

**OPERATION PLAN**  
**FOR**  
**REPUBLIC SERVICES OF NORTH CAROLINA, LLC**

**RALEIGH TRANSFER STATION**  
**RALEIGH, NORTH CAROLINA**

May 2013  
September 2013 (Revision 1)

**APPROVED**

**DIVISION OF WASTE MANAGEMENT**  
**SOLID WASTE SECTION**

Date 09/10/2013 By Patricia M. Beckus

DIN 19072

Attachment 1 Part II Document 9  
Permit 9227T-TRANSFER-2012 Permit DIN 19094

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## 1.0 INTRODUCTION

### 1.1 PURPOSE

This Operation Plan has been developed for Republic Services' Raleigh Transfer Station located in Raleigh, North Carolina. This Operation Plan (plan) has been prepared in accordance with the North Carolina Solid Waste Rules 15A NCAC 13B .0402, Operational Requirements for Transfer Facilities.

The purpose of this plan is to provide the owner and operator with a manual that includes the necessary information and procedures to properly operate the transfer station in accordance with all-applicable rules and regulations. This manual serves as a guide to safely maintain and operate the transfer station. The plan addresses the following issues:

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

All personnel involved with the management or supervision of the facility operations will be required to review the plan, and to maintain the facility in conformance with all applicable requirements. A copy of this plan will be kept on file at the transfer station at all times.

### 1.2 FACILITY LOCATION

The Raleigh Transfer Station is located in Raleigh, North Carolina at 5565 Thornton Road. The transfer station facility is located on approximately 10 acres in an area zoned by the City of Raleigh as Conditional Use District Industrial - 1. A Site Plan and a copy of the zoning approval letter are included in the Appendix.

Access to the facility is provided from a paved entrance drive from Thornton Road.

The depository of the facility operating record and all operational records will be the on-site office. The contact information for this office is:

Republic Services - Raleigh Transfer Station  
5565 Thornton Road  
Raleigh, NC 27616  
Telephone (919) 872-5807

### 1.3 FACILITY DESCRIPTION

The transfer station consists of a pre-engineered metal building with a transfer trailer loading bay and a separate scale with scale house.

The transfer station building consists of a concrete tipping floor with a below floor grade loading bay located on the north side of the building. Waste collection vehicles unload municipal solid waste (MSW) and construction and demolition (C&D) debris onto the tipping floor of the facility. Equipment lifts the waste into open top trailers specifically designed for hauling MSW and C&D debris.

The transfer station building has metal panel walls on two (2) sides (northern and eastern sides). The front (southern) side is open for incoming waste loads and the western side is open for additional loading. In addition, the building has a concrete push wall along the north wall. Incoming waste vehicles enter the building through the open front.

Both the tipping floor and the loading bay are equipped with floor drains to capture any leachate or wash water generated in the transfer station. The drains are located in the central portion of the tipping floor and in the loading bay floor. The tipping floor is sloped to assure that water does not leave the building. Small solids are trapped by an oil-water separator, which is periodically pumped by a contractor and disposed of off-site. Water from the separator flows by gravity to the City of Raleigh Sanitary Sewer System.

The transfer station tipping floor and loading bays have a concrete paved surface. All access roads are of all-weather construction (crushed gravel). The scale house is equipped with an above-grade scale.

Republic Services of North Carolina, LLC (Republic) is responsible for all transfer station operations. Republic owns and operates many solid waste facilities in North Carolina and will ensure all employees receive necessary training for waste inspections, operations, and clean up of the facility. Mr. Rick Prather or his designee will manage this facility and may be contacted at the address listed below:

Mr. Rick Prather, General Manager  
Republic Services of North Carolina, LLC  
5111 Chin Page Road  
Durham, NC 27703  
(919) 433-0901 - office  
(919) 669-3696 - cell  
rprather@republicservices.com

Additional contact information includes:

Office  
Scale House           (919) 872-5807

## 2.0 WASTE ACCEPTANCE CRITERIA

The facility will only receive solid wastes as defined in G.S. 130A – 290(a) (4), (14), (15), and (18a), except that no hazardous or liquid waste will be accepted at the facility. The transfer station accepts MSW (i.e., residential, commercial, and industrial waste), C&D materials, inert debris, land clearing debris, asphalt, recyclables, electronics, and other wastes as approved by the Solid Waste Section of the Division of Waste Management.

A list of counties from which the Raleigh Transfer Station receives waste is included at the end of the Operation Plan. It is estimated that the facility will transfer up to 1,000 tons per day of mixed waste (MSW and C&D). 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 also due to seasonal fluctuations in the waste stream.

Incoming waste is transported to the transfer station by private or public waste haulers. These vehicles consist of rear, front, and side loader truck types.

## 2.1 RECYCLABLE MATERIAL

The transfer station accepts the following recyclable materials:

- Non-treated, non-painted clean wood, excluding engineered or glued wood products, such as particle board or glue laminated timbers,
- Pallets (damaged and undamaged),
- Cardboard,
- Brick and block (undamaged and un-painted),
- Concrete,
- Metal (ferrous and non-ferrous),
- Electronics, and
- Curbside recyclables

If necessary, source-separated, tear-off asphalt shingles may be collected, sorted, stored, and managed at the facility for use in asphalt production. The procedures outlined in the Appendix will be followed if this need arises.

With the exception of cardboard and metal only, recyclable materials will not be separated (i.e., processed) from the waste that is placed on the tipping floor. As conditions allow, cardboard and metal will be removed from the waste that is placed on the tipping floor and stored in separate containers.

Curbside recyclable materials brought to the facility will be unloaded onto a portion of the tipping floor. This portion of the tipping floor will be segregated from the rest of the tipping floor by barriers. When sufficient material is accumulated on the tipping floor, but no later than the end of the working day, the materials will be loaded into trailers and transported off-site. The majority of the recyclable materials will be removed within one year of receipt.

Scrap metal and waste tires will be separated at the facility and placed into containers outside the building. When the containers are full, the materials will be transported off-site by a recycling vendor.

## 2.2 PROHIBITED WASTES

The 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. No hazardous or liquid waste will be accepted at the transfer station. In addition, the transfer station will not accept asbestos material, infectious waste, medical waste, animal waste, animal carcasses, radioactive waste, lead acid batteries, or white goods. A report will be prepared for any attempted delivery of waste of which the transfer station is not permitted to receive. The report will be forwarded to:

North Carolina Department of Environment & Natural Resources  
Solid Waste Section  
1646 Mail Service Center  
Raleigh, NC 27699-1646  
(919) 707-8200

## 3.0 **TRANSFER STATION OPERATIONS**

The transfer station will typically receive waste Monday through Saturday. The standard operating hours will be 6:00 a.m. to 8:00 p.m. Monday through Saturday. The facility may reduce the hours of operations to accommodate the anticipated waste stream. The transfer station will typically be closed on Sundays and designated holidays; however, maintenance or improvement construction may be accomplished on these days. A sign is posted at the entrance to the transfer station identifying the hours of operation.

Since the 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. However, additional equipment may be utilized to facilitate loading operations. The owner will provide properly trained personnel for daily operations of the transfer station and primary equipment, backup equipment, and equipment maintenance. Backup equipment and trucks for transferring and hauling waste will be available on-site and from local equipment rental companies.

