

SOLID WASTE - OPERATING PROCEDURES MANUAL

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1.01 GENERAL.

- (A) NO OUT OF COUNTY TRASH – Lincoln County Solid Waste is not permitted by the North Carolina Department of Environmental Quality to accept any out-of-county waste. Entering upon Lincoln County Solid Waste facilities with any out of county materials (including but not limited to municipal solid waste, recyclables, or building materials) is prohibited. Anyone who enters with any out-of- county materials to dispose of into Lincoln County Solid Waste Facilities will not be allowed to enter the landfill or Recycling and Convenience Site, will be instructed by staff that they must take their trash to an appropriate disposal site, and will be subject to fines and fees in accordance with the Lincoln County Solid Waste Ordinance.
- (B) WINDSHIELD STICKER OBSERVATION -
 - a. Replacement stickers are to be placed on the lower left side of vehicle windshield or displayed in such a manner that the sticker is visible and legible from the outside of the vehicle. If sticker is in tinted area and not visible it is not valid.
 - b. Any vehicle without a valid disposal sticker will not be allowed to dispose of waste at the landfill or Recycling and Convenience Sites. The scale house attendant may advise the customer to obtain a disposal sticker from the landfill office or from the Public Works office. Residents will be required to present a valid photo ID, as well as proof of vehicle registration, rental agreement with names and addresses matching, and/or their tax bill for the current year showing payment of availability fee (as described in the Lincoln County Solid Waste Ordinance 52.93) in order to obtain a disposal sticker.
 - c. Disposal stickers are property of Lincoln County.
 - d. Disposal stickers may only be used with vehicles registered in Lincoln County or by residents of Lincoln County.
- (C) Vacant lot debris material must be disposed of at the landfill and will be charged a tipping fee as defined in Section 1.02 (G).

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- (D) No liquids may be disposed of at any of the Recycling and Convenience Sites or landfill.
- (E) No liquid paint may be disposed of at any of the Recycling and Convenience Sites or landfill. The main landfill can accept liquid vinyl paint. All other paints must be dried to a solid.
- (F) No tires may be disposed of at the Recycling and Convenience Sites. All tires must be disposed of at the landfill.
- (G) No pallets may be disposed of at the Recycling and Convenience Sites. All pallets must be disposed of at the landfill.
- (H) No hazardous waste (as defined in the Lincoln County Solid Waste Ordinance 52.10 and N.C.G.S. 130A-290(8)) may be disposed of at any Recycling and Convenience Site. Residents may contact landfill for direction and options for hazardous waste disposal.
- (I) No burn barrels or burnt material may be disposed of at any Recycling and Convenience Site. All burnt materials must be disposed of at the landfill.
- (J) Large or multiple loads from a resident must be disposed of at the landfill. Large loads fill up Recycling and Convenience Site containers too quickly and make it inconvenient for other residents to dispose of waste.

1.02 LANDFILL RULES AND POLICY.

- (A) Landfill hours are 8:30 a.m. – 4:30 p.m. Monday – Saturday.
- (B) All solid waste that is disposed of from any business or organization must pay tipping fees as defined in (G) below.
- (C) Any residents bringing small loads of Construction & Demolition (C&D) waste or debris to the landfill site may be exempt from tipping fee as defined in (G) below.
- (D) Vehicles must not exceed posted speed limits within the landfill site.
- (E) All cash ticket customers must leave state-issued identification or deposit with landfill staff at the scale house. (See: Operating Procedures Manual 1.03-(A)(5)
- (F) Lincoln County Solid Waste will issue label numbers for account holders via its accounting system. Account number is to be presented to the scale house attendant each time account holder comes across the scales to dispose of waste.
- (G) Fees as defined in Lincoln County Solid Waste Ordinance Section 52.93.

(1) A fee of \$99.00 per unit per year shall be imposed on the improved property of each owner (as of January 1 of the calendar year for which the fee is collected) within that benefits from the availability of the facility.

(2) Tipping fees:

	FY17
MSW	\$41/ton
C&D	\$32/ton
Yard Waste	\$17/ton
Pallets	\$32/ton
Dead Animals	\$41/ton
Asbestos	\$216/ton
\$2 minimum on all loads charged across the scales	

(H) NO SCAVENGING. Any material that has been brought to the landfill for disposal becomes property of Lincoln County immediately after disposal and may not be taken or distributed to any persons.

