

# Crow Wing County Demolition Manual

Guide to Proper Demolition Landfill Practices



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# 2018 DEMOLITION MANUAL CROW WING COUNTY

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## SECTION 1.0 INTRODUCTION

### 1.1 Purpose and Scope

This Manual has been prepared for the haulers of construction/demolition (C & D) debris to assist them in meeting all the State statutes and Landfill permit requirements. This Manual is not intended for haulers of hazardous waste or other restricted wastes. The haulers must realize that they do not have an absolute right to use these services. Their continued ability to use the facilities depends upon their continual compliance with the requirements.

As a public owned solid waste facility, our major responsibility is to protect the public health from waste related risks. Inappropriate management of solid waste can damage public health; the generator and hauler has long term liabilities regarding facilities who do not take proper environmental steps. For that reason, the County takes extra precautions of what waste is deposited at the County landfills, and provides an alternative disposal site for banned materials from our landfills.

This Manual is presented in two (2) sections:

- **Section 1.0** – Introduction; provides a review of the County solid waste disposal system.
- **Section 2.0** - C & D Debris Landfill (SW-440); describes the requirements under statute and operating permit.

### 1.2 Background

The 564-acre Crow Wing County Solid Waste Disposal Site (the Site) complex is the location for a closed unlined MMSW landfill SW-111 (26 acres), a closed paper mill sludge monofill SW-533 (10 acres), a new lined MMSW landfill SW-376 (22.5 acres), and a C & D debris landfill SW-440 (9.3 acres). The other aspects of the County integrated solid waste disposal system include the following elements:

A used oil/filter and antifreeze collection facility (one of 11 located throughout the County);

A lead-acid battery collection container;

A recycling drop off center (one of 16 located throughout the County);

A used electronics collection area;

A mattress collection area;

A household appliance and scrape metal collection area;

A used tire collection area;

A yard waste composting area;

A brush disposal area;

A household hazardous waste collection facility with product exchange; and

A recycled glass storage area.

The Landfill permittee is the County. The County owns and the operation of the landfills is by a private operator under contract to the County. The County and Potlatch Corporation were copermittees for the paper mill sludge monofill when it was active, and Potlatch is responsible for the closure care of the monofill.

The yard waste and brush disposal area is located next to the closed paper mill sludge monofill. Household appliance collection area, used tire collection area, recycling drop off center, mattress collection area, used oil collection area, used electronics, and a lead-acid battery container is located in the area next to the Landfill Office. The household hazardous waste collection facility is next to the new lined MMSW landfill.

### **1.3 General Information**

Site Owner:

Crow Wing County

Primary County Contact:

Household Hazardous Waste  
Christmas Tree Program  
Used Oil  
Electronics  
Recycling  
Mattresses  
Cleanup Events

Mr. Douglas R. Morris  
Solid Waste Coordinator  
15728 State Highway 210  
Brainerd, Minnesota 56401-3522  
Office: (218) 824-1290  
Fax: (218) 824-1291  
E-mail: [doug.morris@crowwing.us](mailto:doug.morris@crowwing.us)  
County web page: <http://www.crowwing.us>

Solid Waste Complaints

Jacob Frie  
Environmental Services  
Land Services Building  
322 Laurel Street, Suite 14  
Brainerd, Minnesota 56401-3522  
Office: (218) 824-1125  
Fax: (218) 824-1126



Landfill Operator:

Mr. Marvin W. Stroschein, Contract Operator  
Crow Wing County Landfill Inc.  
15732 State Highway 210  
Brainerd, Minnesota 56401  
Office: (218) 828-4392  
Fax: (218) 828-2842  
Cellular: (218) 820-1470  
Cellular: (218) 851-0922  
E-mail: stro@brainerd.net

In an Emergency call

MPCA Regional Office:  
(Baxter)

Minnesota Pollution Control Agency (MPCA)  
7678 College Road South, Suite 105  
Baxter, Minnesota 56425  
(218) 828-2492 (General office & all staff)  
1-800-657-3864 (General office & all staff)  
Fax: (218) 828-2594

Solid Waste

Lee Field  
Office: (218) 316-3929  
Cell: (218) 366-1888  
E-mail: Lee.Field@state.mn.us  
1-800-657-3864  
**<http://www.pca.state.mn.us>**

St. Paul

Waste Disposal Fees:

See Table 1.1

**SECTION 2.0**  
**C & D DEBRIS LANDFILL (SW-440)**  
**OPERATION PRACTICES**

**2.1     Introduction**

This portion of the Manual will guide haulers, handlers, and generators of construction and demolition (C & D) debris on the operation practices for the County operated C & D debris landfill. If another C & D disposal facility is utilized, contact them prior to obtain any operation guidance they may have for their specific facility. As a public operated solid waste facility, our major responsibility is to protect the public health from waste related risks. Inappropriate management of solid waste can damage public health; the generator and hauler has long term liabilities regarding facilities who do not take proper environmental steps. For that reason, the County takes extra precautions of what waste is deposited at the County C & D debris landfill.

**2.2     Background**

The County obtained permit SW-440 to utilize approximately 4.59 acres of land for the C & D debris landfill on August 19, 1993. Also, incorporated into it is an old permit-by-rule demolition landfill. Phase I was filled by July 2003, Phase II (4.71 acres) is now the active area, and during this permit period incorporate Phase III. Phase II expansion is the area located just west of the existing Phase I facility. Its design was developed to provide an in-place capacity of 203,000 cubic yards for compacted C & D debris. The current Permit was issued in 2015. Phase III expansion is the area located just north of the existing Phase II facility. Its design was developed to provide an in-place capacity of 194,063 cubic yards for compacted C & D debris.

**2.3     Acceptable Waste**

The County C & D debris landfill will accept waste listed in the Acceptable C & D Waste List per the Guidance. The facility will accept the following wastes:

- Bituminous concrete (includes asphalt pavement and blacktop);
- Concrete (including rebar)
- Stone
- Uncontaminated soil
- Masonry (bricks, stucco, and plaster)
- Untreated wood (including painted, stained and/or varnished dimensional lumber, pallets, particle board, plywood, and fencing)
- Siding (includes vinyl, masonite, untreated wood, aluminum and steel)
- Wall coverings
- Electrical wiring and components
- Roofing materials
- Duct work
- Old Wall board, dry-wall (Sheetrock®)\*

- Built-in cabinetry
- Plumbing fixtures
- Affixed carpet and padding
- Ceramic items
- Conduit and pipes
- Glass (limited to window and door glass from buildings and structures)
- Insulation (includes fiberglass, mineral wool, cellulose, polystyrene and newspaper)
- Plastic building parts
- Sheathing (untreated)
- Molded fiberglass
- Rubber
- Drain tile
- Recognizable portions that is not burned of a burned structure
- Metal
- Ceiling tile
- Wood and vinyl flooring
- Incidental packing consisting of paper, cardboard, and plastic (no more than 1% of the total load)
- Demo-like industrial waste, limited to (pursuant to the C & D debris landfill Industrial Solid Waste Management Plan):
  - o Wood
  - o Concrete
  - o Porcelain fixtures
  - o Shingles
  - o Window glass

\*Full loads of sheetrock will go to the MMSW landfill and mixed loads may go to the demolition landfill as determined by the Office Operator.

