

**RESOLVE #R-2004-66 REFERRING SOLID WASTE OPERATING
PROCEDURES TO THE SOLID WASTE COMMITTEE**

Whereas, the Solid Waste Operating Procedures have not been amended since 1990, and,

Whereas, changes have occurred at the transfers station since the procedures were last amended; and,

Whereas, the operating procedures should reflect today's actual operating procedures:

Be it resolved by the Bucksport Town Council in town council assembled that matter of updating the Transfer Station Operating Procedures be referred to the Solid Waste Committee.

OPERATING PROCEDURES
BUCKSPORT TRANSFER STATION **DRAFT ONLY**

THE FACILITY

The Bucksport Solid Waste Facility consists of a transfer station, recycling center, oil collection facility, mercury added products storage building, leaf and vegetative composting area, retaining walls to accommodate five roll-off trailers and three box trailers. Acceptable waste generated in the towns of Bucksport and Orland is accepted at the facility. The site is located off Central Street approximately 2 miles from the downtown area. Central Street is classified as a Minor Collector Road by the Maine Department of Transportation.

PERMITS, ACCESS ROAD AND GATE

An access gate that is located at the edge of Central Street right of way controls access to the facility. The operator opens the gate only when the facility is in operation. Operating hours for the facility are Monday, Tuesday, Thursday, Friday and Saturday 9:00 a.m. to 5:00 p.m., and Sunday 8:00 a.m. to 2:00 p.m. The facility is closed on Wednesday. Hours and days of operation are posted at the entrance to the facility. The Bucksport Public Works Department will be responsible for maintaining the access road.

Anyone who chooses to dispose of any acceptable waste must first obtain a permit. A permit is obtained as follows:

- a. Regular Permit- A regular permit may be obtained at the transfer station by providing a current State of Maine motor vehicle registration issued by the Secretary of State and noting residency in the towns of Bucksport or Orland. The permit shall be issued as a sticker, which must be displayed so that it is visible from the exterior of the vehicle. The permit shall be in effect until a new permit is issued.
- b. Temporary Permit- A temporary permit may be obtained at the transfer station by anyone who does not have a current Maine motor vehicle registration and who resides in Bucksport or Orland. The permit shall be issued by the attendant on duty as a sticker that must be displayed so that it is visible from the rear of the vehicle. The permit shall be valid for a period not to exceed one year. The applicant can obtain the permit by providing proof of residency in Bucksport or Orland.
- c. Special Permit- A special permit may be obtained from the Town Manager by anyone who does not qualify for a regular or temporary permit but who will collect or generate solid waste within the boundaries of Bucksport or Orland. The permit will be issued for a period designated by the Town Manager and will require verification of information as determined necessary by the Town Manager.

- d. Contractor's Permit- Anyone who hauls waste to the transfer station for a fee must first obtain a Contractor's Permit from the Bucksport Town Council. An application form may be obtained at the Bucksport Town Office.

The attendant on duty shall check every vehicle to verify whether a permit has been obtained.

Anyone who willingly disposes of any waste prior to obtaining a permit shall be in violation of these operating procedures and may be referred to the Police Department for prosecution.

The attendant on duty will verify whether the waste is acceptable and if it has been properly separated.

NON-ACCEPTABLE WASTE

The following waste shall not be accepted at the facility:

- a. oil, coal, wood and multi-fuel boiler and incinerator ash.
- b. industrial process waste
- c. wastewater, treatment plant sludge, paper mill sludge, and other sludge waste
- d. debris and residuals from non-hazardous chemical spills and cleanup
- e. contaminated soils and dredge spoils
- f. asbestos and asbestos containing water
- g. sand blast grit and non-liquid paint waste
- h. medical and biological waste
- i. high and low ph waste
- j. spent filter media residue
- k. animals or parts thereof
- l. propane gas tanks five pounds and larger
- m. hazardous waste or chemicals
- n. containers -- metal or plastic which have been used to store hazardous chemicals and have not been properly rinsed
- o. tires with attached rims or any tire larger than 17"
- p. junked vehicles
- q. underground storage tanks
- r. any other waste designated by the Board of Environmental Protection as special waste
- s. stumps
- t. TV and computer monitors and accessories
- u. waste as deemed unacceptable by the Bucksport Town Council

METHOD OF DISPOSAL

Waste brought into the facility will be separated and disposed of in the following manner:

1. Household waste – All household waste will be disposed of in the hopper located in the transfer station building except for those items designated as recyclable by the Town Council. Waste deposited in the hopper will be transported in town owned compactor trailers to PERC in Orrington, Maine. A local contractor will provide a tractor to haul the trailers to PERC as needed. The transfer station operator will contact the contractor whenever a trailer has to be hauled or switched. All trailers will be hauled within eight hours from the time of being filled. The attendant on duty will assist the contractor to prepare the trailers for shipment including making sure that all lights on the trailers work. Any deficiency will be reported to the contractor or Public Works Director for repair.
2. Recyclable items:
 - a. Plastic bottles and jars with 1 and 2 recycling labels – to be deposited in container labeled “plastics” and located in the recycling area. Bottles or jars that contained oil will be disposed of in the hopper.
 - b. Corrugated cardboard- to be placed in front of the baler designated for such purpose and located in the transfer station building.
 - c. Mixed paper- to be deposited in container marked “mixed paper” located in the recycling area.
 - d. Glass – bottles and jars (white only) to be deposited on stand located in the recycling center.
 - e. Motor oil – to be deposited by the attendant in the designated area where containers have been located for disposal of used motor oil. Once containers are full, the Highway Department will be notified to transport the used oil to the Town Garage. The oil will be used to heat the Town Garage. The attendant, prior to dumping the oil in the container will examine the contents to make sure the oil has not been contaminated. Oil found to be contaminated will be returned to the owner and a written record will be made of such. Containers exceeding two gallons will not be accepted.
 - f. Tin cans- to be deposited in container marked “tin cans” and located inside the recycling center. Once the container in the recycling center is full, the attendant will dump the cans in a roll-off trailer located outside of the facility. The Public Works Department from time to time will be notified to compact the cans so that the container will be filled to capacity once hauled. Once the container is full the designated contractor will be contacted to haul the full container and to replace it with a new container.
 - g. Magazines and newspapers- to be deposited in a container marked as “newspapers and magazines” located inside the recycling center. Once the container is full, the newspapers and magazines will be baled using one of

the compactors located within the recycling center and the bales will be stored in a storage trailer located adjacent to the recycling center. Once there are ample bales for a trailer load, the designated contractor will be notified to haul the bales from the storage area.

- h. Usable items- Useable items will be identified by the attendant on duty and will be placed in an area so designated. Any citizen who has a need for any item or items will be directed to take the item or items at no cost.
3. Demolition and Construction Debris- All demolition and construction debris except for asphalt shingles and clean wood will be disposed of in a container designated for demolition and construction debris and located outside of the transfer station. Once the container is full, the attendant in charge will contact the designated contractor to haul the container and to replace it with a new one. There will be a fee assessed to dispose of demolition and construction debris. The Town Council will establish the fee.
4. Asphalt Shingles- All asphalt shingles, except those shingles containing asbestos, will be disposed of in a container designated for asphalt shingles and located outside of the transfer station. Once the container is full, the attendant in charge will contact the designated contractor to haul the container and to replace it with a new container. There will be a fee assessed to dispose of asphalt shingles. The Town Council will set the fee.
5. Clean Wood and Brush- All clean wood and brush will be disposed of in a container designated for clean wood and brush and located outside of the transfer station. Clean wood will not include pressure treated wood. Once the container is full, the attendant in charge will contact the designated contractor to haul the container and to replace it with a new container. There will be a fee assessed by the attendant on duty to dispose of clean wood waste or brush. The Town Council will set the fee.
6. Bulky Items- Bulky items will be disposed of in the demolition debris container. The attendant on duty will assess a fee. The town council will set the fee. The attendant on duty may ask that the item or items to be set aside to be given to someone who may have a use for the item or items.
7. Metal- Metal will be disposed of in a container designated for metal items and located outside of the transfer station. There will be no fee to dispose of metal items except for propane tanks (less than five pounds) and white goods containing freon. If an item contains freon or is a propane tank, the unit or tank will be disposed of in a designated container and a fee will be charged by the attendant on duty. The Town Council will set the fee.
8. Ashes- Ashes from residential homes will be disposed in the demolition debris container. There will be no charge for this item. The attendant on duty will make sure ashes are not hot.
9. Organic waste- Garden waste, lawn clippings and leaves will be disposed of in an area located behind the transfer station that has been identified as a composting area. The pile will be turned over once a week except during winter months.

