

Scanned By	Date	DOC ID	Permit
Backus	04/03/2013	18440	9237T-TRANSFER-2010

CAPITOL WASTE TRANSFER STATION, LLC

A Construction and Demolition Waste Transfer and Recycling Facility

APPROVED	
DIVISION OF WASTE MANAGEMENT SOLID WASTE SECTION	
Date <u>4/2/2013</u>	By <u>Patricia M. Backus</u>
DIN 18440	
Attachment 1 Part II Document 5 Permit 9237T-TRANSFER-2010 Permit DIN 18441	

Permit Renewal Application

Permit Number 92-37T

**David W. King, Jr.,
Shotwell Transfer Station, Inc., and
Capitol Waste Transfer, LLC**

**424 Warehouse Drive
Raleigh, NC 27610**

**Submitted January 24, 2012
Revised through January 29, 2013**

SECTION I – General Information

1. Capitol Waste Transfer Station, LLC is a construction and demolition recycling transfer station located at 424 Warehouse Drive, Raleigh, NC 27610. The facility operating hours are Monday through Friday from 7a.m. to 4 p.m. The facility is closed on Saturdays, Sundays and on national holidays.
2. The applicant for this facility is David W. King Jr., Shotwell Transfer Station, Inc., and Capitol Waste Transfer Station, LLC. The mailing address for the applicant is 3209-120 Gresham Lake Road, Raleigh, NC 27615. The applicant can be reached at (919) 876-8485 or by email at dking@debrisrp.com. An alternate contact for the applicant is John Brown. He can be reached at (919) 795-0599 or by email at jbrown@debrisrp.com.
3. There is not a contract operator for this facility
4. The landowner for the property is Allied Installation, LLC. The mailing address for Allied Installation, LLC is 3209-120 Gresham Lake Road, Raleigh, NC 27615. Allied Installation, LLC can be contacted by phone at (919) 876-8485 or by email at dking@debrisrp.com. David W. King, Jr., is the sole member of both entities. Lease agreement is a verbal understanding between the two entities whereby Capitol Waste Transfer, LLC pays all the expenses of Allied Installation, LLC in lieu of paying rent.
5. Rusty Norris with ELM Site Solutions, Inc. is the engineer for the facility. The mailing address for ELM Site Solutions. Inc is PO Box 97507, Raleigh, NC 27624. He can be reached at (919) 792-3733 or by email at rnorris@elmsitesolutions.com
6. Katie Kessing will be the contact for all permit fee invoices and annual fee invoices. Her mailing address is 3209-120 Gresham Lake Road, Raleigh, NC 27615. She can be reached by phone at (919) 876-5952 or by email at kkessing@debrisrp.com.

CAPITOL WASTE TRANSFER STATION, LLC

Daily Operations Plan

This Daily Operations Plan is specific for the following company operation:

Capitol Waste Transfer Station, LLC
424 Warehouse Dr, Raleigh, NC 27610

Updated: January 29, 2012
Plan Prepared by: Catherine Hernandez
Plan Approved by: John Brown
Plan Supervised By: Catherine Hernandez

Purpose

The purpose of this plan is to provide an outline for the procedures followed during the course of a normal business day. This plan will be made available to all employees and will provide a list of procedures and outside resources used.

Facility Information

Capitol Waste Transfer Station, LLC is a construction and demolition transfer station located at 424 Warehouse Drive, Raleigh, NC 27610. The facility serves Wake and surrounding counties. The facility operating hours are Monday through Friday from 7a.m. to 4 p.m. The facility is closed on Saturdays, Sundays and on national holidays.

Personnel

There are currently three (3) permanent employees at Capitol Waste Transfer Station. They are as follows:

Certified Transfer Station Operations Specialist – Angel Betancourt
Equipment Operators/Transfer Station Attendants – Ananias Rivera, Saul Rivera

All employees must undergo safety orientation training for all aspects of the company in general at the beginning of employment. The company re-trains all of the safety programs on an annual basis. Details of the specific safety programs given are outlined in the company Safety Manual. In addition to safety training, newly hired employees are given a general skills training for the particular area of the company that they will be working in. Employees will work with a trainer until the trainer feels that the newly hired employee has gained enough skill of the operating environment to be left on their own.

