

## Lee Hendry County Landfill Special Waste Procedures

- 1) The Customer will need to fill out a Special Waste Profile Sheet online at [www.wmsolutions.com](http://www.wmsolutions.com).
- 2) They will be asked to create an account.
- 3) Then, they can fill out an online profile sheet for the proposed special waste they are looking to dispose of. Example: Contaminated Soil, outdated food product, or Friable & Non-friable asbestos.
- 4) Once they have filled out the profile online, they will hit "Submit". This then goes to our Special Waste Service Center for review. Once it has been approved, the approved profile sheet is emailed to a Waste Management (WM) Operations Specialist (or designee).
  - a) The WM Ops. Specialist then forwards a copy of the approved Special Waste Profile Sheet and a blank manifest (Waste Shipment Record) to the Customer. [swdcompliance@leegov.com](mailto:swdcompliance@leegov.com) is copied on this email.
  - b) The approval email will include the Material Code, per the Special Waste list. If a waste isn't listed on the Special Waste list, the County will provide the Material Code (contact [swdcompliance@leegov.com](mailto:swdcompliance@leegov.com)).
  - c) The approval email will direct the customer to provide a means of payment and may include:

*Please identify your method of payment before scheduling to transport the special waste. Lee County Solid Waste Division accepts payment at the scalehouse by cash, credit card, or established account. If using an account you must provide your Lee County Solid Waste account number. You can set up an account and view rates at Lee County's website <https://www.leegov.com/solidwaste/business/account>.*

Account issues are escalated to Lee County scale house (Erin Pasquali 239-634-6776 or Megan Frick 239-600-3416)
  - d) Any requested disposal quantity over 1,000 cubic yards annually will be subject to approval by the County Solid Waste Director before sending approval to the customer. Wet/soft/sludge waste may only be approved on a day-to-day basis if site is operating at blend capacity (including 15 tpd reserve).
- 5) Lee County Scalehouse team will review the profile approval email and update the Summary Spreadsheet.
- 6) The updated spreadsheet will be distributed to the scalehouse team and saved to S:Engineering/Special Waste. Disposal grid is determined by scalehouse team based on Waste Disposition sheet.
- 7) Lee County special waste engineer (or designee) will read approval email and notify WM Ops Specialist and Scalehouse team only if corrections are needed.
- 8) The customer is instructed, in an email, to call WM Ops. Specialist with 24-hours notice prior to

transporting special waste to the landfill for proper disposal. This is so payment method is confirmed and delivery is confirmed and approved prior to transporting material to landfill. The customer will need to bring a copy of the Special Waste Profile Sheet and the manifest with them to present to the County scalehouse attendant at the landfill.

- 9) When the Customer gives the WM Ops. Specialist a date and time, WM will then notify Lee County representative and WM District & Ops. Managers via an email. Special waste hours are from 9:00 am to 3:00 pm M - F, asbestos preferred delivery days are Thursdays.
- 10) When the Customer comes to the landfill, they will provide the County scalehouse attendant the required paperwork. The scalehouse attendant will add the GWSS or Profile Number in the reference section of the ticket to identify it as special waste. The County scalehouse attendant will then direct the customer to the appropriate Disposal Grid, where a WM (or Lee County for compost customers) heavy equipment operator will help assist with directing them where to place the special waste material.
- 11) The WM Heavy Equipment Operator will enter the Disposal Location and asbestos coordinates (if applicable) in Box K and sign Box 19 of the Manifest.
- 12) The Scale house will sign Box 20 of the manifest (compost will sign box 19 for compost customers) and will provide the hauler a copy of the manifest for their records. The scalehouse team will save a copy of the manifest to the special waste folder, and update the asbestos spreadsheet with the coordinates (asbestos only).
- 13) WM will maintain an electronic database of the initial approval files and analyticals associated with special waste approvals, which will be available in PDF format at the County's request. Lee County Scalehouse will maintain copy of executed documents, proving delivery of material at landfill, for future records.