Under certain circumstances, industrial waste (note this includes new construction) may be accepted from approved waste generators as outlined in the facility Industrial Waste Management Plan; this Plan can be found on the County website:

<http://crowwing.us/DocumentCenter/Home/View/5892>.

If the building/demolition site is located in the County and the non-demolition material (sanitary solid waste) is deposited in its own separate container, the sanitary solid waste container can be brought directly to our Municipal Solid Waste Landfill. If the non-demolition materials leave the County to another disposal site outside the County, that site is responsible to ensure proper disposal of this material. This material will be considered industrial out-of-county waste, and cannot be brought to the County sanitary landfill without County Board approval.

The following wastes will NOT be accepted into the County C & D debris landfill:

- Agricultural chemicals or pesticide containers (including empty pesticides, herbicides, and insecticide containers)
- Animal carcasses, parts, or rendering and slaughterhouse wastes
- Appliances (including white goods and brown goods)
- Ashes or hot wastes that could spontaneously combust or ignite other wastes due to high temperatures
- Ash from incinerators, resource recovery facilities and power plants
- Batteries
- Carbon filters – spent
- Cardboard – recyclable
- Chemical containers
- Fiberglass resin waste
- Fluorescent tubes and ballasts containing PCB's
- Food waste
- Foundry wastes
- Furniture and mattresses
- Hazardous waste
- High-intensity discharge lamps
- Household refuse or garbage
- Infectious waste
- Liquids (any type)
- Liquid non-hazardous materials – spilled
- Machinery or engine parts
- Medical waste
- Mercury containing wastes (thermostats, switches)
- Paints, thinners, solvents, or varnishes – undried residue (including undried applicators, brushes, cans, containers, paint filters, or dust collectors)
- PCB contaminated wastes
- Pesticide and ag-chemical containers
- Petroleum products, containers, or filters (including oil, grease, or fuel)
- Radioactive waste (unless natural materials at normal background levels)
- Rendering and slaughterhouse wastes
- Uncured sealants (including undried applicators, containers, or tubes)
- Urethane, polyurethane, and epoxy resin waste
- Septic tank pumpings
- Sludges, including ink sludges, lime sludge, wood sludge, and paper sludge
- Spent activated carbon filters
- Spilled non-hazardous materials
- Live coal tar (including applicators, containers, or tubes)
- Tires
- Vehicles
- Wastes that could spontaneously combust or could ignite other waste because of high temperatures



- Yard waste

For information on the proper disposal of these items contact the County Solid Waste Management Office or the MPCA. Concerning burnt waste see Section 2.7.

The decision to accept or reject a waste brought to the Site complex will be made by the Landfill Operator (who is certified through the State as Landfill Operator), based on state regulations, existing landfill permit requirements, if prior approval was obtained from the Solid Waste Coordinator, and County policies. Preventing the disposal of unacceptable wastes will lessen environmental damage and any resultant liabilities.

## 2.4 General Operating Provisions

### 2.4.1 Hours of Operations

The operating hours for commercial deliveries are as follows:

April through October -	Monday – Friday	7:00 a.m. to 5:00 p.m.
	Saturdays	8:00 a.m. to 5:00 p.m.
	on Memorial Day, Independence Day, and Labor Day	10:00 a.m. to 1:00 p.m.
November through March -	Monday – Friday	7:00 a.m. to 5:00 p.m.
	If Christmas and New Year's create a 3-day weekend	7:00 a.m. to 10:00 a.m.*

#### If Christmas falls on

Friday  
Saturday  
Sunday  
Monday

#### Open the hours outlined above

Open on Saturday\*  
Open on Friday\*  
Open on Saturday\*  
Open on Saturday\*

\*Haulers choosing to use the Special Holiday Hours will be charged \$100 per truck up to a maximum of \$500 total. Any loads after these hours and is not an emergency will be charged an additional \$500 per load.

Closed Sundays and the Holidays of New Year's Day, Thanksgiving and Christmas. If the holiday falls on a weekend, the closest weekday will be considered the holiday.

Deliveries required outside these hours for emergencies may be arranged with the Landfill Operator for an additional \$100 fee for each delivery. If the landfill must close, the public will be given three day notice through the Brainerd Daily Dispatch the County's legal newspaper, if possible.

Emergency is defined as a natural disaster or an uncontrollable event unrelated to the operations of a hauler at the discretion of the landfill operator.

#### **2.4.2 Site Operations**

Day-to-day operations at the Facility involve the Landfill Operator (Marvin Stroschein) under contract to the County and employees of the Landfill Operator.

#### **2.4.3 Site Security**

After hours, the gate across the access road to the overall Site complex will be locked. Waste haulers will not be given keys to the access road gate and will not be allowed on-site after normal working hours unless prior arrangements have been made with the Landfill Operator; a certified landfill operator will be present at the time the waste is delivered to the Site complex.

#### **2.4.4 Traffic Routing and Control**

Site complex access is available through a common gate from Minnesota Highway 210 onto County Highway 147. Access to the Site complex is controlled at all times, and the gate is locked when an attendant is not on duty. All vehicles entering the Site complex must stop at the scale house and be directed as follows:

- Refuse Trucks. After conducting appropriate waste screening procedures and collecting fees, the Landfill Office Attendant will direct refuse trucks with C & D debris to the demolition landfill.
- General Public. The Landfill Office Attendant will direct members of the general public carrying C & D debris to the C & D landfill.

#### **2.4.5 Waste Screening Procedures**

The Facility will only accept waste generated within Crow Wing County, primarily from residential and commercial waste sources. The County Board must pre-approve any out-of-county waste. If so, this rate is usually set at triple the existing rate. In addition, under certain circumstances industrial waste may be accepted from approved waste generators. These procedures are outlined in the Crow Wing County C & D debris landfill Industrial Waste Management Plan; it is on the County website:

<http://crowwing.us/DocumentCenter/Home/View/5892>.

The waste screening process begins at the point of waste generation. The Solid Waste Office has published and continually updates the Crow Wing County Demolition Manual in an effort to educate waste generator and haulers of the definition of acceptable demolition waste for the County C & D debris landfill. Therefore, waste screening begins at the point of waste generation where it should be properly screened for acceptance by and disposal in the County C & D debris landfill.

Upon entering the site and stopping at the Landfill Office, the Landfill Office Attendant will ask hauler the contents of the waste they are carrying. In addition, the Landfill Office Attendant or County Solid Waste Coordinator may visually inspect loads. Haulers with demolition debris are directed to the C & D debris landfill and the appropriate place to dump their load. The tipping area (waste screening area) is generally located in front of the working face and is defined as that area where haulers may dump their loads and the Landfill Operator screens waste before pushing and compacting it into the working face. The Landfill Operator inspects the tipping area and C & D debris landfill a minimum two-times daily; and dumped loads are also screened at the tipping area before being pushed into the working face.

The Landfill Operator does not accept "dirty" demolition waste. Waste loads that contain unacceptable waste as defined in the facility permit and/or the ISWMP are direct to the MSW landfill. Haulers/customers that dump dirty demolition waste at the tipping area of the C & D debris landfill will be given the opportunity to remove the waste load from the C & D debris landfill and dispose of the waste within the MSW landfill. If the Landfill Operator must complete the removal of the unacceptable waste, the hauler/customer will incur charges from the Landfill Operator for completing this action.