A responsible individual trained and certified in facility operations must be on-site at all times during all operating hour of the facility, in accordance with G.S. 130A-305.25. An attendant must be present to oversee the loading and unloading of waste.

In addition to the employees listed above, the following employees are not located on site but will also serve as contacts in the event of an emergency.

1. John Brown, President – (919) 795-0599
2. David King, Owner – (919) 427-4104

A complete company contact list can be found in Attachment 1.

Description of Accepted Waste

This transfer facility is permitted to receive the following waste types:

- a) “Construction and demolition debris” as defined in G.S. 130A-290 (a)(4) means solid waste resulting solely from construction, remodeling, repair, or demolition operations on pavement, buildings, or other structures. C&D waste does not include municipal and industrial wastes that may be generated by the on-going operations at buildings or structures.
- b) “Inert debris” as defined by G.S. 130A-290 (a)(14) means solid waste that consists solely of concrete, brick, concrete block, uncontaminated soil, rock, and gravel.
- c) “Land-clearing debris” as defined in G.S. 130A-290 (a)(15) means solid waste which is generated solely from land-clearing activities, such as stumps, trees, limbs, brush, grass, and other naturally occurring vegetative material.
- d) “Asphalt” in accordance with G.S. 130-294(m)

Volume

This transfer facility expects to manage approximately 105 tons per day. This number is an estimate using the most recent trailing 12 month average.

Service Area

This facility is permitted to receive C&D waste generated within the following North Carolina counties: Wake, Johnston, Harnett, Chatham, Orange, Durham, Granville, Franklin, and Nash.

Waste Transfer

Waste that is not recycled must be transported for disposal to the Shotwell C&D Landfill (Permit No. 92-26), Material Recovery C&D Landfill (Permit No. 92-31), and/or the Red Rock Disposal C&D Landfill (Permit No. 92-28) all located in Wake County, North Carolina.

Waste that is considered recyclable is transported to the TT&E Iron & Metal, Raleigh Metal Recycling, Wise Recycling of Raleigh and/or Sonoco Recycling. All located in Wake County, North Carolina

Daily Operations

Trucks enter facility through the scale area. Scale attendant weighs the truck coming in to obtain a gross vehicle weight. Vehicles then proceed to the concrete tipping floor.

Once on the concrete pad vehicles dump out their loads. The workers on yard will then separate out recyclables using both the heavy machinery and by hand from new construction loads. Workers on the yard will then move the remaining debris in to a large pile to prepare for transfer into a tractor trailer to be removed from the facility.

Workers on the yard will periodically make passes around the facility to control any windblown. A final pass will be made at the end of the operating day to ensure the site is clean and ready to accept material for the next day.

Except for inert debris, all recyclables are sorted and stored in containers at the end of each operating day. Recyclable containers are covered at the end of each operating day, and during precipitation events. All non-recyclables in the sorting area are placed in transfer trailers for disposal by the end of each operating day.

Recycled materials placed in containers are removed from the site once the container is full. Recyclable material is removed from the site at the end of each month regardless of the level in the container. No recyclable material is stored onsite longer than one year.

Security

The facility is adequately secured by means of a fence all around the facility. A gate with a chain and a padlock secures the front driveway. The scale house is secured by door lock with a deadbolt and a security alarm. Access road entering the facility is of all weather construction consisting of gravel and is maintained in good condition.

Facility Signage

Signs are posted at the entrance to the facility that state no MSW, hazardous waste or liquid waste can be received at the facility; and provide information on the hours of operation, the permit number, emergency contact, and other pertinent information. Photos of both signs for this facility are included in Figures 1 & 2.