Collection vehicles delivering waste to the facility will enter the facility via the main gate where they will be required to be weighed on the inbound scales. In addition to recording the weight, the scale operator will record the county of origin of each load received. Once

vehicles have passed the scale house area, they will continue to the tipping floor within the transfer station building.

Regardless of waste type, all vehicles will be directed to unload onto the tipping floor. When the vehicle is in position, the waste load will be discharged directly onto the tipping floor. After unloading, the driver will slowly move the vehicle away from the tipping floor and exit the transfer station.

Waste will be segregated by the equipment operator and loaded into open-top transfer trailers staged in the lower loading bay area. All remaining waste will be loaded by the equipment operator directly into open-top transfer trailers specifically designed to haul waste. C&D only waste will remain in separate transfer trailers until they are transferred off-site for disposal.

The lower loading bay 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.

During times when several vehicles are at the transfer station, haulers will be instructed to wait at the truck staging area adjacent to the transfer area until there is sufficient room at the tipping floor within the transfer building.

The tipping floor and trailer loading area will be cleared of all wastes at the end of each working day. No putrescible wastes or free liquids are allowed to remain on the transfer station tipping floor at the end of the working day, unless it is stored in containers designed for waste storage.

The specific minimum cleanup schedule for the facility is listed below:

- A. Clean all waste off tipping floor and trailer loading area..... Daily
- B. Facility wash down with water including removal of excess  
dust and other debris ..... As-needed
- C. Police site for litter and debris ..... Daily

The facility will maintain a record of all major clean-up activities in the facility operating record.

### 3.1 DISPOSAL SITES

Municipal solid waste leaving the transfer station will be transferred via transfer trailers to one of the following facilities:

- Upper Piedmont Regional Landfill in Person County, North Carolina<sup>1</sup>;
- East Carolina Regional Landfill in Bertie County, North Carolina;
- Uwharrie Environmental Landfill in Montgomery County, North Carolina;
- Brunswick Solid Waste Management Facility in Lawrenceville, Virginia;
- South Wake Landfill in Wake County, North Carolina<sup>2</sup>; and
- Sampson County Landfill in Sampson County, North Carolina.

These sites can only be utilized if their approved service areas allow such disposal. In addition, other MSW Landfills with acceptable service areas may be utilized. NCDENR will be notified if final disposal sites change in the future.

C&D only waste leaving the transfer station will be transferred via transfer trailer to one of the following facilities:

- Shotwell C&D Landfill in Wake County, North Carolina<sup>3</sup>;
- Upper Piedmont Regional Landfill in Person County, North Carolina;
- East Carolina Regional Landfill in Bertie County, North Carolina;
- Uwharrie Environmental Landfill in Montgomery County, North Carolina;
- Brunswick Solid Waste Management Facility in Lawrenceville, Virginia;
- Material Recovery C&D Landfill in Wake County, North Carolina; and
- Red Rock Disposal C&D Landfill in Wake County, North Carolina.

Mixed MSW and C&D waste will be treated as MSW and disposed at the Upper Piedmont Regional Landfill in Person County, North Carolina or other designated alternate disposal sites.

Signs are posted at the scale house to reflect the disposal site restrictions.

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1 MSW collected by the Cities of Durham and Raleigh may not be transferred to the Upper Piedmont Regional Landfill unless formally approved.

2 MSW may be transferred to the South Wake Landfill only if all of the waste loaded into the transfer trailer originated within Wake County.

3 C&D waste may be transferred to the Shotwell C&D Landfill only if all of the waste loaded into the transfer trailer originated within Wake County and/or Johnston County.

### 3.2 PERSONNEL

The transfer station operations will be supervised by the Site Supervisor. A scale house operator and heavy equipment operator are required for the daily operation of the transfer station. All employees will be properly trained in safety procedures and the inspection of incoming wastes (see Section 3.3 - Inspection of Wastes). Transfer station employees will also direct and coordinate the movement of collection vehicles into and out of the transfer station.

### 3.3 INSPECTION OF WASTES

Access to the transfer station is controlled by the scale operator located at the entrance to the facility. All waste entering the facility must pass the scale house prior to entering the tipping floor area. As waste is deposited onto the tipping floor, an employee who has received proper training will conduct a visual inspection of the waste materials. Should unacceptable waste be found, the driver of the vehicle will be instructed to terminate unloading and the unacceptable waste material will be re-loaded into the vehicle for removal from the site.

Additionally, the facility will randomly select one vehicle per week for random waste screening. A copy of the Random Load Inspection Form is included in the Appendix.

Should a hauler consistently deliver unacceptable material, he will be denied further access to the transfer station, and the local office of NC DENR will be notified so that appropriate investigations can be conducted if necessary. In addition, all actions specified in Section 2.0 will be strictly adhered to by the facility operator and its employees.

If hazardous or prohibited waste is detected after being dumped at the tipping floor, it will be segregated with cones, ropes, roll-off boxes, sawhorses, or other types of barricades to prevent its movement or being mixed in with other waste. If it cannot be segregated, the transfer station will be closed until the unacceptable material is removed. If the material can be segregated and protected, the transfer station will continue to operate. After segregation, a qualified contractor will be called to remove the unacceptable material and properly dispose of same. The only exception will be when the material can be reloaded on the vehicle delivering the material.

Contractors who may be called include:

Republic's National Contracted vendor:  
Emergency Response and Training Solutions (ERTS)  
1-800-924-6804

A&D Environmental Services  
High Point, NC 27261  
(800) 434-7750

The facility will notify DENR and put a complete record of the event in the facility operating record.

### 3.4 TRAFFIC CONTROL

Access to the transfer station is controlled by the scale house operator. All vehicles arriving at the facility are directed to the tipping floor area by the scale house operator after their weight is recorded. The flow of traffic will be aided by directional signs.

### 3.5 HOUSEKEEPING AND LITTER CONTROL

All incoming waste vehicles are required to have their loads covered with a tarp upon arrival at the facility, or the load must 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 building and surrounding areas for any windblown litter. Any wind blown litter discovered at the end of an operating day will be collected and stored in a transfer trailer vehicle, or an on-site trash bin for proper disposal.

### 3.6 NOISE CONTROL

Noise will be created at the facility resulting from vehicular traffic and operation of the transfer station equipment. Noise from the collection and transfer vehicles, as well as the rubber-tired front-end loader servicing the transfer station, are reduced by mufflers. Other noise generated within the building from waste handling is significantly abated by the structure that encloses the transfer station.

### 3.7 ODOR CONTROL

Odors are controlled by prompt unloading and transfer of all delivered wastes at the transfer station. Adequate fresh air exchange is ensured through the open sides of the building and the openings in the loading bay. The only time waste is stored temporarily at the transfer station is when a transfer trailer is loaded at the end of the day and must wait until the landfill disposal site opens the following day, or at the end of a weekend or holiday. In such cases, the waste will only be stored in transfer trailers or roll-off boxes.

The facility may utilize a mechanical odor control system if the above items fail to adequately control odors. However, under normal operating conditions, an odor control system is not required at the facility.

