recyclable materials in Bay one (1) of the facility until the recyclables can be sent to market. The recyclables include newspaper, plastic bottles, cardboard, aluminum and bimetal cans and glass containers. The recyclable products are stored until they can be shipped to market.

### 2.2 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:

Department of Environment and Natural Resources  
NC Division of Waste Management  
Solid Waste Section  
1646 Mail Service Center  
Raleigh, North Carolina 27699-1646  
(919) 508-8400

## 3.0 TRANSFER STATION OPERATIONS

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

Since the Waste Industries Transfer Station is 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 shall provide primary equipment, backup equipment, and equipment maintenance.

### 3.1 TIPPING FLOOR OPERATIONS

Collection vehicles delivering residential, commercial, and industrial waste to the facility shall enter the facility via the main entrance off Black Creek 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, which opens to the 14,060 square foot tipping floor. The tipping building has an existing 12-foot high push wall that runs along the south and West sides of the tipping floor. A 4-ft high push pit wall on the tipping floor surrounds the transfer trailer pit.

The Transfer Station attendant shall 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 east and south end of the tipping floor. 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 (Permit #82-02) in Roseboro, North Carolina. The alternate disposal location will be Republic Services' Bertie County Landfill (Permit #08-03).

The tipping floor and transfer pit shall be cleaned at the end of each operating day. The current design indicates that 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 effectively collects leachate separately from stormwater. The washwater and leachate is directed to the local POTW transmission line.

### 3.2 TEMPORARY TIPPING FLOOR OPERATIONS

In the event that the transfer pit is inoperable at any time during operations, the facility will temporarily transfer waste from the tipping floor directly into open-top transfer trailers on the tipping floor. The loading of these vehicles will be done in a designated area of the building, located a sufficient distance away from vehicles unloading incoming waste to ensure safe and efficient operations

### 3.3 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.

#### 3.4 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 weights previously recorded are required to exit via the outbound scale. The flow of traffic is aided by directional signs. At no time will incoming vehicles waiting in line be allowed to queue onto public highways.

#### 3.5 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 WTE 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. Ditches, which were originally designed to collect and convey water from the disturbed area in which the transfer station is located, and the sediment pond has been constructed and is currently operational.

### 5.0 WATER PROTECTION REQUIREMENTS

In accordance with Rule.0505 (b) (c), the Waste Industries Transfer Station shall 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. Walls and beams shall be kept clean. 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 upper level concrete floor slab. The floor drains collect any wash water/leachate generated from washing the tipping floor during and after daily operations. The trench drains connect to a sewer line which travels along the upper level toward the northeast corner of the building. In the northeast portion of the property, the sewer line travels to a 3,000 gallon polyethylene holding tank (refer to Sheet No. 3). 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 into the 3,000 gallon polyethylene tank.

The 3,000 gallon polyethylene tank is protected from overflow by a visual alarm and weekly visual inspection of tank. Visual inspections shall be logged and maintained by Transfer Station Supervisor. Leachate is pumped as necessary to the City of Wilson POTW for treatment through the local sewer system.

## 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 washwater from the facility operating areas. The removal of waste at the end of each operating day protects against migration of vectors into and from the Transfer Station. Waste Industries uses wash water to keep the tipping floor and drive-thru areas 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 posts signs at the Transfer Station entrance indicating operational procedures, hours of operation, tipping fee, and the permit number. Signs shall remain clearly posted stating no hazardous or liquid waste can be received. Traffic signs and markers are 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 is prohibited at Transfer Station.

### 7.3 FIRE PROTECTION EQUIPMENT

In accordance with Rule .0505(10) (b), fire suppression equipment is provided to control accidental fires and arrangements have been made with the local fire protection agency to immediately provide fire-fighting services when needed. The Transfer Station building is equipped with four (4) fire hose bibs located on each wall of the facility and an appropriate number of fire extinguishers to effectively extinguish incipient fires.

### 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 Waste Management within 24 hours and written notification shall be submitted within 15 days. Verbal and written notification shall be submitted to the Environmental Senior Specialist:

Department of Environment and Natural Resources  
NC Division of Waste Management  
Solid Waste Section  
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 shall 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 vehicle 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 shall have a fulltime facility/ scale operator located in the scale house during operating hours. In addition, a Transfer Station Attendant shall be at the facility at all times during operating hours. Both the Scale Operator and Transfer Station Attendant are responsible for verifying that all vehicles comply with the permitted operational requirements.

Operator and attendant shall maintain certification, NC-SWANA Certified Transfer Station Operations Specialist. Additional safety training is conducted monthly as required by Waste Industries Safety Policy. Material is generated by corporate office and classroom instruction is given by transfer station supervisor monthly. Topics include but are not limited to Hearing Conservation, Blood Borne Pathogens, PPE, Hazard Communications, Lock Out Tag Out, and Fire Safety.

### 8.3 ACCESS ROAD

In accordance with Rule .0505(8) (c), the access roads for the Waste Industries Transfer Station are 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 shall be regarded as necessary to maintain positive slope for adequate drainage.