

Operations & Maintenance Manual

(TOWN) Transfer & Recycling Facility

March 2011

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Preamble

As of March 1, 2011, the Town of (TOWN) operates a solid waste transfer station that uses a combination of a rear loading packer truck and green boxes to collect and transfer municipal solid waste to an approved disposal facility. The facility has relatively minor compliance issues with DEP rules, and as such is proposing changes at the transfer station. This manual is written as the Operation Manual for the improvements to be made at the transfer station in order to bring the facility into compliance with DEP rules.

1. Facility Location & Description

The Town of (TOWN) owns and operates a solid waste transfer and recycling facility, located on the Goodrich Road. The facility has a gate across the entrance road that is locked when there are no personnel at the facility.

The transfer station site has a counter-clockwise traffic pattern. Traffic enters the transfer area and proceeds to bear right to drive by the building that houses 4 green box Municipal Solid Waste (MSW) containers (accessible to residents), the MSW compactor truck, and Universal Waste Storage. Following in the counterclockwise direction are an Oxford County Recycling (OCR) steel shipping container for Universal Waste and three small buildings; one for tire storage, an Attendant's office, and a small building to be used for Hazardous Waste Exclusion. Beyond are approximately six containers from Oxford County Recycling. Continuing on there is a cylindrical spark deflector/burn pit, available for the storage of burning brush and clean wood waste. Past the burn pit is an, emergency only, hot loads area. Lastly, are 2 roll off containers; one for metal/white goods and the other for construction and demolition debris. Customers can then exit the facility where they originally entered.

The facility consists of the following features:

- A wood frame building housing, four green boxes for MSW collection and a compactor truck, and a Universal Waste Storage area.
- Appropriate signage including for hazardous wastes exclusion area;
- A special locked container (provided by Oxford County Recycling) for the collection and shipment of CRT's, and for the shipment of fluorescent bulbs, mercury containing devices and ballasts collected in the Universal Waste section of the main building;
- An attendant's shelter;
- A small building for tire storage;
- A small building to be used as the Hazardous exclusion area (Refer to Appendix A). (The building will contain four, 5-gallon pails with screw-on lids for rogue Household Hazardous Waste);

- A series of steel recycling containers (generally 6);
- Collection/burn area for brush/clean wood waste;
- Hot loads area; those containing hot ashes or on fire;
- A 30 to 50 cubic yard roll-off container for metal/white goods;
- A 30 to 50 cubic yard container for demolition debris;
- Available telephone communication on site.

2. **Operating Hours**

The facility operating hours are as follows:

Open Year Round

Tuesday & Thursday 6:00 PM to 8:00 PM

Saturday 7:00AM to 3:00 PM

(When the transfer station is closed for a holiday, the Selectman may schedule another open day and post the appropriate notices.)

3. **Staffing & Staff Responsibilities**

- a. Staffing consists of two attendants, one who will be on duty at all times when the facility is open. The Board of Selectmen will be responsible for appointing the Attendants and overseeing the positions and the general operations of the facility.
- b. The Attendant shall have control of the site and direct the deposition of waste materials. The Attendant shall examine the loads of waste before they are deposited. Wastes that are not acceptable shall be rejected. Proper directions of waste management handling will be recommended.
- c. The Attendant will follow handling and site record keeping, including logs and inspection records for universal waste, electronic waste and certificates of Freon removal as required by DEP rules.
 - Universal Waste: Mercury containing products including fluorescent bulbs, mercury thermostats and thermometers, and other mercury switches will be placed in appropriate containment (boxes, pails) and stored in the UW building. Five- (5) gallon pails, a mercury spill kit, and other containers will also be kept in the Universal Waste (UW) storage area. Properly sealed containers will be placed in the OCR container for shipment to OCR facility where it will be stored and shipped.
 - Electronic waste: Cathode Ray Tubes (CRT's) will be properly contained in the locked UW container provided by Oxford County Recycling. The Attendant will make sure that the waste is properly stored and packaged for shipment.
 - The Attendant shall be responsible for packaging all Universal Wastes in appropriate containers, and ensuring that CRTs and other electronics are properly stored in the OCR container to allow transport to OCR.
- d. Contact a licensed hazardous waste vendor to remove any Hazardous Waste deposited at the site as soon as is practical.

- e. Brush and clean wood waste (see Section 4 for description) will be burned on site by the Attendant during scheduled times while the facility is closed to residents and during suitable weather conditions. Ash generated by the burning of brush and clean wood will be spread on the burn pad (inside the “spark arrestor” to a depth not to exceed 6”. When completely cool, it shall be transferred to the MSW green boxes for disposal with the MSW. Volumes of ash removed for disposal will be estimated, and ash will be tested for compliance with TCLP metal requirements once each year.
- f. Contact the fire department for any hot loads brought to the site.
- g. The Attendant shall work with the selectmen to ensure Freon is removed from all refrigeration appliances prior to their being placed in the white goods/metals roll-off.
- h. The Attendant has the authority to require customers to clean up any waste materials improperly deposited or any litter they generate.
- i. At the end of the day, the Attendant shall make an inspection of the site, clean up any stray litter and lock up all buildings and the gate.