Figure 1

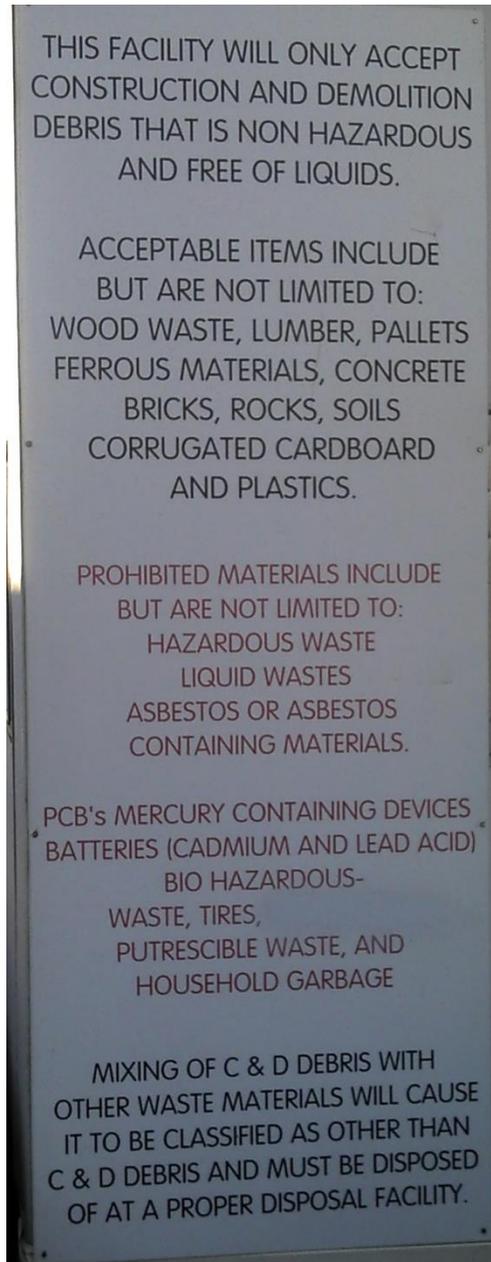


Figure 2



Waste Water/Leachate

All water or liquid that comes in contact with solid waste, including vehicle wash-down water is captured and properly treated before release to the environment. Incoming waste and recyclables must not be unloaded onto the tipping area during rainfall events. Waste must not be placed into ponded water.

All sedimentation and erosion control activities must be conducted in accordance with the Sedimentation Control Act N.C.G.S. 113A-50, et seq., and rules promulgated under 15a NCAC4.

Facility construction, operations, or practices are not causing or resulting in a discharge of pollution, dredged material, and/or fill material into waters of the state in violation of the requirements under Sections 401 and 404 of the Clean Water Act, as amended.

Nuisance Control

This facility must not cause any nuisance conditions. Procedures are put into place to control the any nuisances that may develop.

1. The tipping floor and transfer trailer loading area are maintained in a clean, sanitary condition, and are free of debris at the end of each operating day.
2. Control measures to minimize and eliminate visible fugitive dust. Sprinklers are set up along the driveway to assist in the control of fugitive dust and are used periodically throughout the day as needed and only for long enough to see that the airborne dust particles are controlled.
3. Windblown materials must be collected by the end of the day and on an “as needed” basis in windy conditions. Materials may not be allowed to leave the facility. In order to prevent windblown from leaving the facility there is a gate surrounding the property. Vegetation is allowed to grow beyond the fence to allow further windblown control that the fence alone may not catch. A silt fence surrounding the storm water basin at the rear of the facility helps prevent windblown materials.
4. Effective vector control measures are applied at all times to control any potential vectors including flies, rodents, insects, and other vermin.

Unacceptable/Hazardous Waste

Capitol Waste Transfer Station, LLC will take all necessary steps to insure that any loads of unacceptable waste are refused before they are dumped. The facility actively employs a training and screening program for detecting and preventing unauthorized wastes from being accepted at the facility. At a minimum the facility practices the following:

- a) Random inspections of a minimum of 1% incoming loads or other comparable procedures.
- b) Maintains records of all inspections
- c) Training of personnel to recognize hazardous, liquid, or other excluded waste types.
- d) A contingency plan in place to properly manage any identified hazardous, liquid, or other excluded or unauthorized waste. This plan addresses identification, removal, storage, and final disposition of these wastes.

