

NORTH CAROLINA HOUSEHOLD HAZARDOUS WASTE TECHNICAL RESOURCE GUIDE FOR LOCAL GOVERNMENTS



Created by the Carolina Recycling Association Household Hazardous Waste Council and the North Carolina Department of Environmental Assistance and Customer Service



Updated 2025

The Carolina Recycling Association Household Hazardous Waste Council

The Household Hazardous Waste Council of the Carolina Recycling Association (CRA) has been operating for more than 20 years to advance recycling and disposal of household chemicals through educational outreach and program development assistance. The Council draws on a vast network of experienced public and private sector professionals in the recycling and waste disposal industry.

N.C. Division of Environmental Assistance and Customer Service

The N.C. Division of Environmental Assistance and Customer Service (DEACS) is a non-regulatory division of the N.C. Department of Environmental Quality (DEQ) offering technical and financial assistance to businesses, manufacturers, local governments, institutions, economic developers, and citizens in environmental management.

N.C. Division of Waste Management

The N.C. Division of Waste Management of the North Carolina Department of Environmental Quality regulates solid waste disposal, hazardous waste management, underground storage tanks and Superfund cleanups and provides technical assistance to businesses, industries, local governments, and citizens to help reduce and better manage wastes.

This technical resource provides guidance only and was developed to assist local governments in North Carolina with creating and maintaining household hazardous waste programs. Nothing in this resource guide alters or replaces any applicable legal requirement, including but not limited to applicable legal requirements created by federal, state, or local ordinance, statute or regulation.

Revision #	Comments	Date
0	NC Household Hazardous Waste Technical Resource Guide for Local Governments	09/07/2022
1	Revision to refresh data through the FY2023-2024 local government reporting cycle and update contact information as needed.	04/23/2025

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1. Introduction to Household Hazardous Waste

Household hazardous waste (HHW) includes common household products that can pose environmental or health risks if not managed properly. These items can catch fire, react, or explode under certain circumstances, or they can be corrosive or toxic. Household chemicals are often used to paint, clean, and maintain homes, gardens, and yards. Improper disposal of HHW can include pouring these materials down the drain, on the ground, or down storm sewers. HHW that escapes into the environment can cause water and soil pollution that harms ecosystems and human health.

While residents are allowed to dispose of HHW in a lined landfill, they are encouraged to minimize disposal to reduce the toxicity of landfill leachate. Residents can do this by using the product as intended or dropping off these wastes at an HHW collection event or facility that is set up to divert HHW to a permitted hazardous waste facility for treatment or disposal.

Commonly reported wastes collected at HHW collection sites include fluorescent bulbs, mercury-containing devices, flammable materials, aerosols, acids, bases, oxidizing materials, poisonous materials, corrosive materials, pesticides, fertilizers, lead acid batteries, compressed gasses, antifreeze, motor oils, and paints.

Hazardous Waste Laws and Regulations

At the federal level, the Resource Conservation and Recovery Act (RCRA) provides a framework for proper management of hazardous waste. The requirements of RCRA are applied and managed by the Environmental Protection Agency (EPA).

HHW is exempt from federal hazardous waste regulations and liability under RCRA Subtitle C. Even though HHW is not regulated under RCRA as a hazardous waste, it is still subject to any applicable federal RCRA Subtitle D and/or state solid waste requirements. [NC DEQ's Division of Waste Management – Solid Waste Section](#) regulates the collection of HHW. Information about applying for state HHW collection permits is in the [Permitting Section](#).

Since HHW is only subject to solid waste requirements, local government programs that collect HHW do not need a RCRA Subtitle C permit or EPA identification number for the HHW collection site. No quantity of HHW or length of time of accumulation of HHW triggers the RCRA Subtitle C requirements as long as the waste meets the definition of a household waste. RCRA Subtitle C hazardous waste transportation requirements also do not apply to HHW, so residents can bring HHW to a collection facility in their cars. The U.S. Department of Transportation requirements do, however, apply to hazardous materials (including HHW), but these requirements apply to larger amounts of hazardous materials than are typically transported by a resident to a HHW collection event.

For household waste to be exempt from RCRA Subtitle C regulation as a hazardous waste, the waste must be generated by individuals on the premises of a temporary or permanent residence *and* composed primarily of materials found in the wastes generated by consumers in their homes.

“Household waste” means any material (including garbage, trash, and sanitary wastes in septic tanks) derived from households (including single and multiple residences, hotels and motels, bunkhouses, ranger stations, crew quarters, campgrounds, picnic grounds, and day-use recreation areas).

Household waste, including household waste that has been collected, transported, stored, treated, disposed, recovered (e.g., refuse-derived fuel) or reused, is a solid waste but not a hazardous waste (even if the household waste exhibits a characteristic of hazardous waste).

Even if waste generated by a commercial or industrial establishment *looks* like or is similar in nature to household waste, it is not exempt from federal hazardous waste regulations.

The household waste exemption applies to HHW throughout its entire management cycle. The waste collected through an HHW collection program does not lose its exemption by being consolidated with other household waste. When a program accepts only waste from households, there are no applicable federal hazardous waste regulations. However, the expectation is that once HHW is removed from the landfill waste stream and collected at an HHW collection event or facility, it will then be disposed at a permitted hazardous waste facility.

2. HHW Programs in North Carolina

The N.C. Division of Environmental Assistance and Customer Service (DEACS) maintains a [map of HHW programs](#) operated by local governments in North Carolina. The map includes year-round permanent HHW facilities and temporary HHW collection events and is updated by DEACS on an annual basis. In FY 2023-24, 28 counties and 7 municipalities held temporary HHW collection events, and 23 counties operated permanent HHW facilities. The Solid Waste Section also maintains a list of [Permanent HHW Collection facilities](#).

In FY 2023-24, the 23 local governments that operated permanent HHW facilities collected 3,359 tons of HHW, constituting 92 percent of total HHW collected. The 35 local governments that held temporary HHW collection events collected 284 tons of HHW, constituting eight percent of total HHW collected as shown in Figure 1.

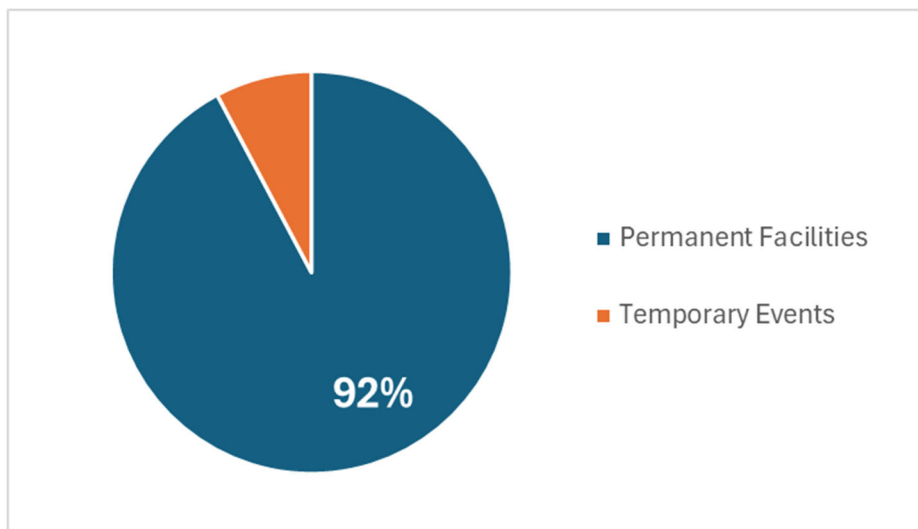


FIGURE 1: FY 2023-24 PERCENT OF TOTAL HHW COLLECTED IN NORTH CAROLINA BY PROGRAM TYPE

Figure 2 shows the number of NC local governments with permanent HHW facilities and the number of local governments that held temporary collection events over the past 10 years. number of temporary events decreased in FY 2019-20 and FY 2020-21 because of cancellations during the COVID-19 pandemic. There was a resurgence, however, in FY 2021-2022.

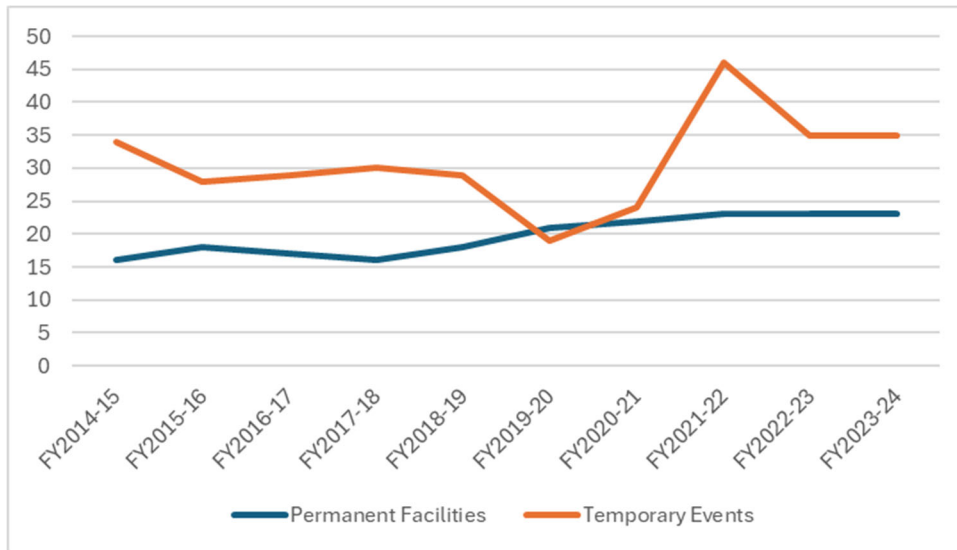


FIGURE 2: NUMBER OF NC LOCAL GOVERNMENTS OPERATING AN HHW PROGRAM SINCE FY 2014-25

Figure 3 shows the breakdown of HHW collected from the 23 permanent HHW facilities operating in FY 2023-24. Paint, which includes both latex and oil-based, is the most common material in HHW collection. Figure 4 shows the total amount of HHW collected by local government programs since FY 2014-15. Each fiscal year shows the tonnage from permanent facilities and temporary events that make up the total amount collected.

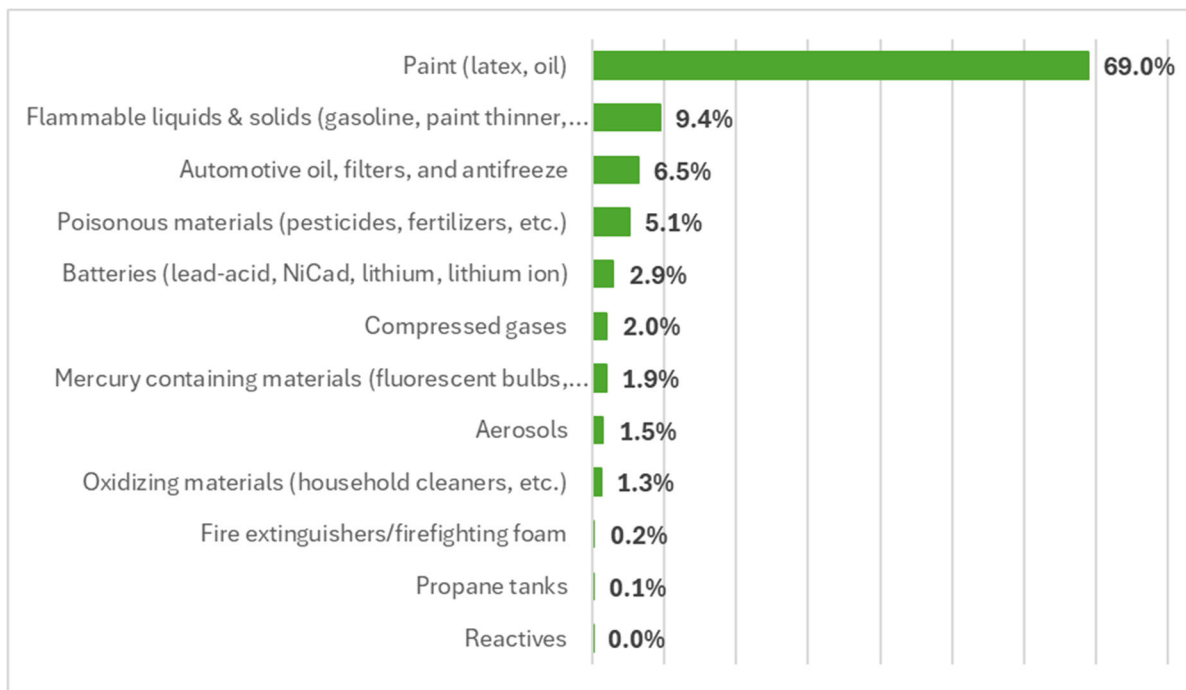


FIGURE 3: COMPOSITION OF HHW COLLECTED FROM NC PERMANENT HHW FACILITIES IN FY 2023-24

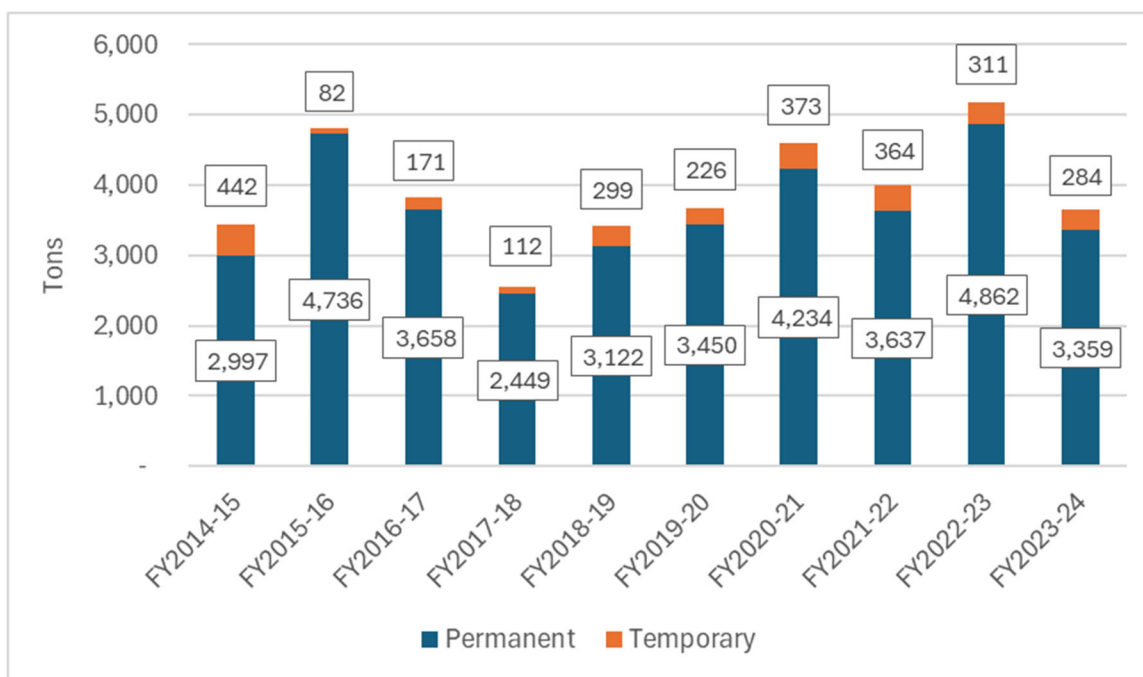


FIGURE 4: TONS OF HHW COLLECTED BY NC LOCAL GOVERNMENTS SINCE FY 2014-25

3. HHW Program Types

There are three types of HHW collection: single-day, milk run, and permanent. Careful consideration should be given to the type of collection program chosen to meet the needs of the community.

Single-Day HHW Collection Events

Most HHW programs utilize the single-day HHW collection event. Advantages of single day collection include:

- A specific program date
- Flexible collection time
- Items collected can be broad or narrow depending on funding
- Permitting is straightforward
- Positive media coverage
- Flexible site selection (fairgrounds, civic center parking lots, etc.)
- Manageable costs

Limitations of single-day HHW collections include:

- Much less material collected than with permanent collection
- Planning can be time-consuming
- Heavy reliance must be placed on selected contractors
- Site setup and breakdown makes for a long collection day
- The ability to use creative, cost-saving avenues of site and vendors are limited
- First-time HHW events can experience pent-up demand and large volumes of material

Milk Run HHW Collection

This variation on the single-day event is unique and effective. New Hanover County collects HHW through milk run collection using a [mobile HHW unit called the HazWagon](#). A milk run collection works as follows:

- 1) A schedule of collection locations, dates, and times are advertised throughout the county well in advance of the collection event.
- 2) The county or contractor mobilizes a service vehicle and a small number of trained staff members.
- 3) A small operations area is established at each predetermined collection site where HHW is collected from residents.

Advantages of milk run HHW collection include:

- Optimum participation in areas where an established network of solid waste convenience centers already exists
- Collection requires a small number of personnel
- Limited setup and breakdown
- Collection is convenient for residents
- Can provide full-county coverage

Limitations of milk run collection:

- Planning and advertising must be completed and implemented far in advance of collection days.
- Media coverage can be less eye-catching than the single-day single-site collection.
- Each collection location will be limited to a specific day and timeframe.

Permanent HHW Collection Programs

Permanent HHW collection programs collect much greater amounts of material than single-day events and provide the most opportunities for cost-savings and creativity by hands-on solid waste staff.

Permanent HHW collection sites provide residents with set days and times to dispose of their HHW. This scheduling helps with advertising efforts and resident planning. Some permanent programs are open a few select days per year, while others operate on a regular basis year-round. HHW collections can be managed by local government staff or contractor personnel at government-owned sites. Collection can also be managed and operated by contractor personnel at the contractor's location. The HHW collection site can be a permanent building equipped with sufficient containment and other applicable safety features or a pre-engineered storage building.

Advantages of Permanent HHW Collection

Managing permanent HHW collection sites is an ongoing exercise in creativity that can lead to cost-efficient alternatives for managing costs. For example, choosing to staff the operation with trained local government employees instead of contractors can reduce expenses. Volunteer labor from the local industry, fire department, or Local Emergency Planning Committee can also provide an alternative to paying for a full contractor's staff.

Permanent HHW collection sites provide local governments the ability to bulk materials and store them on site in between collection events. This helps improve transportation costs by allowing contractors to transport full containers or pallets.

Programs can also expand services and lower costs through reuse and exchange programs. Some permanent programs operate swap shops or donate paint to local charities. Some industries will provide various operating supplies at no cost such as Department of Transportation-approved containers to package materials, personal protective equipment, and other safety and operational supplies. While these ideas require planning and networking with multiple industries and agencies, the results reduce the overall cost of HHW collection.

Limitations of Permanent HHW Collection

Site location and permitting procedures are more extensive than for single-day collection events. A local government would need to work closely with several entities throughout the design, planning, construction, and management of the site. Additionally, initial startup costs require sufficient planning and budgeting with the ongoing costs being factored into budgets each year. Continuous oversight is necessary to maintain and grow permanent HHW programs including remaining in compliance with permits.

Special Collections: Very Small Quantity Generator (VSQG) Hazardous Wastes

Businesses that generate small amounts of hazardous waste (no more than 220 pounds of hazardous waste per month) are classified by the EPA as Very Small Quantity Generators (VSQGs). These businesses are exempt from most hazardous waste regulations that apply to small and large quantity hazardous waste generators. VSQGs must not exceed specific threshold amounts of hazardous waste and are required to ensure delivery of the hazardous waste to one of the locations described in the federal hazardous waste regulations. One of the allowed locations a VSQG may ensure delivery of their hazardous waste is to a facility permitted, licensed, or registered by a state to manage municipal solid waste.

North Carolina solid waste management rules are more stringent than those of the EPA and prohibit disposal of hazardous waste, including VSQG hazardous wastes, in municipal solid waste landfills. However, NC DEQ's Division of Waste Management allows management of VSQG hazardous wastes at HHW collection facilities that are located on and operated by a local government.

Important Considerations for Accepting VSQG Hazardous Waste at a HHW Collection Event

Accepting VSQG waste at HHW collection events is beneficial since it ensures that this hazardous waste is not placed in the landfill. However, VSQGs can complicate HHW collection, and local governments considering collecting VSQG waste may want to consider the following:

- It can be difficult to ensure that the business is only a VSQG (and not operating as a small or large quantity generator). Only hazardous waste from a VSQG may be received at a local government HHW collection event.
- Mixing HHW (which is exempt from hazardous waste rules) and VSQG hazardous wastes (still classified as hazardous waste but exempt from certain requirements) **could subject the resultant mix to all hazardous waste requirements.** (i.e, two wastes together, not placing the containers of each on a pallet next to one another.)
- VSQGs could overwhelm single-day event collections designed for residents and add significant costs to events.

