



# Kootenai County Solid Waste Department

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*Administration Office*  
3650 N. Ramsey Road  
Coeur d'Alene, ID 83815  
(208) 446-1430  
Facsimile: (208) 446-1432

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*Ramsey Transfer Station*  
3650 N. Ramsey Road  
Coeur d'Alene, ID 83815  
(208) 446-1430  
Facsimile: (208) 446-1432

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*Prairie Transfer Station*  
15580 W. Prairie Ave  
Post Falls, ID 83854  
(208) 446-1430  
Facsimile: (208) 446-1470

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*Landfill Location*  
22089 S. Hwy 95  
Coeur d'Alene, ID 83814  
(208) 446-1450  
Facsimile: (208) 446-1452

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www.kcgov.us  
E-mail: kcsw@kcgov.us

## Asbestos Policy & Procedures Cover Sheet

- A. Must give 24-hour notice to landfill personnel. They can be contacted at **446-1450**. If no answer, please leave a message. This must be done before the load is delivered to the landfill.
- B. Asbestos must be in air-tight containers and/or double-wrapped in heavy plastic (**6 mil or greater**) prior to shipment. (See policy attached)
- C. Must weigh in at a Kootenai County Transfer Station and then transport the waste directly to the landfill. The landfill is located at 22089 S. Hwy 95, Coeur d'Alene.
- D. Driving Instructions:
  - a. From the Ramsey Transfer Station, drive South on Ramsey Road (also Northwest Boulevard). Take the exit off Northwest Boulevard for Highway 95 South. Approximately 15.5 miles South of Coeur d'Alene on Highway 95 is the landfill. You will pass the Rockford Bay turn off (Elk Ranch). Approximately ¼ mile south of the Rockford Bay turn is the turning lane for the landfill. Off to the right is the landfill on the hillside. You will see blue buildings and silver towers (flares). Please stop at the large shop building for assistance prior to driving on the landfill.
  - b. From the Prairie Transfer Station, drive South to I-90 and then East on I-90 taking Exit 11 (Northwest Boulevard). Then drive South on Northwest Boulevard and take the exit for Highway 95 South. Approximately 15.5 miles South of Coeur d'Alene on Highway 95 is the landfill. You will pass the Rockford Bay turn off (Elk Ranch). Approximately ¼ mile south of the Rockford Bay turn is the turning lane for the landfill. Off to the right is the landfill on the hillside. You will see blue buildings and silver towers (flares). Please stop at the large shop building for assistance prior to driving on the landfill.
- E. If you have any questions, please feel free to contact the Administration office Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. The office is closed from 12:00 to 1:00 daily. The office number is (208) 446-1430.

**Kootenai County Solid Waste Department  
Addendum to Asbestos Policy and Procedures**

*This Department Policy governing the disposal of solid waste is promulgated under the authority of Title 4, Chapter 3 Kootenai County Code as it exists or may subsequently be amended and is effective on May 1, 2013.*

  
\_\_\_\_\_  
Director, Solid Waste Department

**Addendum to Asbestos Policy and Procedures**

All buildings to be demolished that are larger than the dimensions of 400 square feet must be certified asbestos free by a certified and/or licensed person or business before it can be disposed of at any Kootenai County Solid Waste collection area. The certification must indicate that the entire demolished building(s) and their contents to be disposed have been reviewed and declared asbestos free.

Verification of the status of asbestos-free must be provided to the Solid Waste Department on the form attached hereto and incorporated herein by reference prior to disposal.

The Solid Waste Department must be assured that any demolition is asbestos-free as required by the Environmental Protection Agency (EPA) before it can be disposed of in the Fighting Creek Landfill.

If asbestos is detected, the rules and regulations set within this policy must be followed before disposal is allowed.