In the event that an unacceptable load is dumped, the unacceptable materials will be loaded back on the truck that dumped it and returned with the driver. If the origin of the waste cannot be determined, the material will be isolated. All loads that are refused or returned to the hauler will be documented and all documents will be maintained at the facility in the scale house.

Unacceptable/Non-Hazardous

If the material is non-hazardous the employees will segregate the material into a roll-off container and contact the scale attendant to have the container emptied at an appropriate facility.

Unacceptable/Hazardous

If the material is suspected to be hazardous the employees will isolate the load from the other materials on the dumping pad and contact the scale house attendant. The scale attendant will contact the President or the Site Manager and inform them of the suspected type of hazardous material. The President or the Site Manager will decide on which company to contact for removal of the material.

Fire Control

Open burning of solid waste is prohibited. Sources of open flames are prohibited from the tipping area. Smoking is also prohibited from the tipping area in an order to prevent any accidental fires from occurring.

In the event of a fire at the facility, employees will notify the scale house operator by radio, cellular phone, or coming into the scale house. Employees will attempt to contain and extinguish small fires with fire extinguishers that are located around the site. Any waste fires will be contained using a combination of water from the water hose and dirt from a dirt stockpile. Any waste that may have been affected by fire will be segregated from the main pile in order to prevent another fire from occurring or resurgence of fire.

In the event of fires that are not easily extinguished or fires that may be caused by or contain hazardous material, the scale house operator will notify the fire department by calling 911 and either the President or the Site Manager of the situation.

Locations of fire extinguishers are as follows:

1. One in the scale house
2. One in each machine
3. Three in the shop, one in the center of the shop and the other two located in the rear corners of the shop.
4. Three on the yard, two behind the building, one on the southwest one on the northwest corner on either end of the building, and one located on the opposite side of the tipping floor pad near the fuel tank.

All fires regardless of their size or severity will be reported within 24 hours to the NCDENR regional office at (919) 707-8284. A "Fire Occurrence Notification" form will be submitted in writing within 15 days of the occurrence of any fire.

Recordkeeping

Copies of the permit, the approved plans and all record required to be maintained by the facility are maintained at the facility, unless otherwise approved by the Section, and made available to the Section upon request during normal business hours.

The facility maintains a record of the amount of solid waste received at the facility, including daily records of waste received and origins of the loads. Scales must be used to weight the amount of waste received. The facility must maintain a record of the amounts of waste transported out of the facility for disposal, amounts of materials transported out of the facility for recovery and recycling, and amounts of waste or material with any other final disposition, to be compiled on a monthly basis. The daily records are to be summarized into a monthly report for use in the required annual reports.

On or before August 1 annually, the facility submits an annual facility report to the Section, on form prescribed by the Section.

- a) The reporting period shall be for the previous year beginning July 1 and ending June 30.
- b) The annual facility report lists the amount of waste received in tons and is compiled:
 - a. On a monthly basis
 - b. By county
 - c. By specific waste type
 - d. By receiving disposal facility
 - e. By diversion to alternation management facilities.
- c) The tons of C&D waste recycled, recovered or diverted from disposal including a description of how and where the material was ultimately managed is included in the report.
- d) Completed reports are forwarded to the Regional Environmental Senior Specialist for the facility by the due date on the prescribed annual facility report form.
- e) A copy of the completed report is forwarded to each county manager for each county from which waste was received to the facility. Documentation that a copy of the report has been forwarded to the county managers is sent to the Regional Environmental Senior Specialist by the date due on the prescribed annual facility report form.

Contingency Plans

Injuries

Employees that sustain an injury that is more severe than a minor injury will be subject to a drug and/or alcohol screening. This will be done automatically by the medical center that is treating the injured employee. The Site Manager or the President will be notified immediately of all Major and Life-threatening injuries.

