

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 January 1, 2020.

Asbestos is a hazardous air pollutant regulated by the U.S. Environmental Protection Agency's Clean Air Act. Kootenai County complies with all federal regulations related to asbestos handling and disposal. The following requirements shall be met prior to disposal of asbestos containing material:

1. Waste must be generated within Kootenai County.
2. A Waste Shipment Record (WSR) must accompany each load of asbestos. This form must be complete, excluding disposal section, prior to arrival at the disposal site. Instructions on filling out the WSR are provided on the form.
3. Advance notice of a minimum of 24 hours must be made to the Department before asbestos containing material can arrive at the landfill. The telephone number to give notice is (208) 446-1450. Leave a message if no answer.
4. Asbestos disposal is accepted at the Landfill Monday through Friday, except for holiday closures, between the hours of 8:00 a.m. and 3:00 p.m.
5. All asbestos material must be properly packaged in double, heavy-duty plastic bags (**6 mil or greater**) or other approved containment. 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.
6. Asbestos not properly enclosed, covered, or arriving without the proper paperwork will not be accepted.
7. Asbestos must be weighed at a Department facility and then delivered to the Fighting Creek Landfill. After unloading material, the hauler must reweigh at the same Department facility and pay any fees due.
8. All asbestos containing material shall be properly packaged and confined 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.
9. Once the transporter reaches the landfill, they must stop at the large blue shop for assistance. The disposal site manager will inspect and complete the disposal section of the WSR before disposal.
10. The transporter must unload the material directly into the designated location within the landfill. Depending on circumstance, the location may be into an equipment bucket to be transported via operator. The Landfill operators will not help with the unloading of material, nor are they to assist if the asbestos material becomes exposed or unsealed.

Record Keeping Requirements

1. The Landfill onsite manager will document the GPS coordinates and elevation within the disposal site on the WSR and return it to the Department administration office for processing.
2. The waste generator will receive a copy of the record from the Department within 35 days following disposal.
3. Solid Waste will keep copies of the WSR for at least 2 years. Copies will be provided upon request to a responsible agency and the records will be available for inspection.

Disposal Procedure (Minimum Requirements)

1. Open a trench for asbestos disposal. Measure depth of trench to ensure that asbestos is at least 10 feet below grade or any future gas line installation. This practice ensures no asbestos is disturbed during installation of gas lines.
2. All Landfill personnel should wear (at a minimum) a dust mask (preferably a respirator) in the area where asbestos material is actively being processed.
3. Customer deposits asbestos in designated location. Landfill operators are not to open bags or other containment to verify the contents.
4. Attain disposal location coordinates via GPS and record location on WSR.
5. Bury asbestos material by covering the trench.
6. Minimize activity over asbestos filled trench.

Landfill Operator

Enforcement

Failure to comply with proper disposal procedures, making of a false declaration regarding asbestos or the deliberate disposal of asbestos, and/or the disposal of asbestos in a manner which may result in a hazard to ground water or the environment, may result in refusal of service and may be defined as unlawful disposal, which is subject to the penalties and remedies outlined in Title 4, Chapter 3, Section 16, Kootenai County Code.



KOOTENAI COUNTY

SOLID WASTE

Asbestos Policy Summary Sheet

- A. Asbestos must be in air-tight containers and/or double-wrapped in heavy plastic (**6 mil or greater**) prior to shipment. (See policy attached)
- B. Advance notice of at least 24-hour must be given 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.**
- C. Asbestos disposal is accepted Monday through Friday, except for holiday closures, between the hours of 8:00 a.m. and 3:00 p.m.
- D. Customer must weigh in at a Department facility and then transport the waste directly to the landfill.
- E. Driving Instructions to landfill located at 22089 S. Hwy 95, Coeur d'Alene:
 - a. From the Ramsey Transfer Station, drive South on Ramsey Road (also Northwest Boulevard). Take the exit off Northwest Boulevard for Highway 95 South. The landfill is located at milepost 416 (approximately 15.5 miles South of Coeur d'Alene). Turn right onto the landfill property. Follow the main road until you reach the blue maintenance building. Please stop and obtain assistance from landfill staff.
 - b. From the Prairie Transfer Station, drive South on Pleasant view Drive to I-90 and then East on I-90 taking Exit 11 (Northwest Boulevard). Turn right on Northwest Boulevard and take the exit for Highway 95 South. The landfill is located at milepost 416 (approximately 15.5 miles South of Coeur d'Alene). Turn right onto the landfill property. Follow the main road until you reach the blue maintenance building. Please stop and obtain assistance from landfill staff.
- F. Questions: Contact the Administration office at 208-446-1430 - Monday through Friday between the hours of 8:00 a.m. and 12:00 p.m. and 1:00 p.m. and 5:00 p.m.