### 4.0 **EROSION CONTROL REQUIREMENTS**

Areas adjacent to the transfer station are graded away from the facility and drain via sheet flow run-off or through a drainage ditch on the north side of the transfer station. Standard erosion and sedimentation control practices, such as vegetating exposed slopes and directing stormwater into ditches have been implemented at the site.

### 5.0 **DRAINAGE CONTROL AND WATER PROTECTION REQUIREMENTS**

The transfer station will be operated to prevent stormwater from coming in contact with waste, and to contain and properly dispose wash down water.

The tipping floor and trailer loading area will be emptied at the end of each operating day. Any free liquid on the tipping floor will be collected using absorbing agents and properly disposed.

Ponded water is prevented from coming into contact with discharged waste. The tipping floor is designed so that water is directed towards a drain in the tipping floor. The floor of the loading area is sloped so that water is directed towards one of two drains in the floor. Wastewater from the tipping floor and the trailer loading area is conveyed by gravity to an oil-water separator. Wastewater leaves the separator by gravity and flows into the City of Raleigh Sanitary Sewer Collection System. All wastewater is treated at the City of Raleigh wastewater treatment plant.

## 6.0 VECTOR CONTROL

The transfer station will provide effective vector control measures for the protection of human health and the environment. Vectors are defined as any rodent, flies, mosquitoes, or other animals, including insects, capable of transmitting disease to humans.

Control of vectors will be maintained by implementation of a daily cleaning program that involves removal of waste and wastewater 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. Stagnant water will be prevented from occurring to control mosquito breeding. If problems controlling vectors occur, a pest control professional will be employed.

## 7.0 SIGN AND SAFETY REQUIREMENTS

### 7.1 SIGN REQUIREMENTS

The transfer station will post signs at the entrance indicating acceptable wastes, hours of operation, emergency contact information, and the permit number. Signs will be clearly posted stating that no hazardous or liquid waste can be received. Traffic signs and markers will be provided as necessary to promote an orderly traffic pattern to and from the unloading area, and to maintain efficient operating conditions.

### 7.2 OPEN BURNING OF WASTE

Open burning of waste is prohibited at the transfer station.

### 7.3 FIRE PROTECTION EQUIPMENT

Fire suppression equipment will be provided to control accidental fires. The transfer station building will be equipped with an appropriate number of fire extinguishers to effectively control accidental fires. All personnel will be trained in effective fire-fighting procedures and in fire prevention. Flammable liquids will be stored in flammable cabinets. In the case of a fire, the Raleigh Fire Department will be alerted by calling 911. The local fire department is located within 5 minutes of the transfer station.

#### 7.4 NOTIFICATION OF FIRE

Fires that occur at the transfer station require verbal notice to the Solid Waste Section within 24 hours, and written notification will be submitted within 15 days. Verbal and written notification will be submitted to:

North Carolina Department of Environment & Natural Resources  
Solid Waste Section  
1646 Mail Service Center  
Raleigh, NC 27699-1646  
(919) 707-8200

Written notification will be made using the Fire Occurrence Notification report provided in the Appendix D.

### 8.0 **ACCESS AND SECURITY REQUIREMENTS**

#### 8.1 TRANSFER STATION ACCESS AND SECURITY

The transfer station will be secured by means of gates and fences. All vehicles delivering waste to the transfer station will enter and exit through the access control gate. Chain-link fencing and berms surrounding the transfer station property prevents unauthorized vehicle access to the facility.

#### 8.2 ACCESS ROAD

The access roads for the transfer station have been constructed of an all-weather surface (concrete, asphalt, or graded aggregate) and will be maintained in good condition. Access road shoulders will be regraded as necessary to maintain positive slope for adequate drainage. If necessary, a water truck or watering system will be utilized for dust control.

### 9.0 **RECORDS**

The county of origin for all waste accepted and the destination for waste disposal will be recorded by transfer station personnel for each load of waste received and transported from

the Raleigh Transfer Station. In addition, the following items will be maintained at the facility:

- Solid Waste Permit
- Operation Plan
- Random Load Inspection Forms
- Waste Determination Records and Information on Rejected Waste
- Record of Major Cleaning Events

## **10.0 FACILITY INSPECTIONS**

There will be regular inspections conducted at the transfer station. Inspections will be conducted by site personnel who are familiar with the operations of the facility. Items that will be inspected monthly will include, but not be limited to, the following:

1. Transfer trailers;
2. Push walls;
3. Fire extinguishers;
4. Electrical controls;
5. Trench drain, floor drains, and fire hydrant; and
6. Separator.

If unsatisfactory conditions are noted during an inspection or by transfer station personnel at any other time, the concerns will be reported to the general manager or designee. If a threat to safety or to the environment is identified, immediate action will be taken to correct the situation. If necessary, operations at the transfer station will be suspended temporarily until the proper corrective actions have been taken.

Records of all facility inspections will be recorded on the forms included in the Appendix and maintained in the scale house. In addition to these records, random inspection forms discussed in Section 3.3 will be retained by the facility.

## **11.0 APPROVED SERVICE AREA**

The following counties are included in the service area for the referenced facility.

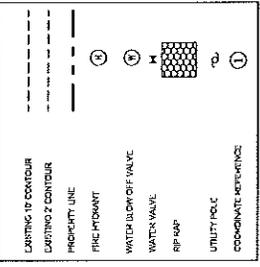
- Wake County, NC
- Johnston County, NC
- Durham County, NC

- Granville County, NC
- Franklin County, NC
- Nash County, NC
- Harnett County, NC
- Chatham County, NC
- Lee County, NC
- Orange County, NC

**APPENDIX A**  
**SITE PLAN**

**GRID COORDINATES TABLE**

NORTH	EAST	NORTH	EAST
1	1000000	1000000	1000000
2	1000000	1000000	1000000
3	1000000	1000000	1000000
4	1000000	1000000	1000000
5	1000000	1000000	1000000
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49	1000000	1000000	1000000
50	1000000	1000000	1000000

