

Crow Wing County Solid Waste Hauler's Manual



Licensed Hauler's Guide to Proper Landfill Practices

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LIST OF ABBREVIATIONS

<u>Abbreviation</u>	<u>Term/Phrase/Name</u>
AST	Aboveground Storage Tank
C&D	Construction/Demolition Debris
CCA	Chromated Copper Arsenate
CII	Commercial, Industrial, and Institutional
County	Crow Wing County
CRT	Cathode-Ray Tubes
CWCRC	Crow Wing County Recycling Center
DNR	Department of Natural Resources
Demo ISWMP	Crow Wing County Industrial Solid Waste Management Plan, Construction and Demolition Debris Landfill, SW-440
EAW	Environmental Assessment Worksheet
HHW	Household Hazardous Waste
HID	High-Intensity Discharge
HVAC	Heating, Ventilation, and Air Conditioning
IM	Industrial Maintenance
LLDPE	Linear Low Density Polyethylene
Manual	Crow Wing County Solid Waste Haulers Manual
MMSW	Mixed Municipal Solid Waste
MMSW ISWMP	Crow Wing County Industrial Solid Waste Management Plan, Mixed Municipal Solid Waste Landfill, SW-376
MnTAP	Minnesota Technical Assistance Program
MPCA	Minnesota Pollution Control Agency
OEM	Original Equipment Manufacturer

<u>Abbreviation</u>	<u>Term/Phrase/Name</u>
OPD	Overflow Protection Device
PCBs	Polychlorinated Biphenyls
PFAS	Per- and polyfluoroalkyl substances
RBAC	Recycling/Reuse Business Assistance Center
Site	Crow Wing County Solid Waste Disposal Site
SWMT	Solid Waste Management Tax
SW-376	Crow Wing County MMSW Landfill
SW-440	Crow Wing County Demolition Debris Landfill
TRC	Thermostat Recycling Corporation
VSQG	Very Small Quantity Generator

1.0 INTRODUCTION

1.1 Purpose and Scope

This Solid Waste Haulers Manual (Manual) has been prepared for the licensed haulers of mixed municipal solid waste (MMSW), industrial waste, and construction/demolition (C&D) debris to assist the local haulers within Crow Wing County (County) in meeting all the State statutes and permit requirements for disposal at the Crow Wing County Solid Waste Disposal Site (Site). This Manual is not intended for haulers of hazardous waste or other restricted wastes. It is intended to provide an updated overview of the County's integrated solid waste disposal system so the haulers can better understand and inform their customers of the available services provided by the County. 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 Site, 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 have 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 Site and provides an alternative disposal site for banned materials.

This Manual is presented in seven (7) sections:

- **Section 1.0** – Introduction; provides a review of the County solid waste disposal system.
- **Section 2.0** – Licenses Haulers; describes the County's requirements under its Solid Waste Ordinance and some State requirements.
- **Section 3.0** – MMSW Landfill (SW-376); describes the County's requirements under statute and operating permit.
- **Section 4.0** – Demolition Debris Landfill (SW-440); describes the requirements under statute and operating permit.
- **Section 5.0** – Residential recycling; offers a discussion on this sector.
- **Section 6.0** – Commercial, Industrial, and Institutional Recycling; offers a discussion on this sector.
- **Section 7.0** – Other Solid Waste Related Programs; provides information regarding these programs.

1.2 Background

The 564-acre Site is the location for a closed unlined MMSW landfill SW-111 (26 acres), a closed paper mill sludge monofill SW-533 (10 acres), a lined MMSW Landfill, SW-376 (28 acres) (MMSW Landfill), and a Demolition Debris Landfill, SW-440 (9.3 acres). The other aspects of the Site 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
- The new Crow Wing County Recycling Center (CWCRC), which has areas for HHW collection, recycling drop off (one of 2 located throughout the County), used electronics collection and storage area, and a used mattress collection and storage area
- A household appliance and scrape metal collection area
- A used tire collection area
- A yard waste composting area
- A brush disposal area
- A recycled glass storage area

The MMSW Landfill and Demolition Debris Landfill permittee is the County. The County owns the Site, which is operated by a private operator under contract to the County. The County and Potlatch Corporation were co-permittees for the paper mill sludge monofill when it was active, and PotlatchDeltic is responsible for the closure care of the monofill.

The yard waste and brush disposal areas are located next to the closed paper mill sludge monofill. Household appliance collection area, used tire collection area, CWCRC, used oil collection area, and a lead-acid battery container is located in the area next to the Landfill Office.

1.3 General Information

Site Owner:

Crow Wing County

Primary County Contact:

Tom Strack

Land Services Environmental Services Supervisor

322 Laurel Street Ste 15

Brainerd, Minnesota 56401

Office: (218) 824-1123

Fax: (218) 824-1291

E-mail: tom.strack@crowwing.gov

County web page: <http://www.crowwing.gov>

Solid Waste Complaints

Tom Strack
Land Services Environmental Services Supervisor
Land Services Building
322 Laurel Street, Suite 15
Brainerd, Minnesota 56401
Office: (218) 824-1138
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
In an Emergency call Cell: (218) 820-1470
Cell: (218) 851-0922
E-mail: stro@brainerd.net

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
St. Paul

Office: (218) 316-3929
1-800-657-3864
<http://www.pca.state.mn.us>

2.0 LICENSED HAULERS

2.1 Introduction

This portion of the Manual will outline the requirements to be a licensed hauler in Crow Wing County as outlined in the County Solid Waste Ordinance and some State requirements. The Solid Waste Office will send out a notification in the fall of each year to the existing licensed haulers concerning the annual renewal of their existing hauler's license.

2.2 License Required

A collector or hauler operating in areas of the County to which the ordinance applies, depositing MMSW or C&D at the County Landfill shall be licensed by the County through the Solid Waste Office. A hauler is defined as any person who owns, operates, or leases vehicles for the purpose of collection and transportation of any type of solid waste.

The Landfill Operator will notify the County of any hauler who delivers waste to the Site who is not licensed through the County. A current listing of licensed haulers is provided annually to the Landfill Operator.

2.3 License Application

Required fees shall accompany the application and/or annual renewal for license and shall contain the following information:

- The name and current business address of the refuse hauler.
- The type, number, and capacity of the refuse hauling vehicles and other containers or collection equipment used for solid waste.
- Evidence that each motor vehicle to be used for hauling has been inspected in the last 12 months. Inspection shall be consistent with that required for commercial motor vehicles under the Federal Motor Carrier Safety Regulations of the United States Department of Transportation part 396 whether or not the vehicle requires such an inspection based on gross vehicle weight.
- A general description of the service area, which need not include information about specific customers, and an annual report identifying tonnage for solid waste and recyclables as well as approximate number of households serviced within the County.
- Certification that the hauler will comply with the requirements of the Crow Wing County Industrial Waste Management Plan and will provide annual reports to the Land Services Office showing the type and quantity of recyclable materials collected in the County.

- Routes outside the boundary lines of Crow Wing County must be pre-approved by the County, based on a written plan provided by the hauler. These pre-approved routes are charged the normal tipping rates instead of triple the rate for out-of-county waste. Each year as part of the annual license renewal process, haulers need to review and verify these plans.
- Certificates of insurance issued by insurers duly licensed by the State of Minnesota covering public liability insurance, including general liability, automobile liability, and bodily injury liability in amounts set by the Board.
 - **Commercial General Liability Coverage:**
 - \$1.5 million each occurrence
 - \$3 million general aggregate
 - \$3 million products and completed operations aggregate
 - The policy should be written on an occurrence basis, not a claims-made basis.
 - The County will be included as an Additional Insured.
 - An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.
 - **Auto Liability Coverage:**
 - \$1.5 million on a combined single limit basis
 - Auto coverage should include any auto, including hired and non-owned.
 - The County must be included as an Additional Insured.
 - An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements.
 - Note: Auto coverage will be waived only when the Licensee's work under the contract clearly does not involve the use of a vehicle on the County's behalf.
 - **Excess or Umbrella Liability Coverage:**
 - An excess or umbrella liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements for each type of coverage.
 - The policy should be written on an occurrence basis, not a claims-made basis.
 - The County will be included as an Additional Insured.
 - **Workers' Compensation and Employer's Liability Coverage:**
 - Workers' compensation coverage in compliance with statutory limits per applicable state and federal laws.
 - Employer's liability coverage with minimum limits of:
 - Bodily injury by accident: \$500,000 each accident

- Bodily injury by disease: \$500,000 each employee
- Bodily injury by disease: \$500,000 policy limit
- **Professional Liability Coverage:**
 - Professional liability coverage for individuals who perform professional or semi-professional services.
 - Minimum liability limits for independent contractors:
 - \$2 million per wrongful act or occurrence
 - \$4 million annual aggregate level 1
- Licensee shall provide the County with original Certificates of Insurance as evidence of required coverage.
- Coverage must be in force for the complete term of the license. If insurance expires during the term of the license, a new Certificate of Insurance must be received by the County at least 10 days prior to the expiration date. The new insurance must meet the terms of the original contract.
- Licensee must provide a minimum of 30 days' advance notice to the County of any substantial change to or cancellation of any insurance policies.
- Licensee is responsible for any deductible or self-insured retention contained within Licensee's insurance program.
- The County reserves the right to rescind any license not in compliance with these requirements and retains all rights thereafter to pursue any legal remedies against Licensee. All insurance policies shall be open to inspection by the County, and copies of policies shall be submitted to the County upon written request.
- The County shall not accept any insurance under which the Licensee or its insurer attempt or purport to avail themselves of any governmental right of immunity available to the County as a municipal corporation pursuant to any common law doctrine, Minnesota Statute §466, or other statutory authority.
- Certification that the hauler will comply with the requirements of the Crow Wing County Solid Waste Haulers Manual.

2.4 License Fee

The application and/or annual renewal for license fees are \$50 per vehicle.

2.5 Waste Hauler's Exemption Certificate (SWMT-10)

In 1997, the SCORE Tax and Solid Waste Generators Assessment was discontinued, and the Solid Waste Management Tax (297H) was initiated. Under this, haulers can be exempt from paying this tax at the

landfill by completing the Form in **Appendix A** and having a copy on file at the landfill. For more information call the Minnesota Department of Revenue at 1-800-234-5187.

2.6 Charging Resident on Recycling

Per §115A.93, subdivision 3, a mixed municipal solid waste collector is prohibited from imposing a greater charge on residents who recycle than on residents who do not recycle.

2.7 Solid Waste Deposit Disclosure (§115A.9302)

Annually, between January 1 and March 31, haulers must disclose to their customers critical information about the disposal of their municipal solid waste, construction debris, and industrial wastes. Haulers working in Minnesota are required to provide disposal information to customers in an oral or written statement. Since the current County license does not require a hauler to submit a copy of this disclosure notice to the County, a hauler must submit a copy to the MPCA by March 31 of each year, attention of GWSW Program Development Section, 520 Lafayette Road North, St. Paul, MN 55155-4194. For additional information call MPCA toll-free at (800) 657-3864.

2.8 General Operating Procedures

The operating procedures for each aspect at the Site are further described in each of their respective section of this Manual. The following are some general vehicle violations each hauler should be aware of as they transport refuse over the existing road systems within the County:

- Overweight vehicles: the scale being used at the Site is certified through the State of Minnesota. The State Highway Patrol regularly reviews the weight tickets for infraction for overweight vehicles and can check back fourteen (14) days from their review date.
- Uncovered loads (See website for current fees [Sanitary Landfill | Crow Wing County, MN - Official Website](#))
- Liquid leaking from the vehicle
- Safety violations

The Landfill Operator and/or Landfill Office Attendant will notify the haulers of these infractions as they occur. If the hauler does not take action to correct these infractions, the Landfill Operator will contact the County regarding the infractions in question. The following are some operating procedures that each hauler should be aware of to ensure ease and quick service at the Landfill Office:

- If the hauler has more than one (1) vehicle, a number must be printed on each truck for identification purposes at the Site.

- Declare any out of county waste, industrial waste, tires, appliances, furniture, electronics, mattresses (recyclable or landfilled), etc. with the scale operator during weighing procedures. For any item discovered by the Landfill Operator that was not declared or was declared but not disposed of in the correct locations, and the responsible hauler can be readily identified, the existing tipping fees for the items not declared will be tripled. Items must be disposed of in correct locations. Haulers are responsible for knowing what is in their load. Landfill Operators are not responsible for rolling loads to identify items being disposed of.
- Haulers who utilize roll offs must have the volume in cubic yards printed on the side of each roll off container to assist the scale operator. Printing must be large enough to see from the scale house at the Site and on a side that can be seen by the scale operator. County reserves the right to verify any volume.