4. Customer Procedures, Depositing Waste

- a. Vehicles gaining access to the site shall display a permit obtained from the town clerk. Residents (including seasonal residents) and landowners may receive a permit.
- b. Municipal Solid Waste, considered to be trash, rubbish or garbage generated by residents, town departments and small businesses, shall be deposited in MSW green boxes, accessed via garage bays, in the main building.
- c. Customers shall deposit CRTs (TV monitors, flat panel displays, computer monitors, printers, and electronic game devices) in the Universal Waste Storage container furnished by OCR. Fluorescent bulbs, mercury containing items such as thermometers, thermostats and switches, and PCB ballasts shall be deposited in the Universal Waste area of the main building as directed by the Attendant. Universal Waste must be handled with care; these items should never be damaged or broken. Maine law prohibits disposal of mercury containing products into landfills or incinerators.
- d. Customers shall deposit recyclables in appropriate containers. Containers are provided for the recyclable items listed below. Exact information on separation is provided by OCR and is available from the attendant or the town office.
 - Steel (otherwise known as tin) Cans – food and other cans that are magnetic.
 - Glass.
 - Newspapers/Magazines.
 - High Density Polyethylene (HDPE) #2 Plastic Bottles such as milk jugs, detergent bottles, some personal care bottles. (Look for the initials HDPE and #2 on the bottom.)
 - Corrugated Cardboard – Look for the sandwiched layers to recognize corrugated cardboard.
 - Mixed paper including junk mail and boxboard (such as cereal boxes).

- e. Tires are accepted on site as long as they are clean and removed from the rims. Tires shall be neatly stacked in the small building for tire storage.
- f. Customers shall deposit Brush and clean wood waste in the front part of the “spark arrestor.” Brush is defined as shrub cuttings and tree waste having a diameter of less than 6”. Clean Wood Waste is waste from construction or demolition of buildings or parts thereof which has not been painted or otherwise treated. Pressure treated wood and painted wood shall be deposited in the demolition debris container.
- g. Hot loads – If any hot ashes or loads of solid waste on fire are brought to the facility, the operator shall ensure that they are deposited in the hot loads area, adjacent to, but separate from, the spark deflector burn pit.
- h. Metal/white goods. Bulky metals shall be deposited into the roll-off container designated for that purpose. White goods shall be deposited behind the roll-off after inspection by the Attendant. Refrigerators, freezers, air conditioners or other refrigeration equipment must be deposited behind the metals roll-off container for any necessary Freon removal.
- i. A 30 to 50 cubic yard roll-off container will be available to deposit construction and demolition debris (CDD). Acceptable wastes include wooden, plastic or upholstered furniture, small amounts of construction and demolition debris such as sheet rock, fiberglass, shingles, plastic pipe and conduits, and pressure treated or heavily painted wood waste. Wastes shall be inspected by the Attendant.
- j. Propane tanks should be brought to the facility only if they are not useable due to lack of pressure from having an inadequate amount of gas remaining in them. Tanks shall be inspected by the attendant and left adjacent to the rear of the metals roll-off.
- k. No other materials will be accepted at the transfer station. Unacceptable wastes include (Refer to Appendix A):
 - Medical Wastes;
 - Liquid wastes (including waste oil);
 - Commercial and Industrial wastes, when not similar to the normal residential waste stream;
 - Dead animals or portions thereof;
 - Hazardous Wastes;
 - Abandoned or junk vehicles or parts thereof;
 - Stumps or tree parts greater than 6” in diameter or over 4’ long;
 - Wood ashes
- l. Commercial haulers, defined as persons handling waste from businesses or ten or more residences for a fee, shall be required to register with the Selectman. Packer trucks, dump trucks, and similar vehicles holding large quantities of waste shall not use the transfer station. Such vehicles must make arrangements with appropriate solid waste handling or disposal facilities.

5. Operating Procedures

Town highway equipment is used as needed.

- a. Staff shall provide a basic education component by assisting customers in sorting waste when necessary, answering questions and ensuring that materials are properly deposited in the correct containers. Staff will monitor and check for closed containers such as paint cans and buckets with lids for inappropriate wastes.
- b. Recyclables, CRTs and fluorescents and related materials are managed by Oxford County Recycling (refer to Appendix C). The attendant is responsible for “managing” or handling the waste while at the transfer station. The Attendant will monitor the contents of the recycling containers and contact the Oxford County Recycling manager to ensure that pick-ups are timely so that containers do not overflow.
- c. Staff will monitor the MSW green boxes for proper disposal and storage of waste prior to compaction and hauling (refer to Appendix C).
- d. The Attendant shall notify the selectmen when the metal/white goods container needs to be removed (refer to Appendix C).
- e. Freon containing appliances. Each appliance from which the Freon has been evacuated will have a label, certified by the remover, affixed to it. The town will make arrangements for Freon evacuation (refer to Appendix C). Freon free appliances shall be placed in the white goods/metal roll-off by the attendant or town public works personnel.
- f. Dry clean up materials will be available at the facility and staff will use it, when necessary, to clean up any leachate generated or any spills that may occur. A non-sparking shovel will be used, and non-hazardous wastes/clean up materials will be deposited into the green boxes for MSW. Hazardous wastes and clean up materials will be stored in five-gallon plastic buckets and removed by a licensed handler.
- g. Report all spills of hazardous liquids, liquid mercury, or more than 10 broken lamps to the DEP spill hotline (1-800-452-4664). Spill Procedures for Mercury Product (Refer to Appendix A).
- h. The road crew is responsible for maintaining the access road and traffic movement areas throughout the facility. Winter maintenance is their responsibility. The Attendant shall notify the selectmen of any maintenance needs at the facility.
- i. Back-Up equipment: If green boxes become overloaded and the packer truck is unavailable due to maintenance or other needs, the Attendant will inform the selectmen, who will make arrangements to have the boxes emptied by a commercial hauler. Depending on the length the town truck may be out of service, the selectmen can arrange to have additional green boxes stationed at the facility by the private hauler. The town has adequate road maintenance equipment to provide management