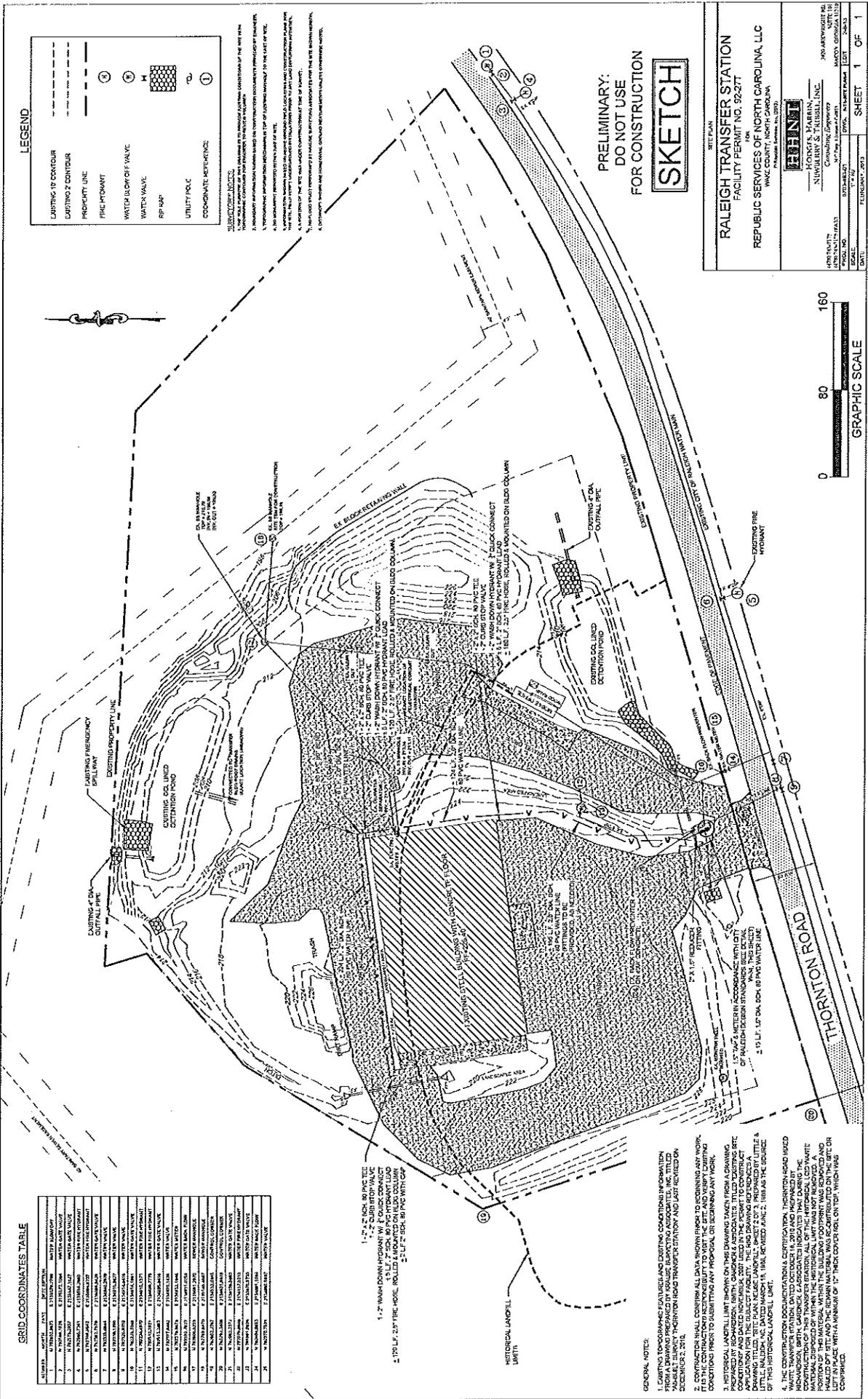


1. CONTOUR DATA WAS OBTAINED FROM THE 1985 SURVEY OF THE SITE AND THE 1985 SURVEY OF THE ADJACENT PROPERTY. THE CONTOUR DATA WAS CHECKED FOR ACCURACY BY THE SURVEYOR AND FOUND TO BE ACCURATE.

2. EXISTING UTILITIES WERE LOCATED BY THE SURVEYOR AND SHOWN ON THIS DRAWING. THE LOCATION OF UTILITIES WAS DETERMINED BY THE SURVEYOR'S FIELD NOTES AND THE SURVEYOR'S FIELD BOOKS.

3. THE LOCATION OF UTILITIES WAS DETERMINED BY THE SURVEYOR'S FIELD NOTES AND THE SURVEYOR'S FIELD BOOKS.

4. THE LOCATION OF UTILITIES WAS DETERMINED BY THE SURVEYOR'S FIELD NOTES AND THE SURVEYOR'S FIELD BOOKS.



**PRELIMINARY:  
DO NOT USE  
FOR CONSTRUCTION**

**SKETCH**

**RALEIGH TRANSFER STATION**  
FACILITY PERMIT NO. 02-277

REPUBLIC SERVICES OF NORTH CAROLINA, LLC  
WAKE COUNTY, NORTH CAROLINA

DATE: 11/14/03  
DRAWN BY: J. W. BROWN  
CHECKED BY: J. W. BROWN  
DATE: 11/14/03

**LEGEND**  
SUNSHINE  
SUNSHINE CONSULTING ENGINEERS  
11777 Pine Lake Court  
Charlotte, NC 28217  
PHONE: 704.536.1100  
FAX: 704.536.1101  
WWW.SUNSHINE-NC.COM

PROJECT NO. 03-001  
SHEET 1 OF 1  
DATE: 11/14/03



**GENERAL NOTES:**

1. THE CONTOUR DATA WAS OBTAINED FROM THE 1985 SURVEY OF THE SITE AND THE 1985 SURVEY OF THE ADJACENT PROPERTY. THE CONTOUR DATA WAS CHECKED FOR ACCURACY BY THE SURVEYOR AND FOUND TO BE ACCURATE.
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4. THE LOCATION OF UTILITIES WAS DETERMINED BY THE SURVEYOR'S FIELD NOTES AND THE SURVEYOR'S FIELD BOOKS.

**APPENDIX B**  
**ZONING LETTER**



*City Of Raleigh*  
NORTH CAROLINA

REC'D OCT 26 2007

October 25, 2007

Richardson Smith Gardner & Associates, Inc.  
14 N Boylan Avenue  
Raleigh, North Carolina 27603

Re: 5505 & 5509 Thornton Road  
Parcel Identification No. 1738425855 & 17338436351

Dear Mr. Smith,

Please be advised that the above referenced property is zoned Industrial -1. This zoning classification will permit a waste transfer station. According to our records there are No known zoning violations on this property that will prevent this use.

If I maybe of further assistance, please do not hesitate to contact us at (919) 516-2549.

Sincerely,

Peggy J. Bledsoe, Assistant Zoning Administrator

Cc: Walter Fulcher, Zoning Administrator

INSPECTIONS DEPARTMENT

219 Fayetteville Street Mall  
Raleigh, North Carolina 27601

Post Office Box 590  
Raleigh, North Carolina 27602  
(Mailing Address)

222 West Hargett Street  
Raleigh, North Carolina 27602

**APPENDIX C**  
**OPERATION PLAN FOR SORTING TEAR-OFF ASPHALT SHINGLES FOR**  
**RECYCLING**

RALEIGH TRANSFER STATION

Permit No. 9227T-TRANSFER-2012

5565 Thornton Road  
Raleigh, NC 27616

Operation Plan for Sorting  
Tear-off Asphalt Shingles for Recycling

September 2013

## **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.

## **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.

The 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. 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.

ATTACHMENT A

## TEAR-OFF ASPHALT SHINGLE RECYCLING

### List of Acceptable and Unacceptable Materials

"Yes"	"No"
Include these items:	Do NOT include these items:
Shingles	Wood
Felt attached to shingles	Metal flashing, gutters, etc.
	Nails (best effort)
	Rolls of sheets of felt paper
	Plastic wrap, buckets
	Paper waste
	Garbage, trash or other waste material
	Built-up asphalt roofing
	Asbestos-containing materials
	Shingles containing mastic

ATTACHMENT B

# RALEIGH TRANSFER STATION

## SHINGLE SUPPLIER CERTIFICATION FORM

Supplier of Whole Tear-off Asphalt Shingles

Supplier Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

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 NESHEP.