To help ensure that special waste is handled correctly, and that prohibited waste is eliminated from the waste stream, the County, licensed solid waste haulers, self-haulers, and the Landfill Operator will follow a multi-tiered waste screening program. The program consists of:

- The Solid Waste Office has published and continually updates the Crow Wing County Demolition Manual in an effort to educate waste generator and haulers of the definition of acceptable demolition waste for the County Demolition Landfill. Therefore, waste screening begins at the point of waste generation where it should be properly screened for acceptance by and disposal in the County C & D debris landfill.
- The Manual is prepared to assist customers in meeting all state statutes and C & D debris landfill permit requirements. This includes accepted wastes, prohibited wastes, and waste screening procedures.
- Informing generators of prohibited wastes and their options for disposal.
- Proper screening of waste at the point of generation by the demolition contractor.
- Screening waste loads by haulers during pickup by asking questions and by visually inspecting loads. Items that do not belong in the C & D debris landfill should be removed and properly disposed by the generator/contractor and/or hauler.
- The Landfill Office Attendant will question the driver of each vehicle entering the Site what materials are being carried for disposal or recycling. Commercial haulers and members of the general public carrying only demolition debris will be directed to the C & D debris landfill.



- Providing customer instructions relative to separating out certain prohibited and/or special wastes for recycling or disposal.
- Visually inspecting/screening the load by the hauler and Contract Landfill Operator once it is dumped at the tipping area prior to being pushed into the C & D debris landfill working face. Waste materials considered unacceptable waste for disposal in the C & D debris landfill will be removed from the tipping area. Waste materials deemed unacceptable for disposal in the C & D debris landfill may be disposed of in the MMSW Landfill (SW-376) after it has been priced and charged accordingly.

Demolition debris generators and haulers are provided the most current version of the Crow Wing County Demolition Manual (Manual), available from the Landfill Office or the County website:

<http://crowwing.us/DocumentCenter/Home/View/5892>.

Being a licensed hauler within Crow Wing County you are responsible for ensuring unpermitted material is not being incorporated into the load. Waste types unacceptable for disposal at the C & D debris landfill are listed in Section 2.5 and 2.6 of this Manual. Occasionally, unacceptable wastes will be discovered in one of your loads. When depositing wastes at the C & D debris landfill, you and/or your crews are responsible for looking over the material as it is being deposited. If you discover any unpermitted material, you are responsible for the removal and ensuring proper disposal of this unacceptable waste.

If this screening is not accomplished and the Landfill Operator finds unpermitted items, he will call you for immediate corrective action. Immediate and prompt action must be taken the same day or no later than the next morning, if you are called late during the day, to correct any problems identified by the Landfill Operator. Unpermitted waste is a key inspection item during any inspection of the facility by the MPCA. Since this action directly affects our permit and the County's long term liability, a quick response is required. Failure to respond within 24 hours of the Landfill Operator request forces them to take action. If their action is required, you will be charged for this service.

For any item discovered by the Landfill Operator that was not declared, and the responsible hauler can be readily identified, the existing tipping fees for the items not declared will be doubled. The Landfill Operator will charge the responsible hauler accordingly.

The following is a suggested initiative you can take to avoid unpermitted material from being incorporated into the load at the construction site:

- Work in close cooperation with your customer. Make them aware of what waste items are unacceptable for disposal in a container for C & D debris. Let them know up-front that, if they break the rules, they will bear any additional cost due to their noncompliance;



- It is recommended that a separate dumpster be located at the site for mixed municipal solid waste so this type of waste does not become part of the C & D waste. This will assist in keeping the contamination down; and
- Have your customers accomplish the checklist shown in Attachment 4-A to identify prohibited waste in a building construction and/or demolition project, and have them take proper disposal actions. Please make this checklist available to them.

The Landfill Operator is required to notify the Crow Wing County Solid Waste Coordinator of repeat offenders that continue to bring unacceptable waste to the Site complex.

#### **2.4.6 Scale Operations**

C & D debris is charged by the cubic yard. Thus, it is not run onto the scale. Still, the Landfill Office Attendant will look for vehicle violations at the Landfill Office. These are:

- Uncovered loads (See Table 1.1 for County Charge);
- Liquid leaking from the vehicle;
- Over weight; and
- Safety violations.

#### **2.4.7 Safety**

The nature of the work being conducted at a disposal facility presents a special risk to the employees and the haulers using the Facility. To ensure a safe working environment, safety rules and program is in place and must be followed. Repeat violators of the following general Site safety rules will be banned from the Site complex:

- Unload only where directed to;
- Children, pets and others not unloading must remain in the vehicle;
- Remain close to your vehicle and do not wander around the working face or the Site complex;
- Salvaging is not permitted;
- No one, including the operators, is allowed to smoke at the fill area; and,
- The maximum Site complex speed limit, posted at the entrance, is 10 mph.

## **2.5     Prohibited Wastes**

The following wastes are not accepted for treatment, storage, processing, or disposal at the Crow Wing County C & D debris landfill:

- Hazardous waste as defined in Minnesota Rules, Chapter 7045. See Appendix 2-A for a checklist to assist your customers in identifying likely sources of hazardous waste in a building construction and/or demolition project. Please make this checklist available to them before construction and/or demolition of a building;
- Untreated sewage sludge, septic tank pumping, sewage sludge compost, or sewage;
- Radioactive waste;
- Infectious wastes;
- Free liquids or waste containing free liquids such as paint and paint thinner; and
- Treated wood (must be disposed of in the MMSW landfill); and

Any vehicle suspected of carrying prohibited waste will be prevented from continuing onto the Site.

## **2.6     Special Wastes**

Besides the prohibited wastes listed above, disposal of certain special wastes will also be prohibited at the County C & D debris landfill. Instead, these special wastes can be recycled or disposed of at designated special waste management areas at the Site complex. These special wastes include:

- Household hazardous waste (HHW);
- Waste oil, used oil filters and antifreeze;
- Lead acid batteries;
- MMSW or demolition debris mixed with MMSW;
- Waste tires;
- White goods (household appliances) and scrap metal;
- Yard waste/brush;
- Used electronics; and
- Recyclable mattresses.
- Burnt Materials (disposed of in the MMSW landfill, unless preapproval is obtained for C & D debris landfill).

Upon entering the Site complex, the hauler shall inform the Landfill Office Attendant if any of these materials are being carried. Commercial haulers carrying only C & D debris will be directed to the C & D debris landfill. Commercial haulers carrying only MMSW or mixed MMSW with C & D debris will be directed to the MMSW landfill. Haulers carrying yard waste or brush, will be directed to the yard waste composting area or brush disposal area, respectively. Members of the general public carrying MMSW will be directed to the designated disposal location within the MMSW landfill. Members of the general public will also be directed to separate batteries, white goods, electronics, and tires from their loads and place these items at the appropriate locations. Commercial vehicles are also required to place special waste at the appropriate locations.

## **2.7 Burnt Materials**

Accepting any residual material from a structure burned before demolition will be on a case-by-case basis. This type of material carries many risks. There is no guarantee the structure was free of any hazardous or potentially contaminated materials. Charred areas of a building may go into a demolition Landfill if preapproved by MPCA. If any burnt waste is rejected for disposal at the demolition landfill, it may be accepted at the lined MMSW landfill. No matter the disposal location, this material must be completely extinguished, containing no embers that might start a fire in the landfill.