- of the site. If the town loader is needed but unavailable, then back-up will be provided by contracting with a local hauler. Recyclables, Universal Wastes, rogue hazardous wastes and other wastes will be removed by OCR or private vendors prior to their becoming over-filled. If phone lines are down and communication cannot be achieved, the site will be closed and an appropriate notice posted at the town office, at the site, and depending on duration of the problem, in a daily newspaper circulated in the town.
- j. Signage will be distributed around the facility so patrons know specific areas for disposal.
 - k. Tires will be stored in a wooden building (maximum of 100 tires) and removed under contract (refer to Appendix C), as necessary.
 - l. Brush and clean wood waste will be deposited in the spark deflector burn pit. Burning will occur only when wind speed and atmospheric conditions will not create a nuisance and will be in compliance with all Local and State fire regulations. The Attendant will consult with the (TOWN) Fire Chief, or his designee, prior to any burning on site. Burning will not occur when conditions are unfavorable, such as in winds that are blowing toward nearby housing or during hot, humid conditions. Ash generated by the burning of brush and clean wood will be spread on the burn pad (inside the “spark arrestor”) to a depth not to exceed 6”. When completely cool, it shall be tested for TCLP metals and disposed at a facility licensed to accept the ash.

6. Health & Safety

- a. Staff and customer smoking are prohibited at the facility.
- b. A fire extinguisher shall be maintained in the office and tested annually.
- c. A first aid kit is available in the office. The Attendant will re-supply the kit after each use and check it semi-annually.
- d. The (TOWN) Fire Chief or his designee will inspect the facility for fire safety issues each year; the Attendant and/or the road crew will make any changes recommended by the Chief. Vegetated areas will be trimmed to minimize fire danger.
- e. As dictated by weather and road conditions, the road crew will plow and sand the facility access roads and areas adjacent to all containers and pads, as appropriate on days the facility is open.
- f. Scavenging will not be allowed.
- g. When container movement during open hours is necessary, the Attendant shall ensure that public safety is maintained.
- h. Sturdy work gloves are provided to the Attendants whenever working in or around any of the containers or waste materials.

- i. Latex, nitrile or similar impermeable gloves are provided to the Attendants for use whenever there is a blood producing injury or when presence of blood is suspected. Work gloves, safety glasses, and ear plugs are provided: gloves for use in handling equipment and any wastes such as white goods, safety glasses for work around ash and glass and other such wastes, and earplugs for work when near operating compaction equipment. Dust masks are provided for work around wood ash. A mercury spill kit is also provided (Appendix A).
- j. Dial 911 in any emergency.
- k. A checklist of materials will be maintained by the attendant to inventory which supplies to order.
- l. Along with providing information, the attendant will inform residents of specific dealer services in the area for the materials listed: waste oil, tires, car batteries, and propane tanks; names and contact information on dealers will be available for residents.
- m. The attendant will encourage residents to take part in occasional household hazardous waste (HHW) collections at the Norway-Paris Solid Waste facility or by bringing waste to the Environmental Depot in Lewiston.

APPENDIX A

TEMPLATE FOR HAZARDOUS & SPECIAL WASTE HANDLING AND EXCLUSION PLAN

1. **Facility Safety Officer.** The (TOWN) Fire Chief shall be the Facility Safety Officer and shall be responsible for ensuring that the facility Attendant has annual training on:
 - a. Detection of hazardous and special waste;
 - b. Appropriate notification procedures; and
 - c. Appropriate handling procedures.
2. **Identification/Notification of Unpermitted Wastes.** Unpermitted hazardous and special wastes shall not be accepted at the solid waste facility. To ensure this, the attendant shall check all waste being deposited at the solid waste facility. The type of container and origin of the waste can help identify hazardous wastes and special wastes. People are allowed to deposit normal household quantities of household hazardous wastes with their general refuse. However, larger quantities of household pesticides and hazardous wastes generated by commercial and industrial establishments are not acceptable at this solid waste facility.

The following list will help with the identification and handling of materials of concern.