INSTRUCTIONS

Waste Generator Section (Items 1–9):

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.
4. Provide the name and address of the local, state, or EPA Regional office responsible for administering the asbestos NESHAP program.

EPA delegates regulatory authority to the Idaho Department of Environmental Quality (DEQ) to administer [40 CFR, Part 61, Subpart M "National Emission Standards for Hazardous Air Pollutants - Asbestos" \(Asbestos NESHAP\)](#) in the context of renovation and demolition activities occurring at Tier 1 major facilities. DEQ is also the administrator for regulated asbestos-containing material (ACM) originating from Tier 1 major facilities that is arriving at Tier 1 active asbestos waste disposal sites. In these cases, WSR Section 4 should be populated with the following address: Idaho Department of Environmental Quality; Air Quality Division; Stationary Source Bureau; 1410 North Hilton Street; Boise, ID 83706. A list of Tier 1 facilities can be generated on the DEQ website's [Issued Permits and Water Quality Certifications](#) page.

Conversely, EPA is the administering agency in the context of ACM waste that does not originate from a Tier 1 source, and/or waste being deposited at a non-Tier 1 asbestos disposal site. In these cases, WSR Section 4 should be populated with the following address: Asbestos NESHAP Coordinator; US EPA, Region 10; 1200 Sixth Avenue, Suite 155; Seattle, WA 98101.

5. Indicate the category of ACM generated, as well as the identity of the respective asbestos-containing building material (ACBM). The ACM categories, and common ACBM types, are as follows:
 - Friable asbestos material, including inherently friable materials like thermal system insulation, acoustical texture, and fireproofing; OR Category I and Category II non-friable materials that have been rendered friable.
 - Category I non-friable asbestos material (e.g., packings, gaskets, resilient floor covering, and asphaltic roofing products).
 - Category II non-friable asbestos material, including all other forms of ACM that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure. A common Category II material is cement asbestos board (Trade Name: "Transite").

6. 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
7. Enter the quantities of each type of asbestos material removed in units of cubic meters or cubic yards.
8. 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. Emergency response telephone numbers or similar information may be included here.

NOTE: The waste generator must retain a copy of this form.

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

Transporter Section (Items 10 & 11):

10. Transporter 1: 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.
11. Transporter 2: See above.

NOTE: The transporter must retain a copy of this form.

Disposal Site Section (Items 12 & 13):

12. 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.
13. The signature (by hand) of the authorized WDS agent indicates acceptance and agreement with statements on this manifest except as noted in Item 12. 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.

ASBESTOS WASTE SHIPMENT RECORD (WSR):

WASTE GENERATOR	1. Work Site Name and Mailing Address		Owner's Name	Owner's Telephone #	
	2. Operator's Name and Address			Operator's Telephone #	
	3. Waste Disposal Site (WDS) Name, Mailing Address, and Physical Site Location Kootenai County Fighting Creek Landfill 22089 S. Highway 95; Coeur d'Alene, ID 83814			WDS Telephone # (208) 446-1450	
	4. Name, and Address of Responsible Agency (see instructions) Asbestos NESHAP Coordinator; US EPA, Region 10 1200 Sixth Avenue, Suite 155; Seattle, WA 98101				
	5. Description of Asbestos-Containing Waste Materials		6. Containers		7. Total Estimated Volume (m ³ or yd ³)
			No.	Type	
8. Special Handling Instructions and Additional Information					
9. OPERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment 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 Name & Title		Signature		Date	
TRANSPORTER	10. Transporter 1 (Acknowledgment of receipt of materials)				
	Printed Name, Title, Address, and Telephone #		Signature		Date
DISPOSAL SITE	11. Transporter 2 (Acknowledgment of receipt of materials)				
	Printed Name, Title, Address, and Telephone #		Signature		Date
12. Discrepancy Notes					
GPS Northing:		GPS Easting:		Elevation:	
13. WASTE DISPOSAL SITE OWNER / OPERATOR CERTIFICATION: I certify the receipt of asbestos materials covered by this manifest, except as noted in Item 12.					
Printed Name & Title		Signature		Date	