Tear-off shingles were removed from the following addresses:

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

\_\_\_\_\_  
Shingle Supplier (signature)

\_\_\_\_\_  
Date

**APPENDIX D**  
**RANDOM LOAD INSPECTION FORM**



**APPENDIX E**  
**FIRE OCCURRENCE REPORT**

**SOLID WASTE MANAGEMENT FACILITY  
FIRE OCCURRENCE NOTIFICATION  
NC DENR Division of Waste Management  
Solid Waste Section**



Notify the Section verbally within 24 hours and submit written notification within 15 days of the occurrence.  
*(If additional space is needed, use back of this form.)*

NAME OF FACILITY: \_\_\_\_\_ PERMIT # \_\_\_\_\_

DATE AND TIME OF FIRE: \_\_\_\_\_ @ \_\_\_\_\_

HOW WAS THE FIRE REPORTED AND BY WHOM:  
\_\_\_\_\_

LIST ACTIONS TAKEN:  
\_\_\_\_\_

WHAT WAS THE CAUSE OF THE FIRE:  
\_\_\_\_\_

DESCRIBE AREA, TYPE, AND AMOUNT OF WASTE INVOLVED:  
\_\_\_\_\_

WHAT COULD HAVE BEEN DONE TO PREVENT THIS FIRE:  
\_\_\_\_\_

DESCRIBE PLAN OF ACTIONS TO PREVENT FUTURE INCIDENTS:  
\_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*  
THIS SECTION TO BE COMPLETED BY SOLID WASTE SECTION REGIONAL STAFF  
DATE RECEIVED \_\_\_\_\_  
List any factors not listed that might have contributed to the fire or that might prevent occurrence of future fires:

FOLLOW-UP REQUIRED:  
 NO     PHONE CALL     SUBMITTAL     MEETING     RETURN VISIT    BY: \_\_\_\_\_ (DATE)

ACTIONS TAKEN OR REQUIRED:  
\_\_\_\_\_

**APPENDIX F**  
**FACILITY INSPECTION FORM**



## Facility Inspection Report- Post Collection Division

Site:	Division #:	Inspector:	Date:
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<b>A.</b>	<b>Exterior/ Yard/ Scale/ Separator</b>		
<i>Ref</i>	<i>Item</i>	<i>Evaluation</i>	<i>Comment</i>
A1	General appearance of Grounds/ landscape?		<input type="checkbox"/>
A2	Designated smoking area outside?		<input type="checkbox"/>
A3	Building exterior appearance		<input type="checkbox"/>
A4	When working in the yard, Is a positive "Lockout/Tagout" system provided to render machines, trucks, and equipment inoperable while repairs or adjustments are being made? Are locks individually keyed and under the exclusive control of the employee (29 CFR 1910.147)		<input type="checkbox"/>
A5	Equipment kept in secure area? Keys removed when parked?		<input type="checkbox"/>
A6	Equipment equipped with working fire suppression systems as required?		<input type="checkbox"/>
A7	Fences, Gates and locks in good condition?		<input type="checkbox"/>
A8	Are all Permit Required Postings posted at Gate?		<input type="checkbox"/>
A9	Are 24 hour emergency numbers posted at gate?		<input type="checkbox"/>
A10	Perimeter of property has no evidence of discharge of pollutants?		<input type="checkbox"/>
A11	Is "No Trespassing" signage posted along fence?		<input type="checkbox"/>
A12	Required Sign: " Caution- Always leave at least 10 feet between vehicles"		<input type="checkbox"/>
A13	Required sign: " Notice- Only the Driver may exit the truck cab at the active tipping area"		<input type="checkbox"/>
A14	Required sign: "Warning- Proper personal protective equipment must be worn at all times; (high visibility clothing, hard hats) "		<input type="checkbox"/>
A15	Manhole and other confined spaces clearly marked?( 1910.146c)		<input type="checkbox"/>
A16	Parking area and Entrance/ Exits are well lighted?		<input type="checkbox"/>
A17	Paved surfaces free of potholes, debris and other trip slip and fall hazards?		<input type="checkbox"/>
A18	Walkways and Steps in good repair?(1910.137)		<input type="checkbox"/>
A19	Are step risers on stairs uniform from top to bottom?(1910.124)		<input type="checkbox"/>
A20	Are steps on stairs and stairways designed to provided with a surface that renders them slip resistant?(1910.24f)		<input type="checkbox"/>
A21	All barriers and bollards painted yellow?		<input type="checkbox"/>
A22	Fuel Island Dispensers Hoses and Nozzles in good repair? (1910.106, NFPA #30, Local Fire Codes)		<input type="checkbox"/>
A23	Fuel Island- No Smoking and Shut off Engine signs(1910.106, NFPA #30, Local Fire Codes)		<input type="checkbox"/>
A24	Fuel Island- Emergency Shut off clearly marked?(1910.106, NFPA #30, Local Fire Codes) Pumps shut off and/or locked when facility closed?		<input type="checkbox"/>
A25	Fuel Island- Adequate barrier protection?(1910.106, NFPA #30, Local Fire Codes)		<input type="checkbox"/>
A26	Fuel Island- Adequate number of Fire Ext? Charged/ tagged/ inspected?		<input type="checkbox"/>
A27	Fuel Island- Spill Kit dry and well marked?-(1910.106, NFPA #30, Local Fire Codes)		<input type="checkbox"/>
A28	Fuel Truck- Dispensers Hoses and Nozzles in good repair? (1910.106, NFPA #30, Local Fire Codes)?		<input type="checkbox"/>
A29	Fuel Truck- No leaks or signs of deterioration of tank integrity(1910.106, NFPA #30, Local Fire Codes)		<input type="checkbox"/>

A30	Radiation Monitors and Scales calibrated?		<input type="checkbox"/>
A31	Working Video Surveillance System with correct camera placement and operational recording system		<input type="checkbox"/>
A32	Working odor control system		<input type="checkbox"/>
A33	Separator Functioning?		<input type="checkbox"/>