- A. **Asbestos:** Friable insulation material but can take other forms. Can be combined with other materials to sometimes make non-friable siding, flooring, or other products. If suspected to be or contain friable asbestos, contact Department of Environmental Protection asbestos abatement program personnel at telephone number 207-287-2651. Avoid inhalation of particles.
- B. **Bio-medical Wastes:** May be red bag waste from hospitals, laboratories, clinics, nursing homes and occasionally doctor's offices. Includes blood, body parts, disposable instruments, linens and other soiled items. Keep people away, follow hazardous waste procedures, including notifying the appropriate responder, either a qualified fire department or the Department of Environmental Protection (DEP). If accidentally contacted, disinfect contact area with 1:3 bleach to water solution.
- C. **Calcium Hypochlorite:** Used for disinfecting swimming pools but is reactive when wet. **Can release chlorine gas and cause fire when wetted.** Treat as hazardous; prevent wetting or contact with moisture; if wetted, evacuate area. Keep away from petroleum and other organic materials.
- D. **Electrical Capacitors and Transformers:** May be removed from white goods and other electrical equipment by individuals, scrap metal firms, or firms which work on appliances or motors. Avoid skin contact and breathing exposure; follow hazardous waste procedure.
- E. **Industrial Chemicals:** Generally, liquid in five-gallon or larger pails or drums of either plastic or steel. Occasionally, lined cardboard barrels are used. Also some solids, especially flakes or granular materials, can cause excessive corrosion or be reactive with liquids. Solids may be in any form of container including loose. Avoid skin contact and breathing exposure; treat as hazardous.
- F. **Laboratory Chemicals:** Usually in smaller containers of one pint to one gallon, glass or plastic bottles. Can be severe irritants, highly toxic or explosive. Avoid skin contact and breathing exposure; do not open or jar containers. Treat as hazardous.
- G. **Sandblast Grit:** Generally fine sand or garnet mixed with paint, brick and/or masonry chips. Avoid breathing; handle as special waste.

(delete the following if solid waste facility will have waste oil collection)

- H. **Waste Oil:** Includes used motor oils, hydraulic fluid, and other lubrication oils from individuals, farm operations, and vehicle and heavy equipment repair firms. Avoid skin contact; treat as special waste.

Excluded items are not limited to the above specifically listed items.

3. Finding and Reacting to an Unknown Waste. When unknown material is found at the solid waste facility, the attendant shall identify the material to determine whether it is licensed solid waste, special waste, or hazardous waste. If hazardous waste, the attendant shall attempt to identify the person who has left, delivered, or attempted to deliver the hazardous waste and notify the DEP.

A. While keeping a safe distance upwind from the material, the attendant may attempt to determine the following, if safe to do so:

- (1) Look for container or waste labeling;
- (2) Determine the physical state of the material (solid, liquid, or gas);
- (3) Estimate container size or amount of waste; and
- (4) Determine the type and condition of the container or packaging.

B. If the material is determined to potentially be hazardous, the attendant shall:

- (1) Evacuate and secure the area of the facility site around the material;
- (2) If safely feasible, determine if there is any release of the material to the soil, water, or air;
- (3) If safely feasible, determine if any release found has been confined or is ongoing.; and
- (4) Undertake the appropriate notification procedure below.

4. Notification.

A. When hazardous waste or suspected hazardous waste is found left at the solid waste facility, the attendant shall:

- (1) Notify the DEP anytime at 1-800-482-0777 or the Maine State Police at 1-800-452-4664, or
- (2) Notify the fire department by calling 911 and reporting the incident.

B. When unpermitted special waste is found at the solid waste facility, the attendant shall notify the project manager or, if not available, other solid waste staff person at the DEP regional office between 8 a.m. to 5 p.m., Monday through Friday and the appropriate municipal official to authorize qualified removal.

C. If the attendant cannot identify the material, notify the (TOWN) Fire Department and DEP at the numbers listed above for assistance in identification. If sampling and further detection of hazardous or special waste is required, a qualified hazardous waste handling firm or solid waste contractor must be used, as appropriate.

5. Clean-up/decontamination.

A. Only trained personnel shall handle hazardous wastes. Such training shall follow the guidelines of 29 CFR Part 1910.120.

B. Unpermitted special wastes shall be removed from the area where found and transported to a special waste disposal facility licensed to accept that special waste within sixty days.

C. A hazardous and special waste interim storage area will be designated on site. Because hazardous wastes require special training to handle, and to minimize the area of potential contamination, it is recommended that any hazardous waste found at the solid waste facility be removed by qualified personnel from the solid waste facility directly, without placement and storage in the interim storage area. The fire department may

move materials to the storage facility provided they are not leaking and do not constitute an immediate hazard to the handler or public.

6. Emergency Information.

A. The attendant shall have the following telephone numbers available at the solid waste facility to telephone notifications or radio requests for notifications to the dispatchers:

- | | |
|---|---------------------|
| (1) DEP emergency spill number (Bureau of Remediation): | 1-800-482-0777 |
| (2) (TOWN) Fire Department: | 911 or 207-966-2070 |
| (3) Oxford County Sheriff | 1-800-733-1421 |
| (4) Maine State Police: for reporting hazardous waste | 1-800-452-4664 |
| (5) Maine Poison Center: | 1-800-442-6305 |
| (6) Ambulance: | 911 |
| (7) DEP staff during normal business hours | 1-207-287-2651 |

B. The closest location for emergency medical care is _(name of facility)_. To get there, (give description of most direct route from the solid waste facility).