All injuries regardless of their severity must be logged using the appropriate accident or incident form. A completed form detailing the incident must be kept on site in the scale house.

- a) Life Threatening Injury - If a severe injury occurs at the facility that can be classified as being life threatening, the scale house operator will notify emergency response personnel by calling 911.
- b) Major Injury - If an injury occurs at the facility that is non-life threatening but is more severe than treatment with the first aid kit then the scale house attendant will arrange for the employee to seek medical treatment at an urgent care facility. If the injured employee is able to they may drive themselves to the urgent care facility. If they are not able to drive themselves then the scale attendant will arrange for another employee or a member of management to transport the employee for medical treatment.
 - i. The nearest urgent care treatment center is:
Nextcare Urgent Care
(919) 779-5010
811 US 70 Hwy
Garner, NC 27529
- c) Minor Injury – minor injuries can be treated with the first-aid kit at the facility. Locations of first-aid kits:
 1. Scale house
 2. Supply closet in the shop

Equipment Breakdowns

The facility employs a full-time mechanic whom is on-site for at least half of the operating day. The mechanic will be sent to diagnose and repair any equipment breakdowns immediately in an effort to minimize down time in the operating environment. No other task shall be deemed more important for the mechanic to work on other than repairing the down piece of equipment at the facility.

The mechanic will present an initial diagnosis to the Site Manager or President as soon as possible. If the expected breakdown is expected to last longer than one operating day, the Site Manager or the President will make the arrangements to have a back-up piece of operating equipment into the facility.

Spills

The operators will notify the President or the Site Manager immediately of any spills that occur on the facility.

- a) Minor Spills - Any minor spill (< 5 gallons) of fuel or oil that occurs during the course or normal equipment operations or routine maintenance will be immediately cleaned up using the spill cleanup kit located in the scale house. All contaminated material will be removed and disposed of at an approved facility.
- b) Major Spills - In the event of a major spill the employees will try to minimize the area of the spill using all tools available to them including heavy equipment, shovels and absorbent materials to block the flow of the spilled material. The scale house attendant will contact an environmental cleanup company to remove the spilled materials.

All major spills (> 5 gallons) will be reported to NCDENR regional office at (919) 707-8284 within 24 hours. Spills and associated response activities should be recorded on the Spill Documentation Form located in the Storm water Pollution Prevention Plan within Appendix C. A copy of this form must be submitted, along with a written report of the incident to DENR. A copy of this form and the written report should be kept onsite in the scale house for the facility records. A copy of the Storm water Pollution Prevention Plan is located in the scale house within the facility.

Below is a list of companies that may be contacted to assist in clean up of spills:

- 1. Shamrock Environmental – Use for large spills and contamination areas
 - a. (336) 375-1989
 - b. 503 Patton Avenue, Greensboro, NC 27406
- 2. Safety-Kleen – Use for smaller spills and contamination areas
 - a. (919) 772-6622
 - b. 125 Sommerville Park Road, Raleigh, NC 27603

3. Hepaco – Any spills
 - a. (919) 719-1603/ 800-888-7689 (24 hour)
 - b. 301 Travis Park Dr, Cary, NC 27511

Severe Weather

In the event of severe weather, the Site Manager or the President may decide to close the facility as the situation warrants. If severe weather is forecasted all necessary preparations will be made to reduce the risk of damage to the facility. This includes securing items that can be easily moved by wind or water and cleaning up all material from the dumping pad.

Severe weather can at times occur with little or no warning, leaving insufficient time for employees to prepare or travel home safely. If this should this occur employees will make every attempt to shut down and secure all equipment, vehicles and buildings in order to minimize potential injuries and damage. When severe weather is imminent, all employees are to immediately move to the brake room and wait for further instructions.

Utility Disconnect

Scale House

Electrical breaker panel for the scale house is located on the right side of the scale house on the wall closest to the scale.