1.03 SCALE HOUSE PROCEDURE AND POLICY.

(A) *Procedure for disposal.*

- (1) Scale house operating hours are 8:30 a.m. – 4:30 p.m. Monday – Saturday.
- (2) Upon coming onto scales, customer should pull up to the electronic blocking arm.
- (3) Customers must put vehicle in park or turn off engine before scale house attendant inspects the vehicle and material.
- (4) The scale house attendant will inspect the vehicle and material. Attendant may require customer to identify the type of waste to be disposed.
- (5) The scale house attendant will record gross weight for the vehicle and material. If customer is an account holder, scale house attendant will add any charges to customer's account. If customer is not an account holder, scale house attendant will create a cash ticket for any charges. All cash ticket customers must leave identification or provide cash deposit with landfill staff at the scale house.
- (6) Customer may only dispose of material after material has been inspected and weighed and any charges have been calculated by scale house attendant.
- (7) Account holders may leave the landfill immediately after disposing of material. Customers who are not account holders must weigh out empty and receive statement from scale house attendant for the disposal. Customer will then need to proceed to the

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main office to provide payment for disposal as indicated on statement. Cash is accepted. Checks and credit/debit cards may be accepted.

1.04 OFFICE PROCEDURE AND POLICY.

(A) *Cash ticket and bill payment procedure.*

- (1) Customers who are not account holders with Lincoln County Solid Waste will be required to provide payment for disposal as indicated on the statement received from scale house attendant at the time of disposal. Cash is accepted. Check and credit/debit cards may be accepted.
- (2) After disposal, the scale house attendant will provide customer with a statement based on weight of material deposited. Customer must bring statement to main landfill office for payment.

(B) *Distribution of replacement stickers.*

- (1) Resident may be required to fill out a replacement request form for any replacement stickers.
- (2) Only Lincoln County residents will be allowed to request replacement stickers.
- (3) Replacement stickers may have a coded number that will be recorded with resident's information form and will be recognized as belonging to that resident.

1.05 RECYCLING AND CONVENIENCE SITE PROCEDURE AND POLICY.

(A) *Rules and regulations.*

- (1) Recycling and Convenience Site operating hours are 9:00 a.m. – 6:00 p.m. Monday - Saturday. All sites are open Sunday's from 1pm – 5pm.
- (2) Attendants will visually inspect all vehicles for disposal stickers before customers will be allowed to dispose of waste. Persons who do not have a disposal sticker or whose disposal sticker is expired will not be allowed to dispose of waste or recyclables at Recycling and Convenience Sites.
- (3) No trailers over 14 feet in length will be allowed into Recycling and Convenience Sites to dispose of any material. All trailers longer than 14 feet are to dispose of material at the landfill.
- (4) Construction & Demolition (C&D) is accepted at the Recycling and Convenience Sites in small loads. Large or multi loads need to go to the Landfill on Crouse Road.
- (5) No Commercial or Business vehicles will be allowed to dispose of material at the Recycling and Convenience Sites. All Commercial and Business vehicles are to dispose of material at the landfill.

- (6) No dump bed trucks will be allowed to dump over any walls at the Recycling and Convenience Sites.
- (7) NO SCAVENGING. Any material that has been brought to Recycling and Convenience Sites for disposal becomes property of Lincoln County immediately after disposal and may not be taken or distributed to any persons.

(B) *Materials accepted at Recycling and Convenience Sites.*

- (1) Glass bottles.
 - i. Including glass bottles that are green, brown, clear, and other colors of glass.
- (2) Plastic.
 - i. Plastics labeled #1 to #7 are accepted.
- (3) Cardboard.
 - i. All cardboard that is free from trash, tape, Styrofoam, and food waste may be recycled.
- (4) Aluminum cans.
 - i. All aluminum cans may be recycled in the appropriate container.
 - ii. In cases where customer is unsure of can material, cans should be disposed of with steel cans.
- (5) Steel cans.
 - i. Steel or tin cans may be disposed of in the scrap metal bin.
- (6) Mixed paper.
 - i. All mixed paper including all newspaper, newspaper inserts, magazines, phone books, and shredded paper should be disposed of in mixed paper bin.
- (7) Engine oil.
 - i. All engine oil is to be disposed of into the motor oil container.
- (8) Cooking oil.
 - i. Cooking oil may be recycled in the cooking oil container.
- (9) Oil filters.
 - i. Oil filters are to be disposed of into the oil filter container.
- (10) Scrap metal.
 - i. Any scrap metal, including grills, stoves, bikes, frames, stands, etc., is to be disposed of into the scrap metal container.
- (11) Electronics.