7. **Written reports.** A written spill report shall be filed with the DEP, Bureau of Remediation & Waste Management within 15 days of any incident involving hazardous waste or material. The report must indicate:

- A. date and time of incident;
- B. location;
- C. material lost or spilled;
- D. amount lost or spilled;
- E. amount recovered;
- F. cause of the incident;
- G. corrective action taken;
- H. clean-up methods used;
- I. disposition of recovered materials;
- J. list of agencies notified;
- K. time agency responded on site.

Report for (TOWN)

Date: _____

Appendix B

2010 ANNUAL SOLID WASTE MANAGEMENT REPORT for MUNICIPALITIES and DEP-licensed TRANSFER STATIONS AND LANDFILLS

REPORTING ENTITY: _____

This report includes information on MSW disposal for the following municipalities:

This report includes information on RECYCLING for the following municipalities:

DEP LICENSE NUMBER (if applicable) _____

A. CONTACT PERSON: _____ Phone: _____

Title: _____ Cell phone: _____

Mailing Address: _____ E- mail: _____

City/Town: _____ Zip Code: _____

B. TRANSFER STATION or LANDFILL MANAGER: _____

Mailing Address: _____ Phone: _____

E-mail: _____ Cell phone: _____

Not applicable

C. RECYCLING COORDINATOR: _____

E-mail: _____

D. RECYCLING COMMITTEE CHAIR: _____

E-Mail: _____

F. Please list the web site address(es), if any, used by the reporting entity to provide recycling and solid waste management information to your residents:

Signature of person completing this form _____

Printed name of person completing this form _____

Please return two (2) copies of your completed form (3 copies for landfill reports) with the required annual report fee (if any) by April 30, 2011 to:

Vicky Bryant
Maine Dept. of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017

Waste Type	TONS received residential	TONS received commercial	Destination(s) (may list broker for recyclables)	Transporter(s) (leave blank if list broker in previous column)	Final use/disposition* (D, R, C, B, or E)
MSW					
Mixed CDD					
Wood from CDD					
Residues from CDD Processing					
Asphalt shingles					
Sheetrock					
Carpet					
Leaf & yard waste					
Land clearing debris					
Burn pile ash and/or hot loads area ash					
Tires					
White goods & scrap metal					
Vehicle batteries					
Mixed recyclables/ Single Stream					
Co-mingled containers					
Co-mingled paper & OCC					
Office paper grade					
Mixed paper grade					
Corrugated cardboard (OCC)					
Mixed newspapers and magazines					
Newspapers (ONP)					
Magazines (OMG)					
Mixed glass					
Clear glass					
Green glass					
Brown/amber glass					
Mixed household metals					
Aluminum cans/foil					
Tin cans					
WTE metal					

SECTION 1 SUMMARY OF WASTE DISPOSAL AND RECYCLING

*Enter code: D=disposed, R=recycled, C=composted, B=beneficial use, or E=diverted for energy (wood & tires only)

Table continued on next page...

Waste Type	TONS received residential	TONS received commercial	Destination(s) (may list broker for recyclables)	Transporter(s) (leave blank if list broker in previous column)	Final use/disposition* (D, R, C, B, or E)
Mixed plastics					
PETE/ PET (#1) plastic					
HDPE (#2) plastic					
PVC (#3) plastic					
LDPE (#4) plastic					
Cooking oil/grease					
Other (list)					

*Enter code: D=disposed, R=recycled, C=composted, B=beneficial use, or E=diverted for energy (wood & tires only)

If this report includes data for more than one municipality, list each municipality and the percentage (please note as actual or estimated) of the total recyclables from each municipality:

Commercially-owned and Privately-owned facilities: Attach a report listing the waste types, amounts and state of origin for all waste accepted from states other than Maine.

Universal waste handling - Provide a summary of universal waste handling activities, including the types of universal waste accepted and the amounts from residences and businesses sent for recycling. You can refer to your waste shipment records for this information.

This facility accepts Universal Wastes from: (check all that apply)

- Households
 Businesses
 Municipal buildings/schools
 Direct elsewhere (fill in next table)

Waste Type	Amount received from households	Units of measure	Amount received from businesses, municipal buildings and schools	Units of measure	Consolidator or other destination
Monitors and TVs					
Computers and peripherals					
Mercury lamps		Linear Feet		Linear Feet	
CFLs		units		units	
Mercury thermostats					
Other mercury devices					
Batteries					
Intact PCB ballasts					
Other: _____					
Other: _____					

If you do not accept Universal Wastes at your facility, where do you direct your residents and businesses to deliver these products?

Waste Oil Management: _____

Not Applicable

Gallons removed by licensed transporter	
Gallons burned on site in waste oil furnace	
Gallons burned by municipality off-site	
Gallons burned off-site by other entity	

Name of transporter: _____

SECTION 2 REUSE

Not Applicable

Please describe any reuse opportunities for 'items salvaged', as may be provided/managed through a 'Swap shop/bargain barn' or 'casual program', including charity collection boxes, at this transfer station or recycling center.