Shop/Warehouse

Electrical breaker panel for the warehouse is located in the far right corner of the warehouse closet to the scale and dumping area. This panel also supplies power to the scale house.

ATTACHMENT 1

Employee Contact List

Angel Betancourt (252) 315-2023

Company Contact List

John Brown, President (919) 795-0599
David King, Owner (919) 427-4104
Main Office (919) 876-8485

Emergency Contacts/Outside Resources

Ambulance/Fire/Police 911
Raleigh Police Department (919) 996-6115
Raleigh Fire Department (919) 996-4455
Wake County Sheriff (919) 856-6800
NCDENR (919) 707-8284
City of Raleigh Utilities Department (919) 890-3245
Progress Energy (800) 653-5307
Shamrock Environmental (336) 375-1989
Safety-Kleen (919) 772-6622
Ecoflo, Inc. (800) 999-6510
Hepaco (919) 719-1603

CAPITOL WASTE TRANSFER, LLC

Permit No.92-37T-Transfer-2010

424 Warehouse Drive
Raleigh, NC 27610

Operation Plan for Sorting
Tear-off Asphalt Shingles for Recycling

David W. King Jr.,
Shotwell Transfer Station, Inc., and
Capitol Waste Transfer, LLC

225 Weathers Street, Suite 111
Youngsville, NC 27596

Prepared by: Capitol Waste Transfer, LLC

225 Weathers Street, Suite. 111
Youngsville, NC 27596

December 9, 2011

I. Introduction

This operation plan describes how tear-off asphalt shingles will be collected, sorted, stored, and managed at this facility in order to provide a material that can be used into asphalt production. Our facility uses best practices for acceptance and sorting to remove the tear-off shingles from the waste stream and divert the “clean” shingles to other facilities.

II. Waste Acceptance

Asphalt roofing shingles contain asphalt cement, mineral aggregate, and mineral filler which are raw materials used in asphalt production. Asbestos was used in shingle manufacture until the mid-1970's and in other roofing materials such as roof felt, roof putty, surface coating, and mastic until the mid 1980s.

Our facility provides roofers with a list of acceptable and unacceptable items for tear-off shingle recycling and requires source separation at the job site by the roofer. Materials from flat and built-up roofing system are disposed rather accepted for recycling due the higher use of asbestos roofing materials in those systems. Roofers are instructed to separate tear-off shingles into either a dedicated trailer or to layer their waste when loading so that the shingles can be easily separated from the unacceptable debris. Our list of acceptable and unacceptable material is shown in Attachment A.

The shingle suppliers are also required to complete a supplier certification form. The handling and disposal of asbestos during demolition and renovation is regulated under the National Emissions Standards for Hazardous Air Pollution (NESHAP). NESHAP-regulated facilities are required to submit a notification of demolition and renovation prior to starting work. The notification includes an inspection by a North Carolina accredited asbestos inspector or roofing supervisor and analysis for asbestos. The supplier of shingles from a NESHAP-regulated facility must present documentation that the shingles do not contain greater than 1% asbestos. The documentation is a letter from the accredited asbestos inspector or roofing supervisor that sampled the shingles and the analytical test results. A copy is of the documentation is kept with the supplier certification form. Shingles from a NESHAP-regulated facility that do not have the required documentation or that are documented to contain greater than 1% asbestos are disposed.

Shingles from single family homes or residential buildings containing four or fewer dwelling units are generally not regulated under NESHAP. Only the source of shingles it required for these shingles.

Our supplier certification form is shown in Attachment B. These practices help ensure that only recyclable tear-off shingles are sent for asphalt production while reducing sorting at our facility.