Local governments can also charge VSQGs for using HHW programs. Charging VSQGs comes with its own considerations:

- How will the program accurately identify VSQGs? It is sometimes questionable if VSQGs are not actually Small Quantity Generators (SQGs), which are more heavily regulated.
- How will the program set up a system to charge VSQGs?
- How will the program meet the needs of VSQGs as well as residents?

The inclusion of VSQGs waste collection at an HHW program requires additional planning. When beginning an HHW program, it may be best to start with only HHW and consider adding VSQGs later when the HHW program is well-established.

4. Vendors

All materials collected at an HHW program can be sent to one full-service vendor. Alternatively, HHW programs can separate materials that are more easily managed, such as lightbulbs and batteries, and dispose of them with different vendors. Individually marketed materials from HHW programs often include used cooking oil, motor oil, oil filters, batteries, and antifreeze.

Below is the list of full-service HHW vendors reported as contractors used by North Carolina local governments in their FY 2023-24 [solid waste and materials management annual reports](#). These vendors are not an all-inclusive list, nor does NC DEQ endorse any of these companies.

- [3RC Resource Recovery & Reduction Company](#)
- [Clean Earth, Inc.](#)
- [Clean Harbors Environmental Services](#)
- [Republic Services](#) (formerly ECOFLO, Inc.)
- [Arcwood Environmental](#) (formerly [Heritage Environmental Services](#))
- [MXI Environmental Services](#)

- [Tradebe Environmental Services](#)
- [Veolia Environmental Services](#)

NC Recycling Markets Directory

For more information about these full-service vendors or to find vendors for specific materials, use the [NC Recycling Markets Directory](#). This searchable online directory lists recycling companies that collect, transport, broker, process or remanufacture recovered materials in North Carolina, including materials commonly collected at HHW programs. Example Requests for Proposals for HHW contractors for collection from both temporary events and permanent facilities are provided in Appendix 1.

[Pesticide Disposal Assistance Program \(PDAP\)](#) for pesticides

The PDAP, within the N.C. Department of Agriculture and Consumer Services, provides free assistance to manage and supervise the safe collection and lawful disposal of banned, outdated, or unwanted pesticides from residents, farmers, and commercial applicators. PDAP assists and potentially sponsors the collection of pesticides from single-day/temporary HHW collection events and from permanent facilities with the capacity for long-term storage of pesticides. For potential HHW sponsorship by PDAP, the HHW program coordinator must submit a Request for Assistance (RFA) to the PDAP Manager in advance of the single-day HHW event or prior to sponsorship of the HHW permanent facility.

5. Permitting and Application Processes

NC DEQ's [Division of Waste Management – Solid Waste Section](#) regulates the collection of HHW.

Permanent HHW collection facilities are required to obtain a permit, while temporary HHW events are required to submit an application for each event. The Division of Waste Management's Hazardous Waste Section has requirements for VSQG collection events.

Permanent HHW Permits

The Solid Waste Section's Permitting Branch permits permanent HHW collection facilities under North Carolina Administrative Code [15A NCAC 13B .0300](#) as Treatment and Processing facilities. The Solid Waste Section maintains a list of [Permitting Branch staff](#) by county.

Local governments interested in collecting HHW at a permanent facility must obtain a permit to construct and operate a permanent HHW collection facility. Permit applicants work with their certified engineer on the construction and operation of HHW facilities. No construction or operation is allowed prior to obtaining a permit. Interested governments should reach out to their permitting engineer well in advance of estimated program start dates for HHW collection. Completing the permit process could take six to 12 months depending on workload and the number and timing of comment/response cycles.

The permit allows a permanent HHW facility to operate year-round according to specific rules and an approved facility operations plan, which is a detailed explanation of facility operations and how the facility meets the rules and common HHW collection procedures. A site plan, construction plan, operations plan, and closure plan are submitted in one permit application. The permit is issued in two parts. The initial permit allows construction only and requires that the permittee meet certain conditions to get approval to operate, including that the consulting engineer has certified that construction has been done according to the plans and that the facility has held a preoperational meeting and inspection with NC DEQ prior to operation. Then, NC DEQ will issue a formal approval by letter (if operational conditions were included in the original permit) or a separate permit to operate.

Permits must be renewed every five years. Example Operations and Contingency Plans are available in Appendix 2. The permanent HHW collection facility is issued a permit number and a HHW identification number. The facility is required to submit a report of fiscal year collection data ([Facility Annual Report](#)) annually by August 1 to the Solid Waste Section.

Temporary HHW Event Applications

Local governments holding one-day HHW collection events are required to submit to the Solid Waste Section an Application for Household Hazardous Waste Identification Number for each temporary event. It is common for an applicant to conduct two temporary events annually, usually in the spring and fall. A HHW identification number is issued to the applicant – valid for the temporary event only – when the application is approved. For the application, visit https://edocs.deq.nc.gov/Forms/hhw_event.

Within 30 days of the conclusion of the approved temporary collection event, the applicant is required to submit a Household Hazardous Waste Collection Event Report to the Solid Waste Section. For the report, visit https://edocs.deq.nc.gov/Forms/hhw_cer

VSQG Event Applications

The [Division of Waste Management – Hazardous Waste Section’s Compliance Branch](#) has initiated a pilot program for local governments that plan collection events located on county or municipal property for the collection of VSQG hazardous waste. This type of event does not need to be associated with an HHW collection but must meet specific requirements. For more information on VSQG collection events contact Brent Burch, Hazardous Waste Compliance Branch supervisor, at 919-270-2049 or Brent.Burch@deq.nc.gov.

6. Costs and Funding

Managing HHW can be a significant cost whether as a one-day event or a permanent facility. It is difficult to accurately project the potential costs and material amounts of a new HHW program using statewide data. Local government HHW program costs vary widely depending on the type of collection, the use of one or multiple contractors, contractor mobilization fees, population size and economies of scale, and the competitive advantage of bidding contractors. However, statewide data is useful to show overall trends in permanent facility versus temporary event collection of HHW. This section offers cost examples, ideas about funding mechanisms, and tips for cost savings.

The graphs below compare HHW collection from permanent facilities and temporary events from FY 2023-24 data from NC DEACS’ local government solid waste and materials management annual reports.

Amounts Collected at Permanent Facilities and Temporary Events

As shown in Figure 5, permanent facilities collected more pounds per capita than to temporary events. On average, permanent facilities collected 1.06 pounds per capita, which is more than six times the average per capita amount collected through temporary events (0.16 pounds). This is expected since permanent facilities are usually operational for more days during the year and therefore collect more materials. Also expected, due to less frequent availability, Figure 6 illustrates that temporary events collected more pounds per participant.

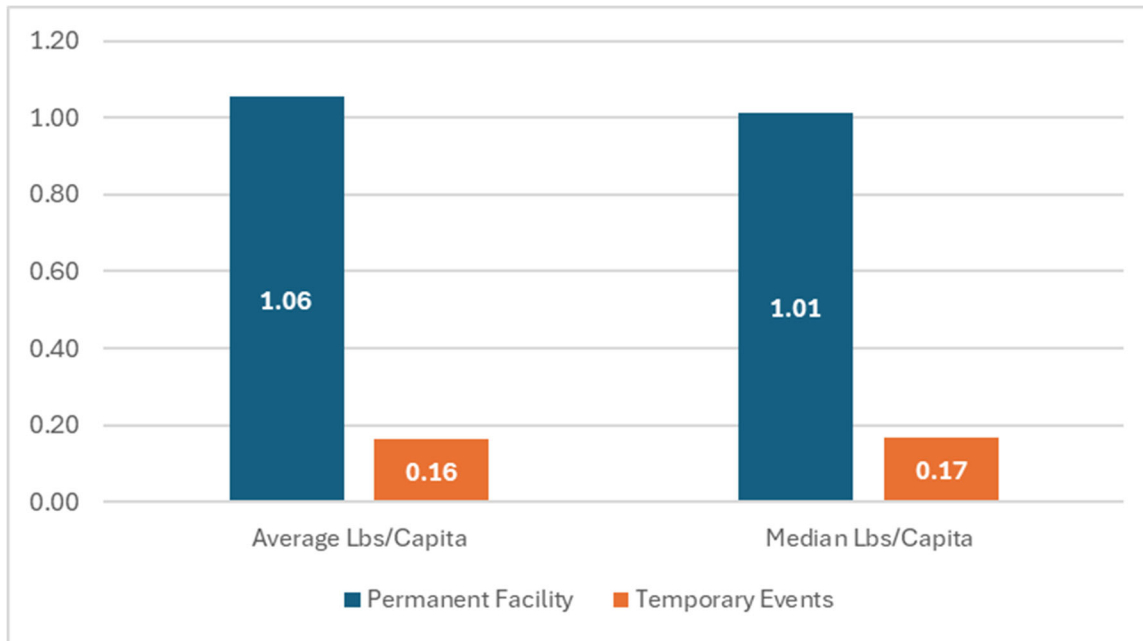


FIGURE 5: AVERAGE AND MEDIAN POUNDS OF HHW COLLECTED PER CAPITA FOR PERMANENT FACILITIES (N=23) AND TEMPORARY EVENTS (N=36) IN FY 2023-24. CAPITA REFERS TO THE POPULATION OF THE PROGRAM HOST.

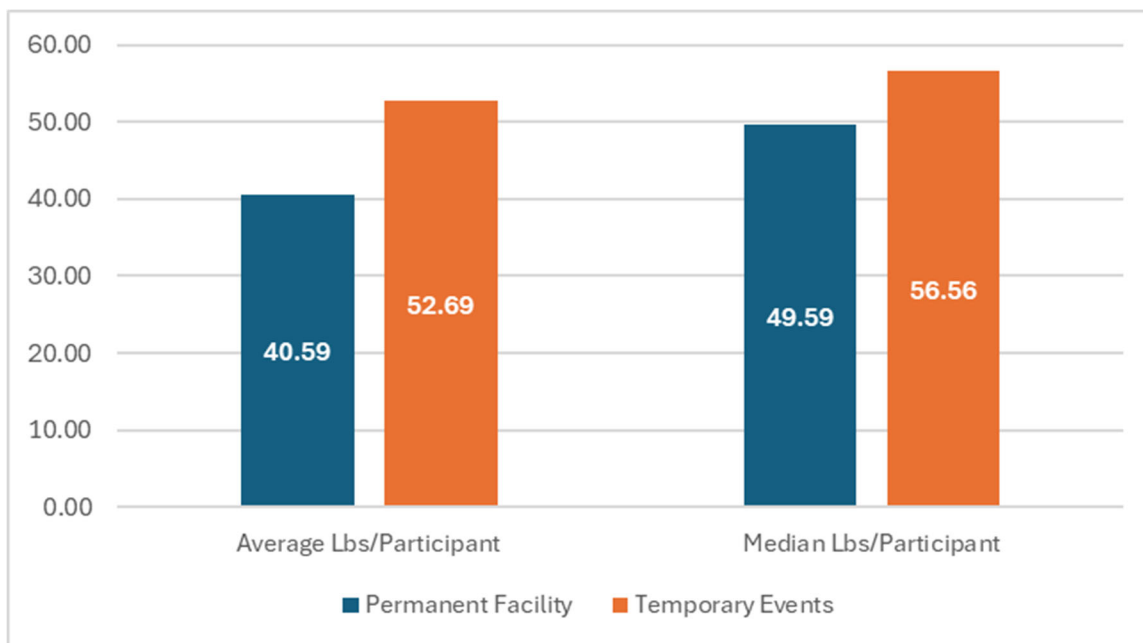


FIGURE 6: AVERAGE AND MEDIAN POUNDS OF HHW COLLECTED PER PARTICIPANT FOR PERMANENT FACILITIES (N=23) AND TEMPORARY EVENTS (N=26) IN FY 2023-24. PARTICIPANT REFERS TO THE NUMBER OF ACTIVE PROGRAM USERS.

Statewide Costs Overview

The following data represents the fiscal year cost to operate HHW collection programs. The average cost of operating permanent HHW programs per capita is greater than the cost of temporary collection events per capita (Figure 7). However, the average cost per reported participant is nearly double for temporary events compared to permanent facilities (Figure 8).

The cost per pound of material collected is also lower for permanent facilities compared to temporary events. The cost of temporary events was 89 percent greater on average per pound of material collected than permanent facilities in FY2023-24. In general, permanent HHW collection is more efficient and cost-effective per pound and per participant than temporary event collection.

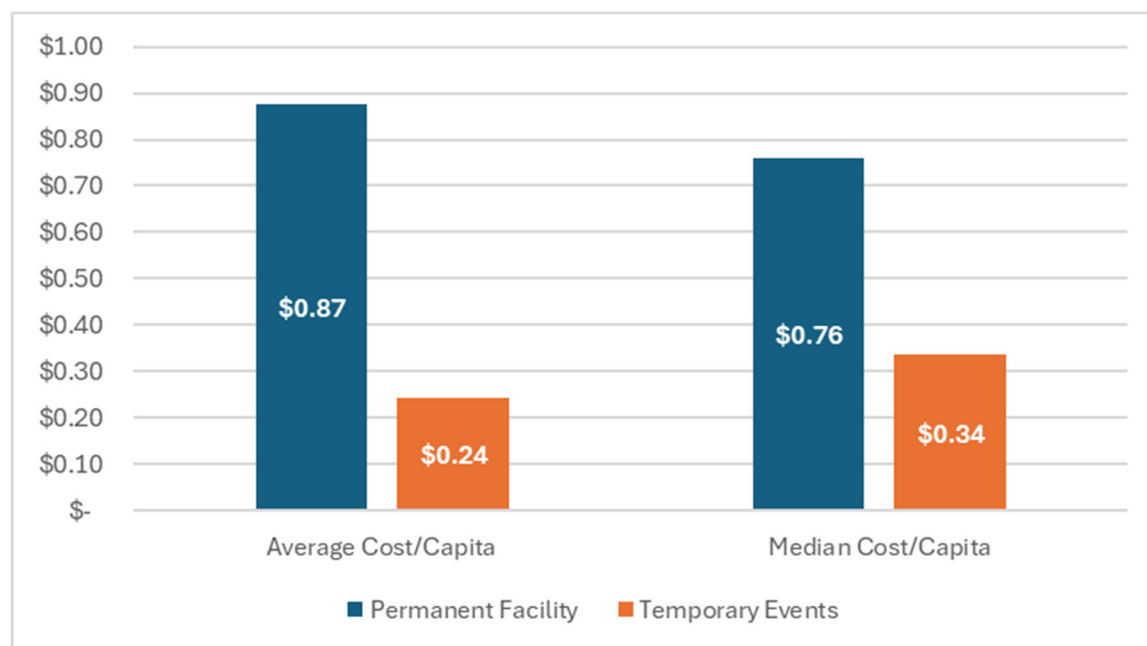


FIGURE 7: AVERAGE AND MEDIAN COST PER CAPITA FOR PERMANENT FACILITIES (N=18) AND TEMPORARY EVENTS (N=36) IN FY 2023-24. CAPITA REFERS TO THE POPULATION OF THE PROGRAM HOST.

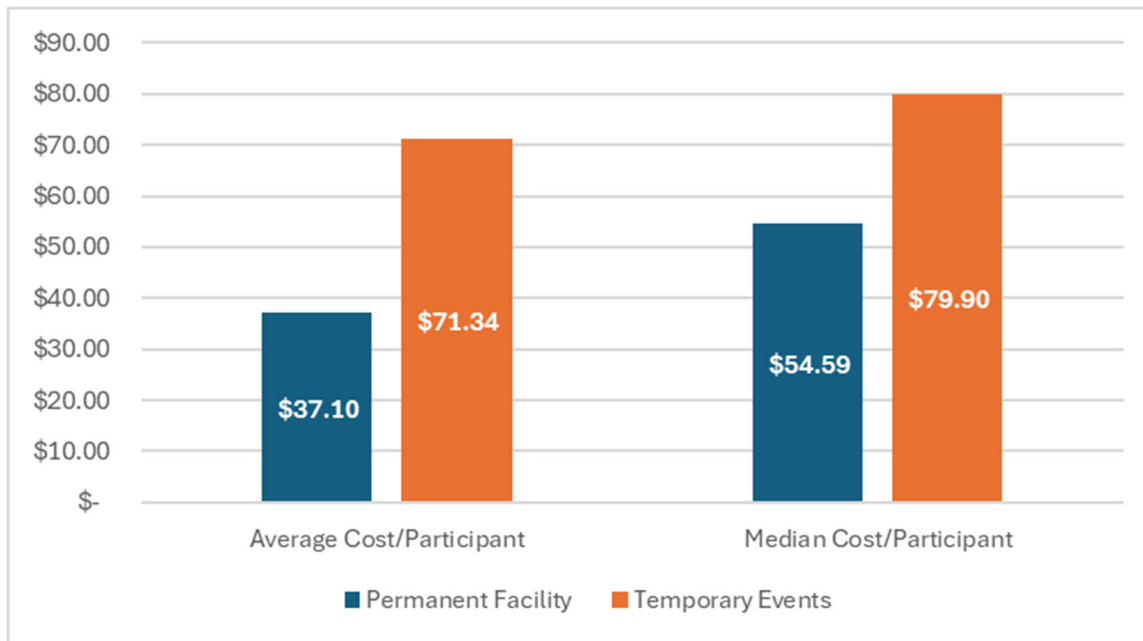


FIGURE 8: AVERAGE AND MEDIAN COST PER HHW PROGRAM PARTICIPANT FOR PERMANENT FACILITIES (N=18) AND TEMPORARY EVENTS (N=26) IN FY 2023-24. PARTICIPANT REFERS TO THE NUMBER OF ACTIVE PROGRAM USERS.



FIGURE 9: AVERAGE AND MEDIAN COST PER POUND OF HHW FOR PERMANENT FACILITIES (N=17) AND TEMPORARY EVENTS (N=51) IN FY 2023-24

Specific examples of NC local government HHW program costs for permanent facility collection and temporary events in FY 2023-24 are below:

Permanent Facilities Examples, FY 2023-24

County	Region	Population	Number of days operated per year	Number of participating households	Pounds collected	Cost to operate in FY	Cost per pound collected
Brunswick	Coastal	167,112	12	693	16,268	\$22,500	\$1.38
Henderson	Mountains	120,771	6	998	64,730	\$58,300	\$0.90
Orange	Piedmont	152,877	301	15,917	214,618	\$202,000	\$0.94

Temporary Event Examples, FY 2023-24

County	Region	Population	Number of days operated per year	Number of participating households	Pounds collected	Cost to operate in FY	Cost per pound collected
Alamance	Piedmont	183,040	3	918	70,086	\$85,700	\$1.22
Catawba	Mountains	167,054	2	741	52,046	\$83,000	\$1.59
Onslow	Coastal	212,954	2	247	36,450	\$53,000	\$1.45

Funding Mechanisms for HHW Programs

- *Tipping fees:* Tipping fees from landfills are a good source of funding for a program. An increase in tipping fees may be necessary. It may also be possible to establish a tipping fee at the HHW collection facility.
- *Water/sewer bill:* Local governments can implement additional charges on water and sewer bills for HHW collection, as HHW programs help divert hazardous materials from water and sewer systems.
- *Household Solid Waste or Availability Fee:* HHW programs can be funded from household solid waste fees or availability fees.
- *Request funds in annual budget:* HHW can be added as a line item in the solid waste budget.
- *Private ownership or sponsorship:* Find an individual or group interested in being the permanent contractor and fully responsible for the HHW facility. Local companies may also sponsor or co-host HHW programs.
- *Grants:* NC DEACS can provide [grant funding](#) with the Community Waste Reduction and Recycling Grant Program for projects that implement new permanent HHW programs or expand existing permanent HHW programs. Grant funds cannot be used toward operational costs or payments to contractors.

Cost-Saving Tips

There are several cost-saving resources and tips that local governments can adapt to operate a HHW collection facility or event.

[Pesticide Disposal Assistance Program \(PDAP\)](#) for pesticides

The PDAP, within the N.C. Department of Agriculture and Consumer Services, provides free assistance to manage and supervise the safe collection and lawful disposal of banned, outdated, or unwanted pesticides from residents, farmers, and commercial applicators. With proper approval, preparations, and planning, the PDAP can assist and potentially sponsor the collection of pesticides at one-day/temporary HHW events and from permanent HHW collection facilities with the capacity for long-term storage of pesticides.

Limit pounds per car and/or overall collection

Placing pound limits on the amount of HHW accepted per household (for example, limiting each car to 50 pounds of HHW) can help ensure that costs do not exceed the planned budget. This is particularly relevant for first-time collection events where residents will have high demand to dispose of their stockpiled materials. HHW contractors can be directed to stop accepting materials once a certain number of pounds of HHW have been collected.