3.0 MMSW LANDFILL

3.1 Introduction

This portion of the Manual will guide the licensed haulers on the operation practices for the County MMSW Landfill, SW-376.

3.2 Background

The original permit for the facility was issued on November 12, 1991. The most recent MPCA permit approved was for a permit modification for the construction of Cell 5, which was granted on May 24, 2019 and expires April 1, 2025. A Permit Reissuance Application was submitted to the MPCA in May 2023, which included the information necessary for permitting of the remainder of Cell 5, Cell 6, and Cell 7, as well as provided the layout and grading for all future expansion to the west of the existing MMSW Landfill.

3.2.1 Cell 1

The County constructed the Cell 1 (6.4 acres) in 1991, began receiving waste in November 1991, and reached final capacity in September 1996. Cell 1 initial partial closure construction was completed October 21, 1996 (2.29 acres). In 2019-2020, the County installed final cover over the remaining portion of Cell 1 (or all 6.4 acres).

Initially, the closure consisted of a passive gas extraction system and cover system. The gas extraction system included three, eight-inch diameter extraction wells within 15-feet of the bottom of the refuse. The cover system consists of a foot of on-site soil for intermediate cover, a six-inch bedding layer of screened soil to protect the geomembrane, a 40-mil LLDPE (Linear Low-Density Polyethylene) geomembrane barrier layer, a 12-inch layer of drainage sand, a 12-inch layer of on-site soil, and a six-inch topsoil layer. The gas system was designed to be able to be converted from passive to active. In 2008, the system was converted to an active gas extraction system and an additional seven extraction wells were installed to cover Cell 1-3. With the final closure of Cell 1 in 2019-2020, the active landfill gas system was converted back to passive. In addition, a gas venting system was installed under the final cover to route landfill gas to either the converted landfill gas wells or to various landfill gas relief valves.

3.2.2 Cell 2

Construction of the Cell 2 (3.2 acres) was completed in 1995 with waste receipt beginning on April 23, 1996. Cell 2 reached its capacity in 2002, and 2.67 acres were closed as part of the 2019-2020 construction. As part of the recirculation to energy (RTE) project, a yard waste composting area was

established on the intermediate crown of Cells 1 and 2. Treated leachate was sprayed on the compost to promote nitrification of any remaining ammonia in the leachate. The yard waste provided an oxidation layer for landfill gas emissions. This yard waste composting area was discontinued following the 2019-2020 closure. Future yard waste composting will occur in the yard waste drop off area. Mature compost was then used for erosion stability and vegetative base on the intermediate and final cover slopes.

3.2.3 Cell 3

Construction of Cell 3 (4.5 acres) was completed in 2001 and waste receipt began in January 2002. Cell 3 reached its capacity in August 2008 and 0.45 acres of the east slope was closed during the 2019-2020 closure.

3.2.4 Cell 4

Site preparation involving excavation of excess dirt to proper elevations was accomplished in 2006. Construction of Cell 4 (8.4 acres) was completed in 2007 and waste receipt beginning in August 2008. An additional eight landfill gas extraction wells were installed in Cells 3 and 4 in 2017.

3.2.5 Cell 5

Site preparation involving excavation of excess dirt to proper elevations was completed in 2018. Construction of Cell 5 (5.5 acres) was completed in 2019, with waste receipts starting August 2, 2021.

3.2.6 Cell 6

Cell 6 was excavated along with Cell 5 excavation in 2018. Cell 6 is anticipated to be constructed in 2027, with a permit modification for the Cell 5, Cell 6, and Cell 7 airspace submitted in May 2023, as discussed in **Section 3.2**. An environmental assessment worksheet (EAW) was also completed with this permit modification and submitted in May 2023.

3.3 Acceptable Waste

The decision to accept or reject a waste brought to the Site will be made by the Landfill Operator (who is certified through the State as an MMSW landfill operator), based on State regulations, existing landfill permit requirements, if prior approval was obtained from the Solid Waste Office, and County policies. Preventing the disposal of unacceptable wastes will minimize environmental damage and any resultant liabilities in the first place. Note, industrial waste may be accepted from approved generators and must be declared at the Landfill Office when entering the Site. These procedures are outlined in the Crow Wing County SW-376 Industrial Solid Waste Management Plan: [IndustrialSolidWaste-Mgmt-Plan](#)

3.3.1 Out-of-County Waste Policy

The County facility accepts waste generated within Crow Wing County, primarily from residential and commercial waste sources. The County facility will also accept out of county waste that is brought to the site, but it will be charged at triple the current rate as approved by the County Board.

The County recognizes that some routes that the solid waste haulers have are outside the boundary lines of Crow Wing County. This practice will maximize their efficiencies and ensure certain areas of the County will have waste collection service. These partial out-of-county routes will be charged the normal tipping rates instead of triple rate for out-of-county waste. The County Board is willing to review and approve this practice under the following criteria:

- 1) The hauler must prepare a written plan for the County Solid Waste Office to present to the Board for action. This plan must have the following items:
 - a. Description of what the hauler is proposing.
 - b. Map outlining the routes in question that consist of solid waste from outside the boundary of the County. Routes will not go more than one mile into another county. If a route is over a mile into another county, provide justifications for Board review and action.
 - c. Annually, between January 1 and March 31, haulers must disclose to their customers critical information about the disposal of their municipal solid waste, construction debris, and industrial wastes. Haulers working in Minnesota are required to provide disposal information to customers in an oral or written statement. The solid waste under this plan must have the generator's approval to the final disposal site for their waste.
- 2) The submitted written plan will be reviewed by the County Solid Waste Office for completeness and schedule for Board action.

Note, this action will specifically exclude special, industrial, prohibited, or other waste determined inappropriate either by the existing permit requirements or by the Crow Wing County Board of Commissioners. Plan approval will be based upon the route as outlined. An approved plan will require to be reapproved when the route changes or any changes in the number of non-residential (commercial) pickups. Since the plan is based upon the route, the number of residential accounts may fluctuate as long as the solid waste is being balanced between each county. Each year as part of the annual license renewal process, will require haulers to review and verify their plans.

3.4 General Operating Provisions

3.4.1 Hours of Operation

The operating hours for commercial deliveries are as follows:

May through October:

- Monday – Friday 7:00 a.m. to 4:30 p.m.
- Saturdays 8:00 a.m. to 12:00 p.m.
- Memorial Day, Independence Day, & Labor Day 7:00 a.m. to 9:00 a.m.
 - *If Independence Day falls on a Sunday, Monday will be recognized as the holiday, and the landfill will be open 7:00 am to 9:00 am and haulers will not be charged for special holiday hours.*

November through April:

- Monday – Friday 7:00 a.m. 4:30 p.m.

Closed Sundays and the Holidays of New Year's Day, Thanksgiving and Christmas.

Special Holiday Hours: If Christmas or New Year's falls on a weekend, the closest weekday will be considered the holiday. If this creates a three-day weekend, haulers may utilize special holiday hours of 7 am to 9 am with at least a week's notice to Landfill Contractor, and an emergency open fee of \$200, and \$100 per truck, with a maximum charge of \$700.

Deliveries required outside these hours for emergencies may be arranged with the Landfill Operator for an additional \$200 fee for each truck. 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.

3.4.2 Site Operations

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

3.4.3 Site Security

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

3.4.4 Traffic Routing and Control

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

- Refuse Trucks – After conducting appropriate waste screening procedures and collecting fees, the scale house attendant will direct refuse trucks with MMSW to the MMSW Landfill.

3.4.5 Waste Screening Procedures

The Site will accept both in county and out of county waste generated according to section 3.3.1. If an out of county route is approved, this rate is set at triple the current rate as outlined in **Section 3.3.1**. In addition, under certain circumstances industrial waste may be accepted from approved waste generators. These procedures are outlined in the Crow Wing County Industrial Solid Waste Management Plan, MMSW Landfill, SW-376 (MMSW ISWMP): [IndustrialSolidWaste-Mgmt-Plan](#). If brought to the Site, it must be declared to the Landfill Scale Attendant as an industrial waste.

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

- Informing generators of prohibited wastes and their options for disposal.
- Screening waste loads by the haulers during pickup by asking questions and by visually inspecting loads. Remove and properly dispose of items that do not belong in the MMSW Landfill.
- Screening waste loads by the Landfill Operator/Landfill Scale Attendant at the Landfill Office by asking questions and by visually inspecting loads. Remove and properly dispose of items that do not belong in the MMSW Landfill.
- Visually inspecting the load by the driver once it is tipped at the MMSW Landfill working face. Remove and properly dispose of items that do not belong in the MMSW Landfill.

- Visually inspecting the load by the Landfill Operator/staff once it is tipped and worked at the MMSW Landfill working face. Remove and properly dispose of items that do not belong in the MMSW Landfill.

Licensed haulers are responsible for ensuring unpermitted material is not being incorporated into the load. Waste types unacceptable for disposal at the MMSW Landfill are listed in **Section 3.5** and **Section 3.6**. Occasionally, unacceptable wastes will be discovered in loads. When depositing wastes at the MMSW Landfill, the haulers are responsible for looking over the material as it is being deposited. If any unpermitted material is discovered, the hauler is 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, the operator will call the responsible hauler for immediate corrective action. Immediate and prompt action must be taken the same day or no later than the next morning, if haulers 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 Site by the MPCA. Since this action directly affects the operating 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 the County to take action. If County action is required, the responsible hauler will be charged for this service.

For any item discovered by the Landfill Operator that was not declared, or was declared but not disposed of in the correct locations, 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 haulers can take to avoid unpermitted material from being incorporated into the load:

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

The Landfill Operator will notify the County of repeat offenders that continue to bring unacceptable waste to the Site for action.

3.4.6 Scale Operations

The scale being used at the Site is certified annually through the State of Minnesota. As such, it should be noted that the State Highway Patrol regularly reviews the weight tickets for infraction for overweight vehicles. They can check back fourteen (14) days from their review date.

In addition, other vehicle violations that the Landfill Operator and/or Landfill Scale Attendant's at the Landfill Office can detect are:

- Uncovered loads (See website for current fees ([Fee Schedule | Crow Wing County, MN - Official Website](#)))
- Liquid leaking from the vehicle
- Safety violations

3.4.7 Safety

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

- 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
- Salvaging is not permitted
- No one, including the operators, is allowed to smoke on the site.
- The maximum Site speed limit, posted at the entrance, it is 20 mph

3.4.8 Fire Policy

All efforts shall be taken to ensure material being brought into the Site is not a fire hazard. If a fire occurs at the Site, a thorough investigation of the Site for damages will be accomplished. If a refuse hauler/commercial hauler is found to have transported burning combustibles to the Site, they will be held responsible for the following:

- All damages that have occurred at the Site to include, damage to the landfill cell (e.g., liner, leachate piping, landfill gas piping), and full replacement value of equipment owned by the County and/or the Landfill Operator.

- All operational expenses incurred by the Landfill Operator to extinguish the fire and all cost involved with the cleanup.
- All expenses involved with the Fire Departments, County, City or State and all local Law Enforcement Agencies.
- The Burnt Materials Acceptance Form (**Appendix I**) must be completed and turned into Landfill Operator before disposal, and after 30 days of the fire.

3.5 Prohibited Wastes

The following wastes are not accepted for treatment, storage, processing, or disposal at the Crow Wing County MMSW Landfill, SW-376:

- Hazardous waste as defined in Minnesota Rules, Chapter 7045, including polychlorinated biphenyls (PCBs).
- Untreated sewage sludge, septic tank pumping, sewage sludge compost, or sewage unless it has been or will be treated to meet Class B pathogen reduction standards as laid out in Minnesota Rules 7041.
- Radioactive waste.
- Infectious wastes, unless approved by the MPCA.
- Waste that could spontaneously burn or that could ignite other waste because of high temperatures.
- Free liquids or waste containing free liquids such as paint and paint thinner.

Any vehicle suspected of carrying hazardous waste, septic waste, radioactive waste, or infectious waste will be prevented from continuing onto the Site.