III. Flow and Management of Tear-off Shingles

Loads are visually inspected when entering the facility to determine whether the shingles have been separated or if it is a mixed load. The roofer is asked to complete a supplier certification form. Mixed loads, shingles from a NESHAP-regulated facility that contain greater than 1 percent asbestos, and shingles from a NESHAP-regulated facility without the proper documentation are directed to the transfer station tipping floor for disposal. Loads that were source-separated into dedicated containers are sent directly to the sorting area and unloaded. Loads that were separated into layers usually have the asphalt shingle on the bottom and other material on the top. These loads are first directed to the transfer station tipping floor to remove the non-shingle roofing waste and then to the sorting area for unloading the shingles. Figure 1 shows the location of the sorting area on the site plan and Figure 2 shows the unloading, sorting, and storage areas. Shingles are not unloaded into an area with standing water and sorted and unsorted materials are kept separate.

Source-separation by the roofer eliminates most of the unacceptable materials that cannot be used in tear-off shingle recycling. The unloaded tear-off shingles are examined for unacceptable materials and any unacceptable materials are removed. The remaining sorted shingles are accumulated in the designated area until there is a sufficient amount to transport to a facility that will grind and use or sell the ground shingles for asphalt production. A copy of the supplier certification form accompanies each sorted load to the receiving facility. At least 75% of the tear-off shingles that are sorted leave the facility during the same year.

IV. Recording Keeping

Records are kept of shingle waste entering the facility, sorted shingles leaving the facility for recycling, and waste that is disposed or sent for disposal. These records are kept for use in the facility's monthly and annual reports. Supplier certification forms and any supporting documents are also kept.

V. [Additional Operations/Requirements]

[Please check with the facility that will receive the sorted shingles to determine if there are additional requirements. Those requirements and any other site specific operations may be included here. Asbestos sampling and testing is required prior to grinding shingles. The testing frequency and protocols are set by NCDENR-DAQ and NCOOT. The current frequency current testing requirement is to sample each 100 tons of shingles (September2011).

Attachment A

TEAR-OFF ASPHALT SHINGLE RECYCLING

List of Acceptable and Unacceptable Materials

“YES”	“NO”
Include these items: items:	Do <u>NOT</u> include these
<ul style="list-style-type: none"> • Shingles • Felt attached to shingles 	<ul style="list-style-type: none"> • Wood • Metal flashings, gutters, etc. • Nails (best effort) • Rolls of sheets of felt paper • Plastic wrap, buckets • Paper waste • No garbage, trash, or other waste materials • Built-up asphalt roofing • Asbestos-containing materials • Shingles containing mastics

Attachment B

CAPITOL WASTE TRANSFER, LLC

SHINGLE SUPPLIER CERTIFICATION FORM

Supplier of Whole Tear-off Asphalt Shingles

Supplier Name: _____

Address: _____

Contact Name: _____

Phone: _____

We the undersigned certify that (check appropriate boxes):

- The tear-off shingles are from a NESHAP regulated facility and documentation stating that the shingles do not contain >1% asbestos is attached. (Documentation is a letter from the North Carolina accredited asbestos inspector or roofing supervisor that collected the samples with the analytical results attached.)
- The tear-off shingles are from a single family home or residential building having four or fewer dwelling units that is not regulated under NESHAP.

Tear-off shingles were removed from the following addresses:

(Please attach additional sheets as needed to record each building address.)