Limit latex paint

Latex paint constitutes the majority of the materials collected at HHW programs and is proportionally the largest cost. To reduce costs, limit the number of cans of latex paint accepted. As latex paint is not a hazardous material, encourage residents to dry any smaller amounts of paint into a solid and dispose of it in the regular trash. Local governments can also reduce contract costs from disposal by bulking and drying out paint themselves rather than paying the contractor for disposal.

Swap Shops

Swap shops can minimize the amount of material the contractor needs to haul away. Materials in their original, well-labeled containers and still in useable condition can be placed in a swap shop for the public. Make sure that residents sign a release of liability before taking any products. Items found in swap shops include paint, stain, thinner, lamp oil, motor fluid, charcoal lighter fluid, car polishes and waxes, household cleaners, grease, and some lawn and garden chemicals.

Use salvaged materials

Items found in a swap shop are also suitable for use at the HHW facility or other departments in the local government. Useable items, such as paint, can be blended and colored for reuse. Using these materials within the organization can save on both purchasing and disposal costs.

Use multiple contractors

Using multiple contractors instead of a full service HHW contractor can help lower costs. A local recycler may take materials at lower cost if they have minimal transportation costs. Whatever cannot be managed locally can then go to the contractor.

Contractor negotiations

Depending on the market and competition in the area, a contractor may be willing to provide equipment, structures, discounts, or monetary support in exchange for a term contract.

Regional programs

A regional event or permanent facility can be at one or multiple locations in a region. For one-day collection or permanent facilities, regional programs can save participant governments on advertising, collection, and personnel costs.

Review insurance policy

There could be provisions in insurance policies to accommodate additional buildings designed to increase safety. A facility at a landfill may lower liability costs based on the decreased risk of employees unknowingly handling HHW in the regular waste stream.

Provide labor to support contractor's staff

Reduce contract costs by using local government staff or volunteers to support the contractor's staff. Any personnel unloading or handling wastes should have a minimum of OSHA HAZWOPER 24-hour training or a current eight-hour refresher training.

Volunteer labor

There are several organizations from which to find competent volunteers. Local businesses that are ISO 14001 certified may be willing to offer work credit to employees willing to participate in collection events. The local fire department or [Local Emergency Planning Committee](#) may have members interested in volunteering. University chemistry departments or teachers may be willing to offer class credit for volunteering. Community members may want to offer their time to help. Make sure volunteers sign a release of liability.

Donated space from military or public lands

Use public or donated land for the collection site for either permanent facilities or one-day collection events.

7. Planning

Participation and Waste Volumes

Average participation in HHW programs is about one percent of total households. Heavy advertising prior to HHW events will increase participation. The distance that residents must travel to the site also impacts participation.

A six-month planning timeline for temporary HHW events is found in Appendix 3. An example survey participant form is found in Appendix 4. Surveys are used to ask where participants heard about the event and to provide their zip codes to track the collection event's geographical reach.

Collection Sites

For both permanent HHW sites and temporary events, consider access and proximity to the largest number of potential participants, potential traffic flow patterns, and space. Sites should be centrally located and easily accessible. Sites need to be large enough to handle large volumes of vehicle traffic as well as space for loading and unloading trucks and trailers.

Good possible locations for temporary collection events include fairgrounds, schools, shopping centers, government buildings, or civic center parking lots. For permanent sites, local planning and zoning officials can help determine site locations based on regulations requiring setbacks, buffer zones, and

restricted areas. Sites should have an impermeable surface in the areas where materials will be offloaded, collected, and stored as well as water and electrical service. HHW collection sites should be entirely fenced and secured.

Building and Staff for Permanent HHW Collection

Buildings used for HHW store program supplies and safety equipment as well as the waste materials collected from the public. A permanent HHW program can use a prefabricated chemical storage building with multiple locking bays or a design/build structure. Whichever building is used, the structure should allow for collection and handling of waste materials to take place out of the elements, have room for storage of waste with secondary containment, fire suppression, and ventilation, and be designed in a manner that leaves room for the program to grow over time. Some communities choose to use sheds for storage of program supplies.

Permanent HHW programs can operate the facility through their full-service contractor or train solid waste employees to unload, handle, and package HHW. Training county staff on the Occupational Safety and Health Administration's (OSHA) HAZWOPER to then manage HHW collection at permanent sites reduces the labor costs of contracted HHW service. The table below provides example startup costs for a new permanent HHW facility with a modular building and collection by county staff.

Example Startup Costs	
Delivery and installation of Chemloc storage building with electrical hookup	\$48,000
Concrete pad and carport cover for collection and handling	\$8,000
Fencing for collection area	\$7,000
Supplies (tables, carts, boxes, pallets, absorbent)	\$2,500
Personal protective equipment and fire extinguishers	\$2,000
Education and outreach (brochures and advertising)	\$1,500
Site signage	\$500
HAZWOPER training for three county employees	\$3,000
Total building startup costs	\$72,500

Education

Education and outreach are essential to spread the word about single-day HHW events, particularly for new programs. Effective outreach can combine online, print, and radio advertising. Permanent HHW facilities also need to maintain educational materials online and at local government sites to remind residents about HHW collection. NC DEACS can also provide customized outreach and education materials for any type of HHW program, such as the example provided in Appendix 5.

Unacceptable and Acceptable Wastes

Unacceptable Wastes

Medical, explosive, ammunition, and radioactive materials such as needles, sharps, prescriptions, aerial flares, ammunition, and smoke detectors are frequently excluded by HHW contractors. Local governments can request sheriff departments to collect some of these materials onsite.

Acceptable Wastes

Below is a list of materials that are frequently collected at HHW programs.

Acceptable Wastes	
Fuel liquids (gasoline, kerosene, paint thinners)	Propane and other gas cylinders
Other flammable organic liquids	Latex paint
Aerosols	Oil-based paint
Pesticides	Oxidizers
Fertilizers	Reactive materials
Alkaline materials	Organic peroxides
Mercury-containing products (thermostats, lamps, bulbs)	Batteries (alkaline, lithium, nickel-cadmium, silver-zinc, lead acid)
Fluorescent lights	Used oil
Computers and electronics	Oil filters
Antifreeze	Acids

Document Shredding

Some local governments also provide document shredding services for residents in conjunction with their HHW collection events. Residents can be limited to one or two boxes per household to keep amounts reasonable.

Recycling and Disposal Options

- Reuse: Useable latex paint can be donated to local nonprofits or used for municipal projects. Latex paint can also be used as Posi-Shell for landfill cover.
- Recycling: Used motor oil, lead acid batteries, rechargeable batteries, fluorescent light bulbs, and paints may be recycled.
- Fuels Blending: Most solvents and ignitable materials can be blended into fuel for industrial boilers and burners (typically cement kilns) as a substitute for petroleum or natural gas.
- Incineration: Most pesticides and other toxic products are incinerated as required under federal law for similar industrial wastes.
- Chemical Treatment: Acids and bases may be neutralized, cyanides detoxified, and some unstable chemicals chemically deactivated. Unstable latex paints are chemically treated.
- Hazardous Waste Landfill: Some amount of material may be sent to landfills designed and permitted for hazardous waste disposal if no other treatment method is suitable.

8. Training

Proper training of all personnel is essential to safe and efficient HHW collection. This section provides an overview of health and safety standards and suggestions for safe collection.

The Occupational Safety and Health (OSH) Act's General Duty Clause, Public Law 91-596, prescribes minimum requirements for the prevention and control of conditions that may be hazardous to workers' health. The OSH Act General Duty Clause states in part that:

"Each employer 1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause

death and serious physical harm to his employees; 2) shall comply with occupational safety and health standards promulgated under this Act.”

There are many parts to this regulation. However, the parts that focus on workplaces where hazardous chemicals exist are particularly appropriate to examine for hazards that may exist at a permanent HHW facility.

Hazard Communication (29 CFR, Part 1910.1200)

In recognition of employees’ need and right to know the hazards of chemicals that they are or may be exposed to when working, this OSHA standard requires hazard communication in the workplace.

Hazardous Waste Operations and Emergency Response (29 CFR, Part 1910.120)

Permanent HHW facilities operations often involve similar waste handling operations found in hazardous waste treatment, storage, and disposal facilities and may be held to similar Health and Safety Standards by the state and federal OSHA personnel.

Employees should be trained to the hazards associated with the job that they will be performing. Volunteers and in-house staff who will work at the collection site should also receive proper training. Because of accident and liability concerns, the responsibilities of the volunteers at a one-day collection are usually limited to controlling traffic, conducting surveys, and providing general assistance such as emptying trash, running errands, and providing refreshments.

In-house staff can perform other duties (such as unloading cars, pouring used oil into drums, and opening and scraping out paint cans) that depend on the employees’ training and qualifications. Local government staff may be required to perform more technical work such as segregating and packaging waste. These employees should receive appropriate training such as OSHA’s 40-hour HAZWOPER, or 24-hour and eight-hour courses.

Employees, contractors, and volunteers should always be told what they may and may not do on collection days and what their roles would be in the event of an accident or spill. Before a collection day, volunteers, in-house staff, contractors, and the local police and fire department should meet to discuss operating procedures and emergency plans.

Contractor’s Staff

The contractor is responsible for ensuring that its technical and professional staff are properly trained and certified. The contract should specify the qualifications of the professional personnel who will be present at the collection.

Staff training might need to meet the requirements of the OSHA Section 1910.120. These regulations specify the content and length of training required for personnel at hazardous waste operations. The level of training required for each employee depends on their job functions and responsibilities. Topics that must be covered include the names of personnel responsible for site safety and health, the hazards present at the site, the use of personal protective equipment, work practices that can minimize risks, the safe use of engineering controls and equipment on the site, and medical surveillance requirements. This training is recommended for all personnel who will be handling the waste.

The contractor’s staff can include a manager, technicians, and chemists. The manager should receive training appropriate for their involvement in the physical operation of the program. Chemists should have 40 hours of field chemist/technician training to OSHA’s “Site Emergency Responder” level.

Technicians should have eight hours of training to the “First Responder Operations” level since they would have to evacuate everyone from the site in the event of an emergency. The contractor’s staff also must be briefed on any limitations of the permit or the facility, including excluded materials and procedures to be followed.

Reviews and drills of the emergency plan should be conducted for all collection day personnel by qualified instructors. For regularly scheduled collections, the training program should provide for update sessions to reinforce safety procedures and provide updated packing information.

References

FY2023-24 Local Government Annual Reports, NC Department of Environmental Quality – Division of Environmental Assistance and Customer Service

FY2023-24 Solid Waste Permit Reports, NC Department of Environmental Quality – Division of Waste Management

Appendix #1

Example Requests for Proposals (RFPs)

Collection from Permanent Facility – Chatham County, 2023

Request for Proposals

Chatham County Permanent Household Hazardous Waste Collection and Disposal

Purpose

Chatham County Solid Waste & Recycling Division (the County) is requesting proposals for the collection and disposal services for our permanent Household Hazardous Waste (HHW) facility.

Background

The County's HHW facility is located at 39 County Services Road in Pittsboro, NC and managed by the Solid Waste & Recycling Division. The HHW facility is open on the third Saturday of each month, March through November (9 events per year) from 9:00 am to 3:00 pm. The following table shows the visitation totals for the past few fiscal years:

Fiscal Year	Total Visitors
2022	1038
2021	1036
2020*	809
2019	992

*Two events were cancelled in 2020 due to the coronavirus pandemic.

The HHW collection program serves all households within Chatham County (population ~78,000), including town residents. Only Chatham County residents are permitted to use the HHW facility. Businesses cannot use the County HHW facility.

In 2021, the County implemented a latex paint limit to reduce the amount of latex paint received through the HHW program. Residents can bring 20 gallons of paint cans per event. A one-gallon paint can that has half a gallon in it, will count as one gallon. If they have more than 20 gallons, Residents are encouraged to dry the latex paint and put it in with their regular trash or have to bring it to a future HHW event.

Details of materials collected through the HHW program for the past three fiscal years is provided in Attachment C. The County has recycling programs to manage fluorescent lightbulbs, batteries, grill-size propane tanks, and fire extinguishers. While they are all accepted at HHW events, they may be disposed of through the HHW vendor or the other program.

Scope of Work

1. Screening and Collection of Waste

Contractor personnel will set up the HHW facility prior to events, including traffic cones, signs, sorting tables, and preparing appropriate safety equipment. Contractor will be responsible for

screening visitors and collecting basic information (name, address, how they heard about the event). During HHW collection events, non-residential waste is not to be accepted. Promotional literature will indicate that explosives, radioactive materials, biologically active or infectious waste, and asbestos are not acceptable.

Should the County elect to accept excluded waste, the County shall be responsible for the proper disposal of this waste. However, if such material is delivered, effort must be made by the Contractor to assist the County in the proper disposal of such materials. In general, it is the County's desire to not simply "turn away" a visitor and risk improper disposal of waste. Parties that must be refused will be offered assistance in seeking proper disposal options.

2. Waste Identification/Packaging

Contractor personnel will perform waste identification of material for documentation and segregation according to Hazard Class and must bulk or package in containers approved by federal and state regulations. Each container must be manifested, labeled, and coded in accordance with all pertinent federal and state regulations. The Contractor must attempt to identify received unknowns and analyze unknown material on site where necessary to allow for its proper disposal.

3. Temporary Storage

Storage time and restrictions will be determined by federal, state, and local regulations, safety considerations, space available, and expense to the County for frequent pick-up and disposal by the Contractor. The County's facility is currently permitted by the state to allow for 90-day storage of hazardous materials and the Contractor may leave partially filled containers in the County's facility between collection events in order to maximize program efficiency. All materials must be removed from December through February, when there are no HHW events.

The Contractor will be responsible for all waste stored in the County's facility. The County certifies that the facility is secure and equipped with an adequate fire suppression system and alarm.

4. Transportation and Disposal

Hazardous wastes are to be transported off site in vehicles permitted for such transportation, according to federal and state regulations, by drivers properly trained and licensed to transport hazardous wastes. Unless otherwise directed by the County, waste must be disposed through treatment, recycling, and/or incineration, with landfilling as the last resort. Materials sent for secure landfilling must be managed at a federally permitted hazardous waste disposal site.

5. Reporting/Documentation

The Contractor shall provide the County a copy of a manifest listing all wastes packed for disposal prior to leaving the facility after each pick-up. The Contractor shall finalize and/or complete all manifest and shipping papers upon receipt of waste at Contractor's treatment, storage, and disposal facility, and shall provide a completed copy of manifest to the County within fifteen (15) working days of the pick-up.

Upon request by the County, the Contractor shall provide a certificate of disposal attesting that all waste received from the County's program has been properly disposed. This certificate of disposal must list any applicable waste identification numbers (corresponding with information listed on the manifest), the date of disposal, the location of ultimate disposal, and the disposal method.

The Contractor shall provide reports to the County after each HHW event and/or pickup. The reports may be submitted with invoice for services, and shall include:

- Itemization of all charges to the County for materials used at events, waste disposal services, transportation, and labor; and
- A summary of all wastes collected at each pickup, including a material profile, waste stream identification, number of containers collected/weight of container, container size, and container type.

Contract Term

The term of the Contract shall be for a three (3) year period beginning upon the date of execution of the Contract and terminating three (3) years from the effective date provided that:

- Funds are authorized annually by the Board of Chatham County Commissioners,
- Neither the County nor the Contractor desire to alter the terms of the Contract during the three (3) year period, and
- The Contract is not otherwise terminated through provisions of another clause of the Contract.

The County has the option, upon mutual agreement with the contractor, to extend the terms of the contract for up to two (2), one-year extensions.

Proposal Instructions

- A. Proposal Deadline:** Proposals must be received by Chatham County no later than **2/10/23 at 2:00 pm.**
- B. Submission of Proposals:** Vendors must submit both **an electronic PDF** version of the proposal (excluding any materials that are non-electronic) and **three hard copies** with all attachments, including signatory pages, which should be received by the deadline above. The hard copies must be sent to one of the following delivery addresses:
- Postal Address: Michele Peluso, Chatham County Finance Office
P. O. Box 608, Pittsboro, NC 27312
 - Street Address: Michele Peluso, County Finance Office, Courthouse Annex
12 East Street, Pittsboro, NC 27312

The **electronic PDF version** of the proposal (excluding non-electronic materials) must be submitted by the deadline above to: michele.peluso@chathamcountync.gov

or may be included in the proposal packet on digital media.

A public bid opening will take place on **2/10/23 at 2:00 pm** at **the Solid Waste & Recycling Main Office located at 28 County Services Road in Pittsboro, NC.** If not delivering to the bid location, the hard copies and electronic copies must be sent to the addresses noted above.

- C. Withdrawal of Proposals:** Proposing vendors may withdraw their proposal any time before the deadline for submission on **2/9/23 by 5pm.** The withdrawal must be submitted in writing and signed by the proposing vendor.
- D. Inquiries and Corrections:** All inquiries relating to this request should be in writing and addressed to:
- Michele Peluso, Chatham County Finance Office
P.O. Box 608; Pittsboro, NC 27312

They may also be faxed to 919-545-2417 or emailed to:
michele.peluso@chathamcountync.gov

If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to Michele Peluso. Any interpretation of or changes made to the RFP will be made by written addendum to each proposing consultant and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries must be submitted by **12pm (noon)** on **2/6/23.** It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting proposals. Addenda will be posted to the County's Bids and RFP Opportunities at www.chathamcountync.gov/bidsandopportunities

- E. Vendor Certification:** The submission of a proposal shall be deemed a representation and certification that the proposing vendor:
- Has carefully read and fully understands the information provided by Chatham County in this RFP;
 - Is financially solvent and has the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
 - Represents that all of the information contained in the submitted proposal is true and correct;
 - Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms, or conditions of this proposal;
 - Acknowledges that Chatham County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Chatham County permission to make these inquiries; and

- Acknowledges that any proposal cannot be modified after its submission for any reason.

F. Format and Deadline of Proposals: Late proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept proposals by fax or any method other than is outlined under item B of Proposal Instructions. The sender must allow ample delivery time for the selected shipment or transmission methods.

G. Definition and Context: Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

RFP Schedule

- The deadline for submitting questions in writing (mail, email, or fax) is **2/6/23 by 12:00pm, noon.**
- The RFP deadline for receipt of proposals by the county is **2/10/23 by 2:00 pm.**
- The RFP Committee will begin reviewing proposals **2/13/23.**
- We expect to conclude the evaluation by **2/17/23.**
- We must present a recommendation to the Chatham County Board of Commissioners on **2/20/23.**

Proposal Contents

These instructions cover the format, content, and development of proposals. The proposals should be no longer than 15 pages (30 pages double-sided) to cover the sections listed below. Attachments A and B are required to provide necessary information and are not included in the page count. Only that information deemed essential to convey the proposing vendor's understanding of the County's requirements for this RFP should be submitted. Items not listed below and not explicitly related to the RFP (i.e. general marketing materials and examples of unrelated work) will not be considered in the evaluation process.

All proposals should include the following items in the order listed and must be organized as follows:

Section 1 - Proposal Summary - This cover letter should include the highlights of the proposal, such as an overview of the vendor organization, most relevant experience of the proposing vendor, and summarized cost information. Include any additional information that the County may find useful in awarding the bid.

Section 2 - Vendor Information and Signature Form - This form is provided as Attachment A. The form should be completed and signed by the person with authority to approve contracts.

Section 3 - Qualifications - Qualified applicants must have technical expertise in the operation of HHW facilities and the collection and disposal of hazardous waste. Applicants must possess a thorough knowledge and understanding of applicable federal, state, and rules and regulations that may affect any and all aspects of the program. Applicants must provide information to demonstrate the firm's experience with similar events in the past five (5) years, including experience with other local government agencies.

Personnel assigned to HHW events must have appropriate health and safety training in accordance with the Occupational Safety and Health Administration (OSHA). Provide training records for any required or relevant training for personnel that would be assigned to HHW events along with other documentation necessary to address the requirements of this section.

Section 4 - Project Management - Applicants must provide a proposed organizational chart for services to be provided to the County. Include resumes of key professional staff anticipated to work on the project. Due to the scope and complexity of the project, the County expects that the Project Manager will be a principal experienced in HHW collection. Detailed information on the staff's experience on similar projects should be included. Provide information regarding the current workload for the key professional staff to address the applicants' ability to supply adequate staffing for the contract. This section must also include a description of proposed involvement and responsibilities of subcontractors, if applicable.

Section 5 - Project Approach - This section must include a description of the scope of service to be provided with a detailed description of how the work will be performed. This section should include any assistance or responsibilities requested from the County.

Section 6 - Storage, Disposal, and Recycling Facilities - In this section, the vendor must provide names, locations, and pertinent federal and state license/permit information for the vendor, hauler, storage facility, and disposal facilities that might handle waste collected from the County. Include relevant safety records and listings of all warning notifications, violations, and/or citations, with details explaining each received from federal and/or state agencies for the past five (5) years, as well as any past or pending litigation.