## **2.8 Trailer Homes**

Trailer homes are allowed to be disposed in the C & D debris landfill. A more detailed discussion on the management and handling of trailer homes is listed below. The procedures listed below are the basic requirements (they can be accomplished at the Site complex, although prior coordination with the Landfill Operator is required):

- Remove tires; if the owner doesn't want them back, they can be placed in a separate designated area of the Site complex for a fee;
- Remove all appliances; if the owner doesn't want them back, they can be deposited in a separate area of the Site complex for a fee;
- Remove any garbage; this waste can be deposited in the MMSW landfill at the Site complex at the current tipping fee;
- All trailer house frames need to be removed and placed in a separate designated area of the Site complex, if the owner does not want it; and
- Remove any mercury switches; they can be deposited with the County HHW program.

If the trailer house was burned, the owner must follow the procedures outlined under Burnt Materials. If possible, the tires, appliances, mercury switches, and frame need to be removed.



## 2.9 Nonhazardous Industrial Wastes

The Crow Wing County C & D debris landfill Industrial Waste Management Plan governs management and disposal of wastes from nonhazardous industrial waste generators. Approval from the County is required before industrial waste will be accepted for disposal in the C & D debris landfill. Before any nonhazardous industrial waste can be accepted, a Request for Review, must be completed from the generator. The completed form must be given to the Solid Waste Coordinator, who will coordinate any action with the MPCA. Also, any Industrial Waste must be declared at the scale house at the Site complex.

The County C & D debris landfill accepts demolition debris and new construction demo-like waste as identified in the acceptable waste list, as presented in Section 2.3 of this Manual. The County C & D debris landfill will not handle or dispose of waste from an industrial process beyond the waste listed.

It is the responsibility of the generator and hauler to know what waste are acceptable for disposal within the C & D debris landfill and the Landfill Operator may reject any load for disposal that is not in compliance with its permit or plan. This Manual and the Plan is available from the Crow Wing County Solid Waste Office or the county website.

*The Plan was prepared pursuant to Minnesota Administrative Rule 7001.3300, B: an industrial waste management plan in accordance with part 7035.2535, subpart 5, to include a description of the waste types to be handled at the facility and the quantities of each waste type including a procedure for determining the analyses necessary to treat, store, or dispose of the waste properly in accordance with parts 7035.2525 to 7035.2885. Industrial waste is defined by Minnesota Administrative Rule 0035.0300 Subp. 45: "Industrial solid waste" means all solid waste generated from an industrial or manufacturing process and solid waste generated from nonmanufacturing activities such as service and commercial establishments. Industrial solid waste does not include office materials, restaurant and food preparation waste, discarded machinery, demolition debris, municipal solid waste combustor ash, or household refuse.*

Industrial waste, beyond those listed in this Plan, to be accepted for disposal into the County C & D debris landfill must be approved by the Crow Wing County Solid Waste Office and the MPCA.

Crow Wing County Industrial Waste Management Plan, Construction and Demolition Debris Landfill, SW-440 – covers requirements for construction materials to be allowed into the C & D debris landfill or the MMSW landfill. This Plan can be found on the County website:

<http://crowwing.us/DocumentCenter/View/2236>.



## **2.10 Reuse**

The Lakes Area Habitat for Humanity ReStore is a retail store that accepts and sells donated building material supplies. They accept materials such as cabinets, appliances, furniture, flooring, doors, windows and more. For more information visit their website at [www.lakesareahabitat.org](http://www.lakesareahabitat.org). Since 2004 the ReStore has diverted over 4,300 tons of materials from the landfill. All donated items are tax deductible and help build Habitat homes in partnership with families in need in Cass, Crow Wing and Hubbard Counties. Contact the Lakes Area Habitat for Humanity ReStore at 218-454-8517.

## **2.11 Notification of Intent to Perform a Demolition**

Before any non-residential building is demolished, a Notification of Intent to Perform a Demolition Form from MPCA must be completed. The completed notification must be postmarked or received ten (10) days at MPCA before the scheduled demolition. A copy of this is attached in Appendix 2-B. Note, this includes any building used in fire exercises with local fire departments. If you have any question on this requirement, contact the local MPCA office.

## **2.12 Chromated Copper Arsenate (CCA) Treated Wood**

In approximately 15 years, the amount of CCA-treated wood headed for disposal is expected to peak. Other common wood preservatives include creosote and pentachlorophenol, but the predominant preservative used today is CCA. CCA-treated wood was not widely used until the early 1970s. Today CCA-treated wood represents nearly 80 percent of the market, with more than 450 million cubic feet currently being sold in the United States. This is a concern for research indicates arsenic is leaching from CCA-treated wood at levels above the national safe drinking water standard. Environmental Protection Agency officials and representatives of the wood-preservative industry reached a deal in 2002 to end the manufacturing of lumber permeated with CCA. They cut production under graduated caps, allowing time to move to alternative treatments. Relative to waste disposal, any CCA-waste from new construction will decrease in the future. However, future demolition of CCA-treated wood projects will provide a source of this waste for decades.

Minnesota is unique in that it did not adopt federal hazardous waste exemption for CCA-treated wood. Treated wood is classified as an industrial solid waste in Minnesota and must go into a MMSW landfill. The current policy being administered at the County C & D debris landfill is that treated wood must be deposited in the MMSW landfill and not the C & D debris landfill.

Upon entering the Site complex, the hauler must inform the scale attendant if any of this material is being carried. Haulers carrying treated wood must separate it from the other construction and/or demolition debris or the entire load will be treated as mixed MMSW with C & D debris and will be directed to the MMSW landfill.

### **2.13 Prohibited Activities - Salvaging**

For health and safety reasons, salvaging and scavenging is strictly prohibited by the general public and haulers at the Site complex.

### **2.14 Fees**

Current disposal fees are posted at the Site complex entrance, listed on Table 1.1, and are available from the Landfill Operator.

### **2.15 Billing**

The Landfill Operator accomplishes billing for disposal at the Site complex. As part of providing service to our residents, the County will accept credit cards from residential transactions and pre-approved smaller commercial accounts only. Commercial accounts will remain unchanged.

### **2.16 Roll Offs at Site**

Due to operational concerns voiced by the haulers, the haulers are allowed to leave up to five (5) of these containers at the site. Prior approval is required from the Solid Waste Management Coordinator to have more at the site.

### **2.17 Mercury Waste**

In 1992, the Legislature enacted legislation prohibiting disposal of waste mercury thermostats from businesses and households (Minn. Stat. §115A.932 and 119.92). The national Thermostat Recycling Corporation (TRC) was formed in 1997 to operate a national wholesaler reverse-distribution system. For a nominal deposit, TRC provides postpaid bins that hold about 100 thermostats. The program was expanded to HVAC contractors in 2005. In 2006, Minnesota's HHW program was part of a test program with TRC. After the test program, the entire household hazardous waste programs in Minnesota is now eligible to obtain bins and participate directly in the TRC program. MPCA obtained and provided a TRC bin to our HHW program in 2008. All local HVAC and electrical contractors have been notified of this disposal option for any thermostats they need to dispose of. Starting in 2009, demolition contractors were notified of this program being available through our HHW program. We will be able to take both residential and business thermostats and dispose of them for free through TRC.