Tons _____ **Estimated?** Yes ___ No ___ **Use a Building?** Yes ___ No ___

SECTION 3 COMPOSTING

Municipal Program

Not Applicable

List participating municipalities:

<u>Waste Type</u>	Amount accepted*	Units of measure	Amount of compost shipped	Units of measure	Broker/End-User
Leaf & yard waste					
Food Waste					
Other Organics (describe):					
-					

*actual or estimated? _____

Backyard composting - CREDITS

Not Applicable

List municipalities with a backyard compost education program:
_____ **(Must attach sample of flyer/media, to receive recycling credit)**

List municipalities that ban disposal of leaf/yard waste:

Report for (TOWN)

Date: _____

What percentage of households has a backyard compost pile? _____% (Copy of survey must be submitted)

What percentage of households received a backyard compost bin this year? _____ before this year? _____

SECTION 4 ADDITIONAL INFORMATION ON MUNICIPAL SOLID WASTE MANAGEMENT PROGRAM

Municipal Solid Waste (MSW) Collection Practices of Member Communities	
List municipalities which provide curbside trash pickup by municipal employees	
List municipalities which provide curbside trash pickup by private hauler(s)	
List municipalities in which residents contract for curbside trash pickup by private haulers	
List the names of haulers operating in municipalities	
List municipalities in which residents drop-off trash at transfer station	
Estimate MSW taken directly out of communities for disposal by private hauler(s) as a percent of total	

How are trash disposal costs paid?	
List municipalities that pay for commercial trash disposal	
List municipalities in which businesses pay for commercial trash disposal	
List municipalities which have a "Pay-As-You-Throw" program for residents and the price per bag for each.	PRICE:

Recycling Collection Practices of Member Communities	
List municipalities which provide curbside collection of recyclables by municipal employees	
List municipalities which provide curbside collection of recyclables by private hauler(s)	
List municipalities in which private haulers provide curbside collection of recyclables	
List the names of haulers	
List the municipalities in which residents drop-off recyclables at transfer station or recycling center	

Household Hazardous Waste Collection

List municipalities that provide for Household Hazardous Waste collection	
Total cost	
Vendor	
Frequency of collection	

Program information	
Solid Waste Program Expenses:	\$
Income from Recycling:	\$
List municipalities that have mandatory recycling	
List municipalities which have any other solid waste and/or recycling ordinances	
List municipalities which have any items banned from disposal of by municipal ordinance, and the items they ban.	

Please attach a copy of your program’s annual financial report.

SECTION 5 - Additional Reporting Requirements for DEP-licensed Transfer Stations

1. Provide a summary of factors which affected the operation, design, and/or environmental monitoring program.

2. Operations

- A. Submit copies of reports prepared in accordance with the transfer station or storage facility's Hazardous and Special Waste Handling and Exclusion Plan.
- B. Report on deviations from approved operations manual and proposed changes in operations and/or operations manual.

Past Year Deviations

Proposed Changes

3. Summary of staff training provided on operation or maintenance of the transfer station.

4. Summary of all spills, fires and/or accidents on-site.

Spills _____

Fires _____

Accidents _____

5. Provide verification of 2 feet till soil between waste and seasonal high water and bedrock if one or more base pads for storage of non-containerized waste is used.

6. Design

If any aspect of design was changed, please submit as-built plans and a narrative on these changes (proposed design changes for current year may be described).

7. Monitoring (if facility has a monitoring plan).

Evaluation of past year's monitoring results, monitoring program and equipment; recommended changes may be submitted. Attach additional sheets or provide a separate attachment if additional space is needed.

Monitoring Results _____

Monitoring Program _____

Equipment _____

8. Recommended Changes for transfer station (if any)

9. Comments: Please describe any recent improvements in your solid waste and recycling program. Include future plans or concerns for your program.

SECTION 6 Additional Reporting Requirements for DEP-licensed Landfills
 applicable

Not

Solid Waste Disposal Summary Table – Landfilled Wastes

Type of Waste	Amount Landfilled (note whether tons or cubic yards)	State of Origin*	Facility of Origin (for MSW by-pass and FEPR)
MSW			
MSW By-Pass			
FEPR			
CDD			
Industrial wood waste			
MSW Incinerator Ash			
Biomass boiler ash			
Municipal WWTP/POTW Sludge			
Industrial WWTP Sludge			
Waste as Alternative Daily Cover			
Waste Type:			
Other Special Wastes (commercial/industrial facilities attach a detailed breakdown)			

* Please enter the amount of waste received by state of origin; do not add amounts from two or more states together.

MSW* Recycled (tons)	
Landfill capacity used by daily cover – this year (cubic yards)	
Landfill Capacity used by waste - this year (cubic yards)	
Total landfill capacity used – this year (cubic yards)	
Total landfill capacity used (cubic yards)	
Total landfill capacity remaining (cubic yards)	

NOTE: If reporting in tons, please provide the latest ‘in place weight/volume’ calculation so that the remaining airspace in cubic yards may be determined.

*do not include tires or composted materials.