Section 7 - References - Vendors must provide a list of services provided and successfully completed or on-going within the last five (5) years that demonstrate the vendors' skills and capabilities with the type of services being requested. Please include the project name, location, client contact name and telephone number, and a brief description of the project.

Section 8 - Pricing - Vendor should submit their pricing proposal using the enclosed HHW Pricing Proposal Sheet (Attachment B). Vendor may attach explanations and/or elaborate on submitted prices as vendor deems necessary by attaching additional pages to provided form. Chatham County follows statutory requirements for awarding contracts, as stated in North Carolina General Statutes 143-129 and identified as the "lowest, responsive, responsible bidder; taking into consideration quality, performance and the time specified in the proposal

for the performance of the contract.” The County will evaluate all sections, in addition to the pricing, submitted prior to the contract award.

Review and Selection Process

The following criteria will be the basis on which firms will be selected for further consideration:

1. Specialized or appropriate expertise in this particular type of service.
2. Adequate staff and equipment.
3. Current workload.
4. Previous experience with this type of service.
5. Previous experience with Chatham County.
6. Pricing.
7. Other factors that may be appropriate.

The above listing does not indicate the order of importance. The selection committee shall establish a priority ranking for the final list of criteria for the project.

County Requirements

Insurance Requirement

During the term of the contract, the Contractor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. As a minimum, the Contractor shall provide and maintain the following coverage and limits:

- (a) **Worker’s Compensation** - The contractor shall provide and maintain Worker’s Compensation Insurance as required by the laws of North Carolina, as well as employer’s liability coverage with minimum limits of \$500,000.00, covering all of Contractor’s employees who are engaged in any work under the contract. If any work is sublet, the Contractor shall require the subcontractor to provide the same coverage for any of his employees engaged in any work under the contract. (Non-applicable-individual.)
- (b) **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$100,000 bodily injury per person, \$500,000 bodily injury per occurrence and \$100,000 property damage. (Defense cost shall be in excess of the limit of liability.)
- (c) **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired, and non-owned vehicles used in performance of the contract. The minimum combined single limit shall be \$250,000.00 bodily injury and \$100,000 property damage.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. The Contractor may meet its requirements of maintaining specified coverage and limits by demonstrating to the County that there is in force insurance with equivalent coverage and limits that will offer at least the same protection to the County. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the contractor's.

E-Verify

Effective September 4, 2013, North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of N.C. Gen. Stats. §64-26(a). Prior to providing any services hereunder, Contractor and Contractor's subcontractors, if any, are subject to the provisions of N.C. Gen. Stats. §64-26(a). Contractor agrees to fully comply with such statute and require Contractor's subcontractors, if any, to fully comply with such statute.

Iran Divestment Act

Effective October 1, 2015, North Carolina local government units are prohibited from entering into certain contracts unless the contractor and the contractor's subcontractors, if any, comply with the requirements of §143C-6A-5. Contractor agrees to fully comply with such statute and require Contractors subcontractors, if any, to fully comply with such statute.

Additional County Conditions

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposals. However, Chatham County reserves the right to change the conditions, requirements, and specifications as it deems necessary.
- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- No proposal will be accepted from any person or organization that is in arrears for any obligation to Chatham County, or that otherwise may be deemed irresponsible or unresponsive by County staff, the Chatham County Board of Commissioners, or the Chatham County Economic Development Corporation.
- Chatham County is not obligated to enter into any contract as a result of the RFP.

- All prices quoted must be firm for a period of 90 (ninety) days following the bid deadline.
- Chatham County reserves the right to reject any and all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Chatham County.
- Only one proposal will be awarded as the result of the RFP.
- Chatham County may approve or disapprove the use of specific proposed subcontractors in any proposal.
- Chatham County reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
- Chatham County reserves the right to negotiate with any, none, or all of the proposing vendors.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The County will not return proposal materials to those submitting proposals.
- No agreements with any selected vendor shall be binding until a contract is approved, signed, and executed by the authorized County Official and authorized representatives of the vendor.

The County of Chatham is an Equal Opportunity Employer and does not discriminate on the basis of sex, marital status, race, color, creed, national origin, age or disability.

Attachment A:

Vendor Information and Signature Form

Name of Vendor:	
Trade License # (if applicable)	
Contact Person(s)	
Street Address with City, State & Zip Code	
Mailing Address (if different than above)	
Phone #	
Fax #	
Email	
Proposer will do the work as:	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date & state of incorporation	Date State
Name of partnership or joint venture	

By signing below, the submission of qualifications shall be deemed a representation and certification by the Proposing Consultant that it has investigated all aspects of the RFP, and it has read and understands the RFP.

Bidder Signature:
Date Signed:
Title of Signatory:

Attachment B:

HHW Pricing Proposal

Please indicate the disposal method and price per unit for each material. The cost should be inclusive of all services described in the proposal including supplies, transportation, labeling, treatment, and disposal. The materials listed are the most common items received through the County's HHW program. Use "other" to provide details for additional materials as desired.

Please complete and submit the following table with your hard copies and the Excel version to include with your electronic copy.

Disposal Cost			
Material	Disposal Method	Unit	Disposal Cost per Unit
Acids			
Aerosols			
Alkaline Cleaning Products			
Batteries- Alkaline			
Batteries- Lithium			
Batteries- Ni-Cad			
Compact Fluorescent Bulbs			
Flammable Liquids			
Fluorescent Tubes <4ft			
Fluorescent Tubes >4ft			
Mercury			
Non-Hazardous Liquids & Solids			
Oxidizers			
Paint- Latex			
Paint- Oil-based			
Pesticides- Liquid			
Pesticides- Solid			
Propane Cylinders- Camp			
Propane Cylinders- Grill			

Disposal Cost			
Material	Disposal Method	Unit	Disposal Cost per Unit
Propane Cylinders- Other Sizes			
Other-			
Other-			
Other-			
Other-			
Other-			
Other			

Event Pricing		
Service	Description	Cost
Labor (6-hour event plus set-up/break-down)		
Transportation/supplies		
Total 1-day Event Cost:		

Attachment C:

Historical HHW Data

The following table shows the materials collected for the past three fiscal years through the County's HHW program. The general categories (column A) are those used by the North Carolina Solid Waste Management Annual Report. Materials included (column B) shows what material categories are included.

Annual Report Categories	Materials Included	FY 2022 (pounds)	FY 2021 (pounds)	FY 2020 (pounds)
Aerosols	Aerosols	2,221	2,540	2,259
Batteries	Alkaline Batteries	0	0	386
Compressed Gases	Propane Gas Cylinders	2,593	3,172	3,857
	Cylinders (Miscellaneous)			
Corrosive Material	Corrosive Materials/Base	2,714	2,715	2,612
	Corrosive Materials/Acid			
	Acidic Household Products			
	Alkaline Cleaning Products			
Flammable Liquids	Mixed Solvents - High BTU	10,243	13,603	9,310
Fluorescent Lightbulbs	Compact Bulbs	224	387	398
	Fluorescent Bulbs < 4 FT			
	Fluorescent Bulbs > 4 FT			
Oxidizing Material	LAB Pack - 5 Gallon	636	1,838	2,046
	LAB Pack - 30 Gallon			
	LAB Pack - 30 Gallon			
	LAB Pack - 55 Gallon			
	LAB Pack - 20 Gallon			
Paint, Latex	Latex Paint	25,193	31,249	26,952
Paint, Alkyd	Flammable Paint Related Products	9,613	12,094	11,695
Poisonous Material	Liquid Pesticides	4,243	6,566	3,689
	Solid Pesticides/Herbicides			
Other: Non-Haz	Non-Hazardous Material	6,336	10,576	8,221
Other: Mercury-Containing	Mercury-Containing Items	0	4	3
TOTAL (pounds)		64,016	84,744	71,428

Appendix #2

Example Requests for Proposals (RFPs)

Temporary Event Collection – Catawba County, 2024

REQUEST FOR PROPOSALS
RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE COLLECTION,
TRANSPORTATION AND DISPOSAL, AND
ELECTRONICS COLLECTION, TRANSPORTATION AND DISPOSAL

RFP NO. 25-1002



catawba county
MAKING. LIVING. BETTER.

Date of Issue: July 9, 2024

Proposal Due Date: August 6, 2024

Time: 3:00 PM ET

Issued for:

Catawba County Utilities & Engineering Department
25 Government Drive
Newton, North Carolina 28658

Issued by:

Catawba County Purchasing Manager
25 Government Drive
Newton, North Carolina 28658
(828) 465-8224

PURPOSE

Catawba County (hereinafter “County”) is requesting informal proposals from qualified Contractor(s) to operate two combined Residential Household Hazardous Waste (HHW) and Electronics Recycling events. Each event will be a one-day event with HHW collection and Electronics Recycling occurring simultaneously at the same location. The County expects to conduct two events, collecting both HHW and Electronics Recycling at each event, during a twelve-month period. The first event will occur on November 2, 2024 and the second event will occur on May 3, 2025.

Proposals may be submitted for one collection service or both. Preference will be given for one Contractor managing both collections.

The County plans to hold a Residential HHW and Electronics Recycling one-day collection event on November 2, 2024 in the Hickory, North Carolina area and May 3, 2025 in Newton, North Carolina. All events are open to the public from 9:00 a.m. - 1:00 p.m.

The minimum contract period shall be for one-year beginning with the November 2, 2024 event. All pricing shall remain effective for a minimum of one-year. Proposal pricing will also be accepted for a two-year contract and/or a three-year contract.

RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. Catawba County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	July 9, 2024
Submit Written Questions	Contractor	July 23, 2024 at 5:00 PM
Provide Responses to Questions	County	July 25, 2024 at 5:00 PM
Submit Proposals	Contractor	August 6, 2024 at 3:00 PM
Contract Award	County	TBA
Contract Effective Date	County	Upon Execution

Informal Proposals will be received until 3:00 PM on August 6, 2024. No submittals will be accepted after the deadline.

PROPOSAL QUESTIONS AND ADDENDA

Upon review of the RFP documents, Contractors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Contractors shall submit any such questions by the above due date. Written questions shall be emailed to tinawright@catawbacountync.gov by the date and time specified above. Contractor should enter “RFP # 25-1002 – Questions” as the subject for the email. Questions received prior to the submission deadline date, the County’s response, and any additional terms deemed necessary by the County will be posted in the form of an addendum to the Catawba County website, <https://www.catawbacountync.gov/county-services/purchasing/bid-notices/> and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any County personnel, whether made in response to a question

or otherwise in connection with this RFP, shall be considered authoritative or binding. Firms shall rely only on written material contained in an Addendum to this RFP.

SUBMISSION OF BIDS

The Bid Form attached hereto as Attachment B shall be used for the bid submission and shall not be altered.

Informal bid responses must be submitted no later than 3:00 p.m., On August 6, 2024. Bid submissions may be hand-delivered to the address below, mailed to the address below, faxed to (828) 548-2378 or e-mailed to Tina Wright at tinawright@catawbacountync.gov. Bids received will remain confidential until awarded.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFP Number: RFP 25-1002 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFP Number: RFP 25-1002 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

Catawba County reserves the right to reject any and all proposals and to waive informalities as may be permitted by law.

WITHDRAWAL OR REVISION OF BIDS

A Bidder may, without prejudice to himself, withdraw a Bid after it has been delivered to the County provided the request for such withdrawal is made in writing to Tina Wright, Catawba County Purchasing Manager. The Bidder may then submit a revised Bid provided it is received prior to the time set for opening of Bids. Any withdrawal of a Bid after the opening of Bids shall be in accordance with N.C. General Statute Section 143-129.1. Only those persons authorized to sign Bids shall be recognized as being qualified to withdraw a Bid.

RESPONSIBILITIES OF BIDDERS

Each Bidder shall, by careful examination, satisfy himself as to the nature and location of the work, the configuration of the ground, the character quality and quantity of the facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work or the cost thereof under the Contract.

The failure or omission of any Bidder to thoroughly examine and familiarize himself with the Contract Documents or to receive or examine any form, instrument or document or to visit the site and acquaint himself with the conditions there existing shall in no way relieve any Bidder from any obligation in respect to their Bid.

No verbal agreement or conversation with any officer, agent or employee of the County, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations therein.

AWARD OF CONTRACT

The award of the Contract will be made to the lowest responsive, and responsible bidder, who, in the opinion of the County, is qualified to perform the work required and is responsible and reliable. These Bids are asked for in good faith, and awards will be made as soon as practicable, provided satisfactory Bids are received.

The County may consider informal and reject any Bid not prepared and submitted in accordance with the provisions hereof. The right is reserved to waive informalities in bidding, to reject any or all Bids, or to accept a Bid other than the lowest submitted if such action is deemed to be in the best interest of the County.

OPERATION

Contractor chosen will complete all site preparation and set up prior to designated start time of each event. County staff will direct traffic flow into the event. Citizens will enter the event at 9:00 a.m. and Contractor will begin unloading materials from citizen's vehicles at that time and throughout the day until the event ends at 1:00 p.m. or until the last citizen in line at 1:00 p.m. has been through the event. At the end of the event, Contractor will process the materials by sorting, separating and packing the material on site. Materials will be transported to an appropriate facility for proper handling, recycling and/or disposal. At the end of the event, Contractor is required to remove all containers, dumpsters, bins; equipment, trash, etc. from the site and restore the site to its pre-event condition.

Household Hazardous Waste:

Typical HHW materials that the Contractor will be expected to accept include, but are not limited to, the following:

Aerosols	Fire extinguishers	Latex and oil paint
Anti-freeze	Fluorescent light tubes	Pesticides
Batteries	Mercury	Pool chemicals
Cleaners	Mixed solvents	Propane tanks
Acids	Motor oil and filters	
Empty drums	Cylinders	

Materials that are NOT ACCEPTED at HHW collection events include, but are not limited to, the following:

Tires
Radioactive waste
Biologically active or infectious waste
Unknown gases or chemicals
Dioxin-related waste
Explosives
Household garbage
Prescription or over-the counter medications

The Contractor must include a detailed, comprehensive list of materials that are ACCEPTABLE and are NOT ACCEPTABLE to be received, processed, and handled.

Electronics/Computer Waste:

Typical Electronics/Computer materials that the Contractor will be expected to accept include, but are not limited to, the following:

Answering machines	Mobile phones
Batteries (household, lead acid, etc)	Modems
CD players	Monitors
Cable and wire	Pagers
Calculators	Printers
Cameras	Printed circuit boards
Cell phones	Radios
Computers (CPU, monitors, keyboards, etc)	Remote controls
Copiers	Scanners
DVD's	Speakers
Fax machines	Stereos
Floppy drives	Tape players
Hard drives	Telephones
Hard disk drives	Telephone equipment
Ink/toner cartridges	Televisions (intact)
Laptops	Video games
Microwaves	VCR's

The Contractor must include a detailed, comprehensive list of materials that are ACCEPTABLE and are NOT ACCEPTABLE to be received, processed, and handled.

QUALIFICATION SUBMISSIONS

The County may make such investigation as it deems necessary to determine the qualifications of the Bidder to perform the work and the Bidder shall furnish to the County all such information and data for this purpose as the County may request. The County reserves the right to reject any Bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the County that such Bidder is properly qualified to carry out the obligations of the contract, and to complete the work contemplated therein. Conditional Bids will not be accepted.

Before award, the Contractor will be required to show that they have the necessary facilities, experience and ability to perform the work in a satisfactory manner.

The Contractor shall demonstrate that it has substantial expertise in all areas relating to the collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal of household hazardous waste and/or electronics and computer material. At a minimum, the Contractor shall demonstrate:

1. Successful experience with similar program, or at least (4) four HHW or computer/electronics material collection events, either separate or combined, within the last 24 months.
2. A history of recycling or reusing a significant portion of the material collected.

3. The Contractor shall include in the proposal, a brief description of the firm, its general nature and background, its general experience in the field of household hazardous waste and/or computer/electronics materials recycling and its specific experience in each material collection, length of experience, skilled personnel and specialized equipment available, and other resources of particular expertise.

The following information shall be provided:

1. Name and address of the firm (and its parent firm if the firm is owned or a sub-component of a larger firm), name, address, telephone number and e-mail of the particular office to be responsible to the Executive Director (if different from those of the firm's headquarters).
2. Name and title, address, telephone number and e-mail of the responsible person or point of contact for the proposal, and the same information for the person to be responsible for the on-site activities of the firm (if different from those of the responsible person).
3. Characteristics of the firm, including name of employees, number of office and field locations, types of work undertaken by the firm, typical clients, and other relevant general information with emphasis on previous and current experience in the field of household hazardous waste and/or computer/electronics collection and recycling.
4. A list of specific household hazardous waste and/or computer/electronics collection projects completed or under contract for the firm and completed Attachment C - Reference Disclosure Form included in this RFP. Include a brief description of the location of the projects and the activities conducted by the firm.
5. Describe qualifications and number of personnel.
6. Bidders must provide documentation of their regulatory history, identifying any incidences of noncompliance with international, federal, state or local laws and regulations. Bidder shall document any past notices of violation they have received from the EPA or any state or local regulatory body within the last (3) three years and provide a brief description of when, where or what the violation was.
7. Completed Attachment B – Bid Proposal Form.
8. Completed Attachment C- Reference Disclosure Form.
9. If any subcontractors are used, similar information shall be provided.
10. Pertinent State and Federal licenses/permits and EPA identification numbers for each storage facility. Expiration dates shall be clearly noted.
11. Computer/electronics contractors must provide evidence of e-Steward certification or R2 Certification.

12. The Contractor shall provide proof of insurability with submission of the proposal. Contractor shall name Catawba County as additionally insured upon award of the contract.

Transportation, Dismantling, Salvage, Sale, Reuse, Recycling and/or Disposal:

The Contractor shall assume title and ownership of all materials collected at the event.

The Contractor shall provide written documentation (i.e. recycling/disposal, certificate or other tracking documentation) of the ultimate and final dismantling, salvage sale, reuse, recycling and/or disposal sites for the materials collected. This written documentation required from Contractor before invoice will be processed for payment. The Contractor shall also verify that any hazardous substances contained in the materials collected are disposed in a manner that constitutes strict adherence with all laws and rules of the United States Environmental Protection Agency and the North Carolina Department of Environmental Quality.

Licenses and Permits:

Contractors must provide documentation that they possess any international, federal, state, county and local licenses and/or permits needed to provide the services requested in this RFP. The Contractor shall supply copies of any and all relevant permits, licenses and other regulatory items required under International, Federal, State or local statutes, regulations or standards for the collection, transportation, dismantling, salvage, sale reuse, recycling and/or disposal of all materials.

Hold Harmless:

The Contractor shall indemnify, defend and hold harmless Catawba County, all County officials and householders against any and all losses, claims, actions, damages, liability and expenses, including but not limited to those in connection with loss of life, bodily and personal injury, or damage to property occasioned wholly or in part by the Contractor or by persons employed directly or indirectly by the Contractor in connection with the household hazardous waste and/or computer/electronic material collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal.

Insurance:

1. Contractor shall maintain worker's compensation and employer's liability insurance with statutory limits of liability. Contractor shall maintain comprehensive general liability, (bodily injury, general liability, and property damage), having limits of \$1,000,000 to aggregate.
2. At all times while the Contractor's representatives are conducting on-site work, the Contractor shall maintain business automotive insurance for any owned, non-owned, hired or rented vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability. The limit may be satisfied by a combination of primary and excessive insurance. The policy must also include the MCS-90 endorsement.
3. Contractor shall maintain Contractor's protective liability insurance bodily injury (bodily injury and property damage) of not less than \$1,000,000.
4. Contractor shall maintain Environmental Impairment Liability insurance for the transportation and disposal of pollutants handled by the contractor pursuant to this Agreement. The limits of liability shall meet all State and Federal requirements. Coverage for Owned Disposal Sites shall be not less than \$10,000,000 each pollution occurrence and \$10,000,000 aggregate. Coverage to Non-Owned Disposal Sites shall be not less than \$1,000,000 each pollution

occurrence and \$1,000,000 aggregate. This coverage should be maintained for a period of not less than (3) three years after completion of the Contractor's work as set forth in the Contract.

5. Catawba County shall be named as an additional insured under Contractor's automobile and general liability insurance company. In the event of a loss arising out of, or related to the Contractor's services performed under this Agreement, Contractor's Liability insurance shall be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
6. Certificates of such insurance shall be furnished by Contractor to County before execution of an Agreement, and annually thereafter for any extended term hereof. Such certificates shall require the insurer issuing the underlying policy to provide County with a minimum of thirty (30) days' notice prior to modification or cancellation of said policy. The maintenance of such insurance will not in any manner affect Contractor's obligation to indemnify County as described herein. Contractor agrees that such insurance shall be primary, regardless of any other insurance coverage which County may procure for its own benefit.