3.6 Special Wastes

Besides the prohibited wastes listed above, disposal of certain special wastes will also be prohibited at the MMSW Landfill. Instead, these special wastes can be recycled or disposed of at designated waste management areas at the Site. These special wastes include:

- Used oil/filters and antifreeze
- Vehicle batteries (hybrid car batteries not accepted)
- Electronics
- Lithium Ion Batteries (power tools)
- Recyclable mattresses (dry, clean, and free of bed bugs)

- White goods (household appliances) and scrap metal
- Waste tires
- Yard waste (leaves, grass clippings, pine needles, garden debris)
- Brush
- Demolition Debris not mixed with MMSW
- Household Hazardous Waste (Residents only)
- Pesticide containers from agricultural activities (may if empty and have been tripled rinsed)
- Chemical containers from commercial activities (may if empty and have appropriate form)
- Fluorescent tubes and ballasts (not at Site, local businesses provide this service)
- High-intensity discharge lamps (not at Site, local businesses provide this service)

Upon entering the Site, the hauler shall inform the Landfill Scale Attendant if any of these materials are being carried. Commercial haulers carrying only C&D debris will be directed to the Demolition Debris 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 carrying yard waste or brush will be directed to the yard waste composting area or brush disposal area, respectively. 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.

3.7 Nonhazardous Industrial Wastes

Hauler need to work with customers if they have industrial waste, and make sure it has been approved to be taken at the MMSW Landfill. Haulers also need to check if there are any special restriction outlined in the industrial solid waste approval letter. The MMSW ISWMP governs management and disposal of wastes from nonhazardous industrial waste generators. The MMSW ISWMP 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. MMSW ISWMP covers requirements for materials to be allowed into the MMSW Landfill. The MMSW ISWMP can be found on the County website: [IndustrialSolidWaste-Mgmt-Plan](#) **Appendix B** includes a copy of the November 25th 2019 Industrial Waste Landfill Acceptance Policy.

Industrial waste, beyond those listed in the MMSW ISWMP, to be accepted for disposal into the MMSW Landfill must be approved by the County Solid Waste Office and the MPCA. 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 County, who will coordinate any action with the MPCA. A copy is attached in **Appendix C**, and can also be found on the County website:

<https://crowwing.gov/DocumentCenter/View/4606/Request-for-Review-of-Non-Hazardous-Waste-Form?bidId=>. Also, any industrial waste must be declared at the scale house at the Site.

The MMSW ISWMP not only covers nonhazardous industrial waste, but also ensure waste will not impact the operations at the Site. Operational items of concern are boron, chloride, and per- and polyfluoroalkyl substances (PFAS).

During winter operations, any industrial waste contained in a barrel must be emptied by the generator at the Site to ensure there is no frozen waste.

3.7.1 Containers that Held Hazardous Waste or Products

A special concern to MPCA is the disposal of containers that held hazardous wastes or products. Since containers may contain significant quantities of hazardous materials, it is illegal for businesses to dispose of these as solid waste until proper action has been taken. For more information, please review MPCA handout w-hw4-16, Containers That Held Hazardous Wastes or Products, dated April 2016. This can be obtained through the MPCA website here: <https://www.pca.state.mn.us/sites/default/files/w-hw4-16.pdf>.

3.7.1.1 Pesticide Container Rinse Form

Empty pesticide containers are subject to Minnesota Department of Agriculture regulations and must be pressure rinsed or triple-rinsed prior to disposal. Before the County can accept empty pesticide containers at the Site they must be properly pressure rinsed or triple rinsed. Also, a Pesticide Container Rinse Form must be completed from the generator. The completed form must be given to the Scale Operator. A copy is attached in **Appendix D**.

3.7.1.2 Empty Container Form

Most containers that held hazardous waste, or products that would be hazardous waste when disposed, are considered *empty* for hazardous waste purposes, also known as being *RCRA-empty* when all material that can be removed by the method commonly used for that type of container has been removed. For example, if material is normally removed from a container by pouring, the container must be able to be overturned completely without dripping. Before our landfill can accept empty containers they must be properly emptied. Also, a Chemical Container “RCRA-Empty” Form, must be completed from the generator. The completed form must be given to the Scale Operator. A copy is attached in **Appendix E**.

3.8 Asbestos

Asbestos is allowed to be disposed in the MMSW Landfill. A more detailed discussion on the management and handling of asbestos for the landfill is in the MMSW ISWMP. The procedures listed below are the basic requirements:

- 24-hour prior notification to the Landfill Operator before delivery of asbestos.
- If friable asbestos is present in a burned building, haulers do not need to bag or separate the asbestos from the ashes and burned material; however, the building needs to be inspected and approved by the MPCA prior to disposal. The 24-hour notification period is still required in this situation.
- Material must be dampened and enclosed in plastic bags.
- Material will be placed in a separate designated area of the MMSW Landfill.
- Material will be covered immediately and carefully without breaking the bags.
- Asbestos material will not be handled if the wind velocity exceeds ten (10) miles per hour.
- Friable asbestos must be wetted and placed into bags at least six-mil thick. Bags must also contain a warning label, and with name and address of the transporter.
- Drivers who deliver friable asbestos need to wear masks while unloading any of the asbestos material. Contractor needs to be on Site for unloading the asbestos bags by hand and a count of bags being disposed must be taken and be provided to the Landfill Operator.
- Non-friable asbestos is also accepted. This material will be accepted in bulk form if it is wetted and covered.

Before demolition and/or renovation, a Notification of Asbestos Related Work Form from MPCA must be completed. A copy of this is attached in **Appendix F**. Prior coordination is required before asbestos can be brought out to the Site. An Asbestos-Containing Material Transport and Discharge Manifest are

required with each load (see attachment in **Appendix G**). If you have any questions on this requirement, contact the local MPCA office.

For more information on regulation concerning the “how” of asbestos disposal and record keeping contact MPCA Air Quality Asbestos Compliance Unit in St. Paul at 1-800-657-3864. They have more detailed information and copies of the requirements or necessary forms.

3.9 Prohibited Activities – Salvaging

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

3.10 Fees

Current disposal fees are posted at the Site entrance, listed on the County website: [Fee Schedule | Crow Wing County, MN - Official Website](#) , and are available from the Landfill Operator.

3.11 Billing

The Landfill Operator accomplishes billing for disposal at the Site.

As part of providing service to residents, the County will accept credit cards from residential transactions only. Commercial accounts will remain unchanged.

3.12 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 County to have more at the Site.

4.0 DEMOLITION DEBRIS LANDFILL OPERATION PRACTICES

4.1 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 Demolition Debris Landfill. If another C&D disposal facility is utilized, contact them prior to disposal to obtain any operation guidance they may have for their specific facility. As a public operated solid waste facility, the County's 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 have 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 Demolition Debris Landfill.

4.2 Background

The County obtained permit SW-440 to utilize approximately 4.59 acres of land for the Demolition 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. Demolition Debris Landfill underwent a partial closure in 2020 of 1.19 acres.

The County Demolition 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)
- Old wall board, dry wall (Sheetrock)*
- 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
- 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's not burned of a burned structure (subject to MPCA approval)
- 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 [Demolition Debris Landfill Industrial Solid Waste Management Plan](#)):
 - Wood
 - Concrete
 - Porcelain fixtures
 - Shingles
 - Window glass

*Full loads of sheetrock will go to the MMSW Landfill and mixed loads may go to the Demolition Debris Landfill as determined by the Landfill Office Attendant.

- *Full Loads of Insulation (includes fiberglass, mineral wool, cellulose, polystyrene, and newspaper) will go to the MMSW Landfill and mixed loads may go to the Demolition Debris Landfill as determined by the Landfill Office Attendant.

Under certain circumstances, industrial waste (note this includes new construction) may be accepted from approved waste generators as outlined in the Demolition Debris Landfill Industrial Solid Waste Management Plan: [Demolition Debris Landfill Industrial Solid Waste Management Plan](#)

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 the MMSW 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 MMSW Landfill without County Board approval (see **Section 3.3.1**).

The following wastes will **NOT** be accepted into the Demolition 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 PCBs
- 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 4.6**.

The decision to accept or reject a waste brought to the Site 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 County, and County policies. Preventing the disposal of unacceptable wastes will lessen environmental damage and any resultant liabilities.

4.3 General Operating Provisions

4.3.1 Hours of Operation

The operating hours for commercial deliveries are listed in **Section 3.4.1**.

4.3.2 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.

4.3.3 Site Security

After hours, the gate across the access road to the overall Site 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.

4.3.4 Traffic Routing and Control

Site access is available through a common gate from Minnesota Highway 210 onto County Highway 147. Access to the Site is controlled at all times, and the gate is locked when an attendant is not on duty. All vehicles entering the Site must stop at the Landfill Office 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 Debris Landfill.

4.3.5 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 as outlined in **Section 3.3.1**. In addition, under certain circumstances industrial waste may be accepted from approved waste generators. These procedures are outlined in the Demolition Debris Landfill Industrial Solid Waste Management Plan: [Demolition Debris Landfill Industrial Solid Waste Management Plan](#)

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 Demolition 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 Demolition 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 may visually inspect loads. Haulers with demolition debris are directed to the Demolition 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 Demolition 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 MMSW ISWMP are direct to the MMSW Landfill. Haulers/customers that dump dirty demolition waste at the tipping area of the Demolition Debris Landfill will be given the opportunity to remove the waste load from the Demolition Debris Landfill and dispose of the waste within the MMSW 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 Demolition 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 Demolition Debris Landfill.
- The Manual is prepared to assist customers in meeting all state statutes and Demolition 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 Demolition 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 about 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 Demolition 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 Landfill Operator once it is dumped at the tipping area prior to being pushed into the Demolition Debris Landfill working face. Waste materials considered unacceptable waste for disposal in the Demolition Debris Landfill will be removed from the tipping area. Waste materials deemed unacceptable for disposal in the Demolition Debris Landfill may be disposed of in the MMSW Landfill 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: [Crow Wing County Demolition Manual](#).

Licensed haulers are responsible for ensuring unpermitted material is not being incorporated into the load. Waste types unacceptable for disposal at the Demolition Debris Landfill are listed in **Section 4.4** and **Section 4.5**. Occasionally, unacceptable wastes will be discovered in loads. When depositing wastes at the Demolition Debris Landfill, haulers and/or their crews are responsible for looking over the material as it is being deposited. If any unpermitted material is discovered, the hauler is 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, the operator will call the responsible hauler for immediate corrective action. Immediate and prompt action must be taken the same day or no later than the next morning, if haulers 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 Site by the MPCA. Since this action directly affects the operating 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 the County to take action. If their action is required, the responsible hauler 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 haulers can take to avoid unpermitted material from being incorporated into the load at the construction site:

- Work in close cooperation with customers. 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.
- Have customers accomplish the checklist shown in **Appendix H** 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 County of repeat offenders that continue to bring unacceptable waste to the Site.

4.3.6 Scale Operations

Clean C&D debris is generally charged by the cubic yard. However, if the majority of the C&D load is shingles and is contaminated, it will be run on the scale and charged accordingly. Still, the Landfill Office attendant will look for vehicle violations at the Landfill Office. These are:

- Uncovered loads (See website for current fees <https://crowwing.gov/227/Sanitary-Landfill>)
- Liquid leaking from the vehicle
- Overweight vehicles
- Safety violations

4.3.7 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:

- 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
- Salvaging is not permitted
- No one, including the operators, is allowed to smoke at the fill area
- The maximum Site speed limit, posted at the entrance, is 20 mph

4.4 Prohibited Wastes

The following wastes are not accepted for treatment, storage, processing, or disposal at the Demolition Landfill:

- Hazardous waste as defined in Minnesota Rules, Chapter 7045. See **Appendix H** 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
- Treated wood (must be disposed of in the MMSW Landfill)

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

4.5 Special Wastes

Besides the prohibited wastes listed above, disposal of certain special wastes will also be prohibited at the Demolition Landfill. Instead, these special wastes can be recycled or disposed of at designated special waste management areas at the Site. 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
- Recyclable mattresses
- Burnt Materials (disposed of in the MMSW Landfill, unless pre-approval is obtained for Demolition Landfill)

Upon entering the Site, 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 Demolition 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.

4.6 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 Debris Landfill if preapproved by MPCA. If any burnt waste is rejected for disposal at the Demolition Debris 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. ***The attached Burnt Materials Acceptance Form (Appendix I) must be completed and turned into Landfill Operator before disposal, and after 30 days of the fire.***

4.7 Trailer Homes

Trailer homes are allowed to be disposed in the Demolition 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, 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 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 for a fee.