<b>B.</b>	<b>Office/Dispatch/ Employee/ Storage/and Facility Areas</b>		
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<i>Ref</i>	<i>Item</i>	<i>Evaluation</i>	<i>Comment</i>
B1	Are portable fire extinguishers kept at their designated places at all times (accessible, mounted, charged, pinned and sealed)? Is each extinguisher marked with a sign and do each sign have a corresponding extinguisher? Are annual and monthly inspections documented on the tag? Is there an adequate number of extinguishers for the prevailing fire hazards Are extinguishers free from obstructions to access?(1910.157)		<input type="checkbox"/>
B2	Are first aid kits available and maintained? Any items expired? No Oral Meds?(1910.151)		<input type="checkbox"/>
B3	Are interior lights adequate and all in working order? Do emergency lights work when tested?		<input type="checkbox"/>
B4	Is clear working space in front of an electrical panel maintained at no less than 36"? (1910.303)		<input type="checkbox"/>
B5	Are all live parts of electrical equipment operating at 50 volts or more guarded against accidental contact? Are outlet boxes in good condition? No exposed wiring. Are GFCI outlets used in wet or damp areas?		<input type="checkbox"/>
B6	Are Panel box doors and individual electrical circuit breakers (and fuel pump switches) legibly identified( 1910.303)		<input type="checkbox"/>
B7	Are electric cords, extension cords, and trouble lights of approved 3-wire ground type and in good condition? Is there any temporary wiring that should be permanent?( 1910.305)		<input type="checkbox"/>
B8	Is a Large Format, laminated, copy of the latest Safety Alert posted at the time clock or other appropriate Operations Point? Are previous Safety Alerts taken down and kept in a 3 Ring binder for training( Corporate Safety Standard)		<input type="checkbox"/>
B9	Company required postings ?( Policy G- 102) <ul style="list-style-type: none"> <li>➤ Commitment to Drug and Alcohol Free Workplace,</li> <li>➤ Sexual Harassment Policy,</li> <li>➤ Americans with Disabilities Act Policy,</li> <li>➤ Reaffirmation of Equal Employment Opportunity,</li> <li>➤ Benefits Point of Contact name and number,</li> <li>➤ AWARE line toll free number and reporting procedures flow chart,</li> <li>➤ Code of Business Conduct and Ethics.</li> <li>➤ First Aid Responders and CPR trained employees names</li> </ul>		<input type="checkbox"/>
B10	Federal Required Posting <ul style="list-style-type: none"> <li>➤ Federal 5 in 1 Poster,</li> <li>➤ OSHA "It's the Law" Poster,</li> <li>➤ OSHA 300a Summary from Feb 1 to April 30,</li> <li>➤ Evacuation Map,( 1910.38)</li> <li>➤ Emergency Contact Numbers,</li> <li>➤ Employee Polygraph Protection Act,</li> <li>➤ Fair labor Standards Act,</li> <li>➤ Family and Medical Leave Act, ,</li> <li>➤ Beck Notice for Union Locations,</li> <li>➤ <i>Equal Employment Opportunity</i></li> <li>➤ <i>Uniform Services Employment Act,</i></li> <li>➤ <i>Invitation to Self Identify,</i></li> <li>➤ <i>Notice of viewing Affirmative Action Plans)-</i></li> <li>➤ Notes: Items in <i>italics</i> must be viewable by job applicants Some of the above requirements may be covered by the 5 in 1 Poster</li> </ul>		<input type="checkbox"/>

<i>Ref</i>	<i>Item</i>	<i>Evaluation</i>	<i>Comment</i>
B11	State and Local Required Posting <ul style="list-style-type: none"> <li>➤ State OSHA,</li> <li>➤ Workers Compensation Poster</li> <li>➤ State Wage and Hour( minimum wage)</li> </ul>		<input type="checkbox"/>
B12	Is the injury record (OSHA 300 log) maintained up to date with copies at satellite facilities( 1904.7)		<input type="checkbox"/>
B13	Is Clinic name, address, and phone number posted for after hour use?		<input type="checkbox"/>
B14	Are the site emergency exit plans posted throughout the facility?(1910.38)		<input type="checkbox"/>
B15	Records present and complete: <ul style="list-style-type: none"> <li>➤ ,Fleet Inspection Log,</li> <li>➤ OSHA 200/300 log,</li> <li>➤ Employee Observation Log,</li> <li>➤ Subcontractor/ critical Vendor log,</li> <li>➤ Safety Meeting/ training,</li> <li>➤ Hazard communication</li> <li>➤ SARA Title II,</li> <li>➤ Volatile Organic compounds( VOC's),</li> <li>➤ Facility Permits,</li> <li>➤ PPE/Hazard Assessments,</li> <li>➤ SPCC/ SWPPP Plans,</li> <li>➤ Accident and Injury Data,</li> <li>➤ Facility Inspections,</li> <li>➤ Cab Inspections,</li> <li>➤ Safety Alerts and Safety Alert Standards,</li> <li>➤ DOT Record able Accident Logs,</li> </ul>		<input type="checkbox"/>
B16	Are aisleways and passageways kept clean and in good repair and are there no obstructions across aisleways that could create a hazard?		<input type="checkbox"/>
B17	Are floor openings and platforms or workstations 48" or higher guarded by a cover, a guardrail, or equivalent on all side?		<input type="checkbox"/>
B18	Are changes of direction or elevations readily identifiable? (painted yellow)		<input type="checkbox"/>
B19	Are step risers on stairs uniform from top to bottom? Are steps on stairs and stairways designed to provided with a surface that renders them slip resistant?		<input type="checkbox"/>
B20	Are "No Smoking" signs posted throughout the facility if required by State and Local Law? Designated smoking area outside?		<input type="checkbox"/>
B21	Are automatic Sprinkler fusible links clean, unpainted and undamaged? Is the minimum vertical clearance between automatic sprinklers and material below them at least 18 inches (36 inches for bales)?		<input type="checkbox"/>
B22	Is the Sprinkler header marked with a tag indicating inspection and service in the last 12 months.( 1910.159) Is the Sprinkler or other Fire detection system operational and connected to a Central Station Alarm system?( AW Fire Detection Standard)		<input type="checkbox"/>
B23	Are Stairs adequately lighted, treads and risers uniform from top to bottom, have appropriate Handrails and slip resistant surfaces( 1910.24)		<input type="checkbox"/>
B24	Are Exits marked with appropriate signage? ( 1910.36) Are Emergency Exit doors functioning and not locked from the inside. Are interior doors leading to areas that could be mistaken for an exit, marked "Not an Exit"( 1910.37)		<input type="checkbox"/>
B25	Are toilets and washing facilities clean and sanitary with warm water and soap, and means of hand drying?( AW Safety Standard- Housekeeping)( 190.141)		<input type="checkbox"/>
B26	Are an adequate number of waste disposal containers provided Are they covered and emptied daily??( AW Safety Standard- Housekeeping)( 1910.141)		<input type="checkbox"/>

B27	Are lunch rooms, and break rooms kept clean?		<input type="checkbox"/>
B28	Is ventilation system functioning adequately		<input type="checkbox"/>

<b>C.</b>	<b>Maintenance Area</b>		
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<b>C1</b>	<b>Personal Protective Equipment/ First Aid</b>		
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<i>Ref</i>	<i>Item</i>	<i>Evaluation</i>	<i>Comment</i>
C1.1	Are protective eye and face equipment worn where required and are safety glasses worn over corrective lenses or do corrective lenses conform to ANSI Z-87.1-1968)( 1910.133)		<input type="checkbox"/>
C1.2	Is there a supply of loaner safety glasses located at all entrance points to the shop ( Corporate Standard) Are Safety Glass cleaning stations located in the shop? ( Eye and Face Protection – Safety Glasses		<input type="checkbox"/>
C1.3	Are caution signs present at entrance points and at machines generating eye and face hazards, which state; “ Caution Eye Protection Required”?( Corporate Standard)		<input type="checkbox"/>
C1.5	Is a safe passage area clearly marked by a painted yellow line?		<input type="checkbox"/>
C1.6	Are employees who are exposed to the hazards created by welding, cutting or brazing operations protected by appropriate personal protective equipment?		<input type="checkbox"/>
C1.7	Is there a supply of vests available in the truck and container shop for use by mechanics and welders while outside the shop area?		<input type="checkbox"/>
C1.8	Are suitable gloves, hearing protection, and protective clothing available to be worn as necessary?		<input type="checkbox"/>
C1.9	Are appropriate safety glasses face shields, etc. used while using hand tools or abrasive wheels or equipment which might produce flying materials or be subject to breakage?		<input type="checkbox"/>
C1.10	Are respirators; clean, properly stored, and respirator program in effect?		<input type="checkbox"/>
C1.11	Is there a clean, accessible, functioning eyewash station in any area where hazardous or corrosive materials are used.(1910.151)		<input type="checkbox"/>
C1.12	If emergency showers are present- are they clean, operable and accessible?		<input type="checkbox"/>
C1.13	Are first aid kits available and maintained? Any items expired? No Oral Meds?		<input type="checkbox"/>