### **2.18 Fill Material**

At no cost, the County will allow an amount of native material to leave the site to be utilized for the project the waste is coming in for. The areas where this material will be taken will be identified by the Landfill Operator. Before the material can leave the site a Hold Harmless Agreement (see Appendix 2-E) must be completed and proof of insurance must be provided to the County.

**APPENDIX 2-A  
DEMOLITION CHECKLIST**





# Pre-renovation or demolition requirements

## Scope of this guidance

In Minnesota, hazardous and other problem wastes must be removed from a structure before it is renovated or demolished. The removed wastes must be managed properly through recycling or disposal. This fact sheet provides guidance in identifying hazardous and problem wastes and determining their proper disposal, but does not supersede any state or federal regulatory requirements applicable to a renovation or demolition project.

The Minnesota Pollution Control Agency's (MPCA) pre-renovation or demolition requirements apply to all structures in Minnesota, including residential, agricultural, governmental, commercial, and industrial structures. Note that there is no exemption from these requirements in Minnesota for farm buildings.

In addition to the Minnesota requirements, certain buildings built before 1978 may also be subject to federal requirements under the Repair, Renovation, and Painting Rule (RRP) of the U.S. Environmental Protection Agency (EPA). For more information on the RRP, visit the EPA at <http://www.epa.gov>.

## Burning structures

In Minnesota, it is illegal for anyone to intentionally burn any structure, including a farm building. The only exception to this prohibition is for legitimate firefighter training. A legitimate firefighter training burn must include a prepared curriculum, specific training objectives, and documented post-training assessment. Burning a structure for disposal is not legitimate training. All of the pre-demolition requirements, including an asbestos survey and abatement, must be followed and a specific fire training burn permit obtained from the Minnesota Department of Natural Resources (DNR) prior to a legitimate firefighter training burn. For more information, contact the DNR as listed at the end of this fact sheet.

## Notification

If you are going to renovate, demolish, or burn for legitimate fire training any structure regulated under the Federal National Emission Standard for Hazardous Air Pollutants (NESHAP) for asbestos, notify the MPCA at least ten working days prior to the start of the work. This NESHAP is found at 40 Code of Federal Regulations, Part 61, Subpart M. In general, all structures in Minnesota are regulated under this NESHAP except for residences having four dwelling units or less.

*Note* - Residential units may remain NESHAP-regulated under the following conditions: if they were converted from prior regulated uses regardless of the number of units; the demolition of multiple structures owned by the same party; or the demolition of any number of houses as part of an urban renewal project, a highway construction project; or a project to develop a shopping mall, industrial facility, or other commercial development.

Remember that whether subject to the NESHAP or not, asbestos work in structures may still be regulated under Minnesota Department of Health (MDH) requirements. For more information, contact the MDH as listed at the end of this fact sheet.

- For a renovation and for MDH-regulated work, notify the MPCA and MDH by submitting MPCA form #w-sw4-06, Notification of Asbestos Work, at <http://www.pca.state.mn.us/publications/w-sw4-06.pdf>.
- For a demolition or legitimate training burn, notify the MPCA by submitting MPCA form #w-sw4-21, Notification of Intent to Perform a Demolition, at <http://www.pca.state.mn.us/publications/w-sw4-21.pdf>.

## Common wastes that must be removed before demolition

Type of waste	More information
Appliances; such as air conditioners and furnaces.	See MPCA hazardous waste fact sheet #w-hw3-02, <u>Recycling Appliances</u> , at <a href="http://www.pca.state.mn.us/publications/w-hw3-02.pdf">http://www.pca.state.mn.us/publications/w-hw3-02.pdf</a> .
Asbestos; such as pipe lagging and furnace flues. <i>*If any asbestos-containing material (ACM) is left in place in the portion of structure to be demolished, then all resulting debris must be managed and disposed as ACM.</i>	See MPCA webpage #482, <u>Asbestos Program</u> , at <a href="http://www.pca.state.mn.us/tchy7f7">http://www.pca.state.mn.us/tchy7f7</a> .
Electronics; such as smoke alarms and home entertainment systems.	See MPCA hazardous waste fact sheet #w-hw4-15, <u>Managing Electronic Wastes</u> , at <a href="http://www.pca.state.mn.us/publications/w-hw4-15.pdf">http://www.pca.state.mn.us/publications/w-hw4-15.pdf</a> .
Environmental and safety system controls; such as thermostats and manometers.	See MPCA hazardous waste fact sheet #w-hw4-62, <u>Managing Universal Wastes</u> , at <a href="http://www.pca.state.mn.us/publications/w-hw4-62.pdf">http://www.pca.state.mn.us/publications/w-hw4-62.pdf</a> .
Hazardous waste; such as lawn chemicals and paints.	See MPCA hazardous waste fact sheet #w-hw3-12, <u>Managing Waste from Residential Properties</u> , at <a href="http://www.pca.state.mn.us/publications/w-hw3-12.pdf">http://www.pca.state.mn.us/publications/w-hw3-12.pdf</a> .
Lead-containing items; such as pipes and roof flashing. <i>*Lead paint may remain on the structure.</i>	See MPCA hazardous waste fact sheet #w-hw4-23, <u>Lead Paint Disposal</u> , at <a href="http://www.pca.state.mn.us/publications/w-hw4-23.pdf">http://www.pca.state.mn.us/publications/w-hw4-23.pdf</a> .
Lighting components; such as fluorescent/HID lamps and ballasts.	See MPCA hazardous waste fact sheet #w-hw4-62, <u>Managing Universal Wastes</u> , at <a href="http://www.pca.state.mn.us/publications/w-hw4-62.pdf">http://www.pca.state.mn.us/publications/w-hw4-62.pdf</a> .
Oils; such as fuel oil and hydraulic fluids.	See MPCA hazardous waste fact sheet #w-hw4-30, <u>Used Oil and Related Wastes</u> , at <a href="http://www.pca.state.mn.us/publications/w-hw4-30.pdf">http://www.pca.state.mn.us/publications/w-hw4-30.pdf</a> .
Refrigerants and halons; such as chillers and halon fire extinguishing equipment.	See MPCA webpage #62, <u>Chlorofluorocarbons (CFCs)</u> , at <a href="http://www.pca.state.mn.us/yhiz4b8">http://www.pca.state.mn.us/yhiz4b8</a> .
Solid wastes; such as furniture and window treatments.	
Submersible well pumps, which may contain polychlorinated biphenyls (PCBs) or mercury.	Search for MDH publication #141-0434, 'Sealing Unused Wells', at <a href="http://www.health.state.mn.us/">http://www.health.state.mn.us/</a> .
Any other wastes not acceptable at a disposal facility; such as radioactive or infectious wastes.	

## Wastes that do not need to be removed before demolition

You do not need to test paint for lead or remove suspected or known lead paint from a structure if you are going to demolish the structure or if it will be burned for a legitimate firefighter training burn.

You also do not need to test caulking or paints for polychlorinated biphenyls (PCBs) or remove suspected or known PCB caulking or paint if you are going to demolish the structure. If the structure will be burned for firefighter training, however, the caulking and other sealants must be tested for PCBs and any PCB-containing caulking removed prior to the burn.

For more information on PCBs in caulking or paints, see MPCA hazardous waste fact sheet #w-hw4-48k, Managing Sealants and Coatings Containing PCBs, at <http://www.pca.state.mn.us/publications/w-hw4-48k.pdf>.