- Remove any garbage; this waste can be deposited in the MMSW Landfill at the Site at the current tipping fee.
- All trailer house frames need to be removed and placed in a separate designated area of the Site, if the owner does not want it.
- 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 in **Section 4.6**. If possible, the tires, appliances, mercury switches, and frame need to be removed.

4.8 Nonhazardous Industrial Wastes

The Demolition 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 Demolition Debris Landfill. Before any nonhazardous industrial waste can be accepted, a Request for Review form must be completed from the generator. The completed form must be given to the County, who will coordinate any action with the MPCA. A copy is attached in **Appendix B**. Also, any Industrial Waste must be declared at the scale house at the Site.

The County Demolition Debris Landfill accepts demolition debris and new construction demo-like waste as identified in the acceptable waste list, as presented in **Section 4.2** of this Manual. The County Demolition 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 Demolition Debris Landfill and the Landfill Operator may reject any load for disposal that is not in compliance with its permit or the Crow Wing County Industrial Solid Waste Management Plan, Construction and Demolition Debris Landfill, SW-440 (Demo ISWMP). This Manual and the Demo ISWMP is available from the Crow Wing County Solid Waste Office or the County website.

The Demo ISWMP 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 Demo ISWMP, to be accepted for disposal into the County Demolition Debris Landfill must be approved by the Crow Wing County Solid Waste Office and the MPCA.

The Demo ISWMP covers requirements for construction materials to be allowed into the Demolition Debris Landfill or the MMSW Landfill. The Demo ISWMP can be found on the County website:

<https://crowwing.us/DocumentCenter/View/14791/SW-440-ISWMP-12014?bidId=>.

4.9 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. 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.

4.10 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. For a copy of this requirement, contact the local MPCA office.

4.11 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 that 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 Demolition Debris Landfill is that treated wood must be deposited in the MMSW Landfill and not the Demolition Debris Landfill.

Upon entering the Site, 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.

4.12 Prohibited Activities – Salvaging

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

4.13 Fees

Current disposal fees are posted at the Site entrance, listed on the County website:

<https://crowwing.gov/227/Sanitary-Landfill>, and are available from the Landfill Operator.

4.14 Billing

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

4.15 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 County to have more at the Site.

4.16 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 Heating, Ventilation, and Air Conditioning (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 are 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 the HHW program. The County will be able to take both residential and business thermostats and dispose of them for free through TRC.

4.17 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.

5.0 RESIDENTIAL RECYCLING PROGRAMS

5.1 Introduction

This portion of the Manual will guide the licensed haulers on the existing residential recycling program for the County. Please assist customers with any questions they may have concerning the residential recycling program or refer them to the County Solid Waste Office.

5.2 Program Background

As required by Legislation, the County is using the established mandated goals. Toward meeting these goals, the County is using SCORE funds and County matching funds to provide three recyclable materials drop-off sites. Cities, townships, and volunteer committees operate these programs. SCORE legislation passed in 1989 directing counties to achieve goals of 25 percent of MMSW in Greater Minnesota by December 31, 1993. Subsequent amendments set supplementary recycling goals of 35 percent for Greater Minnesota by December 31, 1996 – this was changed in 2014 to December 31, 2030.

5.3 Curbside Recycling Program

The following are the cities that offer curbside recycling at least monthly:

- Brainerd
- Baxter
- Breezy Point

- Pequot Lakes
- Ironton
- Nisswa
- Crosslake

5.4 Drop-Off Program

Have individuals contact their cities for materials being collected and times of operations for a program.

The following are the drop-off programs offered within the County: **these locations are subject to change. For the most recent drop sites please visit <https://crowwing.gov/734/Recycling>*

- County Solid Waste Disposal Site
- Ideal Township

5.5 Glass Drop-Off Program at Landfill

In 1998, Pythons decided they will no longer be accepting glass from the local haulers. Continue to collect glass and deliver this material to the Site. An area has been set aside to stockpile glass for use in some future construction projects. When delivering a container full of glass, please inform the Landfill Operator that the container is just glass. The Landfill Operator will have your vehicle go across the vehicle scale so you can have a weight to report for your recycling efforts. There will be no cost to you for this service.

The glass drop-off program has the following restrictions:

- Bottle glass only
- Glass should be clean
- Tops should be removed
- Light bulbs are not accepted
- Vehicle windshield glass is not accepted

Separation of glass by color is not required since it will be mixed in the stockpile. However, the County has recently received numerous complaints from the Landfill Operator concerning contamination of glass loads coming into the Site. If the load is contaminated, the County will not accept any more glass from that local hauler. The load in question will need to be cleaned by that hauler or the hauler will be billed for this effort by the Landfill Operator. If a load is accepted as recycled glass, it cannot be taken to the MMSW Landfill without permission from the Director of the MPCA.

6.0 COMMERCIAL, INDUSTRIAL, & INSTITUTIONAL (CII) RECYCLING

6.1 Introduction

This portion of the Manual will guide the licensed haulers on the existing programs available. Please assist customers with any questions they may have concerning establishing a recycling program or refer them to the County Solid Waste Office.

6.2 Program Background

Recycling from the CII sector represented the greatest overall impact to the County recycling effort. More than 75 percent of the County's overall recycling effort is being accomplished through the CII sector.

The following handouts of handy resources are available for local businesses:

- Minnesota Waste Wise, 1-800-821-2230
- Recycling/Reuse Business Assistance Center (RBAC)
- Minnesota Technical Assistance Program (MnTAP), 1-800-247-0015

6.3 Very Small Quantity Generator (VSQG) of Hazardous Waste

Hazardous waste is banned from being disposed of as part of the solid waste stream. This type of waste must be managed separately. Minnesota hazardous waste rules allow Very Small Generators (VSQGs – generate 220 pounds or less hazardous waste per month) to deliver their own waste in their own vehicle to a licensed VSQG collection program. Collection programs consolidate waste from many businesses, and then ship it to a permitted treatment, recycling, or disposal facility. Although program participants still pay the disposal charges, the programs are intended to provide a convenient and cost-effective disposal option.

There exists a need within the County to provide assistance to smaller businesses. In most cases there are inadequate technical and financial resources for obtaining information, assessing waste management methods, and developing and applying waste reduction techniques. Starting in 2002, in conjunction with the Northwest Minnesota Household Hazardous Waste program located in Bagley, Minnesota, the County will host two VSQG days – Spring and Fall. They were unable to continue their support for our County VSQG program starting in 2005. Stearns County has a mobile VSQG collection vehicle, and our County was able to utilize this VSQG program starting in 2005. They were unable to continue their support for our County VSQG program starting in 2008. Starting in 2008, the County was able to reinstate this program with the Northwest Minnesota Household Hazardous Waste program. Due to manning issues, they could not continue their support in 2011. Starting in 2011, we were able to utilize Stearns County

program again, providing the business could transport their waste to St. Cloud. Due to issues, they could not continue their support starting in 2017. Qualified businesses need to contact our Office for additional information on who can assist them in managing their waste:

- Safety Klean: (651) 688-6975
- Veolia: (763) 786-3660

6.3.1 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 the HHW program. The County is able to take both residential and business thermostats and dispose of them for free through TRC.

6.3.2 Pesticides – Farmers and Commercial Users

The Minnesota Department of Agriculture, with County assistance, accomplished a waste pesticide collection program for the area. There is no cost for the participants if under a certain volume. Waste is brought to the County HHW Facility located at the Site. Disposal costs are directed through the Department of Agriculture. For more information call the County Solid Waste Office.

Those pesticide end user with greater than 300 pounds will be asked to pay a portion of the disposal cost by the Department of Agriculture for the amount exceeding that amount. This is an effort on their part to ensure uniform usage of the dedicated funds that pay the costs of waste pesticide disposal statewide.

Copies of the Form can be found at: <https://www.mda.state.mn.us/sites/default/files/inline-files/300poundsfree.pdf>.

Please contact the Solid Waste Office if you do have greater than 300 pounds of pesticides.

6.3.3 Architectural Paint/Coating

In 2013, HF967, the Omnibus Environmental bill contained provisions for the paint stewardship program was passed and signed by the Minnesota Governor. PaintCare is the organization that operates the paint stewardship program in Minnesota on behalf of paint manufactures. This program is now up and running in Minnesota.

Architectural latex/Oil based coating (or PaintCare Products) are defined as interior and exterior architectural coatings sold in containers of five gallons or smaller. However, they do not include aerosol products (spray cans), industrial maintenance (IM), original equipment manufacturer (OEM) or specialty coatings. Leaking, unlabeled, and empty containers cannot be accepted as part of this program.

There are five commercial PaintCare sites located within the County: Hirshfields (Baxter), Sherwin-Williams (Baxter), Carson Hardware of Nisswa, Crosslake Ace Hardware, and Emily Ace Hardware. Another disposal option available to them is the Crow Wing County Household Hazardous Waste (HHW) Facility. It will now be accepting architectural latex coatings only from contractors and businesses for free. Leaking, unlabeled, and empty containers cannot be accepted as part of this program.

If businesses have 300 gallons or more of either latex or oil-based coatings that qualify; they may qualify to have their large volume of coatings/paint picked up for free directly by PaintCare. Please contact the County Solid Waste Office for arrangements.

6.4 Used Electronics – Commercial

A special concern to MPCA is the disposal of electronic equipment. Since electronic equipment may contain significant quantities of hazardous materials, it is illegal for businesses to dispose of this material as solid waste. For more information please review MPCA handout w-hw4-15, Managing Electronic Wastes, dated December 2011: <https://www.pca.state.mn.us/sites/default/files/w-hw4-15.pdf>.

To assist government agencies in the proper management of these items, in 2001 the County Solid Waste Office coordinated a one-day drop-off event for all government/public entities in the County. The state contract (Asset Recovery) was utilized to manage these items. The drop-off location was the County HHW facility. This program was expanded in 2002 to include businesses. In 2023/2024, the County will host two events – Spring (May) and Fall (Sept). Under this program, the business will only have to pay the disposal cost of their used electronics. The hours for these events are between 9:00 a.m. and 1 p.m.

Billing for business/commercial will be accomplished through the Landfill Office. Credit cards or checks will be accepted. This fee is due the day of the event or within 30 days of receipt of invoice for those

businesses that already have a charge account at the Site. If a business wishes to establish a charge account, please contact the Landfill Office at 218-828-4392 prior to the event. During the event the landfill attendant will direct businesses after their vehicle has been weighed to the collection site. Equipment to be disposed will be unloaded and their vehicle will be directed back to the Landfill Office to be reweighed at the scale. At this time businesses will be provided with a bill for payment. Local businesses that plan on participating in this event are encouraged to contact the Land Services – Solid Waste Office at (218) 824-1010 so paperwork may be completed to expedite the wait time.

Government agencies that are eligible for the State Contract rates will be handled differently. They will be billed directly by Dynamic Recycling. They will also need to stop at the Landfill Office. They will be receiving the weight of the material brought in. Dynamic Recycling will verify the equipment and invoice your company within two weeks of the drop-off, so no payment is required during the event.

6.5 Recyclable Mattresses

The County's partner in the mattress recycling program is Goodwill Industries of Duluth. Starting in November 2017, the County began to utilize Green Forest in Brainerd. They are receiving the product and doing the actual deconstruction. The County asks that haulers modify the existing methods of handling mattresses to ensure that the maximum number of mattresses can be recycled. These are the simplified rules for the program:

- A per unit charge for mattresses at the Site
- No wet, moldy, badly twisted, or full of bed bugs product will be accepted for recycling. If these come into the Site, they will be disposed of into the MMSW Landfill.

*Please visit <https://crowwing.gov/227/Sanitary-Landfill> for current fee schedule.

7.0 OTHER SOLID WASTE RELATED PROGRAMS

7.1 Introduction

This portion of the Manual will guide the licensed haulers on the other existing solid waste programs available through the County. Please assist customers with any questions they may have concerning any of these items or refer them to the County Solid Waste Office. The status of the County's efforts in each area is discussed briefly below. Also, this portion will guide the licensed haulers on the operation practices for these services.