Pursuant to 38 MRSA §1310-N(6-D), an annual report and fee shall be submitted by the landfill operator to the Department for review and approval. The annual reporting requirements for landfills are as follows (as listed in Chapter 401, section 4.D of the *Solid Waste Management Regulations*):

- (1) General. The annual report must include:
 - (a) A summary of activity at the landfill during the past year. This shall include a narrative describing any factors, either at the landfill or elsewhere, that affected the operation, design or monitoring programs of the landfill.
 - (b) An evaluation of the landfill's operations to verify compliance with the approved operations manual, licenses, and regulatory requirements. This evaluation shall be performed either by qualified facility personnel or a qualified consultant.
- (2) Operations. As part of the annual report, the following operational information is required.
 - (a) A summary of the type, quantity, and origin of waste received (may reference preceding tables);
 - (b) Estimates of the capacity of the landfill used during the past year and of the landfill's remaining capacity;
 - (c) A description and estimate of the amount of cover material used in the past year;
 - (d) A summary of changes in the operations manual during the past year as submitted pursuant to section 4.A(2);
 - (e) Proposed changes to the operations manual or other aspect of the landfill's operations;
 - (f) A summary of responses to spills, fires, accidents, and unusual events that occurred at the landfill in the past year;
 - (g) Updated cell development plans, highlighting any changes to the approved plans and including detailed plans for the subsequent two-year period. Approved plans need to be updated whenever variabilities in waste disposal rates and other operational factors cause development to vary more than 6 months from projected timelines. Detailed plans must include a narrative and drawings that address: layout of the cells, projected grades, location and timing of intermediate and/or final cover, location and construction of cell access, any relevant aspects of leachate and stormwater management measures, any relevant aspects of erosion and sedimentation control measures, and other pertinent facility-specific features.
 - (h) Copies of reports prepared in accordance with the landfill's Hazardous and Special Waste Handling and Exclusion Plan;
 - (i) A report on the results from the inspections and testing required by section 4.C(12), including a report stating the date and findings associated with the annual inspection and cleaning, if necessary, of the leachate collection, detection, and transport systems; and

- (j) A description of system failures and documentation of repair measures to those systems.
- (3) Facility Site Changes. The annual report must document minor changes to the facility site not requiring departmental approval that have occurred during the reporting year. Also, minor aspects of the facility site proposed to be changed in the current year may be described in the annual report. Changes handled in this manner are those that do not require licensing under minor revision or amendment provisions of Chapter 400.
- (4) Monitoring. The following monitoring information must be included in the annual report. If any of this information is submitted with the facility's periodic monitoring reports, only a summary of that information is required in the annual report. Evaluations must be done in accordance with all approved monitoring plans for the landfill.
- (a) An evaluation of data gathered for each surface water and ground water monitoring point for the landfill, including a statistical analysis of the data where appropriate.
 - (b) An evaluation of the quantity and quality of leachate generated by the landfill during the past year, including a comparison of the past year's leachate monitoring results to previous years' results.
 - (c) An evaluation of the quantity and quality of liquid found in the leak detection and removal system during the past year, including a comparison of the past year's results to the previous years' results.
 - (d) An evaluation of the gas monitoring results for the past year, including a comparison of the past year's results to the previous years' results.
 - (e) An evaluation of the air monitoring results for the past year, including a comparison of the past year's results to the previous years' results.
 - (f) An evaluation of the condition of each monitoring well.
 - (g) Any changes to any aspect of the approved monitoring programs proposed in response to the changes in operation or design of the landfill, or environmental effects attributable to the landfill or its ancillary structures.
 - (h) An evaluation of the stability and settlement monitoring data collected at each monitoring point.
- (5) Financial Assurance. The landfill owner or operator must submit an annual update on cost and documentation of any changes made to the financial assurance instrument in accordance with Chapter 400, section 11.

ANNUAL SOLID WASTE MANAGEMENT REPORT for Municipalities and DEP-licensed Transfer Stations and Landfills

To eliminate duplicative reporting, the Maine Department of Environmental Protection (DEP) and the Maine State Planning Office (SPO) have created a combined DEP/SPO solid waste annual report form. Using this form, you file one report to meet both DEP and SPO solid waste reporting requirements www.recyclemaine.com and at www.maine.gov/dep/rwm/application_forms. You can complete the form either electronically or by hand. The completed forms must be copied and 1. The form is available on line at [mailed](#) to the DEP.

1 Please refer to 38 MRSA Chapter 24, Section 2133, paragraph 7 for the annual reporting requirement for municipalities, and 38 MRSA, Section 1310-N, sub-§6-D for the annual reporting requirement for licensed solid waste facilities.

Who should fill out the combined report form?

- All municipalities and regional programs or entities representing two or more municipalities, managing MSW through their licensed Transfer Station.
- All municipalities and regional programs or entities representing two or more municipalities, managing MSW through their licensed Landfill, including Bath, Brunswick, Hatch Hill Region, Tri Community Sanitary Landfill, Presque Isle, and Lewiston
- All municipalities and regional programs or entities representing one or more municipalities, which are managing MSW without a licensed facility, but through either public curbside collection or publicly contracted and/or subscription, based private service.

Which sections of the combined form do I need to complete?

- Entities submitting on behalf of one or more municipalities managing MSW through their licensed Transfer Station, complete Sections 1-5. To ensure accurate and complete reporting, please be sure your facility manager is involved in preparing and/or reviewing this report.
- Entities submitting on behalf of one or more municipalities managing MSW through their licensed Landfill, complete Sections 1-4 and 6.
- Entities submitting on behalf of one or more municipalities, which are managing MSW without a licensed facility, complete Sections 1-4 only.
- Privately owned licensed Transfer Stations not submitting on behalf of municipalities complete Sections 1-3 (as applicable) and 5.
- Privately owned and state owned Landfills not submitting on behalf of municipalities complete Sections 1-3 (as applicable) and 6.