## Timeframes for removal

Remove all the wastes above and any other wastes which would be required to be removed at least two days before the intended renovation or demolition date.

However, if due to accidental or emergency circumstances that were beyond the control of the structure owner it is unsafe or unfeasible to remove all of these wastes prior to the renovation or demolition work, then you may complete the work, but must identify and remove all of these wastes from the debris prior to disposal. Note that identifying and removing hazardous and problem wastes from debris is frequently much more difficult and expensive than removing them before demolition.

Examples of accidental or emergency circumstances when this deferral could be allowed may include:

- declaration by a government entity that the structure is unsafe to enter;
- damage or partial destruction of the structure by accidental fire;
- discovery after demolition or renovation has already started of previously unknown hazardous or problem wastes which could not reasonably have been identified beforehand.

## More information

Guidance and requirements in this fact sheet were compiled from Minn. R. Chapters 7035 and 7045, and incorporate regulatory interpretation decisions made by the MPCA on July 3, 2013. Visit the Office of the Revisor of Statutes at <https://www.revisor.mn.gov/pubs> to review the Minnesota Rules directly.

The MPCA has staff available to answer your waste management questions. For more information, contact your nearest MPCA solid waste staff. For information about waste and toxicity reduction, contact the Minnesota Technical Assistance Program (MnTAP).

### Minnesota Pollution Control Agency

Toll free (all offices) ..... 1-800-657-3864  
Brainerd ..... 218-828-2492  
Detroit Lakes ..... 218-847-1519  
Duluth ..... 218-723-4660  
Mankato ..... 507-389-5977  
Marshall ..... 507-537-7146  
Rochester ..... 507-285-7343  
St. Paul ..... 651-296-6300  
Willmar ..... 320-214-3786  
Website ..... <http://www.pca.state.mn.us>

### Small Business Environmental Assistance

Toll free ..... 1-800-657-3938  
Metro ..... 651-282-6143  
Website <http://www.pca.state.mn.us/sbeap/>

### Minnesota Technical Assistance Program

Toll free ..... 1-800-247-0015  
Metro ..... 612-624-1300  
Website ..... <http://www.mntap.umn.edu>

### Minnesota Department of Natural Resources

Toll free ..... 1-888-646-6367  
Metro ..... 651-296-6157  
Website ..... <http://www.dnr.state.mn.us/>

### Minnesota Department of Health

Toll free ..... 1-888-345-0823  
Metro ..... 651-201-4620  
Website ..... <http://www.health.state.mn.us/>





Minnesota Pollution  
Control Agency

520 Lafayette Road North  
St. Paul, MN 55155-4194

# Pre-Renovation/Demolition Environmental Checklist

## Asbestos Program

Doc Type: Compliance/Enforcement Correspondence

Minn. R. 7035.0805 requires that you remove the items below before starting a renovation or demolition project, and then manage and recycle or dispose of them correctly. This checklist is provided to help you manage the project and does not need to be submitted to the Minnesota Pollution Control Agency unless requested.

### Project Information

#### Structure owner

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

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

City, State, Zip: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### Demolition contractor

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

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

City, State, Zip: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

#### Structure information

Building name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Age of bldg (yrs): \_\_\_\_\_ Size of bldg (sq ft): \_\_\_\_\_

Present use of bldg: \_\_\_\_\_

Prior use of bldg: \_\_\_\_\_

#### Dates of renovation, demolition, or fire training burn:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
(mm/dd/yy) (mm/dd/yy)

Mercury	Qty
<b>Batteries</b>	
Smoke detectors:	
Emergency lighting systems:	
Elevator control panels:	
Exit signs:	
Security systems and alarms:	
<b>Lighting</b>	
Fluorescent lights:	
<b>High intensity discharge</b>	
Metal halide:	
High pressure sodium:	
Mercury vapor:	
Neon:	
Switches for lighting using mercury relays (look for any control associated with exterior or automated lighting systems):	
"Silent" wall switches:	
<b>Heating, ventilating, and air conditioning systems</b>	
Thermostats:	
Aquastats:	
Pressurestats:	

	Qty
Firestats:	
Manometers:	
Thermometers:	
<b>Boilers, furnaces, heaters, and tanks</b>	
Mercury flame sensors by pilot lights:	
Manometers, thermometers, gauges:	
Pressure-trol:	
Float or level controls:	
Space heater controls:	
<b>Electrical systems</b>	
Load meters & supply relays:	
Phase splitters:	
Micro relays:	
Mercury displacement relays:	
<b>Asbestos</b>	
<b>Boiler rooms</b>	
Boilers, furnaces, fireplaces, and their components:	
Cement sheets near heating equipment:	

	Qty
Boiler insulation:	
HVAC duct insulation:	
Ductwork flexible fabric connections:	
Fireproofing materials:	
Fire doors:	
<b>Flooring:</b>	
Vinyl floor tile:	
Vinyl sheet flooring:	
Asphalt tile:	
Linoleum paper backing:	
Mastic/glue (floor tile, carpet, etc.):	
<b>Electrical</b>	
Electrical panels:	
Electrical wiring insulation:	
Heating and electrical ducts/conduit:	
<b>Pipe and other insulation</b>	
Aircell (corrugated cardboard):	
Millboard:	
Preform:	
Joint compound:	

<b>bestos (continued)</b>	<b>Qty</b>		<b>Qty</b>		<b>Qty</b>
applied insulation:		<b>ChloroFluoroCarbons</b>		Lead-acid batteries (lighting, exit signs, security systems):	
Blown-in insulation:		Fire extinguishers (both portable and installed halon suppression systems):		Lead flashing molds and roof vents:	
Block:		Air conditioners (rooftop, room, and central):		Lead pipes and solder:	
<b>Surfacing materials</b>		Walk in coolers (refrigeration or cold storage areas):		Lead-lined X-ray rooms:	
Acoustical plaster:		Water fountains and dehumidifiers:		<b>Other</b>	
Decorative plaster:		Refrigerators/freezers/chillers:		Solid waste (all non-building components such as unattached carpet, files, books, trash, desks, chairs, etc.) must be removed prior to demolition:	
Textured paints & coatings:		Heat pumps:		Hazardous waste (including household) must be properly handled and disposed of prior to demolition:	
Spray-applied materials (acoustical, decorative, or insulative):		Vending machines/food display cases:		Oil (used oil, hydraulic oils in door closers, elevator shafts, etc.) must be collected and properly disposed of prior to demolition:	
<b>Roofing</b>				Tanks (no evidence of former heating tanks or storage tanks exist):	
Roofing shingles:		<b>Poly-Chlorinated BiPhenyls (PCBs)</b>		Appliances must be recycled by an appliance recycler:	
Roofing felt:		Transformers:		Electronics:	
Base flashing:		Transistors:			
<b>Cement materials (Transite)</b>		Capacitors:			
Cement pipes (flues & vents):		Heat transfer equipment:			
Cement wallboard:		Light ballasts:			
Cement siding:					
Pegboard:		<b>Lead</b>			
<b>Ceiling materials</b>		Lead-based paint (woodwork, metal equipment, interior/ exterior uses):			
Ceiling tiles:					
Ceiling tile adhesives (pucks):					
Lay-in ceiling panels:					
Acoustical tiles:					
<b>Miscellaneous</b>					
Taping, joint, and spackling compound:					
Caulking/putties:					
Fire curtains and blankets:					
Laboratory hoods, table tops, gloves, etc.:					
Gaskets:					

If you have questions or comments about this checklist, identify any additional items not found in this list, or would like to discuss an individual project, contact the Minnesota Pollution Control Agency at 651-296-6300 or 1-800-657-3864.