7.2 Yard Waste

Yard waste is prohibited from being placed into the MMSW Landfill. The County's yard waste management program includes a yard waste (leaves, grass clippings, pine needles, garden debris) collection area at the Site. Yard waste is accepted at no cost to residents. For commercial disposal, brush and stumps fees are listed on the county website: <https://crowwing.gov/227/Sanitary-Landfill>

Any yard waste brought to the Site bagged; must be unbagged at the compost area, and bagging material removed for proper disposal. Also, any brush must also be separated and disposed of at the brush area. If this is not accomplished and the Landfill Operator finds bagged items, the Operator will call the responsible customer or hauler for immediate corrective action. Prompt action must be taken the same day or no later than the next morning, if the customer or hauler is called late during the day, to correct any problems identified by the Landfill Operator. The key to keeping this a free service is by keeping the operations cost as low as possible. Unbagging by the Landfill Operator is an additional cost. Failure to respond to the Landfill Operator request forces them to take action. If their action is required, the responsible customer or hauler will be charged for this service.

7.3 HHW Program

The previous HHW Facility was built in 1992 and opened August 1993. The new Crow Wing County Recycling Center (CWCRC) opened in July 2023. The new facility replaces the existing e-waste and mattress building in the recycling area behind the Landfill office and the previous HHW building by the Landfill. The new CWCRC functions as a one-stop-drop for County residents and will accept HHW, mattresses, e-waste, used oil/filters, antifreeze, batteries, and recyclable materials. The CWCRC is adjacent to the waste tires, appliances, and scrap metal drop-off area. The CWCRC provides residents with a more convenient opportunity for residents to drop off their problem materials, thus increasing participation and diverting additional materials from the MMSW Landfill. The facility is open five days

per week during the hours the Site is open. This program is at no cost to the participants. Note this is strictly for residents, NO BUSINESS hazardous waste – see **Section 6.3** for VSQG for businesses.

The Minnesota Department of Agriculture, with County assistance, provides a waste pesticide collection program for both residents and commercial waste up to 300 pounds per participant within the area. There was no cost for the participants. Waste can be disposed through the County HHW Facility located at the Site. Disposal costs are then directed through the Department of Agriculture.

PaintCare, with County assistance, provides a waste latex paint collection program for both residents and commercial waste within the area. There is no cost for the participants. The County will now be accepting architectural latex coatings only from contractors and businesses for free. Leaking, unlabeled, and empty containers cannot be accepted as part of this program. Disposal costs are then directed through PaintCare.

7.4 Pharmaceutical Waste

The Crow Wing County program to address the disposal of old residential pharmaceutical medications was initiated in 2012. The sites are located at: Crow Wing County Law Enforcement Center, Breezy Point Police Department, Crosby Police Department, Nisswa Police Department, Pequot Lakes, and Crosslake. Please see attached Link for drop off sites: <https://crowwing.gov/DocumentCenter/View/9293/recycling-drop-map-all?bidId>

7.5 Propane Cylinders

Effective April 1, 2002, federal law requires that all propane tanks, from 4 to 40 lbs., must be equipped with an OPD (overflow protection device) valve. Hundred-pound cylinders, horizontal tanks and propane tanks permanently mounted to motor homes are not subject to the regulation. Old tanks can be retrofitted. However, the cost of the new valve is about \$21 and the cost of a new tank is about \$24. This raises the question of the proper disposal of these cylinders. The Site complex will take these items as scrap metal only if there is no longer any gas within the cylinder. **Valves must be removed from the tanks** Please see <https://crowwing.gov/227/Sanitary-Landfill> for current fee schedule.

7.6 Problem Materials

The County's integrated solid waste management program includes addressing problem materials, and prohibition of these materials in the County landfills.

7.6.1 Used Tire Collection Area

The State of Minnesota has enacted a landfill ban for tires. There exist many reasons to regulate the management and disposal of waste tires. The primary concern is public health. Tires can become a prime

breeding ground of disease carrying mosquitoes, and a potential fire hazard. In addition, burying them in a landfill consumes valuable landfill space and wastes this resource.

Local opportunities to properly dispose of waste tires are provided by tire retailers. Since April 1, 1989, retailers who sell tires have been required by law to take one waste tire for each new tire they sell. Many local retailers do take waste tires and charge a small fee for the disposal.

There is a drop off location for waste tires at the Site for the residents (note; the County does not take tires from the local tire retailers), which is permitted to store up to 10,000 tires. Waste tires are accepted at the Site for recycling for a fee (see [Fee Schedule | Crow Wing County, MN - Official Website](#)). Tires accepted at the Site are shredded for use on Site drainage and construction projects.

7.6.2 White Goods (Household Appliances)

White goods are large items such as refrigerators, microwaves, freezers, clothes washers and dryers, ranges, water heaters, dehumidifiers, trash compactors, and air conditioners. These products comprise about two percent of the MSW produced in the United States. The State of Minnesota has enacted a landfill ban for appliances. As of 2000, 18 states have enacted landfill bans for appliances. The purpose of this ban is to extend the life of the state's landfills and require the public sector to carry out recycling of these goods.

Appliance disposal options are provided at the Site complex, area "Cleanup Days," transfer stations within the County, and an area Recycling Facility for a fee per appliance. Appliances collected from the Site complex are processed and transported to a scrap yard.

**Please see <https://crowwing.gov/227/Sanitary-Landfill> for current Solid Waste fee schedule.*

The County has an agreement with the Landfill Operator to remove Freon, PCB contaminated capacitors, and mercury switches. The Landfill Operator is certified with all applicable local, state, and federal regulations for proper capture and disposal of hazardous products contained in the appliances.

7.6.3 Used Oil & Used Oil Filters

In 1987, legislation was passed in Minnesota requiring all retailers of motor oil to collect used oil or post signs saying where the nearest location for acceptance of used oil is found.

In addition, Motor Oil legislation was passed in Minnesota in 1997 specifically requiring the industry to ensure that each county has at least one free site, in addition to any free government site. This site is

Valvoline Oil in Baxter. They will take up to five gallons of used oil and ten oil filters. A local business (Waste Partners) handles residential/commercial used oil filters for the area for a fee.

Starting 2002, the County expanded/upgraded the used oil storage tank program. These are below ground used oil collection tanks (4,000 gallons). The tanks are primarily intended to be a free service for County residents. A licensed used oil hauler services these tanks. This oil is used as a source of fuel at approved facilities. As part of this operation, oil filters and antifreeze are free. The private sector also provides opportunities for the collection of used oil and oil filters.

****Please see attached link for current local oil drop sites:*

<https://crowwing.gov/DocumentCenter/View/9293/recycling-drop-map-all?bidId>

A tenth tank, a 2,000 gallon above ground storage tank (AST), was installed in 2009 for Mission Township by their township hall/fire station. An eleventh tank, another 2,000 gallon AST, was installed in 2010 for the City of Nisswa.

7.6.4 Vehicle Batteries

Minnesota law (§325E.1151 subd. 1) established a five-dollar refundable surcharge when a motor vehicle battery is purchased; this was changed to a ten-dollar refundable surcharge in 2010. The law (§325E.1151, subd. 2) also requires motor vehicle battery retailers to accept up to five (5) motor vehicle batteries free of charge, whether or not the consumer is making a purchase. When a new battery is purchased, the customer may avoid the surcharge by turning in a used motor vehicle battery. It is a violation to place a motor vehicle battery in the garbage.

There is a receptacle for lead-acid batteries at the Site – a new one was purchased in 2000. The lead-acid batteries are removed monthly for recycling. Lead-acid battery recycling is a free service to County residents. Many other establishments throughout the County also accept vehicle batteries.

The County gives residents a disposal option for Ni-Cad and other rechargeable batteries through the HHW program. Batteries are subsequently disposed of through the Call2Recycle program. The following are local businesses that will also accept them:

- Brainerd – ACE Hardware and Batteries Plus
- Baxter – Home Depot
- Deerwood – True Value Hardware

At this time, conventional dry cell and alkaline batteries are disposed of within the MMSW Landfill.

7.6.5 Fluorescent & HID Lamps

Fluorescent lights and other high-intensity discharge (HID) lights are banned from disposal in landfills. This ban became effective August 1, 1994, applies to households as well as businesses, and includes all shapes of fluorescent lights.

The site accepts bulbs from residents. There are businesses in the County and throughout the state that offer disposal opportunities for fluorescent tubes and high intensity lamps. Many CII interests have a direct contract with a commercial establishment that pick up and dispose of their lamps. The following are fluorescent bulb recycling retailers found within the County who will take these bulbs for a fee:

- Brainerd – ACE Hardware, Menards, and Weidell's Hardware
- Baxter – The Light Depot
- Crosslake – ACE Hardware
- Deerwood – Deerwood True Value
- Emily – ACE Hardware
- Nisswa – Carlson Hardware

A per unit charge for bulbs at the site-**Please see <https://crowwing.gov/227/Sanitary-Landfill> for current fee schedule.*

7.6.6 Used Electronics – Residential

In 2003, legislation was passed in Minnesota requiring that cathode-ray tubes (CRTs – computer monitors and TVs) cannot be placed in municipal solid waste after July 1, 2005. This closes the door on CRTs being generated by residents. At the March 9, 2004 Board of County Commissioners meeting, it was decided to ban electronic (computers and all their components, copiers, fax, TVs, VCR/DVDs, stereos, and telephones) from the landfill. The ban went into effect on May 1, 2004. These items will still be handled at the Site, but as a separate waste stream.

If any used electronics are found in loads, they will be treated in a similar manner as appliances, waste tires and any other banned items as outlined previously.

7.7 Recyclable Mattresses

The County's partner in this recycling program was Goodwill Industries of Duluth. Starting in November 2017, the County began to utilize Green Forest in Brainerd. They are receiving the product and doing the actual deconstruction. We are asking that you modify your existing methods of handling mattresses to

ensure that the maximum number of mattresses can be recycled. These are the simplified rules for the program:

- A per unit charge for mattresses at the Site
- No wet, moldy, badly twisted, or full of bed bugs product will be accepted. If these come into the Site, they will be disposed of into the MMSW Landfill.

**Please see <https://crowwing.gov/227/Sanitary-Landfill> for current fee schedule.*

7.8 Brush Disposal Area

A separate area has been set aside at the Site complex for brush. There is no charge for this service for the residents. There is a charge for commercial loads (see county website <https://crowwing.gov/227/Sanitary-Landfill> for current fees).

All efforts shall be taken to ensure material being brought to this area is not a fire hazard. If a fire occurs in this area, a thorough investigation for damages will be accomplished. If a refuse hauler/commercial hauler is found to have transported burning combustibles to this area, they will be held responsible for the following:

- All damages to include full replacement value of equipment owned by the County and/or the Landfill Operator. All operational expenses incurred by the Landfill Operator to extinguish the fire and all cost involved with the cleanup; and
- All expenses involved with the Fire Departments, County, City, or State and all local Law Enforcement Agencies.

7.9 Litter/Illegal Dumping

There have been civil citations issued by the MPCA to individuals in the County for disposing of solid waste on someone else's property without the property owner's permission. Under these conditions, the MPCA can and has fined individuals for this type of illegal activity. The County also had several property owners clean up their properties after they illegally disposed of solid waste on their own property, and more are in the process of cleaning-up their property. The County will continue to pursue enforcement against illegal dumping within the County.

The Solid Waste Office in conjunction with Environmental Services Office has Land Services Specialists working on violations of both the Solid Waste Ordinance and Land Use Ordinance. These individuals have the authority to write out civil citations regarding violations.

7.10 Burn Barrels

Burning of household garbage is illegal. Burn barrels can be used for vegetative materials during legal hours from 6:00 p.m. to 8:00 a.m. Please report any cases you observe to the Department of Natural Resources (DNR) for enforcement actions. When burning barrels are brought to the landfill for disposal of its contents of ash and burned garbage, the burn barrel will not be allowed to leave.

7.11 Coupon

Coupons are sent to all households that paid the County \$25 solid waste assessment. Haulers cannot collect coupons from customers for payment of disposal at the Site.

APPENDIX A – WASTE HAULER’S EXEMPTION CERTIFICATE (SWMT-10)

Solid Waste Management Tax Exemption Certificate

Read the instructions below before completing the SWMT-10.

Print or Type	Name of Federal Agency, Political Subdivision or Business Claiming Exemption		Minnesota Tax ID Number <i>(if no number, state reason)</i>		Date
	Address		City	State	ZIP Code
	Name of Hauler <i>(if you are a city completing this form)</i> or Disposal Site <i>(if you are a hauler completing this form)</i>				
	Address of Hauler <i>(if you are a city)</i> or Disposal Site <i>(if you are a hauler)</i>		City	State	ZIP Code
					Phone Number

Reason for Exemption	Check the reason for the exemption				
	<input type="checkbox"/> I collect and pay the Solid Waste Management (SWM) Tax to the Minnesota Department of Revenue on charges to my customers for waste management services.				
	<input type="checkbox"/> This waste is from a city, town, or other political subdivision that collects the SWM Tax from its residents on charges for these services.				
	<input type="checkbox"/> This waste is from a federal agency.				
	<input type="checkbox"/> This waste was generated outside Minnesota and isn't subject to the SWM Tax.				
	<input type="checkbox"/> This waste is mixed municipal solid waste from a recycling facility that achieves at least 85 percent volume reduction.				
	<input type="checkbox"/> This waste is non-mixed municipal solid waste from a presidentially declared disaster area.				