Historical Information from Past Events:

The following table shows previous HHW and Electronics Events

Waste Collection Breakdown	FY22-23		FY21-22		FY20-21	
Waste Description	May-23	Nov-22	May-22	Nov-21	May-21	Nov-20
Aerosols	839	625	1,805	750	1,270	1,270
Batteries alkaline	265	320	1,200	900	242	657
Batteries lead acid	527	315	890	1100	425	890
Batteries lithium	29	21	-	40	34	138
Batteries nickel-cadmium	140	86	180	60	68	111
Cleaners-acid	167	454	370	300	322	518
Cleaners-alkaline	805	534	4,200	760	546	926
Fire extinguishers	30	77	80	200	156	109
Light tubes	705	156	995	980	1,127	545
Mixed solvents	1,990	3772	678	3700	3,300	7,599
Non-hazardous liquids & solids	3,850	5119	1,260	3600	3,350	8,380
Paint latex	9,900	16080	8,620	13300	11,840	12,320
Paint related materials	-	-	-	-	-	-
Pesticides	1,425	1,184	-	-	-	1,271
Propane tanks/cylinders	449	371	846	145	1,033	483
TOTAL HHW (lbs)	21,121	29,114	21,124	25,835	23,713	35,217
TV's	769	3429	2,839	1747	6,306	10,213
Other Electronics	12,552	7493	2,765	2162	3,573	11,553
TOTAL E-WASTE (lbs)	13,321	10,922	5,604	3,909	9,879	21,766
EVENT TOTALS (lbs)	34,442	40,036	26,728	29,744	33,592	56,983

**ATTACHMENT A
INTENT TO PROPOSE
REQUEST FOR PROPOSAL #25-1002**

This form should be faxed to 828-548-2378 or e-mailed to TinaWright@catawbacountync.gov to ensure you receive all addenda issued for this RFP.

I, _____ a representative of _____

_____ confirm that we intend to submit

a proposal for the following: (check all that apply)

_____ Household Hazardous Waste Collection

_____ Electronics Recycling Collection

Company Name _____

Address _____

Contact Name _____

Phone_(____)_____

E-mail _____

Date _____

**ATTACHMENT B
BID FORM
REQUEST FOR PROPOSAL #25-1002
RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE COLLECTION,
TRANSPORTATION AND DISPOSAL, AND
ELECTRONICS COLLECTION, TRANSPORTATION AND DISPOSAL**

Company Name

Address

Contact Name, Title

E-Mail

Telephone

Date

HOUSEHOLD HAZARDOUS WASTE PRICING:	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$
Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING:	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$
CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$
Other	\$
Revenue Back to County	Price/lb.
Computers	\$
Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$
Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

_____ Check if you are interested in negotiating a 2-year contract. If so, provide pricing for a 2-year contract.

HOUSEHOLD HAZARDOUS WASTE PRICING (Optional 2-year)	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$

Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING (Optional 2-year)	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$
CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$
Other	\$
Revenue Back to County	Price/lb.
Computers	\$
Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$

Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

_____ Check if you are interested in negotiating a 3- year contract. If so, provide pricing for a 3-year contract.

HOUSEHOLD HAZARDOUS WASTE PRICING (Optional 3-year)	
Hazardous Waste Description	Price/lb.
Aerosols	\$
Batteries alkaline	\$
Batteries lead acid	\$
Batteries lithium	\$
Batteries nickel cadmium	\$
Cleaners - acid	\$
Cleaners - alkaline	\$
Fire extinguishers	\$
Fluorescent light tubes	\$
Mixed solvents	\$
Non-hazardous liquids and solids	\$
Paint	\$
Paint related materials	\$
Pesticides	\$
Propane tanks/cylinders	\$
Other	\$
Other	\$
Other	\$
Mobilization Fee	\$
Recovery fee	\$

ELECTRONICS WASTE PRICING (Optional 3-year)	
Electronics Waste Description	Price/lb.
Charges to County	
CRT Television	\$
Flat panel television	\$
Wooden television	\$

CRT Monitor	\$
Broken monitor	\$
Printers/copiers/faxes/scanners	\$
Peripherals (keyboards, mice)	\$
Batteries	\$
Misc charges	\$
Other	\$
Revenue Back to County	Price/lb.
Computers	\$
Network Equipment/tower/servers	\$
Laptops	\$
Tablets	\$
Routers/modems	\$
Cable boxes/DVR	\$
Cell phones	\$
Wire	\$
AC adapters	\$
Batteries	\$
Misc credits	\$
Forklift Cost	\$
Labor	\$
Supplies	\$
Mobilization Fees	\$

**ATTACHMENT C
REFERENCE DISCLOSURE FORM**

Contractor shall provide information regarding experience in collection, transportation, dismantling, salvage, sale, reuse, recycling and/or disposal of household hazardous waste and/or electronics and computer material by listing THREE (3) MOST RECENT CLIENTS, References should be clients of a similar scale as the services requested in this RFP.

1. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

2. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

3. COMPANY NAME: _____
PERSON TO CONTACT: _____
TELEPHONE NUMBER: _____
EMAIL ADDRESS: _____
TYPE OF SERVICE PROVIDED: _____
SIZE: _____
JOB DATES:
BEGINNING _____ END _____

Appendix #3

Example Operations and Contingency Plans

Mecklenburg County Operations and Contingency Plans for Permanent
HHW Facilities, 2024



OPERATIONAL PLAN MECKLENBURG COUNTY PERMANENT HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITIES (6019-HHW-)

This plan describes the normal operation procedures for the Mecklenburg County Permanent Household Hazardous Waste (HHW) Collection Facilities. Additional procedures for emergency situations are contained in a separate Contingency Plan.

The Mecklenburg County Permanent HHW Collection Facilities have been established as part of an effort to more effectively manage HHW and to help prevent improper disposal. This comprehensive effort involves a coordinate program of HHW collection, source reduction, and public education. The program is being supported by governmental agencies from Mecklenburg County.

The Mecklenburg County Permanent HHW Collection Facilities will be open on a regular, year- round basis. As noted previously, this operational plan contains the specifications and procedures that pertain to the Mecklenburg County Permanent HHW Collection Facilities.

There are four Mecklenburg County Permanent HHW Collection Facilities. They are as follows: Foxhole Landfill / Recycling Center, Hickory Grove Recycling Center, North Mecklenburg Recycling Center, and Compost Central.

Waste collection (involving corrugated cardboard, yard waste, lead-acid batteries, used motor oil, and scrap tires) is being conducted at the Multi-Material facilities as well as the collection of HHW.

Facility Staffing

The Mecklenburg County Permanent HHW Collection Facilities will be operated largely by Mecklenburg County personnel, with a waste transportation and disposal contractor utilized for removal of HHW from the facility.

Further information on facility staffing is provided in a subsequent section entitled Personnel and Duties.

User Eligibility

The Mecklenburg County Permanent HHW Collection Facilities are primarily intended to serve the residents who live within Mecklenburg County. Wastes brought to these facilities from households outside of the county will be considered for acceptance on a case-by-case basis. Records will be kept concerning any such wastes, and these records will contain information on the types and quantities of wastes, their origin, and the decision regarding acceptance or rejection.

Only household wastes will be accepted at these facilities. Businesses needing to dispose of hazardous wastes will be referred to vendors who offer "milk run" programs for picking up wastes at business locations.

Each time the collection facilities are open, Mecklenburg County personnel will check for proof of residency and conduct a brief survey. The survey will be designed to determine the types, quantities, and sources of each user's wastes.

Screening and Collection of Wastes

The user will drive onto the paved receiving apron where wastes can be safely removed from the vehicle. Once eligibility has been established as described above, Mecklenburg County personnel will check the wastes and remove them from the vehicles if requested. Mecklenburg County personnel will maintain safe operations by immediately dealing with any leaking, damaged, unlabeled, or potentially shock sensitive or explosive materials.

Because of difficulties in handling a few specific types of wastes (including explosives, radioactive material, biologically active or infectious waste, and asbestos), educational efforts will actively discourage users from bringing these materials. However, in the event that a misinformed citizen brings such wastes to a facility, Mecklenburg County personnel will determine alternates to avoid improper disposal. The decision regarding these wastes will be based upon established policies as well as the specific details of each case. As necessary, the transportation and disposal contractor will help find specialized vendors to remove any such wastes for treatment or disposal.

Waste Identification and Packaging

As the wastes are received, Mecklenburg County personnel will perform initial waste identification and segregation. Some materials that can be managed outside the HHW program (such as motor oil, and lead acid batteries) may be segregated from the household hazardous wastes at this time and handled according to local government protocols.

Trained Mecklenburg County personnel will conduct or directly supervise the packaging, document preparation, and transportation of the household hazardous wastes collected at the facilities. Trained county personnel will also arrange the recycling, treatment, or disposal of these wastes. Many of the wastes will require lab packing. Lab packing of materials may occur on the same day as collection activities, provided that time is available and adequate quantities of compatible material are received. Otherwise, material will be safely stored until the next scheduled workday. Additionally, partially filled (packed) containers may remain onsite until adequate amounts are collected and properly packaged for transportation.

If pumping, pouring, or bulking of wastes are required, grounding and explosion-proof equipment will be used as needed. For both lab pack and bulk packaging, all containers will be of the Department of Transportation (DOT) specification, type, and size most appropriate for the specific waste type and planned treatment or disposal method. Wastes will be packed in fiber, plastic, or steel containers of open or closed-head types, in sizes ranging from 5-gallon pails to cubic yard boxes.

For any necessary lab packing, wastes will be segregated according to DOT hazard class, chemical compatibility, and the acceptance criteria of specific waste recycling, treatment, or disposal facilities. An absorbent material such as vermiculite or oil dry will be used to surround inner containers, prevent breakage, absorb any leaking materials, and prevent release from the outer (shipping) container. Each container will be recorded on drum inventory forms, providing a complete record of the contents of any drum.

Whether lab pack or bulk, the filled drums will be closed, labeled, and marked in accordance with DOT and Environmental Protection Agency shipping requirements, and the proper information will be recorded on the manifest. If applicable, the generator notification and certification will also be prepared, as required under the land ban regulations.

Accumulation Time

The storage buildings at the Mecklenburg County Permanent HHW Collection Facilities will be designed to accommodate temporary accumulation of several classes of hazardous materials. Mecklenburg County personnel will be trained on proper waste segregation and safe storage procedures.

In accordance with state requirements for temporary storage, the accumulation start date will be clearly marked and visible on each container.

Time in storage may vary according to the volume of waste received. Removal of wastes by the contractor will be scheduled as necessary to minimize expense to the local government while still complying with applicable regulations and safety considerations. Wastes will not be stored longer than 180 days without written permission from the NCDEQ Division of Solid Waste Management.

Storage Building Specifications

The Mecklenburg County Permanent HHW Collection Facilities are designed and constructed to ensure safe and efficient operation.

As required for proper safety and environmental protection, the structures will be:

- Designed to contain leaks and spills;
- Covered to exclude rain water;
- Secured to control access; and
- Constructed in accordance with all applicable National Fire Protection Association codes.

Each HHW collection facility will consist of a single storage building with attached paved receiving apron.

Access Control and Security

Access to the facilities and chemical-handling areas will be controlled to prevent unnecessary public exposure to potentially harmful substances. Areas where chemicals are handled or stored will be clearly marked.

The HHW storage buildings will be secured against unauthorized access by locked doors, and by a security fence around the entire facility. Furthermore, their location at the Recycling Center will provide an extra measure of safety due to the presence of personnel at nearby areas during normal operating hours. After these hours, when the Recycling Centers are closed, locked entrance gates and perimeter fence secures the entire area.

Hours of Operation

The HHW collection facilities will be open for receipt of wastes Monday through Saturday, 7:00 AM to 4:00 PM. If there is a need to add more days per month or extend these hours to meet user demand, the NCDEQ Division of Solid Waste Management will be notified in writing.

Personnel and Duties

Well-trained, qualified Mecklenburg County personnel under the leadership of the HHW Supervisor and the Site Supervisor will staff the HHW collection facility. The duties of these supervisors are described below.

HHW Supervisor: The HHW Supervisor will direct onsite operational efforts. This individual has primary responsibility for:

- Assuring that all onsite Mecklenburg County personnel have met the training requirements appropriate for their duties;
- Assuring that onsite Mecklenburg County personnel are aware of the provisions of the Contingency Plan;
- Assuring that onsite Mecklenburg County personnel are aware of the potential hazards associated with site operations;
- Assuring that appropriate personal protective equipment is available and properly used;
- Monitoring the safety performance of onsite personnel;
- Correcting any work practices or conditions that may result in injury or exposure to hazardous substances; and
- Preparing any accident/incident reports.

Site Supervisor: The Site Supervisor or designee will be responsible for implementing the safety plan during site operations. The Site Supervisor has the authority to stop work for health and safety reasons. Other specific responsibilities include:

- Randomly verifying that onsite Mecklenburg County personnel work in a safe manner according to the health and safety plan;
- Establishing guidelines for wearing and decontaminating (if necessary) personal protective equipment;
- Reporting any unusual or unsafe conditions to the Project Supervisor;

- Informing onsite Mecklenburg County personnel of the proper procedures during an emergency; and
- Ensuring that any necessary monitoring equipment is properly maintained and in good operating order.

Training

Mecklenburg County personnel will successfully complete a training program that teaches them to perform their duties in a way that ensures the facility is operated in a manner that protects the public from potential health and safety hazards at the site. The program includes the following:

1. The training program is taught by a person trained in hazardous waste management procedures, and includes instruction which teaches Mecklenburg County personnel household hazardous waste management procedures (including contingency plan implementation) relevant to the positions in which they are employed.
2. The training program has been designed to ensure that Mecklenburg County personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems, including where applicable:
 - Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;
 - Communication or alarm systems;
 - Response to fires or explosions;
 - Response to discharges to the land surfaces; incidents; and
 - Shutdown of operations.
3. Mecklenburg County personnel will successfully complete the program within six months after the date of their employment or assignment to the facility. Mecklenburg County personnel will not work in unsupervised positions until they have completed the training. Mecklenburg County personnel will take part in an annual review of the initial training.
4. The following documents and records will be kept at the facility:
 - A written description of the type and amount of both introductory and continuing training that will be given to each person filling a position; and
 - Records that document that the required training or job experience have been completed.

Provisions for Ignitable, Reactive, or Incompatible Wastes

Mecklenburg County personnel will use special precautions to protect ignitable or reactive wastes from sources of ignition or reaction. These wastes will be segregated from other wastes being stored in the collection facility. Any ignitable or reactive wastes will be protected from possible sources of ignition or reaction, including but not limited to: open flames, hot surfaces, frictional or radiant heat, and spontaneous ignition (e.g., from heat-producing chemical reactions).

Any tools used for equipment maintenance in areas containing ignitable wastes will be of a non-sparking type. Maintenance activities such as welding or cutting, which potentially could generate sparks or open flame, will be allowed only after consulting with the Site Supervisor, and if necessary, the HHW Supervisor. Welding and cutting will be allowed only after the area has been inspected and tested for flammable vapors, and all ignitable or reactive materials have been removed or protected.

Policy will prohibit smoking or open flame within or near the storage building. "No Smoking" signs will be placed at the entrance to unloading and storage areas and will be conspicuously placed wherever there is a direct hazard from ignitable or reactive wastes.

Areas in which ignitable materials are stored will require the use of explosion-proof equipment and lighting. Proper grounding will be maintained in order to dissipate any accumulation of static charges generated by the movement of hazardous liquids in pouring or bulking operations.

Regarding incompatible wastes, the following special provisions apply:

1. Incompatible wastes will not be placed in the same container;
2. Household hazardous wastes will only be placed in new, unused containers or in containers cleaned and reconditioned by a licensed manufacturer; and
3. A storage container holding a household hazardous waste that is incompatible with any waste or other materials stored in close proximity will be separated from them by containment structures such as built-up curbs or will have secondary containment such as drip pans constructed of steel or polyethylene.

As a general rule, the handling and storage of all household hazardous wastes (especially any that are ignitable, reactive, or incompatible) will be conducted so that it does not:

1. Generate extreme heat or pressure, fire or explosion, or violent reaction;
2. Produce uncontrolled toxic mists, fumes, dusts, or gases in sufficient quantities to threaten human health;
3. Produce uncontrolled flammable fumes or gases in sufficient quantities to pose a risk of fire or explosions;
4. Damage the structural integrity of the device or facility containing the wastes; or
5. Threaten human health or the environment.

The procedures to comply with these provisions depend upon:

1. Proper identification of waste materials as they are received;
2. Segregated storage according to compatibility; and
3. No commingling or bulking of incompatible hazard classes.

Operational/Emergency Equipment and Personal Protection Equipment

The HHW collection facilities will contain the necessary equipment for protecting Mecklenburg County personnel. Each facility will also contain the equipment needed to implement the contingency plan and will be equipped with an immediately available communication device from which external emergency assistance can be summoned. Internal communications will be carried out by voice as the most practical method given the restricted size of the facility. Hand-held radios will also be available to signal an emergency situation.

Aisle space will be maintained to allow the unobstructed movement of personnel, fire protection equipment, spill control equipment, and decontamination equipment to any area of the facility in an emergency.

Other equipment to be kept at each facility includes portable ABC dry chemical and CO2 fire extinguishers, spill control equipment including day and/or inert absorbents, pads, booms, shovels, brooms, containers, and various commercial decontamination solutions. Water is available adequate volume and pressure to supply water hose streams, or foam producing equipment, or automatic sprinklers, or water spray systems.

All facility communications or alarm systems, fire protection, equipment, spill control equipment, and decontamination equipment will be maintained as necessary to ensure its presence and proper operation in case of emergency. Fire protection equipment will be tested according to manufacturer specifications.

Personal Protection Equipment (PPE) will be used as appropriate to protect Mecklenburg County personnel from spills, broken containers, and sharp objects. The level of PPE required for particular tasks is described in the following examples:

Persons Removing Waste from Cars

- Safety glasses with side shields;
- Chemical-resistant inner gloves with leather outer gloves (optional); and
- Safety shoes.

Persons Opening Containers and Bulking Waste

- Chemical-resistant coveralls;
- Safety glasses (with splash goggles or full-face shield when necessary);
- Chemical-resistant safety boots; and
- Chemical-resistant inner gloves and leather outer gloves.

Persons Segregating Waste from Vehicles

- Safety glasses (with splash goggles or full-face shield when necessary);
- White Tyvek;

- Chemical-resistant safety shoes/boots; and
- Chemical-resistant inner gloves and leather outer gloves

Persons Sampling HHW

- Safety glasses (with splash goggles or full-face shield when necessary);
- Chemical-resistant coveralls;
- Chemical-resistant safety shoes/boots; and
- Chemical-resistant inner gloves and leather outer gloves.

Persons Lab Packing HHW

- Safety glasses (with goggles or full-face shield when necessary);
- White Tyvek;
- Chemical-resistant safety shoes/boots; and
- Chemical-resistant inner gloves and leather outer gloves.

Arrangements with Local Authorities

Mecklenburg County personnel will make arrangements to familiarize local authorities with all pertinent aspects of the facility and its operations.

Use and Management of Containers

Appropriate containers fitting DOT specifications will always be used for storing wastes at the Mecklenburg County Permanent HHW Collection Facilities. Mecklenburg County personnel preparing wastes for storage will only use containers that are compatible with the wastes to be stored in them.

All containers holding accumulated HHW will be checked at least weekly to ensure that they have not been in storage for more than 180 days. These inspections, to be conducted by Mecklenburg County personnel, will be used to detect any leaks or deterioration caused by corrosion or other factors. Results of these inspections will be recorded. If a container is found to be in poor condition or if it begins to leak, Mecklenburg County personnel will either transfer the material from the defective container to one that is in good condition or overpack the container in a suitable salvage drum.

Mecklenburg County personnel will also ensure that containers are kept closed during storage, except when it is necessary to add or remove waste. Caution will be taken in the movement of all containers to prevent them from being tipped over or punctured. Furthermore, the containers will not be opened, handled, or stored in a manner that may rupture them or cause them to leak.

Recycling of Wastes

HHW collected at the facilities will be recycled or treated whenever economically practical, and incinerated or landfilled as required. In keeping with this operating philosophy, it is currently anticipated that the following wastes may be collected for recycling or BTU recovery: motor oil and other

automotive fluids, lead-acid batteries, nickel-cadmium batteries, paints, fuels and solvents, mercury (from fluorescent bulbs and other sources), and aerosol cans.

Transportation and Disposal

When the transportation and disposal contractor arrive at the HHW storage facility for a scheduled pickup, Mecklenburg County personnel will ensure that all containers are properly packaged, labeled, documented, and manifested. The transportation and disposal contractor will then load the containers onto a contractor vehicle and will transport them to a licensed facility for final treatment, recycling, or disposal.