- i. Computers, laptops, televisions, monitors and etc. are to be loaded onto pallets or trailers at the Recycling and Convenience Site.
- ii. All electronics must be complete, as sold in store.

(12) Air conditioners and refrigerated products.

- i. Air conditioning units, refrigerators, freezers, etc. are to be disposed of into the refrigerated material container or other area designated for the disposal of such items, as directed by Lincoln County Solid Waste staff.

(13) Cell phones.

- i. Cell phones, chargers, etc. may be disposed of at Recycling and Convenience Sites.

(14) Yard waste.

- i. Limbs, bushes, grass clipping, leaves, etc. may be disposed of at the Recycling and Convenience Sites. Except for Optimist Site.
- ii. No limbs, branches, roots, or trees over 6" in diameter and/or 8" in length will be accepted at the Recycling and Convenience Sites.

(15) Household solid waste.

- i. Household solid waste, including food waste, clothes, packaging, etc, should be disposed of at Recycling and Convenience Sites.

(16) Bulky household solid waste.

- i. Bulky household solid waste, including couches, chairs, mattresses, furniture, etc., should be disposed of in bulk waste.

(17) Construction and demolition material (C&D).

- i. Only residential C&D, including wood, scrap wood, sheetrock, flooring, etc., will be accepted. No commercial or contractor waste will be permitted to be disposed of at Recycling and Convenience Sites.

Construction & Demolition (C&D) is accepted at the Recycling and Convenience Sites in small loads. Large or multi loads need to go to the Landfill on Crouse Road.

(C) MATERIALS PROHIBITED AT CONVENIENCE SITES.

- (1) Shingles, concrete, block, rock, tile or bricks will not be permitted to be disposed of at Recycling and Convenience Sites.
- (2) Hazardous waste, liquid waste and tires.

1.06 FRANCHISE AREAS AND RATES.

Currently there are no set franchise areas or regulated rates as described in the Lincoln County Solid Waste Ordinance 52.34.

1.90 FORMS.

- (A) *Solid Waste Business License Application.*
- (B) *Waste Collector/Hauler Application Form.*
- (C) *Solid Waste Hauler Quarterly Report.*

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LINCOLN COUNTY SOLID WASTE BUSINESS LICENSE FORM

in accordance with the Lincoln County Solid Waste Ordinance 52.34

Applicant's Contact Information:

Name of Business: _____

Contract Person: _____ Title: _____

Physical Address: _____

Mailing Address (if different from physical address): _____

After Hours Number: _____

Business Phone Number: _____ Fax Number: _____

Email Address: _____

Vehicles and Equipment:

List Vehicles used:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Tag#: _____
Tag#: _____
Tag#: _____
Tag#: _____
Tag#: _____
Tag#: _____
Tag#: _____
Tag#: _____
Tag#: _____
Tag#: _____

Signature:

Name: _____

Signature: _____

Date: _____

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LINCOLN COUNTY WASTE COLLECTOR/ HAULER APPLICATION FORM

Applicant's Contact Information:

Name of Business: _____

Contact person: _____ Title: _____

Physical address: _____

Mailing address (if different from physical address): _____

After Hours Number: _____

Business phone number: _____ Fax number: _____

Email address: _____

Description of Business:

Residential Commercial Industrial Institutional

Signature to Franchise:

Name: _____ Date: _____

Signature: _____ Date: _____

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LINCOLN COUNTY SOLID WASTE HAULER QUARTERLY REPORT

Permittee:

Name of Business: _____

Year: _____

Quarter: Jan-March _____ April-June _____ July-Sept _____ Oct-Dec _____

Current Number of Customers:

Single-Family Residential Units Served _____

Multiple-Family Residential Units Served _____

Commercial/Industrial Units Served _____

Institutional Units Served _____

Quarterly Estimated Tonnage Collected in Lincoln County: _____

Signature:

Name: _____ Date: _____

Signature: _____ Date: _____

Fax to: 704-732-9048 or email: publicworks@lincolncounty.org