

**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 April 15, 2019.*

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.

## Waste Shipment Record Instructions

### WASTE GENERATOR SECTION (ITEMS 1-9)

1. Enter the name of the facility in which asbestos waste is generated and the address where the facility is located. In the appropriate spaces, enter the name of the owner of the facility and the owner's phone number.
2. Enter the name, address and license number (if applicable) of the Abatement Operator (Contractor) performing the asbestos removal. If no contractor is used, owner acts as abatement operator performing work. In the appropriate spaces, enter their phone, email and fax number.
3. N/A – Information already entered
4. N/A – Information already entered
5. Indicate the type of asbestos waste materials generated.
6. Enter the number and type of containers checked in Item 5. See codes below:
  - DM – Metal drums, barrels
  - DP – Plastic drums, barrels
  - BA – 6 mil (minimum) plastic bags or wrapping
7. Enter the total cubic yards of material in all shipping containers listed in Item 6.
8. Use this space for additional information or specialty handling instructions.
9. To be completed by the Abatement Operator (Contractor).

### TRANSPORTER SECTION (ITEM 10)

10. To be completed by primary or first transporter of asbestos waste.

### DISPOSAL SITE SECTION (ITEMS 11-13)

11. To be completed by Kootenai County Solid Waste personnel.
12. To be completed by Kootenai County Solid Waste personnel.
13. To be completed by Kootenai County Solid Waste personnel.

**NOTE:** Upon disposal, the original record will be retained by Kootenai County Solid Waste and a copy will be given or mailed to the Abatement Operator within 35 days.

# WASTE SHIPMENT RECORD

## KOOTENAI COUNTY SOLID WASTE FIGHTING CREEK LANDFILL

OFFICE USE ONLY	Location:    RTS        PTS
	Date:
	Time In:
	Initials:

### ◇ GENERATOR

<b>1. Work Site Name and Mailing Address:</b>		<b>Owner's Name:</b>	<b>Owner's Telephone #:</b>
<b>2. Abatement Operator (Contractor's) Name &amp; Mailing Address:</b>		<b>Abatement Operator's:</b>	
Operator's License Number:		Telephone #:	
		Email:	
		Fax #:	
<b>3. Waste Disposal Site Name &amp; Mailing Address:</b>		<b>Disposal Telephone #:</b>	
Kootenai County Fighting Creek Landfill 22089 S. Highway 95 Coeur d'Alene, ID 83814		(208) 446-1450 (208) 446-1432 (Fax)	
<b>4. Name and Mailing Address of Responsible Agency:</b>		<b>Agency Telephone #:</b>	
US EPA, Region 10 1200 Sixth Avenue, Suite 155 Seattle, WA 98101		(206) 553-1200 1-800-424-4372	
<b>5. Types of Materials:</b>	<b>6. Number &amp; Type of Containers:</b>	<b>7. Total Cubic Yards of Shipping Containers:</b>	
<input type="checkbox"/> Friable	Number:                      Type:		
<input type="checkbox"/> Non-Friable	_____		
	_____		
<b>8. Special Handling Instructions &amp; Additional Information:</b>			
<b>9. Abatement Operator's (Contractor's) Certification:</b> 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, labeled, and are in all respects in proper condition for transportation by highway according to applicable International, Federal and State regulations.			
Printed Name & Title		Signature	Month/ Day / Year

### ◇ TRANSPORTER

<b>10. Transporter 1 (Acknowledgment of Receipt of Material)</b>		
Company Name, Address & Phone	Name & Title	Month/ Day / Year
	Signature	

### ◇ DISPOSAL SITE (Office Use Only)

<b>11. Discrepancy Indication Space:</b>	<input type="checkbox"/> None	<input type="checkbox"/> Improperly Contained	<input type="checkbox"/> Improperly Labeled	<input type="checkbox"/> Quantity
<b>12. Disposal Record:</b>	Disposal Date:	Supervisor's Initials:		
GPS Northing:	GPS Easting:	Elevation:		
<b>13. Waste Disposal Site or Operator:</b> Certification of receipt of asbestos materials covered by this manifest except as noted in Item 12.				
Printed Name & Title		Signature	Month/ Day / Year	