Reporting and Documentation

Thorough and accurate records will be maintained to ensure the accurate tracking of hazardous materials from the generator to final disposal sites. Records that will be generated to ensure accurate recordkeeping include the following:

- Uniform Hazardous Waste Manifest;
- Material Characterization Form (for wastes in bulk, 5 gallons or more); and
- Waste Certification/Notification (to meet requirements of land-ban requirement if applicable).

Maintenance and Operation of the Facilities

The HHW collection facilities will be maintained and operated to promote personnel safety and to minimize the possibility of a fire, explosion, or any unplanned sudden or non-sudden release of household hazardous waste constituents to air, soil, or surface water which could threaten human health or the environment. The appropriate provisions and procedures necessary to ensure safe and efficient operations have been stated in this plan.



CONTINGENCY PLAN

MECKLENBURG COUNTY PERMANENT HOUSEHOLD HAZARDOUS WASTE (HHW) COLLECTION FACILITIES

Responsible Agency: Mecklenburg County Land Use and Environmental Services Agency
2145 Suttle Ave
Charlotte, NC 28208
(980) 314-3863

Primary Contacts: Steve Hoffman, Operations Manager
140 Valleydale Road
Charlotte, NC 28214
Office: (980) 314-3873
Cell: (704) 506-3265

Nick Crawford, Senior Environmental Program Manager
2145 Suttle Ave
Charlotte, NC 28208
Cell: (980) 406-1109

Contingency Plan Purpose and Implementation

This plan is designed to minimize hazards to human health and the environment from fires, explosions, or any unplanned, sudden or non-sudden release of hazardous constituents to air, soil, or surface water. The provisions of this plan will be carried out immediately whenever there is an emergency at the facility.

Contingency Plan Contents

This plan contains emergency procedures for four types of incidents: spills, fires, explosions and non-project related disaster (as defined below).

- A spill is an unintentional release of materials in a quantity that is sufficient to cause environmental or personal harm.
- A fire is the ignition or conflagration of either waste materials or paper and wood trash.
- An explosion is a sudden detonation of waste materials.
- Non-project-related disasters include unlikely events such as tornadoes, earthquakes, floods, or bomb threats.

Facility Staffing and Emergency Responsibilities

Mecklenburg County personnel will operate the permanent HHW collection facility. In the event of an emergency, all appropriately trained personnel who are available will participate in the response as directed by the Site Supervisor.

Arrangements with Local Authorities

Mecklenburg County personnel will make arrangements to familiarize local authorities with all pertinent aspects of the facility and its operations.

Contingency Plan Revisions

This contingency plan will be kept at the facility and will also be distributed to local authorities (as described above). The contingency plan will immediately be revised whenever:

1. The plan fails in an emergency;
2. There are significant changes in facility design, construction, operation, or maintenance;
3. The list of emergency contacts is changed; or
4. The list of emergency equipment is changed.

Emergency Response Materials and Equipment

A variety of emergency response materials and equipment will be kept at the facility. These materials will include some or all of the following, as deemed necessary by the HHW Supervisor and the Site Supervisor for this facility:

- Spill control equipment (described in a subsequent section);
- Decontamination solutions;
- Fire extinguishers;
- Personal protective equipment;
- Emergency eyewash station; and
- First aid kit.

Emergency Coordination

At all times, there will be at least one County representative either on the facility premises or on call with the responsibility for coordinating all emergency response measures. This coordinator will either be the Site Supervisor his designee and will be familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, location and characteristics of wastes to be handled, location of all facility records, and facility layout. In addition, this person will have the authority to commit the resources needed to implement the contingency plan. The Site Supervisor will coordinate all emergency response with the HHW Supervisor or designee and will supervise the implementation of emergency procedures described in the following sections of this plan.

Spill Response Equipment and Procedures

Normal spill prevention techniques will be used at the facility, and standard spill control equipment will be available. This equipment will include some or all of the following:

- Bulk absorbents;
- Overpack drums;
- Absorbent boom or pillows;
- Polyethylene liners;
- Containers for contaminated absorbent;
- Non-sparking tools; and
- Decontamination products.

In the event that a release occurs, the following procedures will be used:

1. The individual who notices the spill will alert other personnel by voice or radio;
2. All personnel will stop work and secure their areas or responsibility;
3. The Site Supervisor or his designee will direct all participants to a safe area if necessary;
4. The Site Supervisor or his designee will identify the character, exact source, amount and real extent of any released materials. The Site Supervisor will assess the possible hazards to human health and the environment, considering both direct and indirect. The Site Supervisor will also determine the proper protective equipment needed and will monitor for leaks, pressure buildup, gas generation, or ruptures in equipment as appropriate.
5. If the release is serious enough to affect human health or the environment outside of the facility, the Site Supervisor will immediately contact local authorities and will also notify the National Response Center or the government official designated as the on-scene coordinator for the area. This report will include: name and telephone number of the reporter, name, address, and telephone number of the responsible agency; name, address, and telephone number of the facility; date and time of the incident; type of incident; name and quantities of materials involved; extent of injuries; and possible hazards to human health and the environment.
6. Personnel will be assigned to control the spill and prevent its spread or other complications. If necessary, personnel can be assigned to isolate storm drains and sewers. Personnel will don their protective equipment and take appropriate steps for cleaning up the spill. Any incompatible materials located near the spill will be removed. A fire watch will be established and the local fire department will be notified. Reasonable measures will be taken to ensure that the problem does not recur or spread to other wastes.
7. If the Site Supervisor determines that outside assistance is needed, then appropriate calls will be made using the emergency phone list.

8. Once the spill is contained and cleaned up, any response equipment used will be decontaminated, inspected, and put back in service when returned to an acceptable condition;
9. Immediately after an emergency, the Site Supervisor will provide for treating, storing, or disposing of recovered waste, contaminated soil or surface water, or any other material that results from a release, fire, or explosion at the facility.
10. The affected areas of the facility will not be placed in operation again until the responsible agency listed at the beginning of this plan has notified the appropriate authorities that the facility is once again functional; and
11. The responsible agency will make a report of the incident in the operating record and will also notify the NCDEQs Division of Solid Waste Management within 24 hours. A written report will be filed with the Division within 15 days, and it should include all the information in item 5 above, plus the estimated quantity and disposition of recovered material from the incident.

Fire/Explosion Response Procedures

Emergency procedures to be used in the event of a fire or explosion are as follows:

1. The individual who notices the fire or explosion will alert other personnel by voice or by radio;
2. All personnel will stop work and secure their areas or responsibility;
3. The Site Supervisor will alert the local fire department and will move public customers to a secure location;
4. If the fire cannot be controlled with an extinguisher or if the fire involves HHW, personnel will evacuate the area and await local authorities that are properly trained.
5. Personnel will assist local responders when necessary. Such assistance may include: helping to evacuate local residents; blocking off storm drains and berming water sources; removing all unnecessary personnel and vehicles from the area; and removing waste material if possible;
6. If the fire or explosion is serious enough to affect human health or the environment outside of the facility, the Site Supervisor will immediately contact local authorities and will also notify the National Response Center or the government official designated as the on-scene coordinator for the area. This report will include: name and telephone number of the reporter, name, address, and telephone number of the responsible agency; name, address, and telephone number of the facility; date and time of the incident; type of incident; name and quantities of materials involved; extent of injuries; and possible hazards to human health and the environment;
7. Once the fire has been extinguished, cleanup of the area will commence. During cleanup activities, the Site Supervisor will monitor for leaks, pressure buildup, gas generation, or ruptures in equipment as appropriate. If the fire was chemical in origin or spread to the waste area, all potentially contaminated cleanup materials will be disposed of as waste; and
8. Further response to a fire will proceed according to steps 8 through 11 described under the preceding spill response section of this contingency plan.

Procedures for Non-Project Related Disasters

In the unlikely event of disasters such as floods, tornadoes, earthquakes, and bomb threats, the following procedures will be used:

1. The individual who notices the situation will alert other personnel by voice or by radio;
2. All personnel will stop work and secure their areas of responsibility;
3. The Site Supervisor will alert the appropriate authorities and move personnel to a secure location. The affected area will be secured to prevent access; and
4. If necessary, further procedures will be determined and implemented as appropriate given the specific nature of the emergency

Evacuation Plans

Whenever there is an emergency incident at the facility, the Site Supervisor will decide if evacuation is necessary. In making this decision, the Site Supervisor will consider various factors, including the following:

- Potential for the fire and/or explosion to intensify or spread;
- Potential for release of toxic fumes; and
- Quantity of released material.

If evacuation of the facility is necessary, personnel will be immediately notified by radio. The following procedures will then be implemented:

1. All personnel will leave the facility as quickly as possible through the nearest exit and proceed directly to a designated assembly area at a safe distance from the facility. All site personnel will be accounted for. If any personnel are missing, attempts to find them will not involve endangering the lives of others. No personnel or vehicles will be allowed to reenter the facility unless specifically authorized by the emergency coordinator. Normally, the only persons allowed to reenter will be emergency response personnel;
2. After the emergency is over, reentry will not be allowed until the Site Supervisor has determined that the facility is safe and has given appropriate notification to personnel; and
3. Drills will periodically be held to practice these evacuation procedures and will be treated with the same seriousness as an actual emergency

Appendix #4

Example Operations and Contingency Plans

Cumberland County Operations and Contingency Plans for Permanent
HHW Facility, 2023

Operations Manual

Household Hazardous Waste Collection Facility NC Solid Waste Permit No. 26-FH-HHW Cumberland County, North Carolina

Prepared for:



Cumberland County
Solid Waste Department
Fayetteville, North Carolina

December 2022
(Revised June 2023)

Prepared by:

NC LIC. NO. F-1370 (ENGINEERING)

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for the purpose agreed upon by the client and Smith Gardner, Inc.*

Operations Manual

Household Hazardous Waste Collection Facility Cumberland County, North Carolina

Prepared For:

**Cumberland County Solid Waste Department
Cumberland County, North Carolina**

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**December 2022
(Revised June 2023)**

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Cumberland County Solid Waste Department Cumberland County, North Carolina

Operations Manual Household Hazardous Waste (HHW) Collection Facility

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FIGURES

Figure 1	General Location Map
Figure 2	HHW Facility Layout
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APPENDICES

Appendix A	Permit to Operate (Approved 11/08/2017) Removed for succinctness
Appendix B	Material Inventory Sheet
Appendix C	Building Inventory Sheet
Appendix D	HHW Check Sheet and Inspection Log
Appendix E	Training Records Removed for succinctness

Full document can be accessed at:

<https://edocs.deq.nc.gov/WasteManagement/Browse.aspx?id=1969&dbid=0&repo=WasteManagement>

1.0 OVERVIEW

This Plan describes the normal operating procedures (see **Section 2.0 - General Operations**) and procedures for emergency situations (see **Section 3.0 - Contingency Plan**) for Cumberland County's permanent Household Hazardous Waste (HHW) Collection Facility located 923 Wilkes Road (refer to **Figure 1** for the location of the HHW facility and **Figure 2** for the general HHW facility layout). The County applied for and received a Permit to Operator (26FH-HHW, Generator ID No. NCPH0269201) for the facility in 2017 (see **Appendix A**).

The HHW Collection Facility has been established as part of a County effort to more effectively manage HHW and to help prevent improper disposal. This comprehensive effort, initiated by Cumberland County's Integrated Solid Waste Staff, involves a coordinated program of HHW collection, source reduction, and public education.

2.0 GENERAL OPERATIONS

2.1 Facility Staffing

The HHW Collection Facility will be operated and staffed by county personnel and when available a temporary employee will provide assistance. Temporary employee responsibilities are usually limited to traffic control, conducting surveys, interaction with customers and providing general assistance, such as emptying trash and running errands. County personnel are responsible for the identification, collection, and placement of waste into the appropriate area for temporary storage. A contractor is used for bulking, over-packing, transporting, and disposal/recycling of the collected HHW. County personnel assisting with operations will receive appropriate training. Further information on the facility staffing is provided in **Section 2.9** (Personnel and Duties).

Throughout this plan, contractor personnel involved with site operations, waste transportation, and/or disposal are referred to as "contractor personnel". In some instances (as necessary for clarity), they are referred to as "onsite" contractor personnel, to distinguish them from other contractor employees.

2.2 User Eligibility

The HHW Collection Facility is intended to serve the residents who live within Cumberland County and its municipalities. Records will be kept on wastes, and these records will contain information on the types and quantities of wastes, their origin, and the decision regarding acceptance or rejection. (See **Appendix B**)

Only household hazardous wastes are currently planned for acceptance at the facility. Businesses needing to dispose of hazardous wastes will be referred to vendors who offer "milk run" programs for picking up wastes at business locations. Additionally,

other conditionally exempt small quantity generators (CESQGs) may be referred to contractors specializing in hazardous waste disposal.

Each time the collection facility is open, County or contractor personnel will be present to help direct traffic, check for proof of residency, may conduct a brief survey, and provide educational materials, as they are available. The survey will be designed to determine the types, quantities, and sources of each user's wastes and questions may also be added to solicit user comments on program features such as convenience and publicity. The educational material that may be offered to users will include information on less hazardous alternative products and other HHW topics. A limit of 10 gallons per customer per day is imposed.

2.3 Collection and Screening of Wastes

Once eligibility has been established as described above, the users will be directed to proceed to the waste removal area or form a waiting line if needed. Staff will direct the flow of traffic to ensure safe and efficient operations. The user at the front of the line will be directed to drive into the receiving area, where wastes can be safely removed from the vehicle. Trained County personnel will check the wastes and remove them from the vehicle. The occupants of the vehicle will be asked to remain in the vehicle. If it is necessary to unlock the trunk for removal of wastes, County or contractor personnel will request the keys and accomplish this task. Properly trained personnel will maintain safe operations by immediately dealing with any leaking, damaged, unlabeled, or potentially shock sensitive or explosive materials.

The public education effort planned for this facility will inform potential users that the collection facility is designed to handle HHW from the following general categories: 1) yard and garden products; 2) automotive products; 3) paints and solvents; 4) household cleaning products; and 5) miscellaneous HHW. Because of difficulties in handling a few specific types of wastes (including explosives, radioactive materials, biologically active, or infectious waste), the educational effort will actively discourage users from bringing these and any other materials not accepted by the program. However, in the event that a misinformed resident brings such wastes to the facility, County personnel will consider taking the wastes to avoid improper disposal or recommend a licensed facility where it may be sent.

The decision regarding these wastes will be based upon risk assessment as well as the specific details of each case and also any advice from County staff. As necessary, the transportation and disposal contractor will help find specialized vendors to remove any such wastes for treatment or disposal. Whenever wastes are rejected, the user will be given a waste rejection notice showing the reasons for non-acceptance and providing names of people to contact for further information concerning options for proper disposal.

2.4 Waste Identification and Packaging

As the wastes are received, trained County personnel will perform initial waste identification and segregation. Some materials that can be managed by County personnel (such as oil-based paint, motor oil, and other automotive fluids, and lead-acid and button batteries) may be segregated from hazardous wastes at this time and handled according to County protocols.

The HHW facility **will not accept unknown waste**. If the generator **can identify** the item and/or items in question, then and only then will the facility accept the item. For example: unlabeled paint cans, unlabeled pesticide containers, unlabeled automotive product containers, etc.

Trained County personnel will conduct the collection, packaging, storage, and document preparation of the household hazardous wastes collected at the facility. A copy of the building inventory sheet is provided as **Appendix C**. The County will arrange the transportation, treatment, recycling, or disposal of these wastes. Many will probably require lab packaging. Lab packing of materials may occur on the same day as collection activities, provided that time is available and adequate quantities of compatible materials are received. Otherwise, materials will be safely stored until the next scheduled workday. Additionally, partially filled (packed) containers may remain on-site until adequate amounts are collected and properly packaged for transport.

If pumping, pouring, or bulking of wastes are required, grounding and explosion-proof equipment will be used as needed. For both lab packs and bulk packaging, all containers will be of Department of Transportation (DOT) specification, type, and size most appropriate for the specific waste type and planned treatment or disposal method. Wastes will be packed in fiber, plastic, or steel containers of open or closed-head types, ranging from 5 gallon pails to one cubic yard boxes or as contractor feels safe.

For any necessary lab packing, wastes will first be segregated according to DOT hazard class, then by chemical compatibility and by the acceptance criteria of specific waste recycling, treatment, or disposal facilities. An absorbent material such as vermiculite will be used to surround inner containers, prevent breakage, absorb any leaking materials, and prevent release from the outer (shipping) container. Each inner container will be recorded on container content forms, providing a complete report of the contents of any container.

Whether lab pack or bulk, the filled drums will be closed, labeled, and marked in accordance with DOT and Environmental Protection Agency (EPA) shipping requirements, and the proper information will be recorded on the manifest. The generator's notification and certification will also be prepared, as required under the land-ban regulations if applicable.

2.5 Accumulation Time

The storage building(s) at the HHW Collection Facility will be designed to store temporary accumulations of several classes of household hazardous materials. County personnel will be trained as appropriate concerning proper waste segregation and safe storage procedures.

In accordance with state requirements for temporary storage, the date upon which each period of accumulation begins will be clearly marked and visible on each container. Additionally, a complete inventory log of stored materials will be kept on site by the contractor. Furthermore, while being stored on-site, all containers with stored household hazardous wastes will be labeled or marked clearly with the words, "Household Hazardous Waste", unless the material is recyclable (e.g. used oil, latex paints, batteries) and is separated from other waste.

Time in storage may vary according to the volume of waste received. Removal of wastes by the contractor will be scheduled as necessary to minimize expense to the County while still complying with applicable regulations and safety considerations. Wastes will be stored no longer than 180 days, with the exception of pesticides. Pesticides will be stored in accordance with North Carolina Department of Agriculture (NCDA) guidance and schedules.

2.6 Storage Building Specifications

The HHW Collection Facility is designed and constructed to ensure safe and efficient operation. According to State guidance concerning storage of ignitable and reactive wastes, the structures are located at least 50 feet from the facility's property line. Furthermore, the storage buildings are separated from other operational areas of the solid waste facility in order to minimize damage in case of fire. Refer to **Figure E1** for the general HHW facility layout.

As required for proper safety and environmental protection, structures are: 1) designed to contain leaks and spills; 2) covered to exclude rain water; 3) secured to control access; and 4) constructed in accordance with all applicable National Fire Protection Association codes.

2.7 Access Control and Security

Access to the facility and chemical-handling areas will be controlled to prevent unnecessary public exposure to potential harmful substances. Areas where chemicals are handled or stored will be clearly marked using one or more of the following: warning tape barriers and caution signs. The signs will contain appropriate warning such as "No Smoking", "Keep Out", and "Authorized Personnel Only". In addition, during

collection times, County or contractor personnel will be stationed in strategic locations and will serve as checkpoint personnel to direct the flow of traffic and people.

The HHW storage building will be secured after hours of operation against unauthorized access by locked doors and is located within the County's facility that is secured by fencing, locked gates, and berms. Additionally, other devices, such as lights, automatically activate at sundown.

2.8 Hours of Operation

The HHW Collection Facility will be open for collection from 8:00 a.m. until 12:00 p.m. on the second Saturday of each month, and 12:00 p.m. until 4:00 p.m. on the fourth Wednesday of each month. These days will be posted on the County's website and made available to the public. If there is a need to increase these hours the NCDEQ Division of Waste Management will be notified in writing.

2.9 Personnel and Duties

The HHW Collection Facility will be staffed with trained qualified County personnel under the direct supervision of the Solid Waste Supervisor II. The positions and duties of the personnel are as follows:

The Solid Waste Supervisor directs onsite operational efforts. This individual has primary responsibility for:

- Assuring that all onsite personnel have met the training requirements appropriate for their duties;
- Assuring that all onsite personnel are aware of provisions of the Contingency Plan;
- Assuring that all onsite personnel are aware of the potential hazards associated with site operations;
- Assuring that appropriate personal protective equipment (PPE) is available and properly used, (i.e. full face respirators with an annual fit test, gloves, Tyvek suits and aprons);
- Monitoring and safety performance of onsite personnel;
- Correcting any work practices or conditions that may result in injury or exposure to household hazardous substances;
- Preparing any accident/incident reports;
- Implementing all aspects of the contractor's Injury and Illness Prevention Program as applicable to project site;
- Verifying that onsite personnel work in a safe manner according to the health and safety plan;

- Establishing guidelines for wearing and decontaminating (if necessary) personnel protective equipment;
- Observing onsite personnel for signs of exposure or stress;
- Immediately reporting any unusual or unsafe conditions to County and contractor supervisory staff;
- Informing onsite personnel of the proper procedure during an emergency;
- Providing first aid if necessary;
- Identifying any onsite personnel having special medical problems;
- Ensuring that any necessary monitoring equipment is properly maintained and good operating order; and
- Conducting any other inspections as needed.