Sign Here	<i>I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.</i>			
	Signature	Title	Date	Daytime Phone

SWMT-10 Instructions

Who must complete this form

City, town, or other political subdivision.

If you collect the SWM Tax from your residents and remit the tax to the Minnesota Department of Revenue, complete the Solid Waste Management Tax Exemption Certificate (Form SWMT-10) and give it to your waste hauler.

Federal agency. If you're a federal agency, complete Form SWMT-10 and give it to your waste hauler.

Keep a copy of for your records.

Waste hauler. To be exempt from paying the SWM Tax where you deliver the waste, complete Form SWMT-10 and give it to the transfer station, landfill, or other point of delivery. Keep a copy for your records.

Transfer station, landfill, and other points of delivery. You must keep this form on file for future review by the Minnesota Department of Revenue.

Note: If this form isn't completely filled out, with a valid exemption indicated, you must

- collect the SWM Tax from the business that is claiming the exemption
- remit the tax to the Department of Revenue

For more information, read the Solid Waste Management Tax fact sheet available at www.revenue.state.mn.us. Type **SWMTax** into the Search box.

Questions?

If you have questions, call 651-282-5770 or email environmental.tax@state.mn.us.

APPENDIX B – INDUSTRIAL WASTE LANDFILL ACCEPTANCE POLICY



Land Services Department Policy and Procedure

Industrial Waste Acceptance Policy

To: Landfill Operator, Environmental Services Manager, Land Services Director
From: Tom Strack – Environmental Services Supervisor
Date: November 12, 2024
Re: Acceptance of Industrial Waste at the Crow Wing County Landfill

The following policy and procedure is effective immediately and should be kept as a reference. Industrial solid waste acceptance is governed by the Minnesota Pollution Control Agency (MPCA) (Minn. R. 7035.2535, Subp. 5) and the most up to date version of the County's Industrial Solid Waste Management Plan (ISWMP) and MPCA Permit SW-376.

Policy:

Generators of industrial solid waste are required to complete all testing necessary to verify the waste is non-hazardous and acceptable for disposal at the Crow Wing County Landfill (Landfill). Hazardous waste can only be managed at a permitted hazardous solid waste facility. The Landfill is permitted to accept mixed municipal solid waste (MMSW or MSW) and non-hazardous solid waste generated by industry that meet the criteria as outlined in the ISWMP.

In addition, the County manages treated leachate through land application and additional industrial waste testing parameters are required. These additional tests are required prior to waste acceptance to ensure the waste will not affect Landfill operation or the treatability of the leachate.

Procedure:

Upon request for disposal of industrial solid waste at the Landfill the following process will be utilized:

1. The generator must complete and sign the Waste Evaluation Form. The waste must be solid and all known chemical information (Safety Data Sheets for the raw starting materials; chemical composition analysis; a description of the generating process; or data from a similar process or waste) shall be provided.
2. The County will review the existing information on a waste to determine what chemicals may be in the waste and if additional chemical evaluation is needed.
3. If chemicals of concern are identified, a toxicity characteristic leaching procedure (TCLP) test should be performed to determine if the waste is hazardous. In addition, site specific testing shall also be completed. The County will provide a list of testing requirements. The generator can request dropping parameters if justification is provided.
4. The County will compare TCLP and site specific test results to the hazardous waste and site specific threshold limits to determine if material is acceptable for disposal and provide notification to the generator.

Typical testing requirements and approximate associated costs include:

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

Testing Parameter	Estimated Cost
TCLP Metals	\$103 – \$271
TCLP Volatile Organic Compounds (VOCs)	\$97 – \$300
TCLP Semivolatile Organic Compounds (SVOCs)	\$175 – \$350
TCLP Pesticides	\$80 – \$250
TCLP Herbicides	\$150 – \$200
TCLP Polychlorinated Biphenyls (PCBs)	\$55 – \$195
Paint Filter	\$10 – \$37
Site Specific: Boron and Sodium	\$21 – \$36
Site Specific: Chloride	\$20 – \$32
Site Specific: Per- and Polyfluoroalkyl Substances (PFAS)	\$295 – \$510

Note: This list may not be all inclusive of parameters required to be tested for depending on the waste type. In addition, estimated costs are provided to give a general guidance and are in no way guaranteed. The responsible generator is required to complete and pay for testing directly through the selected laboratory.

Known list of laboratories (this list is not meant to be all inclusive and additional laboratories likely exist that perform this work):

- Pace – 612-607-1700
- MVTL – 507-354-8517
- Test America – 800-593-8519

Additional Information on Hazardous Wastes:

Businesses, nonprofit organizations and units of government that generate most types of hazardous waste at their sites have to work with the MPCA. Not all hazardous wastes in Minnesota are subject to reporting, fees or licensing, even if their generation, storage and disposal are regulated by the MPCA. Your first step is to obtain a free Hazardous Waste Identification Number (HWID) for your site from the MPCA. This number is also commonly known as an “EPA Id Number”. HWID are permanently assigned to your site, not to you as a business, so if your business moves, you must get a new HWID for the site. For more information on identifying and managing hazardous waste in Minnesota, see the MPCA’s Hazardous Waste Publications webpage or contact MPCA directly at 651-296-6300 or 800-657-3864.

APPENDIX C – REQUEST FOR REVIEW - NONHAZARDOUS WASTE

**CROW WING COUNTY
NON-HAZARDOUS INDUSTRIAL SOLID WASTE
REQUEST FOR REVIEW**

1. GENERAL INFORMATION:

- a. Generator's Name _____
- b. Generator's Address _____

- c. Contact Person _____ Title _____
Phone Business Hrs _____ After Hrs _____
- d. Emergency Contact _____ Title _____
Phone Business Hrs _____ After Hrs _____
- e. General Description of Waste _____

- f. Process Creating Waste _____

2. WASTE PROPERTIES AT 25C

- a. Physical State (Solid,powder,liquid,sludge,etc.) _____
- b. Density (Specify units) _____
- c. Ph _____
- d. Vapor Pressure (mm Hg) _____
- e. Flash Point (Specify units) _____
- f. Paint Filter Test: Pass _____ Failed _____

3. Complete Waste Composition (Percent by wt)

4. Is this a hazardous waste as defined by US EPA? _____
Is this a hazardous waste as defined by the MPCA? _____

5. Anticipated Annual Quantity (Specify units) _____

6. Attachments (MSDS, etc.) _____

The information provided herein and herewith are true and complete to the best of my knowledge.

Signature _____ Date _____
Typed or Printed Name _____ Title _____

APPENDIX D – PESTICIDE CONTAINER RINSE FORM

CROW WING COUNTY LANDFILL

15732 State Highway 210
Brainerd, MN 56401-3522

Phone: (218) 828-4392
Fax: (218) 828-2842

PESTICIDE CONTAINER RINSE FORM

PESTICIDE CONTAINERS

Empty pesticide containers are subject to Minnesota Department of Agriculture regulations and must be pressure rinsed or triple-rinsed prior to disposal or salvage.

Empty containers must properly pressure rinsed or triple rinsed to be considered acceptable for landfill disposal in Minnesota. Containers which meet these definitions are not subject to further review by the MPCA staff; therefore, no additional industrial waste application process is required. The certificate, as designated below is for use between the Landfill owner/operator and the generator.

EMPTY CERTIFICATION

I hereby certify that the containers described below are in fact, empty and rinsed as outlined on the attached sheet. Also, I maintain that the containers hold absolutely **no** free moisture. Free moisture is defined as moisture that can be removed by the force of gravity.

No. of containers	_____	Size	_____
No. of containers	_____	Size	_____
No. of containers	_____	Size	_____
No. of containers	_____	Size	_____
No. of containers	_____	Size	_____

Date

Name

Address

HOW TO PROPERLY RINSE

Two different procedures are effective for proper rinsing of pesticide containers: pressure-rinsing and triple-rinsing.

PRESSURE-RINSING

A special nozzle is attached to the end of a hose to force the remaining pesticide from the container. Pressure-rinsing, which may be faster and easier than triple-rinsing, can be used with plastic and non-pressurized metal pesticide containers.

HOW TO PRESSURE-RINSE

1. Remove cover from container. Check cover and container threads for pesticide. Rinse covers separately in a bucket of water for more than one minute and pour this rinse water into the spray tank.
2. Empty pesticide into the spray tank and let container drain for 30 seconds.
3. Insert pressure-nozzle by puncturing through the lower side of the pesticide container.
4. Hold the container upside down over the sprayer tank opening so rinsate will run into the sprayer tank.
5. Rinse for length of time recommended by the manufacturer (generally 30 seconds or more). Wiggle nozzle to rinse all inside surfaces. Be sure hollow handles are well rinsed.
6. Let containers dry and then put cover back on container.

TRIPLE-RINSING

It means rinsing the container three times. Triple-rinsing can be used with plastic, non-pressurized metal, and glass containers.

HOW TO TRIPLE-RINSE

1. Remove cover from the container.
2. Empty the pesticide into the sprayer tank and let the container drain for 30 seconds.
3. Fill the container 10% to 20% full of water or rinse solution.
4. Secure the cover on the container.
5. Swirl the container to rinse all inside surfaces.
6. Remove cover from the container. Add the rinsate from the container to sprayer tank and let drain for 30 seconds or more.
7. Repeat steps 2 through 5 **two more times**.
8. Let containers dry and then put cover back on container.

REMEMBER

- To read and to follow all label instructions.
- To wear appropriate protective gear when working with pesticides.
- Never to reuse a pesticide container for any purpose.
- To dispose of all pesticide containers properly.
- When not using a water nurse tank, always use a back-flow prevention device when filling sprayer tanks or rinsing pesticide containers.
- Mixing and loading sites should be at least 150 feet away from all wells.

APPENDIX E – CHEMICAL CONTAINER “RCRA-EMPTY” FORM

CROW WING COUNTY LANDFILL

15732 State Highway 210
Brainerd, MN 56401-3522

Phone: (218) 828-4392
Fax: (218) 828-2842

CHEMICAL CONTAINER "RCRA-EMPTY" FORM

CHEMICAL CONTAINERS

Empty chemical containers are subject to Minnesota Pollution Control Agency regulations and must meet the "RCRA-empty" requirements prior to disposal or salvage.

Empty containers must have all material that can be removed by the method commonly used for that type of container has been removed. For example, if material is normally removed from a container by pouring, the container must be able to be overturned completely with no dripping. Containers which meet this definition are not subject to further review by the MPCA staff; therefore, no additional industrial waste application process is required. The certificate, as designated below is for use between the Landfill owner/operator and the generator.

EMPTY CERTIFICATION

I hereby certify that the containers described below are in fact, "RCRA-empty". Also, I maintain that the containers hold absolutely **no** free moisture. Free moisture is defined as moisture that can be removed by the force of gravity.