Affiliation with project: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

### Important Note:

This guidance document is not intended as a substitute for reading Minnesota Rules and Statutes and making your own independent determination of their applicability to your renovation/demolition project. Examples in this guidance document do not represent an exhaustive listing of type of materials that may be required to be removed from a building prior to renovation/demolition.

**APPENDIX 2-B**  
**NOTIFICATION OF INTENT TO**  
**PERFORM A DEMOLITION FORM**







Minnesota Pollution  
Control Agency

520 Lafayette Road North  
St. Paul, MN 55155-4194

# Notification of Intent to Perform a Demolition

## Asbestos Program

Doc Type: Asbestos & Demolition/Amendments

Type of notification: ☐ Original ☐ Amended ☐ Project cancellation

Notification must be postmarked or received ten (10) working days before demolition begins. See Item 5 for emergency demolitions. Both start and end dates should be amended in writing as necessary to reflect current project dates.

### Demolition Contractor

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

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

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

### Building Information

Building name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_

Phone number: \_\_\_\_\_

Age of bldg (yrs): \_\_\_\_\_ Size of bldg (sq ft): \_\_\_\_\_

Number of floors, including basement level(s): \_\_\_\_\_

Present use of bldg: \_\_\_\_\_

Prior use of bldg: \_\_\_\_\_

### Building Owner

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

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

City, State, Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_

Contact name: \_\_\_\_\_

Phone number: \_\_\_\_\_

### Dates of demolition or intentional burning:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_  
mm/dd/yy mm/dd/yy

**Note:** If there is >260 linear feet or >160 square feet of Regulated Asbestos-Containing Material (RACM) in the building to be demolished, it must be removed by a licensed asbestos contractor prior to demolition. The State of MN-Notice of Intent to Perform an Asbestos Abatement Project <http://www.pca.state.mn.us/publications/w-sw4-06.doc> must be used to notify for the asbestos removal.

Is nonfriable ACM present in the structure to be demolished? ☐ Yes ☐ No

Will nonfriable ACM be present in the structure at the time of demolition? ☐ Yes ☐ No

If Yes to both questions above, complete Items 1-9. If No to either question, complete Items 3-9.

1. If ACM will be left in place for the demolition indicate the amount of Category I and/or Category II nonfriable ACM left in place.

Category I: \_\_\_\_\_ Linear feet  
\_\_\_\_\_ Square feet  
\_\_\_\_\_ Cubic feet

**Category I nonfriable ACM** means asbestos-containing packings, gaskets, resilient floor covering, and asphalt roofing products containing more than one percent asbestos.

**Category I nonfriable ACM** is not allowed to remain in place for demolition if it is in poor condition.

Category II: \_\_\_\_\_ Linear feet  
\_\_\_\_\_ Square feet  
\_\_\_\_\_ Cubic feet

**Category II nonfriable ACM** means any material, excluding Category I nonfriable ACM, containing more than one percent Asbestos that, when dry, cannot be crumbled, pulverized, or reduced to a powder by hand pressure.

**Category II nonfriable ACM** is not allowed to remain in place for demolition if it has a high probability of becoming crumbled, pulverized, or reduced to a powder during demolition, transport, or disposal (e.g., transite, cement, slate roofing).

Asbestos (continued)	Qty	ChloroFluoroCarbons	Qty		Qty
Spray applied insulation:		Fire extinguishers (both portable		Lead-acid batteries (lighting, exit	
Blown-in insulation:		and installed halon suppression		signs, security systems):	
Block:		systems):		Lead flashing molds and	
<b>Surfacing materials</b>		Air conditioners (rooftop, room,		roof vents:	
Acoustical plaster:		and central):		Lead pipes and solder:	
Decorative plaster:		Walk in coolers (refrigeration		Lead-lined X-ray rooms:	
Textured paints & coatings:		or cold storage areas):			
Spray-applied materials		Water fountains and		<b>Other</b>	
(acoustical, decorative, or insulative):		dehumidifiers:		Solid waste (all non-building	
<b>Roofing</b>		Refrigerators/freezers/chillers:		components such as unattached	
Roofing shingles:		Heat pumps:		carpet, files, books, trash, desks,	
Roofing felt:		Vending machines/food		chairs, etc.) must be removed	
Base flashing:		display cases:		prior to demolition:	
<b>Cement materials (Transite)</b>				Hazardous waste (including	
Cement pipes (flues & vents):		<b>Poly-Chlorinated</b>		household) must be properly	
Cement wallboard:		<b>BiPhenyls (PCBs)</b>		handled and disposed of prior	
Cement siding:		Transformers:		to demolition:	
Pegboard:		Transistors:		Oil (used oil, hydraulic oils in door	
<b>Ceiling materials</b>		Capacitors:		closers, elevator shafts, etc.)	
Ceiling tiles:		Heat transfer equipment:		must be collected and properly	
Ceiling tile adhesives (pucks):		Light ballasts:		disposed of prior to demolition:	
Lay-in ceiling panels:				Tanks (no evidence of former	
Acoustical tiles:		<b>Lead</b>		heating tanks or storage tanks	
<b>Miscellaneous</b>		Lead-based paint (woodwork,		exist):	
Taping, joint, and spackling		metal equipment, interior/		Appliances must be recycled	
compound:		exterior uses):		by an appliance recycler:	
Caulking/putties:				Electronics:	
Fire curtains and blankets:					
Laboratory hoods, table					
tops, gloves, etc.:					
Gaskets:					

If you have questions or comments about this checklist, identify any additional items not found in this list, or would like to discuss an individual project, contact the Minnesota Pollution Control Agency at 651-296-6300 or 1-800-657-3864.

Affiliation with project: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

### Important Note:

This guidance document is not intended as a substitute for reading Minnesota Rules and Statutes and making your own independent determination of their applicability to your renovation/demolition project. Examples in this guidance document do not represent an exhaustive listing of type of materials that may be required to be removed from a building prior to renovation/demolition.