County or contractor personnel will be responsible for opening the site before each collection event and securing the site at the end of each event. They will be responsible for the safe removal of acceptable materials from residents, temporary storage of materials, segregation and packaging of those materials, and the temporary storage of materials for pick up by the waste transportation contractor. As mentioned previously, County or contractor personnel will also direct traffic, conduct surveys, determine eligibility, and distribute educational materials.

2.10 Training Plan and Qualifications of Trainers

The Solid Waste Director will be responsible for ensuring the training of all County and personnel working at the HHW Collection Facility. The training program will be designed to enable appropriately trained personnel to receive and handle wastes in a safe, environmentally sound manner and to work in compliance with the county's methods and applicable regulations. Training will include appropriate health and safety training in accordance with the Occupational Safety and Health Administration (OHSA) standard in 29 CFR 1910.120(e).

The contractor is responsible for training all contractor personnel. Both the County's and the contractor's training programs are designed to enable appropriately trained personnel to receive and handle wastes in a safe, environmentally sound manner and to work in compliance with applicable regulations.

County personnel assigned to the facility do not work in unsupervised positions until they have received appropriate training. As required, complete training records are kept at the facility; training records for contractor personnel are kept at the contractor's office.

2.11 Provisions for Ignitable, Reactive, or Incompatible Wastes

County or contractor personnel will use special precautions to protect ignitable or reactive wastes from sources of ignition or reaction. These wastes will be separated from other wastes being stored in the collection facility (Refer to **Figure E1** for the

general HHW facility layout.). Any ignitable or reactive wastes will be protected from possible sources of ignition or reaction, including but not limited to: open flames, hot surfaces, frictional or radiant heat, and spontaneous ignition (e.g., from heat-producing chemical reactions). Any tools used for equipment maintenance in areas containing ignitable wastes will be of a non-sparking type. Maintenance activities such as welding or cutting, which potentially could generate sparks or open flame, will be allowed only by special permission of the Cumberland County Solid Waste Director. This permission will be granted only after the area has been inspected and tested for flammable vapors and all ignitable or reactive materials have been removed or protected. Policy will prohibit smoking or open flame within or near storage building(s). "No Smoking" signs will be placed at the entrance to unloading and storage areas and will be conspicuously placed wherever there is a direct hazard from ignitable or reactive wastes. Areas in which ignitable materials are stored will require the use of explosion-proof equipment and lighting. Proper grounding will be maintained in order to dissipate any accumulation of static charges generated by the movement of household hazardous liquids in pouring or bulking operations.

Regarding incompatible wastes, the following special provisions apply:

- Incompatible wastes will not be placed in the same container;
- Household hazardous wastes will only be placed in new, unused containers or in containers cleaned and reconditioned by a licensed manufacturer (and labeled as such); and
- A storage container holding a household hazardous waste that is incompatible with any waste or other materials stored in close proximity will be separated from them by containment structures such as built-curbs or will have secondary containment such as drip pans constructed of steel or polyethylene.

As a general rule, the handling and storage of all household hazardous wastes (especially any that are ignitable, reactive, or incompatible) will be conducted so that it does not:

- Generate extreme heat or pressure, fire or explosion, or violent reaction;
- Produce uncontrolled toxic mists, fumes, dusts, or gases in sufficient quantities to threaten human health;
- Produce uncontrolled flammable fumes or gases in sufficient quantities to pose a risk of fire or explosions;
- Damage the structural integrity of the device or facility containing the wastes; and/or
- Threaten human health or the environment.

The procedures to comply with these provisions depend upon: 1) proper identification of waste materials as they are received; 2) segregated storage according to compatible

hazard class; and 3) no co-mingling, bulking, or combining of incompatible hazard classes. The contractor and other appropriate technical publications will provide guidance.

2.12 Operational/Emergency Equipment and Personal Protective Equipment

The HHW Collection Facility will contain the necessary equipment for protecting County and contractor personnel. The facility will also contain the equipment needed to implement the contingency plan. The facility is equipped with a telephone from which emergency assistance could be summoned. Internal communications will be carried out by voice as the most practical method given the restricted size of the facility.

Other equipment to be kept at the facility will include portable ABC dry chemical fire extinguishers, spill control equipment including absorbents, pads, shovels, brooms, and containers, and various commercial decontamination solutions.

All facility communications or alarm systems, fire protection equipment, spill control equipment, and decontamination equipment will be inspected and maintained by County personnel as necessary to ensure its presence and proper operation in case of emergency. Fire protection equipment will be tested according to manufacturer specifications. (See **Appendix D**)

Personal Protection Equipment (PPE) will be used as appropriate to protect County or contractor personnel from spills, broken containers, and sharp objects. The level of PPE required for particular tasks will be as directed by the County.

2.13 Use and Management of Containers

Appropriate containers fitting DOT specifications will always be used for storing wastes at the HHW Collection Facility. County personnel preparing wastes for storage will only use containers that are compatible with the wastes to be stored in them, so that containment ability is not impaired.

Any containers holding stored HHW will be checked routinely by County personnel to ensure that they haven't been stored more than 180 days and also to ensure their integrity.

If a container holding household hazardous waste is found in poor condition or if it begins to leak, County personnel will transfer the wastes from the defective container to one that is in good condition or will overpack the container in a suitable storage drum.

County personnel will ensure that any containers holding household hazardous waste will be kept closed during storage, except when necessary to add or remove waste. Caution will be taken in the movement of all containers to prevent them from being

tipped over or punctured. Furthermore, the containers will be opened, handled, and/or stored in a manner which will minimize the chance of rupture or leakage.

Unobstructed aisle space will be maintained to allow movement of personnel, containers, and emergency equipment within the storage building at all times.

2.14 Recycling of Waste

HHW collected at this facility will be recycled or treated whenever economically practical, and incineration or landfilling will be used as a last resort. In keeping with this operating philosophy, it is currently anticipated that the following wastes may be collected for recycling or BTU recovery: motor oil and other automotive fluids, lead-acid batteries, nickel-cadmium batteries, lithium batteries, dry-cell batteries, oil-based paint, fuels and solvents.

2.15 Transportation and Disposal

When the properly registered/licensed transportation and disposal contractor arrives at the HHW facility for a scheduled pickup, the contractor will ensure that all containers are properly packaged, labeled, documented, and manifested. Contractor personnel will then load the containers onto a contractor vehicle and will transport them to a licensed facility for final treatment, recycling, or disposal.

2.16 Reporting and Documentation

Thorough and accurate records will be maintained to ensure the accurate tracking of household hazardous materials from the generator to final disposal sites. Container Contents Sheets will detail each drum's contents and waste quantities. Waste manifests will be used to track waste generation, transportation, and final treatment, storage, or disposal. Signed manifests and other records are compiled by the contractor on a monthly basis and copies maintained in the facility operating record for inspection upon request by the DWM. A HHW collection facility annual report will be prepared and submitted by the County to the DWM on or before August 1st each year.

Additional records that may be generated to ensure accurate record keeping include the following:

- Drum tracking sheet (contractor's in-house form);
- Contractor's material profile sheet (for wastes in bulk, 5 gallons or more);
- Waste certification/notification (to meet requirements of land-ban requirements if applicable);
- TC rule certification/re-certification (to meet the TCLP Rule requirements, if applicable); and/or
- Certificates of disposal.

2.17 Maintenance and Operation of the Facility

The HHW Collection Facility will be maintained and operated to promote personnel safety and to minimize the possibility of a fire, explosion, or any unplanned sudden or non-sudden release of household hazardous waste or household hazardous waste constituents to air, soil, or surface water which could threaten human health or the environment. The appropriate provisions and procedures necessary to ensure safe and efficient operations have been stated in this plan.

2.18 Policy for Dealing with Unacceptable Waste

2.18.1 Radioactive Waste

Smoke detectors are the most likely household waste to contain radioactivity. Residents will be advised by County or contractor personnel to mail used smoke detectors back to the manufacturers if they are still in business.

2.18.2 Explosives

If explosives are delivered to the facility, the first step will be to immediately assess the possible danger and close the site if necessary until these materials are removed. The Cumberland County Sheriff's Department will be called with any small arms ammunition including rifle, shotgun, and handgun. For any military type explosives, the SBI and Explosives Division at Fort Bragg will be notified. If the explosive material is not military in nature, then Fort Bragg may not respond.

<https://edocs.deq.nc.gov/WasteManagement/Browse.aspx?id=1969&dbid=0&repo=WasteManagement>

2.18.3 Medical Waste

Regulated medical waste/sharps will not be accepted at the facility. Non-regulated (home generated) sharps waste will be safely managed as a solid waste.

2.18.4 Polychlorinated Biphenyls (PCBs)

Fluorescent light ballasts which may contain polychlorinated biphenyls (PCBs) will be accepted. However, no other PCB waste will be accepted.

2.19 Closure

Prior to conducting closure of the HHW facility, the County will submit a written notification to the DWM which includes a schedule for closure activities. Upon closure of the facility, Cumberland County will remove all household hazardous waste and any residues. The County will also remove all containers used for storage; equipment used during the operations of the facility, and will manage these appropriately. Upon completion of closure, the County will perform an inspection with the DWM to verify that closure activities are complete. Facility closure activities will be in accordance with 15A NCAC 13B .0302(b).

3.0 CONTINGENCY PLAN

3.1 Contact Information

Responsible Agency: Cumberland County Solid Waste Department
698 Ann Street
Fayetteville, NC 28301

Facility Address: Cumberland County Household Hazardous Waste
Collection Facility
923 Wilkes Road
Fayetteville, NC 28306

Emergency Contacts: **Fire/Ambulance/Police: 911**
Primary Contact:
Solid Waste Director
Amanda Bader
698 Ann Street
Fayetteville, NC 28301
Office Phone: (910) 321-6920
Cell Phone: (919) 795-3855

Emergency Coordinators:
Solid Waste Supervisor II
Tim Middleton
698 Ann Street
Fayetteville, NC 28301
Office Phone: (910) 321-6920
Cell Phone: (910) 303-1096

Environmental Enforcement Inspector
Virgilio De la Serna
698 Ann Street
Fayetteville, NC 28301
Office Phone: (910) 321-6920
Cell Phone: (910) 322-5913

On-Scene Coordinator/County Fire Marshall
Kevin Lowther
500 Executive Place
Fayetteville, NC 28305
Office Phone: (910) 321-6625
County Emergency Call Center: (910) 677-5556
Emergency Phone: 911

Additional Contacts:

Cumberland Emergency Medical Services

610 Gillespie Street
Fayetteville, NC 28306
Office Phone: (910) 609-5600
Emergency Phone: 911

Cumberland County Fire Marshall

500 Executive Place
Fayetteville, NC 28305
Office Phone: (910) 321-6625
County Emergency Call Center: (910) 677-5556
Emergency Phone: 911

(Contractor)*

ECOFLO, Inc.
2750 Patterson Street
Greensboro, NC 27407
Office Phone: (336) 855-7925

Additional Contacts:

Environmental Senior Specialist
NCDEQ - Div. of Waste Management/
Solid Waste Section
225 Green Street, Suite 714
Fayetteville, NC 28301
Office Phone: (910) 433-3300

State Bureau of Investigation
Raleigh, NC
(919) 662-4500

Department of Agriculture/Pesticide Control
4400 Reedy Creek Road
Raleigh, NC 27607
Office Phone: (919) 733-3556

* Other area HHW contractors include Clean Harbors, LLC (Reidsville, NC; (336) 342-6106).

3.2 Purpose and Implementation

This plan is designed to minimize hazards to human health and the environment from fires, explosions, or any unplanned, sudden, or non-sudden release of hazardous constituents to air, soil, or surface water. The provisions of this plan will be carried out **immediately** whenever there is an emergency at the facility.

3.3 Contingency Plan Contents

This plan contains emergency procedures for four types of incidents: *spills, fires, explosions and non-project-related disasters* (as defined below):

- A spill is an unintentional release of materials in a quantity that is sufficient to cause environmental or personal harm.
- A fire is the ignition or conflagration of either waste materials or paper and wood trash.
- An explosion is a sudden detonation of waste materials.
- Non-project-related disasters include unlikely events such as tornadoes, earthquakes, floods, or bomb threats.

3.4 Facility Staffing and Emergency Responsibilities

The HHW Collection Facility will be staffed by trained personnel, who will collect materials from County residents and prepare the materials for shipping. A licensed contractor will be used for transport, disposal/recycling of materials, and some over-packing. In the event of an emergency, all appropriately trained personnel who are available would participate in the response as directed by the designated emergency coordinator. Accordingly, throughout the remainder of this plan, the term “personnel” will be used to refer to appropriately trained representatives.

3.5 Arrangements with Local Authorities

The County will make arrangements to familiarize local authorities with all pertinent aspects of the facility and its operations. In Cumberland County, primary emergency authority is assigned to Cumberland County Emergency Management Services, with other agencies in supporting roles. The responsible agency will therefore work with this Emergency Management office to ensure that all appropriate local authorities are properly prepared.

3.6 Revisions

This contingency plan will be kept at the facility and will also be distributed to local authorities (as described above). The contingency plan will immediately be revised whenever:

- a) The plan fails in an emergency;
- b) There are significant changes in facility design, construction, operation, or maintenance;
- c) The list of emergency contacts is changed; and/or
- d) The list of emergency equipment is changed.

This plan will be reviewed periodically by the County for changes and updates.

3.7 Emergency Response Materials and Equipment

A variety of emergency response materials and equipment will be kept at the facility. These materials will include some or all of the following, as deemed necessary by the contractor: spill control equipment (described in a subsequent section), fire extinguishers, personal protective equipment (PPE), emergency eyewash station, emergency shower/eyewash, and first aid kit.

3.8 Designation of Emergency Coordinator

At the time of an emergency, there will be at least one County representative on the facility premises with the responsibility for coordinating all emergency response measures. This coordinator will be familiar with all aspects of the facility's contingency plan, all operations and activities at the facility, local characteristics of wastes to be handled, location of facility records, and facility layout. In addition, this person will have the authority to commit the resources needed to implement the contingency plan. The emergency coordinator will coordinate all emergency responses with the Operations Manager and will supervise the implementation of emergency procedures described in the following sections of these plans.

3.9 Spill Response Equipment and Procedures

Normal spill prevention techniques will be used at the facility and standard spill control equipment will be available. This equipment will include some of the following: bulk absorbents, an over-pack drum, absorbent booms or pillows, polyethylene liners, containers for contaminated absorbent, non-sparking tools, and decontamination products. All County personnel will work from the Awareness Level only at first. This could change to a more aggressive role, as required training will allow. In the event that a release occurs, the following procedures will be used:

- 1) The individual who notices the spill will alert other personnel by voice.
- 2) All personnel will stop work and secure their areas of responsibility.
- 3) The emergency coordinator will direct all public participants to a safe area if necessary.

- 4) The emergency coordinator will identify the characteristics, exact source, amount, and real extent of any released materials. The coordinator will assess the possible hazards to human health and the environment, considering both direct and indirect effects (e.g., the effects of any toxic, irritating, or asphyxiating gases that are generated, or the effects of any hazardous surface-water runoff from where the water or any chemical agents used). The emergency coordinator will also determine the proper protective equipment needed and will monitor for leaks, pressure build up, gas generation, or ruptures in equipment as appropriate.
- 5) If the release is serious enough to affect human health or the environment outside of the facility, the emergency coordinator will immediately contact local authorities and will also notify the National Response Center or the County official designed as the on-scene coordinator for the area. This report will include: name and telephone number of the facility; date and time of the incident; type of incident; name and quantities of materials involved; extent of injuries; and possible hazards to human health and the environment.
- 6) Personnel will be assigned to control the spill and prevent its spread or other complications. If necessary, personnel can be assigned to isolate storm drains and sewers. Personnel will don their protective equipment and take the appropriate steps for cleaning up the spill. Any incompatible materials located near the spill will be removed. A fire watch will be established and the local fire department will be notified. Reasonable measures will be taken to ensure that the problem does not recur or spread to other waste.
- 7) If the emergency coordinator determines that outside assistance is needed, then appropriate calls will be made using the emergency phone list.
- 8) Once the spill is contained and cleaned up, any responsible equipment used will be decontaminated, inspected, and put back in service when returned to an acceptable condition.
- 9) If the emergency coordinator determines that a significant amount of waste escaped from the facility's secondary containment structures, a qualified and suitably trained contractor will take soil and/or surface water samples to determine the extent of contamination of the area and possible remedial action.
- 10) The affected areas of the facility will not be placed in operation again until the County has notified the appropriate authorities that the facility is once again functional.

- 11) The County, with assistance as needed from the contractor, will make a report of the incident in the operating record and will notify the NCDEQ's Division of Waste Management - Solid Waste Section within 24 hours. A written report will be filed with the division within 15 days and it should include all of the information in Item (5) above, plus the estimated quantity and disposition of recovered materials from the incident.

3.10 Fire/Explosion Response Procedures

Procedures to be used in the event of a fire or explosion are as follows:

- 1) The individual who notices the fire or explosion will alert other personnel by voice.
- 2) All personnel will stop work and secure their area of responsibility.
- 3) The emergency coordinator will alert the local fire department and will move public participants to a secure location.
- 4) Trained County personnel/outside emergency response personnel will be assigned and/or contacted to contain and halt the fire unless an explosion is possible in which case an emergency coordinator will call for evacuation. If the fire is chemical in nature or spreads to the chemical waste, emergency responders will be contacted for assistance. Trained County personnel may fight the fire using fire extinguishers and/or soil and absorbents. Water will generally not be used if the fire is due to the ignition of a flammable liquid, because the water spray could cause spattering or allow the liquid to spread.
- 5) If the fire goes beyond the incident stage and cannot be controlled with extinguishers, the emergency coordinator will notify appropriate authorities and prepare to evacuate the work area. Personnel will assist local responders when necessary. Such assistance may include helping to evacuate local residents; blocking off storm drains and protecting water sources; removing all unnecessary personnel and vehicles from the area; and removing waste material if possible.
- 6) If the fire or explosion is serious enough to affect human health or the environment outside the facility, the emergency coordinator will immediately contact local authorities and will also notify the National Response Center or the County official designated as the on-scene coordinator for the area. This report will include; name and telephone number of the reporter; name, address, and telephone number of the responsible agency; name, address and telephone number of the facility; date and time of the incident; type of incident; name and quantities of materials involved; extent of injuries; and possible hazards to human health and the environment.

- 7) Once the fire has been extinguished, the cleanup of the area will commence. During cleanup activities, the emergency coordinator will monitor for leaks, pressure buildup, gas generation, or ruptures in equipment as appropriate. If the fire was chemical in origin or spread to the waste area, all potentially contaminated cleanup materials will be disposed as of waste.
- 8) Further response to a fire will proceed according to Steps 8 through 11 under the preceding spill response section of this contingency plan.

3.11 Procedures for Non-Project Related Disaster

In the unlikely event of a disaster such as a flood, tornado, earthquake, or bomb threat the following procedures will be used:

- 1) The individual noticing the situations will notify other personnel by voice.
- 2) All personnel will stop work and secure their areas of responsibility.
- 3) The emergency coordinator will alert the appropriate authorities and move personnel to a secure location. The affected area will be secured to prevent access.
- 4) If necessary, further procedures will be determined and implemented when appropriate, given the specific nature of the emergency.

3.12 Evacuation Plans

Whenever there is an emergency incident at the facility, the emergency coordinator will decide if evacuation is necessary. In making this decision, the emergency coordinator will consider various factors, including the following: a) potential for fire and/or explosion to intensify or spread; b) potential for release of toxic fumes/vapors; and c) quantity of released material.

If evacuation of the facility is necessary, personnel will be immediately notified by voice. The following procedures will then be implemented:

- 1) All personnel will leave the facility as quickly as possible through the nearest exit and proceed directly to a designated assembly area at a safe distance from the facility. All site personnel will be accounted for. If any personnel are missing, attempts to find them will be made as long as it does not involve endangering the lives of others. No personnel or vehicles will be allowed to re-enter the facility unless specifically authorized by the emergency response personnel.

- 2) After the emergency is over, re-entry will not be allowed until the emergency coordinator has determined that the facility is safe and has given appropriate notification to personnel.

3.13 Nearby Hospital/Trauma Center

If needed, medical assistance will be summoned by calling 911. The nearest hospital and trauma center to the HHW facility are as follows below.