<b>C2</b>	<b>Shop-Fire Protection</b>		
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C2.1	Are portable fire extinguishers kept at their designated places at all times (accessible, mounted, charged, pinned and sealed)? Is each extinguisher marked with a sign and does each sign have a corresponding extinguisher? Are annual and monthly inspections documented on the tag? Are there an adequate number of extinguishers for the prevailing fire hazards? Are extinguishers free from obstructions to access?(1910.157)		<input type="checkbox"/>
C2.2	Have all Fire Extinguishers been inspected and serviced with the past 12 months by a licensed Fire Protection Company?		<input type="checkbox"/>
C2.4	Are Reels and cabinets for hose systems in good working order, conspicuously identified accessible and used only as fire equipment?		<input type="checkbox"/>
C2.5	No Smoking Signs posted in; Fuel Area, Battery Charging Area, Paint Booths and Storage?		<input type="checkbox"/>
C2.6	Test Emergency Lighting Equipment to ensure proper working order		<input type="checkbox"/>

<b>C3</b>	<b>Shop- Electrical/ Lighting</b>		
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C3.1	Are interior lights adequate and all in working order?		<input type="checkbox"/>
C3.2	Is clear working space in front of an electrical panel maintained at no less than 36”?		<input type="checkbox"/>
C3.5	Are all live parts of electrical equipment operating at 50 volts or more guarded against accidental contact?		<input type="checkbox"/>
C3.6	Are Panel box doors and individual electrical circuit breakers (and fuel pump switches) legibly identified		<input type="checkbox"/>
C3.8	Are electric cords, extension cords, and trouble lights are of approved 3-wire		<input type="checkbox"/>

	ground type and in good condition?		
C3.9	Are overhead doors and controls in good working order?		<input type="checkbox"/>
<b>Ref</b>	<b>Item</b>	<b>Evaluation</b>	<b>Comment</b>
C3.10	Are outlet boxes in good condition? Are all outlets grounded? Are GFCI outlets used in wet or damp areas?		<input type="checkbox"/>
C3.11	Is a positive "Lockout/Tagout" system provided to render machines, trucks, and equipment inoperable while repairs or adjustments are being made? Are locks individually keyed and under the exclusive control of the employee. Is there a means of identifying the individual who placed the lock( tag) (29 CFR 1910.147)		<input type="checkbox"/>
C3.12	Is the Hazard Communication Program complete and are the Material Safety Data Sheets present and available? Is the Chemical Inventory present and complete?		<input type="checkbox"/>
<b>C4</b>	<b>Shop-Walking and Working Surfaces</b>		
C4.1	Are floor openings and platforms or workstations 48" or higher guarded by a cover, a guardrail, or equivalent on all side?(1910.23)		<input type="checkbox"/>
C4.2	Are grates or covers over floor openings such as floor drains, secured?(1910.23a8)		<input type="checkbox"/>
C4.3	Are step risers on stairs uniform from top to bottom?(1910.124) Are steps on stairs and stairways designed to provided with a surface that renders them slip resistant?(1910.24f)		<input type="checkbox"/>
C4.5	Are aisles and passageways kept clear and marked as appropriate?(1910.22)		<input type="checkbox"/>
C4.6	Are wet surfaces cleaned up or covered with non-slip materials?1910.22a)		<input type="checkbox"/>
C4.7	Are changes of direction or elevations readily identifiable? (painted yellow)		<input type="checkbox"/>
C4.8	Are aisles and walkways protected from potential hazards of adjacent work areas? Are aisles and passageways kept clean and in good repair and are there no obstructions across aisles that could create a hazard?(1910.22a)(1910.176a)		<input type="checkbox"/>
C4.9	Are floor loading capacity limits posted for 2nd floor storage?(1910.22d)		<input type="checkbox"/>
C4.10	Is the exit pathway clearly marked by signs from all points within the working area?(1910.36b) Are doors which could be mistaken for an exit identified with signs which read, "Not an Exit"		<input type="checkbox"/>
C4.11	Where mechanical handling equipment is used, are there sufficient safe clearances allowed for aisles, at loading docks, through doorways and wherever a turn or passage must be made?		<input type="checkbox"/>
C4.13	Does the storage of material not create a hazard - stacked, blocked, interlocked and limited in height to ensure they are stable and secured against sliding or collapse?(1910.76b)		<input type="checkbox"/>
C4.14	Are unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent? Do all PM pits have a 4" toe board? Are PM pits equipped with explosion proof wiring and lighting(1910.22c)(1910.307)		<input type="checkbox"/>
C4.15	Manhole and other confined spaces clearly marked?( 1910.146c)		<input type="checkbox"/>
C4.16	Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or harborage of pests?(1910.176c)		<input type="checkbox"/>
C4.17	Is there a fall protection system available to employees working on top of trucks		<input type="checkbox"/>
<b>C5</b>	<b>Shop-Ladders</b>		
C5.1	Are portable ladders in good condition with slip proof feet and no cracks, paint or splinters on the rungs?( 1910.24, 1910.26)		<input type="checkbox"/>
C5.2	Are fixed metal ladders painted or treated to resist corrosion and rusting?		<input type="checkbox"/>
C5.3	Is the fixed ladder's clearance distance at least 36 inches between the nearest permanent object and the centerline of the rungs?		<input type="checkbox"/>
<b>C6</b>	<b>Shop-Cranes, Hoists and Slings;</b>		
C6.1	Are all bolts or rivets properly secured?		<input type="checkbox"/>
C6.2	Is there a documented Inspection program with Annual certifications and		<input type="checkbox"/>