**Asbestos-Free Verification**

**GENERATOR**

1. Work site name and mailing address:

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone Number: (\_\_\_\_) \_\_\_\_\_

2. Contractor's name and mailing address

Contractor's Name: \_\_\_\_\_

Contractor's License No.: \_\_\_\_\_

Contractor's Mailing Address: \_\_\_\_\_

Contractor's Phone Number: (\_\_\_\_) \_\_\_\_\_

3. Name, address and telephone number of company verifying asbestos-free status:

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

3. Description of Materials:

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

4. Estimated number of loads: \_\_\_\_\_

5. Project start date: \_\_\_\_\_ Project End date: \_\_\_\_\_

All waste must be generated within Kootenai County,  
State of Idaho, per County Ordinance.

I hereby certify that the entire demolished building(s) and their contents to be disposed from the project address listed above have been reviewed and declared asbestos-free.

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

**ASBESTOS POLICIES & PROCEDURES**

**Office Verification – Asbestos-Free Status:**

The verification for \_\_\_\_\_, has been reviewed and all  
(Generator)  
documents are in order.

\_\_\_\_\_ is hereby authorized to dispose of the  
(Generator/Contractor)  
materials from \_\_\_\_\_, with disposal  
(Project Address)  
dates of \_\_\_\_\_ to \_\_\_\_\_.  
(Start date) (End date)

A copy of this office verification should accompany each load brought to the Solid Waste Department from this project.

\_\_\_\_\_  
Authorized Signature  
Kootenai County Solid Waste Department

**KOOTENAI COUNTY SOLID WASTE DEPARTMENT  
ASBESTOS POLICY AND PROCEDURES**

*This Department Policy governing the disposal of solid waste is promulgated under the authority of Title 4, Chapter 3 Kootenai County Code as it exists or may subsequently be amended and is effective on May 1, 2013.*

  
\_\_\_\_\_  
Director, Solid Waste Department

**POLICY:**

- I. Asbestos material will not be accepted at any Kootenai County facility unless the following requirements and procedures are met:
  - A. The waste is generated and comes from within Kootenai County, State of Idaho.
  - B. A Waste Shipment Record (WSR) form must accompany each load of asbestos. This form must be completed and accompany each load at the time of delivery to a Kootenai County Transfer Station, before the load is inspected. Directions for filling out the Waste Shipment Form will accompany each form.
  - C. A minimum of 24 hours advance notice must be made to the Solid Waste Department before this type of load can arrive at the landfill. The telephone number to give notice is (208) 446-1430.
  - D. Asbestos arriving in drums or barrels will be accepted as long as the asbestos material has been sealed in air-tight containers or wrapped in 6 mil plastic prior to being sealed in the barrel or drum.
  - E. All asbestos type material must be arrive at a Kootenai County Transfer Station in double, heavy-duty plastic bags (**6 mil or greater**), other sealed containers that are properly identified may be accepted. Asbestos not properly enclosed, covered, or arriving without the proper paperwork, or for any other reason deemed necessary by the disposal site manager, will not be accepted.
  - F. Asbestos must be weighed in at a Kootenai County Transfer Station and then delivered to the Fighting Creek Landfill. After offloading, the hauler must

**ASBESTOS POLICIES & PROCEDURES**

weigh back in at a Kootenai County Transfer Station and pay any fees due.

- G. It is the responsibility of the Transporter to properly package and confine all asbestos prior to shipment to the Landfill. If any of the asbestos material breaks out of the packaging or in any way becomes exposed, the transporter must reseal the material before it will be accepted at the Landfill. Solid Waste Employees are not to open bags or other containers to verify the contents.
- H. The operator at the Landfill must wear, at the least, a dust mask (preferably a respirator) when in the area of the unloading of asbestos material. Landfill operators are not to open bags or other containers to verify the contents.
- I. The transporter must unload the asbestos material directly into the prepared disposal hole, not just near the hole with the expectation that the Landfill operator will then move the material. Landfill operators will not help with the unloading of material, nor are they to assist if the asbestos material becomes exposed or unsealed.
- J. A trench or hole must be prepared for the disposal of the asbestos material prior to the arrival at the landfill. Thus the requirement of 24 hours notice to the Landfill prior to disposal.
- K. Items 10 and 11 on the WSR form must be completed by the disposal site manager before disposal.
- L. The waste generator must receive a copy of the WSR form, from the disposal site manager within 35 days. The transporter of the waste does not need a copy of the WSR form, but he has the privilege of obtaining a copy from the disposal site manager.
- M. The EPA Field Guide handbook (EPA 340/1-90-16 Nov. 1990) may be referred to as necessary.
- N. Records will be kept at the Solid Waste Administration Office and Fighting Creek Landfill.