3.13.1 Hospital

The nearest hospital is:

Cape Fear Valley Medical Center
1638 Owen Drive
Fayetteville, NC 28304
Phone: (910) 615-4000

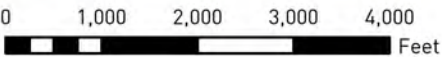
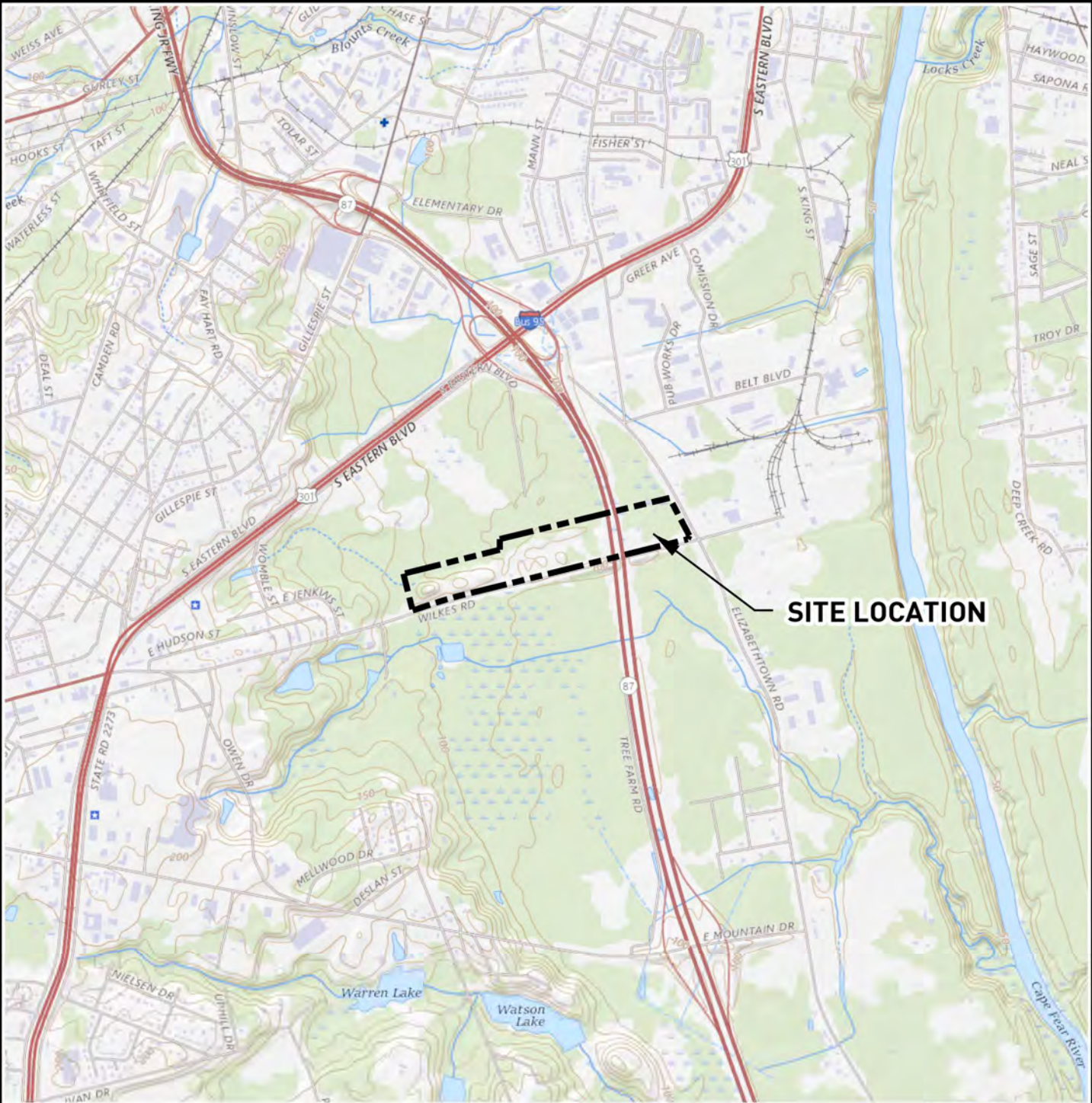
Refer to **Figure 3** which shows directions to this facility.

3.13.2 Hospital/Trauma Center

The nearest hospital having a trauma center is:

Cape Fear Valley Medical Center
1638 Owen Drive
Fayetteville, NC 28304
Phone: (910) 615-4000

Refer to **Figure 3** which shows directions to this facility.



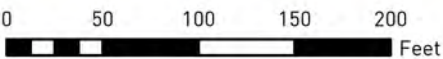
REFERENCE
1. USGS 7.5-MIN QUAD TITLED "VANDER, NC", DATED 2022.

**CUMBERLAND COUNTY
HAZARDOUS HOUSEHOLD WASTE FACILITY
923 WILKES ROAD
SITE LOCATION MAP**

919.828.0577
SMITH+GARDNER
ENGINEERS

14 N. Boylan Avenue, Raleigh, NC 27603 | NC LIC. NO. F-1370 (ENGINEERING)

DRAWN:	APPROVED:	SCALE:	DATE:	PROJECT NO.:	FIGURE NO.:
JDM	LJK	1:24,000	Dec. 2022	CUMBERLAND-22-43	1



REFERENCE
1. IMAGERY AND ROADS FROM NC ONEMAP, DATED 2021.

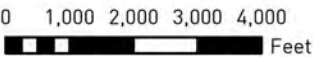
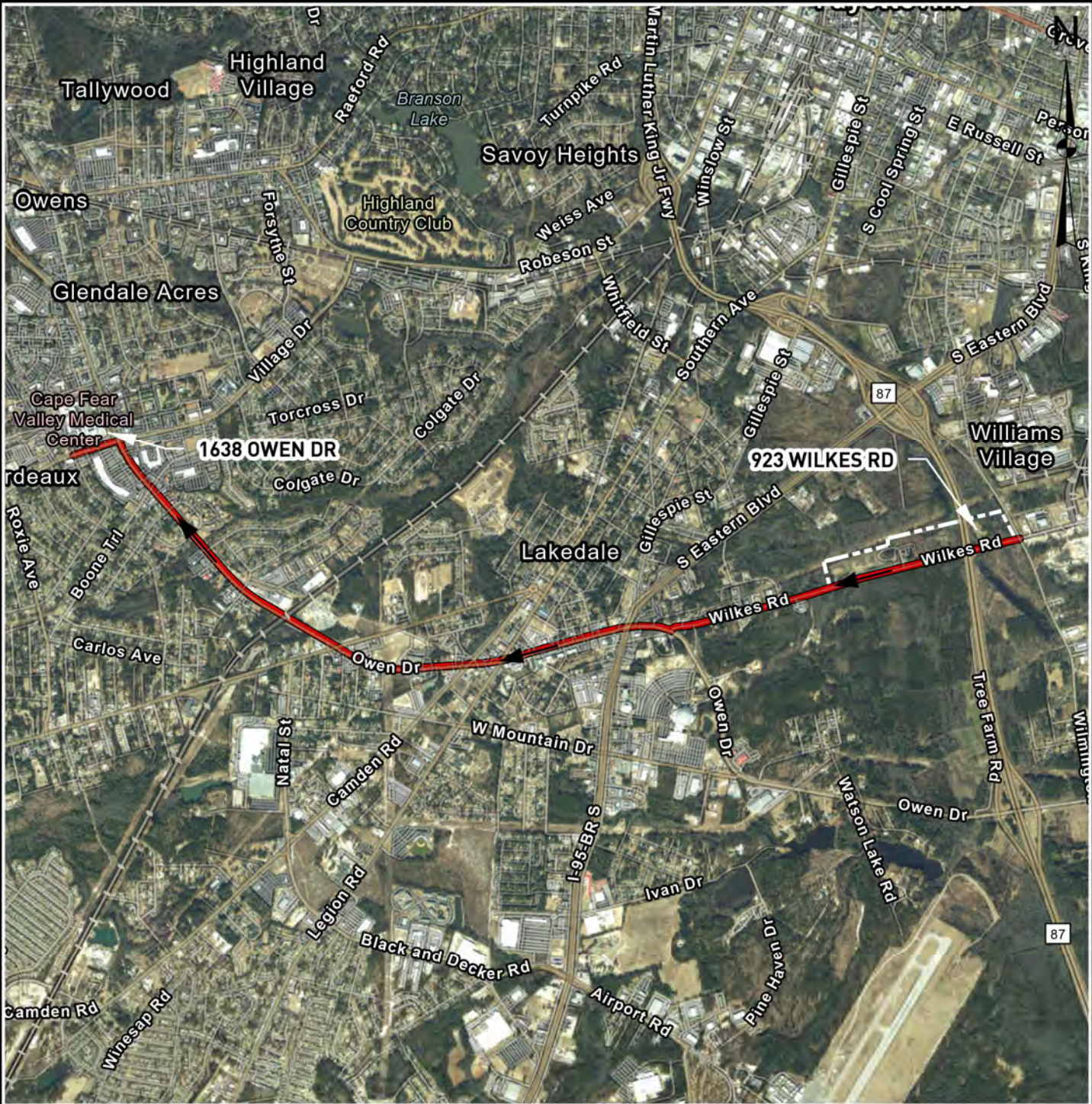
**CUMBERLAND COUNTY
HAZARDOUS HOUSEHOLD WASTE FACILITY
923 WILKES ROAD
FACILITY LAYOUT**

919.828.0577
**SMITH+GARDNER
ENGINEERS**

14 N. Boylan Avenue, Raleigh, NC 27603 | NC LIC. NO. T-1370 (ENGINEERING)

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JDM	LJK	1:1,200	Dec. 2022	CUMBERLAND-22-43	2



REFERENCE
1. IMAGERY AND ROADS FROM ESRI.

CUMBERLAND COUNTY
HAZARDOUS HOUSEHOLD WASTE FACILITY
923 WILKES ROAD
NEAREST HOSPITAL ROUTE

919.828.0577
SMITH+GARDNER
ENGINEERS

14 N. Boylan Avenue, Raleigh, NC 27603 | NC LIC. NO. T-1370 (ENGINEERING)

DRAWN:	APPROVED:	SCALE:	DATE:	PROJECT NO.:	FIGURE NO.:
JDM	LJK	1:36,000	Dec. 2022	CUMBERLAND-22-43	3

Appendix A

Permit to Operate (Approved 11/08/2017)

Removed for succinctness.

Full document can be accessed at:

<https://edocs.deq.nc.gov/WasteManagement/Browse.aspx?id=1969&dbid=0&repo=WasteManagement>

**Operations Manual: Household Hazardous Waste Plan
Cumberland County Solid Waste Department
Cumberland County, North Carolina**

Appendix B

Material Inventory Sheet

**Operations Manual: Household Hazardous Waste Plan
Cumberland County Solid Waste Department
Cumberland County, North Carolina**

Material Inventory Sheet

Name:		Date:	Inspector Initials:
Address		<u>Material Placed in:</u> Shed 1, Shed 2, Shed 3, Paint Shed, Pesticide Shed, Anti-Freeze Drum, Oil Drum, Cooking Oil Drum, Rejected (Circle One)	
Phone #:	Municipality:		

No Latex Paint, Unknown or Unlabeled Material Accepted

For Inspector Use Only				
Material Description	Hazard Category ¹	Material Form ²	# Containers	Weight
Aerosol Cans (air freshener, compressed air, WD-40, battery cleaner, etc.)	F	A		
Anti-Freeze	P	L		
Batteries, Household (Size: _____)	A	S		
Batteries, Vehicle	A	S		
Chemicals, Hobby (craft, photography, lab sets, etc.)	F	A/L/S		
Chemicals, Pool	P	L/S		
Cleaners (Furniture, spot remover, etc.)	F	A/L/S		
Contaminated, Anti-Freeze, Motor Oil, Etc.	F/P/N	L		
Cooking Oil	N	L		
Corrosives (ammonia, battery acid, copper cleaner, drain cleaner, etc.)	V	A/L/S		
Flammables (gasoline, kerosene, fuel additives, brake cleaner, etc.)	F	L		
Mercury (thermometer, thermostat, etc.)	P	L		
Oil, Motor	N	L		
Oil, Motor Filter	N	S		
Oxidizer (bleach, cleaners, peroxide, etc.)	P/V	A/L/S		
Paint, Oil	F	L		
Paint, Solvent (thinner, turpentine, stripper, etc.)	F	A/L		
Paint, Spray	F	A		
Pesticide/Herbicides (weed killer, mothballs, flea/roach powder, etc.)	P	A/L/S		

¹ Hazard Category: A=Acid, C=Combustible, F=Flammable, N=Non-regulated, O=Oxidizer, P=Poisson, T=Toxic, U=Unknown, V=Corrosive

² Material Form: A=Aerosol, L=Liquid, S=Solid/Powder

Additional Remarks: _____

Date: _____

Inspector Signature: _____

Appendix C

Building Inventory Sheet

**Operations Manual: Household Hazardous Waste Plan
Cumberland County Solid Waste Department
Cumberland County, North Carolina**

Location: _____

[illegible][illegible]

Appendix D

HHW Check Sheet & Inspection Log

**Operations Manual: Household Hazardous Waste Plan
Cumberland County Solid Waste Department
Cumberland County, North Carolina**

HHW Check Sheet

Reminders

- Customer must remain in vehicle at all times.
- Write weights on Material Inventory Sheet. **Weigh Everything** (oil filters after draining, household & vehicle batteries, pesticides, anti-freeze, etc.)
- After weighing, place household batteries in appropriate pail and vehicle batteries on bottom shelf in work station area. Do not place any batteries outside the work station area.
- Wear white suits and steel toe shoes. Wear safety glasses and gloves when unloading vehicles, pouring paint/oil/anti-freeze, and placing containers in building.
- **Label Everything** before placing in building.
- Place oil filters on oil drum grid to drain. After draining, with the oil filters and place them in oil filter drum. Do not put air filters, cardboard, etc. in oil drum filter.
- Use .15 as the weight for mercury thermostats, thermometers, etc. and place in bucket located in pesticide building.

Check off items as you do them. Turn sheet in, to supervisor, on following Monday.

Items to be completed	Done	Initials
• Open gate at 8:00 am or 12:00 pm		
• Check and clean eye wash building and sign sheet		
• Check location of fire extinguishers in buildings; must be right inside door on left for easy accessibility. Fire extinguisher in work station area should be by scale.		
• Check fire extinguisher tags and update as needed		
• Clean scale as spills occur and before putting up at end of day		
• Clean buildings (sweep floor, empty trash cans, etc.)		
• Do not leave anything on shelves in work station area		
• Empty outside trash cans at oil container, anti-freeze container, and work station area as needed or at end of day		
• Sweep areas as needed or at end of day		
• Use black plastic bags to cover nearby full drums so they do not get paint on them as you are pouring out paint. Once 55-gal paint drum is full, spray paint it		
• Make sure scale is off and clean before putting up at end of day		
• Report full buildings/drums to supervisor		
• Make list of supplies needed and give to supervisor		
• Close gate at 4:00 pm		

 Signature

 Date

Instructions: Inspections must be done each time facility is open. If the item/area is in compliance, place a check mark in the yes column. All no findings must be fully explained in the comment area at the bottom of this form and the Environmental Enforcement Supervisor must be contacted. Inspection logs are to remain on site in the office.

Date: _____ Time: _____ Inspector: _____

Facility Operation, Maintenance, Material Handling, and Storage			
	YES*	NO	Description & Comments
Security measures (gates, fence, locks)	<input type="checkbox"/>	<input type="checkbox"/>	
Informational sign posted and legible	<input type="checkbox"/>	<input type="checkbox"/>	
Fire suppression system	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead motorized vents	<input type="checkbox"/>	<input type="checkbox"/>	
Accumulation start date on containers	<input type="checkbox"/>	<input type="checkbox"/>	
"Hazardous Waste" on each container	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	
Spill control equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Eyewash	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Kit	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Clothing (PPE)	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of Permit	<input type="checkbox"/>	<input type="checkbox"/>	
Sump pump	<input type="checkbox"/>	<input type="checkbox"/>	
Inspection logs	<input type="checkbox"/>	<input type="checkbox"/>	
Employee training file	<input type="checkbox"/>	<input type="checkbox"/>	

Details of unsatisfactory findings:

Appendix #5

Example Planning Timeline for One-Day HHW Events

PLANNING TIMELINE FOR ONE-DAY HHW EVENTS

SIX MONTHS BEFORE THE EVENT

ORGANIZATION

- Establish network of local environmental, Emergency Medical Services, Public Works, and other related groups
- Determine which permits and licenses may be required
- Notify Pesticide Disposal Assistance Program (PDAP) within Dept. of Agriculture and Consumer Services for assistance with pesticide collection if wanted

PROGRAM DESIGN

- Determine who may be allowed to participate (city residents, county residents, VSQGs)
- Determine what materials to accept
- Identify local outlets for reuse of salvageable collected materials

CONTRACTING

- Develop basic criteria for qualified contractors
- Develop list of potential contractors
- Finalize and issue RFP

FUNDING

- Estimate costs
- Obtain funding (local government, private sector donations, grants)
- Develop list of potential donors in the private sector

SITE SELECTION

- Develop list of potential sites and dates

PUBLICITY

- Identify avenues for publicity (ex. social media, print, online, and/or radio advertising) and estimate costs

THREE-TO-SIX MONTHS BEFORE THE EVENT

ORGANIZATION

- Make sure permits and licenses are in place

CONTRACTING

- Evaluate proposals received
- Select contractor

PUBLICITY

- Design ads for social media, print, online, and/or radio advertising
- Issue first press release

ONE-TO-THREE MONTHS BEFORE THE EVENT

PROGRAM DESIGN

- Finalize budget
- Develop training outline for volunteers
- Select a caterer for lunch on collection day
- Develop participant survey forms. Surveys are used to ask where participants heard about the event and to provide their zip codes to track the collection event's geographical reach.

SITE SELECTION

- Finalize site selection
- Visit site with contractor
- Prepare site layout, traffic flow diagrams, and unloading/loading zones with selected contractor

PUBLICITY

- Contract for advertising time and space
- Conduct press conference
- Finalize advertising design

ONE-TO-FOUR WEEKS BEFORE THE EVENT

PROGRAM DESIGN

- Plan the collection day's workflow and discuss safety procedures with HHW contractor
- Conduct volunteer training

PUBLICITY

- Place online, print, and radio ads
- Issue press release

ONE-TO-FIVE DAYS BEFORE THE EVENT

- Remind local media, public officials, emergency responders, and volunteers
- Confirm arrangement with caterer
- Review workflow plans and safety procedures with HHW contractor
- Print participant survey forms

EVENT DAY

- Conduct safety briefing
- Open gates on time
- Review lunch schedule

Appendix #6

Example Collection Event Participant Survey

	INSTRUCTIONS: For each question, mark either the YES or NO column.	YES	NO
1	Were you satisfied with the event? Comment:		
2	Were the times convenient for you? Comment:		
3	Did you learn anything new at this event? Comment:		
4	Would you recommend this event to a family member or friend? Comment:		
5	Was it easy to get access to the area? Comment:		
6	How did you learn about the event? Please CIRCLE all that apply. 1. In the media (newspaper, Facebook, YouTube, Twitter, Radio, etc.) 2. Union County website 3. Friend/Family 4. A handout at a Union County Site Comments:		
7	Please provide suggestions or comments you might have in the space below.		
8	Please provide your zip code.		
	Thank you for participating in our 2019 Household Hazardous Waste Day. Feedback on your experience will be appreciated, as it will help us make improvements for future events. Please give to the attendant on the way out. You can mail it to: Union County Government Center, 500 N. Main Street, Monroe, NC 28112 or email to ____.		

Appendix #7

NC DEACS HHW Flyer Template



Household Hazardous Waste

Recycling Event



CARTERET COUNTY

Sept. 24th, 8:00 a.m. - 1:00 p.m.
Carteret County Health Dept.
3820 Bridges Street,
Morehead City

The Coastal Environmental Partnership (CEP) is a public solid waste management authority that serves Carteret, Craven, and Pamlico Counties. CEP provides residents with an environmentally sound and cost-effective system of solid waste disposal, and sponsors a series of household hazardous waste collection days in each of the three counties.

Accepted Materials

- ✓ Cooking oil
- ✓ Drain openers
- ✓ Batteries
- ✓ Paint: Latex and oil paints and paint thinners.
- ✓ Automotive fluids: gasoline, used motor oil and anti-freeze
- ✓ Pesticides: Lawn, garden and farm pesticides and fertilizer

10 gallons max per vehicle.



Non-Acceptable Materials

- ⊗ Gas cylinders
- ⊗ Explosives
- ⊗ Commercial waste
- ⊗ Ammunition
- ⊗ Infectious, biological or radioactive wastes



No Mystery Cans!

Everything must be labeled or easily identified.

ADDITIONAL GUIDELINES:

You will be asked to remain in your vehicle at all times. We will remove your items from your vehicle. Contractors are **not** allowed to bring items for disposal (**residential wastes only**).

For more information, call 252-633-1564
or e-mail _____