Once the waste has been fully composted the material will be used by the Highway Department in its roadside projects.

10. Tires- Tires will be disposed of in the hopper located in the transfer station. No one will be allowed to dispose of more than ten tires at anyone time. Large truck and equipment tires will not be accepted.
11. Mercury Added Products- Mercury added products that can be disposed of at the facility include florescent bulbs, thermostats, and thermometers, and light ballasts. Mercury added products accepted at the facility will be recorded by the attendant on duty and stored in the mercury product storage building. A licensed contractor will be required to remove the items from the storage building at least annually or when the facility is full to capacity.

Operator's Responsibilities-

1. Open and close access gate according to the approved operating schedule.
2. Check to determine whether all users have obtained disposal permits.
3. Issue permits when necessary.
4. Check loads to make sure only acceptable waste is being disposed of.
5. Monitor the hopper to make sure that waste is being recycled as required.
6. Assess disposal fee as set by the Town Council if a significant amount of recycling has not occurred when household waste is disposed of.
7. Direct permit holders to the proper container or facility and assess the appropriate fee for disposal of household waste, demolition debris, bulky items, asphalt shingles, wood waste, appliances that contain freon and mercury added products.
8. Direct permit holders to the proper container or facility for disposal of metal, motor oil, leaves, grass clippings and garden residue.
9. Provide information to permit holders regarding facility rules and the recycling program.
10. Maintain signs designating different disposal areas and facilities.
11. Keep litter picked up.
12. Sweep upper and lower levels of the transfer station daily.
13. Bale and process recyclable items.
14. Maintain records of waste received and shipped from the facility, revenues received at the facility, any accident that occurred at the facility and of any visitor.
15. Conduct daily inspection of all equipment at the facility. Report any deficiency to the Public Works Director.
16. Load bales and barrels of recycled waste onto tractor-trailers.
17. Clean bathroom daily.
18. Notify contractor(s) when trailers or containers need to be hauled or switched.
19. Coordinate sale of recycled items.
20. Notify Bucksport Fire Department of any fire on site.
21. Administer the Town's Safety Program as it pertains to the facility.
22. Attend training sessions.

SAFETY AND TRAINING REQUIREMENTS

All work shall be done in accordance with the Town's Safety Regulations. A copy of the regulations will be maintained at the facility. All employees will become acquainted with the safety policies prior to commencing employment at the facility. All new employees will be required to participate in a one week on the job-training program at the facility before being allowed to work at the facility unsupervised.

HAZARDOUS CHEMICALS

All employees at the facility will become acquainted with the Town's Hazardous Waste Policy prior to commencing employment at the facility. A copy of the policy will be maintained at the transfer station.

EMERGENCIES

A telephone is located at the site. A list of emergency numbers will be posted within viewing distance from the telephone. All operators will become familiar with this list.

FIRST AID

A first aid kit is located at the site. The Bucksport Ambulance Service telephone number is included on the telephone emergency list.

HOT LOAD AREA.

An area adjacent to the access road leading into the old landfill has been designated for hot loads. The Bucksport Fire Department will be called immediately if a hot load is encountered at the facility.

EQUIPMENT

All necessary equipment required to service the facility is either available at the site or at the Bucksport Town Garage. Equipment includes a skid steer, three balers, backhoe, payloader, bulldozer and trucks.

LITTER CONTROL

The access road and facility will be picked up of all litter monthly.

VECTOR CONTROL

The facility will be monitored continuously to insure that there is no visible evidence of either insects or rodents. If either rodents or insects are seen, the operator will obtain over the counter insecticides and rodent killer and apply the product according the manufacturer's instructions. If the problem continues, the operator will obtain the

services of a licensed exterminator who will implement a program to rid the facility of insects or rodents.

FIRE CONTROL

A fire extinguisher will be kept on site to extinguish any minor fire. If the fire is too large to extinguish with a fire extinguisher, the operator will immediately contact by phone the Bucksport Fire Department. If heavy equipment is required, the Public Works Director will be notified by the operator.

DUST CONTROL

The transfer station access road and unloading areas are paved. The town intends to continue maintaining these paved areas. It may be necessary during the spring to sweep the sand that has accumulated during the winter months.

ODOR MAINTENANCE

To keep odor down at the facility, the floors of the transfer station will be swept and the hopper will be emptied at the end of every day of operation. Absorbent will be used whenever liquids spill onto the floor both on the upper and lower level of the building.