No. of containers	_____	Size	_____
No. of containers	_____	Size	_____
No. of containers	_____	Size	_____
No. of containers	_____	Size	_____
No. of containers	_____	Size	_____

Date

Name

Address

APPENDIX F – NOTIFICATION OF ASBESTOS RELATED WORK (W-SW4-06)



**Minnesota Pollution
Control Agency**

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



Notification of Asbestos-Related Work

Solid Waste Program

Doc Type: Asbestos & Demolition/Amendments

Type of notification:

- ☐ Original ☐ Amended # _____
☐ Project cancellation
☐ Residential ☐ Nonresidential and/or Regulated

**Submit a copy of this notice to the Minnesota Pollution
Control Agency (MPCA) at:**

Industrial Division Asbestos Program
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194

E-mail to: asbestos.demolition.pca@state.mn.us

Fax to: 651-297-1438

**Postmarked or delivered at least ten (10) working days
before Regulated Asbestos-Containing Material (RACM)
disturbance for all projects.**

For questions call: 651-296-6300 or 1-800-657-3864

**Submit a copy of this notice, permit fee, and cost
verification to Minnesota Department of Health (MDH) at:**

Asbestos Unit
Minnesota Department of Health
P.O. Box 64497
St. Paul, MN 55164-0497

**Received at least five (5) calendar days before the start
of a project.**

For questions call: 651-201-4620

Asbestos Abatement Contractor

License number: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____

Contact name: _____

Phone number: _____

Air Monitoring Consultant/Laboratory

License number: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone number: _____

Contact name: _____

Phone number: _____

☐ Air sample analysis only

1. **Type of project (check all that apply):** ☐ Renovation ☐ Demolition ☐ Encapsulation ☐ Permanent enclosure

☐ Emergency (#7 must be completed to validate an Emergency)

☐ MDH Demolition Abatement Rules – Demolition by Destruction to the Ground (Minn. R. 4620.3585)

2. **Amount(s) of RACM to be abated:**

friable

nonfriable

Linear feet on pipes

Square feet on facility components (e.g., tanks, boilers, ceilings, air ducts, and flooring)

Cubic feet off facility components if linear footage or square footage cannot be determined

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: _____

3. Asbestos abatement activity dates (mm/dd/yyyy):

- a. Precleaning work area to final visual inspection dates: 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 MDH 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 and 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(s): _____

10. MDH 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. Attach a signed copy of the bid acceptance document or other cost verification document.
- Does this 1% permit fee include air monitoring costs?** ☐ Yes ☐ No
- Is this a "Time and Materials" project?** ☐ Yes ☐ No

Certification

- 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 an authorized representative of the abatement contractor or building owner and have authority to enter into agreements for my employer.

Print name: _____ Title: _____

Signature: _____ Date: _____

**APPENDIX G – 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 I O T R A N S P O R T A T I O A D M D I S S E S A L	1. Work Site Name _____ Address _____ City, State, Zip _____ Owner's Name _____ Owner's Phone No. _____		3. Waste Disposal Site: Olmsted County/Kalmar Landfill Phone Number: 507/285-8515 Mailing Address: Olmsted County Public Works Dept. 2122 Campus Drive SE Rochester, MN 55904 Physical Site Location (Be Specific) _____ _____	
	2. Abatement Contractor _____ Address _____ City, State, Zip _____ Operator's Phone No. _____		4. Responsibility Agency: MPCA Regional Office 2116 Campus Dr. SE Rochester, MN 55904	
	5. Description of Materials: _____ _____		6. Containers (No. - Type) _____ _____	7. Total Quantity (m³ or yd³) _____ _____
	8. Special handling instructions and additional information _____ _____			
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. _____				
11. Transporter 2 (Acknowledgment of receipt of materials) Name/Title _____ Signature _____ Date _____ Address _____ City, State, Zip _____ Phone No. _____				
12. Approved for delivery by: _____ Date: _____ Landfill Supervisor				
13. Discrepancy indication space _____ _____				
14. Waste Disposal Site Owner or Operator: Certification of receipt of asbestos materials covered by this manifest except as noted in item 13. Name/Title _____ Signature _____ Date _____				



Guidance for the removal, transport, and disposal of Category II Asbestos-Containing Materials

Asbestos/Solid Waste Program

This document offers guidance on the removal, transport, and disposal of Category II Asbestos-Containing Materials (ACM) as defined by the asbestos National Emission Standards for Hazardous Air Pollutants (asbestos NESHAP), 40 Code of Federal Regulations (CFR) pt. 61, subp. M, which has been incorporated into Minn. R. 7011.9920.

What is Category II Asbestos-Containing Materials?

Category II ACM consists of any material, excluding Category I nonfriable ACM (i.e. floor tile, gaskets, asphalt roofing products), containing more than one percent asbestos as determined using the methods specified in Appendix A, subpart F, 40 CFR part 763, section 1, Polarized Light Microscopy that, when dry, cannot be crumbled, pulverized or reduced to a powder by hand pressure.

The most common form of Category II ACM is cementitious asbestos board, which is often referred to by its trade name "Transite." Other possible Category II ACM includes but is not limited to, Transite shingles and siding, conduits, pliable adhesives, and asbestos cement piping.

When does the asbestos NESHAP apply?

Category II ACM is regulated (therefore Regulated Asbestos Containing Material [RACM]) by the asbestos NESHAP if it is or will become friable, subject to intentional burning, and/or crushed, crumbled and reduced to a powder, due to the forces expected to act on the ACM during a renovation or demolition project. Friable ACM is any ACM that can be crushed, crumbled, pulverized, or reduced to powder by hand pressure when dry.

Removal of Category II Asbestos-Containing Materials

First, you must determine what materials contain asbestos. In Minnesota, only a Minnesota Department of Health (MDH) licensed asbestos inspector can perform an asbestos inspection. You do have an option to assume materials contain asbestos and handle the materials as such. Once you have identified a Category II ACM in your renovation or demolition project, the next considerations are the quantity of ACM and the methods of removal. If the removal involves quantities greater than 160 square feet, 260 linear feet, or 35 cubic feet of RACM then the following procedures must be followed:

1. RACM must be removed by licensed asbestos removal contractors. Category II ACM that is able to be crushed or crumbled by hand pressure is friable. The determination of friability must be made prior to the removal of the Category II ACM. If you elect to remove nonfriable Category II ACM, the removal must be done in such a manner that does not cause the Category II ACM to be crushed, crumbled, pulverized, or reduced to powder which would cause the Category II ACM to become RACM. Examples of removal methods that would render the Category II ACM to RACM are smashing it, dropping it to the ground, intentional burning, subjecting it to crushing by heavy machinery, or specific grinding, sanding, cutting, or abrading.
2. Nonfriable Category II ACM that is carefully removed by hand tools and not subject to more than de minimis breakage may be removed by unlicensed contractors. During the removal, care must be

taken to keep the Category II ACM as intact as possible. For example, in removal of Category II ACM panels, the bolts or nails holding the panels in place can be removed first allowing for the panel to be removed intact which is not likely to cause the Category II ACM to become RACM.

3. The Minnesota Pollution Control Agency (MPCA) reminds you that asbestos removal projects may be subject to other applicable rules and regulations regarding asbestos removal and disposal. Removal of asbestos is also governed by:
 - 29 CFR Parts 1910 et. al., Occupational Safety & Health Administration (OSHA) laws; and
 - Minn. R. 4620.3000 - 4620.3700, Asbestos Abatement Rules, administered by the MDH. For more information call 651-215-0900
4. The determination of who is allowed to remove Category II ACM is dependent on the removal method used and the quantity of ACM involved. Proceeding with an incorrect understanding of applicable rules, regulations, or standards could lead you to be out of compliance and subject you to an enforcement action that could potentially include monetary penalties.

Packaging and transport of Category II Asbestos-Containing Materials

1. All RACM must be adequately wet, packaged in leak-tight containers, and appropriately labeled with asbestos warning signs and waste generator labels.
2. All Category II ACM must be packaged and transported in the same manner as RACM. In addition, landfills will only accept RACM that has been properly wetted, packaged, and manifested.
3. Some types of Category II ACM may have sharp edges and will need to be packaged to avoid any further breakage of the RACM or puncturing or tearing of the containers.
4. Asbestos is considered a hazardous air pollutant and a class 9 hazardous waste. Proper labeling and transportation of ACWM includes identification of it as a class 9 hazardous waste and proper placards placed on the vehicle or dumpster. Asbestos warning signs must be placed on the vehicle or dumpster during the loading and unloading of RACM in accordance with 40CFR 61.150(c).

Disposal of Asbestos-Containing Material

1. All ACM must be disposed of at a site approved by the U.S. Environmental Protection Agency which is operated in accordance with 40 CFR § 61.154. If the landfill is operated in the State of Minnesota, ensure it is a MPCA approved solid waste facility permitted to accept the waste.
2. For a complete listing of landfills currently approved to receive RACM in Minnesota, please contact the MPCA Asbestos Program or your regional solid waste compliance and enforcement staff.

Category II Asbestos-Containing Material in demolition projects

The MPCA believes that in most cases the typical forces expected in a demolition project will cause Category II ACM to be crushed, pulverized, crumbled, and/or reduced to a powder. Therefore, the MPCA recommends that all Category II ACM be removed prior to the commencement of demolition.

If you have any questions regarding the classification, removal, transport, disposal, or any questions regarding asbestos rules, regulations, or standards, please feel free to contact the MPCA Asbestos Program at 651-296-6300 or 800-657-3864. If you intend to remove Category II ACM on your own please call for instructions specific to your situation.

This guidance document is not intended as a substitute for reading the rules or regulations and making your own independent determination of their applicability to your asbestos removal or demolition project. Examples in this guidance document do not represent an exhaustive listing of projects or removal methods to which the regulation might apply. Visit the Minnesota Pollution Control Agency at <http://www.pca.state.mn.us>.

**APPENDIX H – PRE-RENOVATION OR DEMOLITION REQUIREMENTS (W-
SW4-07)**



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](http://www.pca.state.mn.us/publications/w-sw4-06.pdf), 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](http://www.pca.state.mn.us/publications/w-sw4-21.pdf), 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, Recycling Appliances , at http://www.pca.state.mn.us/publications/w-hw3-02.pdf .
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, Asbestos Program , at http://www.pca.state.mn.us/tchy7f7 .
Electronics; such as smoke alarms and home entertainment systems.	See MPCA hazardous waste fact sheet #w-hw4-15, Managing Electronic Wastes , at http://www.pca.state.mn.us/publications/w-hw4-15.pdf .
Environmental and safety system controls; such as thermostats and manometers.	See MPCA hazardous waste fact sheet #w-hw4-62, Managing Universal Wastes , at http://www.pca.state.mn.us/publications/w-hw4-62.pdf .
Hazardous waste; such as lawn chemicals and paints.	See MPCA hazardous waste fact sheet #w-hw3-12, Managing Waste from Residential Properties , at http://www.pca.state.mn.us/publications/w-hw3-12.pdf .
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, Lead Paint Disposal , at http://www.pca.state.mn.us/publications/w-hw4-23.pdf .
Lighting components; such as fluorescent/HID lamps and ballasts.	See MPCA hazardous waste fact sheet #w-hw4-62, Managing Universal Wastes , at http://www.pca.state.mn.us/publications/w-hw4-62.pdf .
Oils; such as fuel oil and hydraulic fluids.	See MPCA hazardous waste fact sheet #w-hw4-30, Used Oil and Related Wastes , at http://www.pca.state.mn.us/publications/w-hw4-30.pdf .
Refrigerants and halons; such as chillers and halon fire extinguishing equipment.	See MPCA webpage #62, Chlorofluorocarbons (CFCs) , at http://www.pca.state.mn.us/yhiz4b8 .
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 http://www.health.state.mn.us/ .
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](http://www.pca.state.mn.us/publications/w-hw4-48k.pdf), 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
Batteries	
Smoke detectors:	
Emergency lighting systems:	
Elevator control panels:	
Exit signs:	
Security systems and alarms:	
Lighting	
Fluorescent lights:	
High intensity discharge	
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:	
Heating, ventilating, and air conditioning systems	
Thermostats:	
Aquastats:	
Pressurestats:	

	Qty
Firestats:	
Manometers:	
Thermometers:	
Boilers, furnaces, heaters, and tanks	
Mercury flame sensors by pilot lights:	
Manometers, thermometers, gauges:	
Pressure-trol:	
Float or level controls:	
Space heater controls:	
Electrical systems	
Load meters & supply relays:	
Phase splitters:	
Micro relays:	
Mercury displacement relays:	
Asbestos	
Boiler rooms	
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:	
Flooring:	
Vinyl floor tile:	
Vinyl sheet flooring:	
Asphalt tile:	
Linoleum paper backing:	
Mastic/glue (floor tile, carpet, etc.):	
Electrical	
Electrical panels:	
Electrical wiring insulation:	
Heating and electrical ducts/conduit:	
Pipe and other insulation	
Aircell (corrugated cardboard):	
Millboard:	
Preform:	
Joint compound:	

Asbestos (continued)	Qty		Qty		Qty
Spray applied insulation:		ChloroFluoroCarbons		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:	
Surfacing materials		Walk in coolers (refrigeration or cold storage areas):		Lead-lined X-ray rooms:	
Acoustical plaster:		Water fountains and dehumidifiers:		Other	
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:	
Roofing				Tanks (no evidence of former heating tanks or storage tanks exist):	
Roofing shingles:		Poly-Chlorinated BiPhenyls (PCBs)		Appliances must be recycled by an appliance recycler:	
Roofing felt:		Transformers:		Electronics:	
Base flashing:		Transistors:			
Cement materials (Transite)		Capacitors:			
Cement pipes (flues & vents):		Heat transfer equipment:			
Cement wallboard:		Light ballasts:			
Cement siding:					
Pegboard:		Lead			
Ceiling materials		Lead-based paint (woodwork, metal equipment, interior/exterior uses):			
Ceiling tiles:					
Ceiling tile adhesives (pucks):					
Lay-in ceiling panels:					
Acoustical tiles:					
Miscellaneous					
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 I – BURNT MATERIALS ACCEPTANCE FORM

AFFF FIREFIGHTING FOAM

PFAS BACKGROUND INFORMATION

Polyfluoroalkyl Substances, also known as PFASs, have been a contaminant of concern among Minnesota Pollution Control Agency (MPCA) professionals because the chemicals are increasingly prevalent in the environment. PFASs can best be described as man-made chemicals used to create water resistant, stain resistant, and non-stick products. Currently, people, drinking water, and even plants have tested positive for PFASs. Therefore, the MPCA is completing numerous studies and trying to reduce the hazard potential for this product in the future.