## II. **PROCEDURE FOR DISPOSAL**

### **A. Record Keeping Requirements**

- 1. The disposal site manager must keep copies of the WSR for at least 2 years. This file

## **ASBESTOS POLICIES & PROCEDURES**

should be kept in chronological order. Copies must be provided upon request to a responsible agency and this file must be available for inspection.

2. Up-to-date records that indicate the location, depth and area, and quantity of asbestos within the disposal site must be kept on a map or diagram of the disposal area. The disposal site for asbestos will be in different areas. These areas will be surveyed to determine exact location. When we begin the new landfill operations, one designated spot will be chosen and surveyed.
3. Within sixty (60) days of closure of the waste disposal site, our department will record on the land deed to the disposal site the following information:
  - The land has been used for the disposal of asbestos waste.
  - The records and locations of the disposed asbestos.
  - The site is subject to 40 CFR 61 Subpart M.

**B. Disposal Procedure: Minimum Requirements**

1. Open a trench for asbestos disposal. The operator at the Landfill must wear, at the least, a dust mask (preferably a respirator) when in the area of the unloading of asbestos material.
2. Landfill operators are not to open bags or other containers to verify the contents.
- 3.
4. Place stakes at the four corners of the trench.
5. Measure depth of trench.
6. Customer fills trench with asbestos.
7. Survey trench area and record on disposal map.
8. Record quantity of asbestos put in trench.
9. Cover trench with dirt (not garbage).
10. Minimize activity over asbestos filled trench.

**ENFORCEMENT**

Failure to comply with proper disposal procedures, false declaration and/or deliberate disposal of asbestos or disposal in a manner which may be deemed as resulting in a potential hazard to ground water or the environment may result in refusal of service and could be defined as unlawful disposal.

Any person unlawfully depositing or disposing of or in any way aiding or assisting in the

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depositing or disposing of, or provide for delivery of, inappropriately declared loads or improper disposal of construction/demolition waste within the Kootenai County disposal system or anywhere within the Kootenai County in an improper manner shall be civilly liable for the full costs and expenses of cleanup, control, elimination, abatement, decontamination or other remediation which is undertaken by Kootenai County or any other public agency to properly correct damages or potential damages associated with said violation and/or,

- a. civil responsibility for the violation
- b. criminal misdemeanor liability with a maximum of 6 months imprisonment and/or \$1,000 fine, and/or
- c. civil liability for cleanup costs



**WASTE SHIPMENT RECORD (WSR)**

**GENERATOR**

1. Work site name and mailing address:

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Phone Number: (\_\_\_\_) \_\_\_\_\_

5. Operator's name and mailing address

Operator's Name: \_\_\_\_\_

Operator's Mailing Address: \_\_\_\_\_

Operator's Phone Number: (\_\_\_\_) \_\_\_\_\_

3. Waste disposal site (WDS) name, mailing address, and physical site location.

**Kootenai County Farm Landfill  
22089 S. Highway 95  
Coeur d'Alene, ID 83814  
(208) 446-1450**

4. Name, & address of responsible agency

Region 10, EPA Office  
Seattle, Washington

5. Description of Materials

6. Containers  
No.

7. Total Quantity  
m<sup>3</sup> (yd<sup>3</sup>)

Type

6. Special handling instructions and additional information

**ASBESTOS POLICIES & PROCEDURES**

All waste must be generated within Kootenai County, State of Idaho, per County Ordinance.

7. OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment were generated within Kootenai County, State of Idaho, are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and government regulations.

Printed/typed Name & Title

Date (Mo./Day/Year)

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

TRANSPORTER

8. Transporter 1 (acknowledgment of receipt of materials)

Printed/typed Name & Title

Date (Mo./Day/Year)

\_\_\_\_\_

\_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_

9. Transporter 2 (acknowledgment of receipt of materials)

Printed/typed Name & Title

Date (Mo./Day/Year)

\_\_\_\_\_

\_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_

**ASBESTOS POLICIES & PROCEDURES**

DISPOSAL SITE (For Kootenai County Solid Waste Department Use Only)

10. Discrepancy indication space:

\_\_\_\_\_

11. Waste Disposal Site: Kootenai County Farm Landfill  
22089 S. Highway 95  
Coeur d'Alene, Idaho 83814

Owner or Operator: Certification of receipt of asbestos materials covered by this manifest except as noted in item 12.

Printed/typed Name & Title

Date (Mo./Day/Year)

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Kootenai County Farm Landfill Asbestos Site Location	
GPS: _____	
	Date: _____
_____ Supervisor's Initials	

## Waste Shipment Record

### ***INSTRUCTIONS***

#### Waste Generator Section (Item 1-7)

1. Enter the name of the facility at which asbestos waste is generated and the address where the facility is located. In the appropriate spaces, also enter the name of the owner of the facility and the owner's phone number.
2. If a demolition or renovation, enter the name and address of the company and authorized agent responsible for performing the asbestos removal. In the appropriate spaces, also enter the phone number of the operator.
3. Enter the name, address and physical site location of the waste disposal site (WDS) that will be receiving the asbestos materials. In the appropriate spaces, also enter the phone number of the WDS. Enter "on-site" if the waste will be disposed of on the generator's property. *(This has been completed for the Kootenai County Farm Landfill).*
4. Provide the name and address of the local, state or EPA regional office responsible for administering the asbestos NESHAP program. *(This has been completed).*
5. Indicate the types of asbestos waste materials generated. If from a demolition or renovation, indicate the amount of asbestos that is (a) Friable asbestos material; and/or (b) Non-friable asbestos material.

Enter the number of containers used to transport the asbestos materials listed in item 5. Also enter one of the following container codes used in transporting each type of asbestos material (specify any other type of container used if not listed below):

DM – Metal drums, barrels

DP – Plastic drums, barrels

BA – 6 mil plastic bags or wrapping

Enter the quantities of each type of asbestos material removed in units of cubic meters (cubic yards).

6. Use this space to indicate special transportation, treatment, storage or disposal or Bill of Lading information. If an alternate waste disposal site is designated, note it here.

#### **ASBESTOS POLICIES & PROCEDURES**

Emergency response telephone numbers or similar information may be included here.

7. The authorized agent of the waste generator must read, sign and date this certification. The date is the date of receipt by transporter.

**NOTE:** The Waste Generator must retain a copy of this form.

8. Transporter Section (Items 8 & 9) Enter name, address, and telephone number of each transporter used, if applicable. Print or type the full name and title of person accepting responsibility and acknowledging receipt of materials as listed on this Waste Shipment Record for transport. Enter date of receipt and signature.

**NOTE:** The Transporter must retain a copy of this form

10. Disposal Site Section: The authorized representative of the WDS must note in this space any discrepancy between waste described on this manifest and waste actually received, as well as any improperly enclosed or contained waste. Any rejected materials should be listed and destination of those materials provided. A site that converts asbestos-containing waste material to non-asbestos material is considered a WDS.
11. The signature (by hand) of the authorized WDS agent indicates acceptance and agreement with statements on this manifest except as noted in Item 10. The date is the date of signature and receipt of shipment.

**NOTE:** The WDS must retain a completed copy of this form. The WDS must also send a completed copy to the operator listed in Item 2.