	monthly inspections in file( 1910.179j&m)		
C6.3	Is the load rating clearly marked on each side of the crane( 1910.179b)		<input type="checkbox"/>
<b>C7</b>	<b>Shop-Flammables-Liquid Storage</b>		
<b>Ref</b>	<b>Item</b>	<b>Evaluation</b>	<b>Comment</b>
C7.1	Spray booths have explosive proof wires, adequate ventilation, no smoking signage, and an operational fire suppression system? Filters are regularly checked and changed?		<input type="checkbox"/>
C7.2	Are only approved metal storage cans used for flammable liquids, including gasoline? Are all containers marked as to contents?(1910.106d)		<input type="checkbox"/>
C7.3	Are flammable and combustible liquids (fuels, solvents, paints, etc.) stored in a UL/FM approved flammable storage cabinet?(1910.106d)		<input type="checkbox"/>
C7.4	Parts washer is in good working order, with fusible link attached and no obstructions for lid closure? Protective Gloves and Eye protection available?		<input type="checkbox"/>
C7.7	Are drums of petroleum products kept in secondary containment		<input type="checkbox"/>
C7.8	Are spills cleaned up in the liquid storage areas?		<input type="checkbox"/>
C7.9	Are closable containers provided for soiled rag disposal?		<input type="checkbox"/>
C7.10	Is pressure washer in good working order? (hoses, vent and fuel lines)		<input type="checkbox"/>
C7.11	No smoking signs, adequate ventilation, eye and face protection and no spark or flame sources in battery charging/ storage areas?		<input type="checkbox"/>
C7.12	Is MSDS book available to employees, complete and updated( 1910.1200)		<input type="checkbox"/>
<b>C8</b>	<b>Shop- Compressors</b>		
<b>Ref</b>	<b>Item</b>	<b>Evaluation</b>	<b>Comment</b>
C8.1	Do all compressors prominently display a sign stating "Caution- this machine starts automatically"		<input type="checkbox"/>
C8.2	Are compressors equipped with pressure relief valves, pressure gauge, and spring-loaded safety valves, a totally enclosed belt drive system, and are air filters installed and maintained on the compressor intake?		<input type="checkbox"/>
<b>C9</b>	<b>Shop-Welding Equipment</b>		
C9.1	Are welder cables, clamps and guards in good condition and are torch hoses, regulators and valves equipped with anti-flash back valves?		<input type="checkbox"/>
C9.2	Are "Hot Work Permits" used when welding is conducted outside of designated areas, Is the designated welding area at least 35 feet from combustible materials, spray painting, etc.? ,(1910.253)		<input type="checkbox"/>
<b>C10</b>	<b>Shop-Compressed Gas Cylinders:</b>		
C10.1	Are all stored cylinders effectively secured to prevent tipping? Are Cylinder valve protector in place unless in use(1910.253b)		<input type="checkbox"/>
C10.2	Are cylinders legibly marked and labeled to clearly identify the gas contained?(1910.253b)		<input type="checkbox"/>
C10.3	Are oxygen and acetylene (or other fuel) tanks stored separated by 20' or with a 5' high 1 half hour fire resistant wall between oxygen and fuels?		<input type="checkbox"/>
C10.4	Are cylinders stored in areas which are protected from heat and flame, located at least 25 feet from electrical equipment and people and at least 20 feet from flammable liquids or combustible materials?(1910.253b)		<input type="checkbox"/>
<b>C11</b>	<b>Shop-Machine Guarding:</b>		
C11.1	Is tire repair equipment in good working order?		<input type="checkbox"/>
C11.2	Are Chop Saws equipped with a retracting blade guard and functioning spring return? Do they have proper feet to prevent movement while in use		<input type="checkbox"/>
C11.3	Are power machines, shears, grinders, saws, drill presses, etc. properly anchored maintained and guarded? (1910.212a)		<input type="checkbox"/>
C11.4	Do fixed grinders have side guards that cover the spindle, nut, and flange and 75% of the wheel diameter, a tool rest adjusted to within 1/8" and a tongue guard adjusted to within 1/4" of wheel?(1910.215a)		<input type="checkbox"/>
C11.5	Before new abrasive wheels are mounted, are they visually inspected and ring tested?(1910.215d)		<input type="checkbox"/>

C11.6	Is the appropriate eye protection caution sign, and full face shield located at Grinder?		<input type="checkbox"/>
C11.7	Have all hazards from points of operation, ingoing nip points, rotating parts, flying chips, sparks, moving chains, gears, pulleys and belts, including fan blades (within 7 feet of the floor) been guarded?		<input type="checkbox"/>
<b>Shop-Tools and Jacks</b>			
<b>Ref</b>	<b>Item</b>	<b>Evaluation</b>	<b>Comment</b>
C12.1	Are all tools and equipment (both company and employee-owned) in good condition and used with the correct handle, shield, guard, or attachment, recommended by the manufacturer?		<input type="checkbox"/>
C12.2	Are hand tools such as chisels, punches, wrenches, etc. which are worn, bent or mushroomed during use,, reconditioned or replaced as necessary?		<input type="checkbox"/>
C12.3	Are appropriate handles used on files and similar tools?		<input type="checkbox"/>
C12.6	Are all cord-connected, electrically-operated tools and equipment effectively grounded or of the approved double insulated type?		<input type="checkbox"/>
C12.7	Are pneumatic and hydraulic hoses on power-operated tools free of deterioration or damage?		<input type="checkbox"/>
C12.8	Are all jacks and jack stands in good condition, with OEM pin and labeled with load capacity( 1910.244)		<input type="checkbox"/>

<b>D.</b>	<b>Heavy Equipment/Forklift/ Industrial Truck</b>		
<b>Ref</b>	<b>Item</b>	<b>Evaluation</b>	<b>Comment</b>
D1	Are all nameplates and markings in place and legible on powered industrial trucks?		<input type="checkbox"/>
D2	Are industrial trucks kept in a clean condition, free of lint, excess oil and grease?		<input type="checkbox"/>
D3	Is directional lighting provided on each industrial truck		<input type="checkbox"/>
D4	Does equipment have a warning horn, or other device which can be clearly heard above the normal noise in the areas where operated?		<input type="checkbox"/>
D5	Does equipment have a reverse signal alarm audible above the surrounding noise level?		<input type="checkbox"/>
D6	Are the brakes on equipment capable of bringing the vehicle to a complete and safe stop when fully loaded and does the parking brake effectively prevent the equipment from moving when unattended?		<input type="checkbox"/>
D7	Does the Equipment have a working seatbelt and working strobe?		<input type="checkbox"/>
D8	Is Equipment driven by trained and authorized personnel only?(1910.178)		<input type="checkbox"/>
D9	Is an examination of equipment made at least daily and after each shift and is a Vehicle Condition Report completed?(1910.178q)		<input type="checkbox"/>
D10	Is equipment left in an off position when unattended or when the operator is more than 25 feet from the vehicle?(1910.178m)		<input type="checkbox"/>
D11	Is the rated capacity of the industrial truck clearly posted within the view of the Operator?		<input type="checkbox"/>
D12	Do all forklifts have a mounted, inspected and pinned fire extinguisher?		<input type="checkbox"/>
D13	Is the overhead guard clear of obstruction, enabling the operator to view raised loads?(1910.178e)		<input type="checkbox"/>
D14	Does the Operator have a grease gun and are regular grease requirements being met?		<input type="checkbox"/>
D15	Are radiators cleaned daily or as required?		<input type="checkbox"/>
D16	Do tracked machines have a clean carriage?		<input type="checkbox"/>
D17	Are Compactor wheel teeth worn?		<input type="checkbox"/>
D18	Are bucket cutting edges and teeth worn?		<input type="checkbox"/>
D19	Are there signs of equipment abuse or damage?		<input type="checkbox"/>
D20	Do all equipment requiring cameras have them installed and operational?		<input type="checkbox"/>
D21	Does all equipment have a functioning beacon?		<input type="checkbox"/>
D22	Are all required fire suppression systems in place and operational?		<input type="checkbox"/>