**APPENDIX 2-C**  
**NOTIFICATION OF ASBESTOS**  
**RELATED WORK**





Minnesota Pollution Control Agency/Minnesota Department of Health  
**Notification of Asbestos Related Work**



Type of Notification: ☐ Original ☐ Amended # \_\_\_\_\_  
☐ Project Cancellation ☐ Residential ☐ Nonresidential  
☐ Large Project ☐ Series of small projects ☒ Maintenance



**Asbestos Abatement Contractor – Lic #**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_

**Air Monitoring Consultant/Laboratory – Lic #**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_

☐ air sample analysis only

**Building Owner**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Contact person \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_

**Building Information**

Building Name \_\_\_\_\_  
Address/Location \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
County \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_  
Size of Bldg. (sq. ft.) \_\_\_\_\_ Age of Bldg. (years) \_\_\_\_\_  
Number of Floors Including Basement Level(s) \_\_\_\_\_  
Present Use of Bldg \_\_\_\_\_  
Prior Use of Bldg \_\_\_\_\_

**1. Type of Project (check all that apply):**

- ☐ Renovation ☐ Demolition ☐ Encapsulation ☐ Permanent Enclosure  
☐ Emergency (#7 must be completed to validate an Emergency)  
☐ Using MDH Demolition Abatement Rules Minn. R. 4620.3585

**2. Amount(s) of RACM (Regulated Asbestos Containing Material) to be Abated**

friable    nonfriable

\_\_\_\_\_ Linear feet on pipes  
\_\_\_\_\_ Square feet on facility components (e.g. tanks, boilers, ceilings, ceiling tiles, flooring)  
\_\_\_\_\_ Cubic feet off facility components if linear footage or square footage cannot be determined

**3. Asbestos Abatement Activity Dates**

- a. Precleaning Work Area to Final Visual Inspection    Start \_\_\_\_\_ End \_\_\_\_\_  
b. Dates When RACM will be Disturbed    Start \_\_\_\_\_ End \_\_\_\_\_  
c. Workshifts, time and days (e.g. 7 AM to 3 PM Mon.-Fri.) \_\_\_\_\_

**4. Building Inspection: \* Prior to a renovation or demolition, all buildings must be inspected by an EPA accredited inspector.**

- a. Company and/or individual that conducted the building inspection \_\_\_\_\_  
b. Procedure, including analytic method, used to determine the presence of RACM \_\_\_\_\_

**5. Description & Location of RACM to be abated (including floor # and room #)**

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

6. Describe in detail the following procedures SPECIFIC TO THIS SITE: (use a separate sheet if necessary)

- a. Asbestos abatement emissions control procedures \_\_\_\_\_
- b. Waste handling emission control procedures \_\_\_\_\_
- c. Description of procedures to be followed in the event that unexpected RACM is found or Cat. II nonfriable ACM becomes crumbled, pulverized, or reduced to a powder \_\_\_\_\_
- d. Description of work practice, including specific abatement procedures and techniques to be used \_\_\_\_\_

7. For Emergency Renovation/Demolition Abatement Projects: Telephone MDH and MPCA for guidance on this option

- a. Date and hour of emergency \_\_\_\_\_
- b. Description of the sudden and unexpected event \_\_\_\_\_
- c. Explanation of how the event caused unsafe conditions or would cause equipment damage \_\_\_\_\_

8. Waste Transporter(s) Information

Transporter Name \_\_\_\_\_

Transporter Contact \_\_\_\_\_

Transporter Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

9. Waste Disposal Information

Landfill Name \_\_\_\_\_

Owner/Operator \_\_\_\_\_

Address/Location \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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

10. Permit fee: (Check the one that applies)

☐ \$35 permit fee

For all residential projects with less than 260 linear and 160 square feet but more than 10 linear and 6 square feet of RACM.

☐ 1% permit fee Total Cost of Project \$ \_\_\_\_\_

For all projects, residential and nonresidential, with more than 260 linear or 160 square feet of RACM.

Does this 1% permit fee includes air monitoring costs?      yes      no  
Is this a "Time and Materials" project?                              yes      no

I certify that an individual trained in the provisions of Federal Regulations 40 CFR Part 61, Subpart M (a Minnesota Site Supervisor) will be on-site during the asbestos abatement project. I certify that the above information is correct and I am a bona fide representative of the abatement contractor.

Signature of Contractor/Owner \_\_\_\_\_ Date \_\_\_\_\_

<p>Send a copy of this notice to:</p> <p>Asbestos Coordinator Minnesota Pollution Control Agency Metro Districts – Regular Facilities Section 520 Lafayette Road N St. Paul, MN 55155-4194</p> <p><i>Postmarked or delivered at least 10 working days (Mon.-Fri.) before RACM disturbance for all projects.</i></p> <p>For questions call: 651-296-6300 or 1-800-657-3864</p>	<p>Send a copy of this notice and permit fee to:</p> <p>Asbestos Unit Minnesota Department of Health PO Box 64497 St. Paul, MN 55164-0497</p> <p><i>Received at least 5 calendar days before the start of a project.</i></p> <p>For questions call: 651-201-4620</p> <p>Ver. 7/11</p>
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**APPENDIX 2-D**  
**ASBESTOS-CONTAINING MATERIAL**  
**TRANSPORT AND DISPOSAL MANIFEST FORM**







## State of Minnesota / Minnesota Pollution Control Agency

## Asbestos-Containing Material Transport and Disposal Manifest

G E N E R A T O R	1. Work Site Name _____ Address _____ City, State, Zip _____ Owner's Name _____ Owner's Phone No. _____		3. Waste Disposal Site _____ Mailing Address _____ City, State, Zip _____ Physical Site Location (Be Specific) _____ _____	
	2. Abatement Contractor _____ Address _____ City, State, Zip _____ Operator's Phone No. _____		4. Responsible Agency _____ Address _____ City, State, Zip _____	
	5. Description of materials _____ _____ _____ _____		6. Containers (No. - Type) _____ _____ _____ _____	7. Total Quantity [ $m^3$ or $yd^3$ ] _____ _____ _____ _____
	8. Special handling instructions and additional information _____ _____ _____			
T R A N S P O R T E R	9. ABATEMENT CONTRACTOR'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. Name & Title(Printed or Typed) _____ Signature _____ Date _____			
	10. Transporter 1 (Acknowledgment of receipt of materials) Name/Title _____ Signature _____ Date _____ Address _____ City, State, Zip _____ Phone No. _____			
D I S S P I O T S E A L	11. Transporter 2 (Acknowledgment of receipt of materials) Name/Title _____ Signature _____ Date _____ Address _____ City, State, Zip _____ Phone No. _____			
	12. Discrepancy indication space _____ _____ _____ _____			
	13. Waste Disposal Site Owner or Operator: Certification of receipt of asbestos materials covered by this manifest except as noted in item 12. Name & Title(Printed or Typed) _____ Signature _____ Date _____			

## Waste Generator Section

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.
5. Indicate the types of asbestos waste materials generated. If from a demolition or renovation, indicate the amount of asbestos that is
  - Friable asbestos material
  - Nonfriable asbestos material
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 (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.
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.

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

## Transporter Section

10. & 11. 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.

## Disposal Site Section

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 nonasbestos 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.

**APPENDIX 2-E**  
**HOLD HARMLESS AGREEMENT**





### HOLD HARMLESS AGREEMENT

That \_\_\_\_\_, shall hold harmless, indemnify and defend Crow Wing County, its Commissioners, Elected Officials, Officers and Employees against any and all liability, loss, costs, damages, expenses or actions, including attorneys' fees, which the County, its Commissioners, Elected Officials, Officers and Employees may hereinafter sustain, incur, or be required to pay, arising out of or by reason of any negligent or willful act or omission of \_\_\_\_\_, or the agents servants or employees of \_\_\_\_\_, in the execution, performance or failure to adequately perform material loading obligations arising out of or in any way connected to removing fill material from the Crow Wing County Landfill site. Fill material will start on \_\_\_\_\_.

Further, \_\_\_\_\_ hereby affirmatively states and acknowledges that neither the County of Crow Wing, its Commissioners, Elected Officials, Officers or Employees have in any way entered into any contract, agreement, joint venture or in any other way entered into or become a participant in this action.

\_\_\_\_\_  
Date:

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