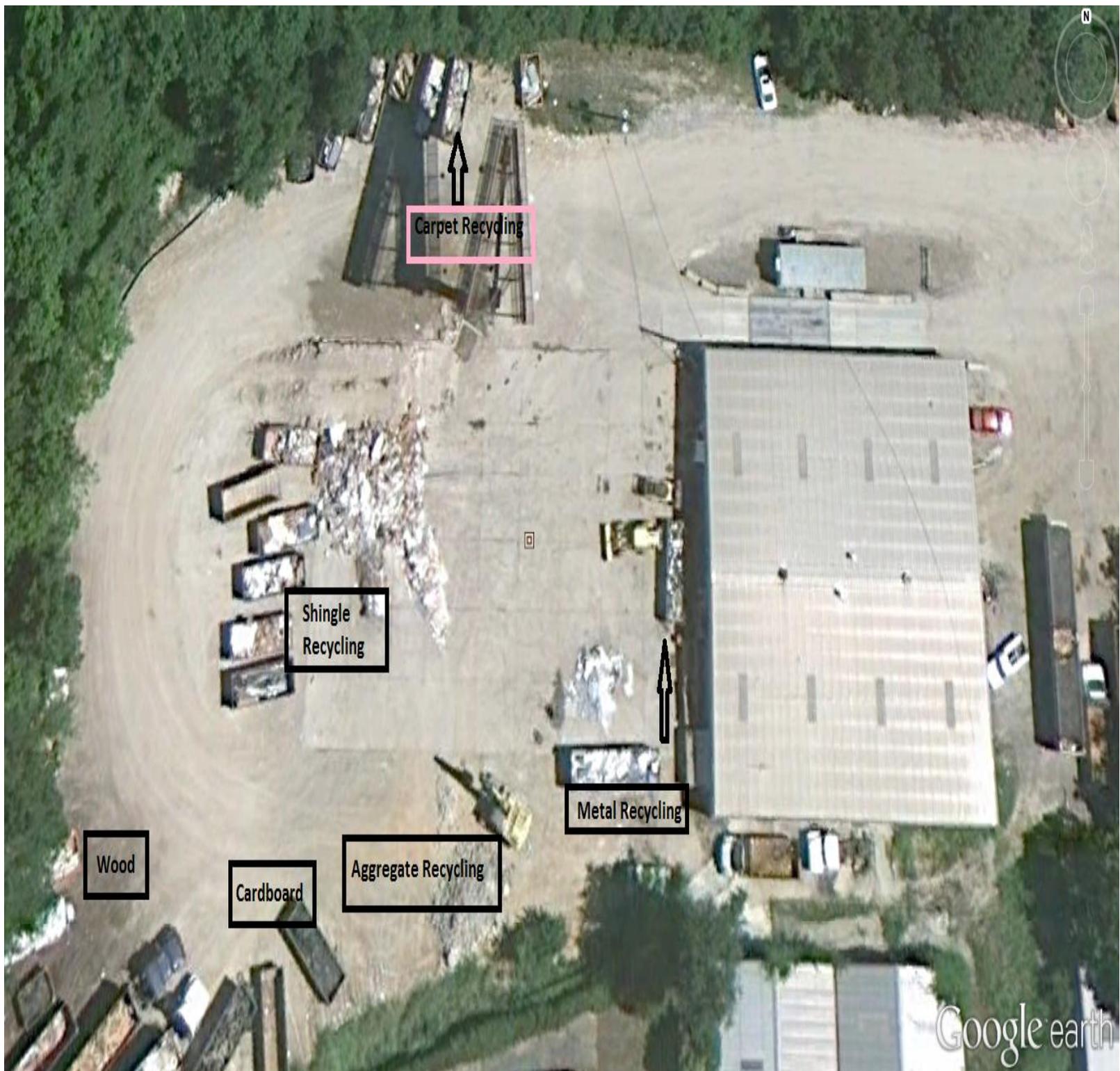
Shingle Supplier (signature)

Date

Capitol Waste Transfer Shingle Recycling Figure 1



Capitol Waste Transfer Site Plan



CAPITOL WASTE TRANSFER

424 WAREHOUSE DRIVE

RALEIGH, NC 27610

(919) 832-8234

January 29, 2013

Ms. Pat Backus
NC DENR/ Division of Waste Management-Solid Waste Section
217 W. Jones St, Raleigh
Raleigh, NC 27603

RE: Permit Renewal: Capitol Waste C&D Transfer Station
Permit No. 92-37T-Transfer-2010, Wake County, Doc ID No.17375

Dear Ms. Backus:

Capitol Waste Transfer is pleased to submit the following response to questions about the application for permit renewal.

1. Page 6 – “Attachment A” has been revised to “Attachment 1”
2. Page 8 – The letters “WCA” have been removed.
3. Page 5 – The updated date reflects the date of latest changes.

Thank you for your consideration of this request.

Sincerely,



John Brown