PFASs IN FIRE FIGHTING FOAM

One of the common areas that PFASs are found is in Class B, Aqueous Film Forming Foam (AFFF), which is a foam used to extinguish fires caused by flammable liquids. Fire departments use Class B foam to smother fires because it separates the oxygen from the flammable liquid in order to extinguish a fire and prevent it from reigniting. Despite the fact that Class B foam is a useful product, it is still responsible for introducing more PFASs into the environment.

CROW WING COUNTY LANDFILL POLICY ON PFAS CONTAINING CLASS B AFFF FIREFIGHTING FOAM

Recently, the Crow Wing County Landfill has reported elevated levels of PFASs in its Sanitary Landfill leachate. While it is inevitable to have waste containing PFASs disposed in the Landfill, Crow Wing County Landfill personnel are trying to remain proactive about the problem by prohibiting the disposal of waste that contains a large amount of PFASs. Class B AFFF firefighting foam is an area that is known to contain large amounts of PFASs. Therefore, the Crow Wing County Landfill will no longer accept any burned materials that have been extinguished with this product.

If additional disposal information is needed concerning burned waste extinguished by Class B AFFF foam, please contact the County Solid Waste Office.

DISPOSAL INFORMATION

Customers who are responsible for disposing of burned material waste should be aware that the Crow Wing County Landfill only accepts burned material waste that has been completely extinguished for a minimum of 30 days. If the burned material was extinguished by the fire department, the customer must also discern whether Class B AFFF was used as a means to smother the fire. The Crow Wing County Landfill will not take any burned material waste that was exposed to Class B AFFF foam. However, if the burned material waste is free of Class B AFFF foam, the waste can be disposed of in the landfill, but only upon the completion of a Burned Material Acceptance Form (located in landfill office). In addition to project information, the Burned Material Acceptance Form also requires at least one signature from a involved fire department personnel stating that the Class B AFFF foam was not utilized.

CROW WING COUNTY LANDFILL POLICY

Customers that bring in burned material are responsible for identifying waste, reporting accurate information about waste, completing a Burned Material Acceptance form, obtaining proper information and signatures for disposal, providing written certification that the waste has been completely extinguished for 30 days at a minimum, and accepting full responsibility of any costs or damages that the landfill incurs if the waste causes a fire or any other damages. Additionally, only waste that is from Crow Wing County can be disposed of at the Crow Wing County Landfill, unless it is approved by the Crow Wing County Board for triple the regular cost for disposal.

ADDITIONAL INFORMATION

The information provided within this document was prepared from the MPCA's site (website below). For more information, please visit the link below:

<https://www.pca.state.mn.us/sites/default/files/pfc-classbfoam-factsheet.pdf>

BURNED MATERIALS ACCEPTANCE FORM

DATE _____

WORK SITE NAME _____

ADDRESS _____

PHONE NUMBER _____

OWNER NAME _____

DATE OF FIRE _____ (DISPOSAL SHALL BE AT LEAST 30
DAYS SINCE THE FIRE WAS COMPLETELY EXTINGUISHED)

DESCRIPTION OF MATERIALS

BASIC DESCRIPTION	TOTAL QUANTITY

SPECIAL HANDLING INSTRUCTIONS AND ADDITIONAL INFORMATION ABOUT FIRE OR DISPOSAL

TRANSPORTER

NAME _____

ADDRESS _____

PHONE NUMBER _____

FIRE DEPARTMENT CERTIFICATION: *I HEREBY DECLARE THAT THE CONTENTS OF THIS CONSIGNMENT ARE FULLY AND ACCURATELY DESCRIBED ABOVE AND THE FIRE THAT PRODUCED THIS WASTE WAS NOT EXTINGUISHED USING CLASS B, AFFF MATERIAL.*

FIRE DEPARTMENT PERSONNEL SIGNATURE _____

DATE _____

PROJECT PERSONNEL CERTIFICATION: *I HEREBY DECLARE THAT THE CONTENTS OF THIS CONSIGNMENT ARE FULLY AND ACCURATELY DESCRIBED ABOVE TO THE BEST OF MY KNOWLEDGE, AND I AM RESPONSIBLE FOR THE CONSEQUENCES IF INFORMATION IS FOUND TO BE FALSE OR INACCURATE. I ALSO CLAIM FULL RESPONSIBILITY FOR COSTS OR DAMAGES THAT MAY RESULT AS A CONSEQUENCE OF THE BURNED MATERIAL THAT I DISPOSE OF IN THE CROW WING COUNTY LANDFILL.*

SIGNATURE _____ DATE _____

WASTE DISPOSAL OPERATOR SIGNATURE OF RECEIPT OF MATERIAL

LANDFILL PERSONNEL

NAME _____ TITLE _____

SIGNATURE _____ DATE _____

**APPENDIX J – NOTIFICATION OF INTENT TO PERFORM A DEMOLITION
FORM (W-SW4-21)**

Deconstruction, renovation, or
demolition notification form

Asbestos Program

Doc Type: Asbestos & Demolition/Amendments

Type of notification: ☐ Original ☐ Amended ☐ Project cancellation

Notification is required for all NESHAP-regulated facilities, as defined in [40 CFR § 61.141](#), and the notification must be postmarked or received ten (10) working days before renovation, deconstruction, or demolition begins. See Item 5 for emergency demolition projects. If the project dates change, submit an amended form with an updated start and end dates to reflect current project dates.

Submittal: Notifications may be made electronically (preferred) or by paper copy. To submit this form electronically, save the form to your computer and send the form to the Minnesota Pollution Control Agency (MPCA) by attaching the form to an email message, using *Deconstruction, renovation, or demolition notification form (w-sw4-21)* as the subject line to asbestos.demolition.pca@state.mn.us. To submit the form by paper copy, please mail to the Asbestos Program at the address above. If you have any questions, contact the MPCA Asbestos Program Coordinator, Colin Boysen at colin.boysen@state.mn.us or 507-206-2644.

Important Note: Ensure you are in compliance with Minn. R. 7035.0805 prior to the commencement of the deconstruction, renovation or demolition project. This rule requires that the following items be removed two days prior to demolition: mixed municipal solid waste; household hazardous waste; industrial or hazardous waste; waste tires; major appliances; items containing elemental mercury, Poly-Chlorinated BiPhenyls (PCBs), and chlorofluorocarbons (CFCs); oil; lead; electronics; and other prohibited items. See MPCA website at <http://www.pca.state.mn.us/publications/w-sw4-20.pdf> for a *Pre-Renovation/ Demolition Environmental Checklist Guidance Document* to assist with completion of this rule.

*Demolition waste must be disposed of at a permitted solid waste facility. MPCA encourages consideration of building material reuse and recycling before demolition/disposal at a permitted solid waste facility, as outlined in Minn. Stat. 115A.02, which establishes preferred management methods based on environmental impact.

Note that some questions are **optional**. For more information on deconstruction/material salvage and reuse, please contact MPCA Sustainable Building Material Management staff: demo.mPCA@state.mn.us.

Renovation, deconstruction, and/or demolition contractor

If there is more than one contractor, please see last page (**optional**).

Contractor

Name of firm or organization: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Contact: _____ Phone: _____ Email: _____

Building owner

Name of owner: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Contact: _____ Phone: _____ Email: _____

Building information

Name of building, if applicable: _____

Address/location: _____ County: _____

City: _____ State: _____ Zip code: _____

Contact: _____ Phone: _____ Email: _____

Year built _____ Size of building: _____ Sq. ft. Number of floors, including basement level(s): _____

Prior use of building _____

Present use of building _____

Future use of building, if applicable: _____

Dates of renovation, deconstruction or demolition: Start date: _____ End date: _____
(mm/dd/yyyy) (mm/dd/yyyy)

Provide a brief description of the planned demolition or renovation & anticipated removal method(s):
Optional for deconstruction

If the activity was ordered by a government agency, please identify the agency and attach a copy of the order:

Name: _____ Title: _____

Authority: _____

Date of order (mm/dd/yy): _____ Start date (mm/dd/yy): _____

*Notification for an emergency demolition must be submitted as early as possible before demolition begins, but not later than the following working day. A demolition is considered an emergency **only** when the facility has been deemed structurally unsound and in danger of imminent collapse. If the structurally unsound building is known to contain any regulated Asbestos Containing Material (ACM) or is suspected to contain any regulated ACM, special procedures **must** be followed. If you are unaware of the special procedures, instructions/ regulations can be obtained by contacting the MPCA at the phone numbers listed below. Refer to 40 CFR 61.145(a)(3) for additional information.*

If the ACM will become crumbled, pulverized, or reduced to powder during the demolition process it must be removed prior to demolition activities.

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

1. If ACM will be left in place, 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).

2. Description and location of ACM remaining in place (including number of floors and rooms):

3. Company and/or individual that conducted the building inspection and the procedure used to determine the presence or absence of ACM (including analytic method).

Note: Prior to demolition all structures must be inspected by a licensed asbestos inspector who has been certified through the Minnesota Department of Health.

4. Description of procedure to be followed in the event that unexpected RACM is found or Category II nonfriable ACM becomes crumbled, pulverized or reduced to powder:

5. a. Were any materials assessed for salvaging/reuse or for recycling? (optional) ☐ Yes ☐ No

b. If yes, which ones?

c. Structure/building material management methods (optional). Use this section to describe the destination or end use of the materials

Material	Management method (Reused/salvaged, recycled, sent to landfill, etc.)	Company/Organization	Location (City/township, State)
Concrete:			
Masonry:			
Ferrous metals:			
Non-ferrous metals			
Whole items*			
Wood			
Miscellaneous**			

*Example: fixtures, whole doors, etc.

**Miscellaneous materials include shingles, drywall, carpet, etc.

6. Waste transporter information

Transporter name: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Contact: _____ Phone: _____ Email: _____

7. Permitted waste disposal site information (*see below for more information)

Facility name: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Contact: _____ Phone: _____ Email: _____

Contractor signature: By typing my name below, I certify that the above information is correct and I am a bonafide representative of the demolition contractor or building owner and have authority to enter into agreements for my employer.

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Signature: _____ Title: _____
(This document has been electronically signed.)

Date (mm/dd/yyyy): _____

Building owner signature optional: By typing my name below, I certify that I approve of the building material management system outlined by the contractor.

By typing/signing my name below, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing this form.

Signature: _____ Title: _____
(This document has been electronically signed.)

Date (mm/dd/yyyy): _____

A copy of this form should be sent to the local governing authority. Has a copy been sent? ☐ Yes ☐ No

Check local ordinances if submittal is required; **otherwise optional.**

*Minn. R. 7035.0805 states lead paint not firmly adhered to the substrate is required to be removed prior to demolition or renovation. For purposes of this item, "lead paint" means a coating that contains one-half of one percent (0.5 percent) or more or 5,000 parts per million (5,000 ppm) or more of total lead by weight in the dried film, as determined by acid digestion and analysis, or contains one milligram per square centimeter (1.0 mg/cm²) or more of lead, as determined by X-ray fluorescence analyzer; MPCA encourages the proper management of lead based paint.

If there's more than one contractor on this project, please list them here **(optional)**.

Contractor

Name of firm or organization: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Contact: _____ Phone: _____ Email: _____



Contractor

Name of firm or organization: _____

Mailing address: _____

City: _____ State: _____ Zip code: _____

Contact: _____ Phone: _____ Email: _____



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