General instructions for completing the form:

All data should be for calendar year 2010 (January 1 - December 31). Always include the destination (facility, broker, or end user) of the materials you are reporting on the form. Please report all data in tons. If weight data is not available to you, you may use Appendix A to convert volumes to tons. If you cannot report in tons, tell us the volume or number and the unit of measure, e.g., cubic yards, pieces. Instructions for Annual Solid Waste Report Page 2 of 4 to Maine DEP and SPO

Assistance with Report

For assistance on Sections 1-4

If you have less than a full year's data, or you are unsure where or how a material should be reported and need assistance, please contact SPO at 207-624-6243 or the following:

Lana Laplant-Ellis - lane.laplant-ellis@maine.gov 207-624-6244 (

Rhonda Carl, - rhonda.carl@maine.gov 207-624-6243 (

Sam Morris, - sam.morris@maine.gov 207-624-6246 (

For assistance on Sections 5 and 6

For assistance with these sections, please contact your DEP project manager at:

Southern Maine Regional Office – 207-822-6300

Eric Hamlin (eric.p.hamlin@maine.gov) , Randy McMullin (randy.l.mcmullin@maine.gov)

Central Maine Regional Office - 207-287-3901

Mike Parker (michael.t.parker@maine.gov), Linda Butler (linda.j.butler@maine.gov), Bill Butler

(william.w.butler@maine.gov), Jim Glasgow (jim.s.glasgow@maine.gov; 822-6358)

Eastern Maine Regional Office – 207-941-4570

Cyndi Darling (cyndi.w.darling@maine.gov) , Karen Knuuti (Karen.knuuti@maine.gov)

Northern Maine Regional Office – 207-764-0477

Lou Pizzuti (lou.s.pizzuti@maine.gov)

Submit two (2) copies of your completed form with the required annual report fee (if any) by April 30, 2011 to:

Vicky Bryant,

Maine Dept. of Environmental Protection

17 State House Station

Augusta, Maine 04333-0017

If you are submitting an annual report for a landfill, you must submit three copies to this address. Instructions for Annual Solid Waste Report Page 3 of 4 to Maine DEP and SPO

GUIDELINES FOR REPORTING ON SOURCE AND DISPOSITION OF MATERIALS

Section 1

Municipalities and facilities manage different types of waste in various waste stream configurations. When filling in Table 1, fill in amounts for the waste types that best represent your waste stream configuration, and mark “N/A” for all other waste types listed. For example, if you manage “mixed recyclables/single-stream”, you fill in amounts on this line, and mark “N/A” in the rows for the separate materials included in your single stream (e.g., all glass, all household metals, etc.)

The form asks for a break out of commercial versus residential sources of materials listed under Section 1.

- Please report all amounts in tons. Refer to Appendix A for conversion factors.
- If the two sources are mixed and separate data is not available, please record the mixed number under the residential column, and write or enter the letter “M” (for mixed) in the commercial column.
- If you have information on materials residential sources only, please enter “0” in the commercial column.
- If you leave a space blank it will be recorded as “0”.

The word “Destination” at the top of the third column means:

- The disposal or processing facility where the materials are sent;
- The end user of the material, for example, a known mill, or the residents or local public works for compost or wood chipped for mulch; or
- For recyclables that are marketed through a third party, the broker that handled the marketing for you.

This means that in the “Destination” column, you should list the disposal or processing facility, the recycling broker, or the end user.

The column “Final Use/Disposition” is included for you to identify the final use or disposition of that material. Categories to use are: D= disposed, R=recycled, C=composted, B=beneficial or E=energy. For example tires may either be R-recycled, B-beneficial use (shredded and used in various manners) or E-burned for energy. MSW that goes to an incinerator would be identified as E for energy. Instructions for Annual Solid Waste Report Page 4 of 4 to Maine DEP and SPO

GUIDELINES FOR REPORTING MSW AND CDD

The definition of “**Municipal Solid Waste**” (MSW) is solid waste emanating from household and normal commercial sources. “Commercial waste” means solid waste generated by stores, offices, restaurants, warehouses, and other non-manufacturing, non-processing activities. MSW does not include liquid waste of any kind.

Do not report the disposal or recycling of these wastes in your Solid Waste Report:

- Agricultural waste (e.g. manure, crop residue)
- Asphalt pavement
- Auto Bodies
- Ditching material
- Fish residues and discards
- Inert materials (e.g. road sand, fill, granite curbing)
- Sawdust and lumber mill waste
- Septage and sludge from public treatment plants.
- Industrial waste (waste from a manufacturing process)

The definition of **Construction or demolition debris** (CDD) means solid waste resulting from construction, remodeling, repair, and demolition of structures. It includes but is not limited to: building materials and discarded furniture. The report no longer uses the term “Bulky Waste” or “Mixed Bulky Wastes”. This waste should be reported under mixed CDD

APPENDIX C
Waste Haulers & Handlers

1. Municipal Solid Waste
 - a. Hauler Name & Address: Town of (TOWN)
 - b. How often is Waste hauled: 2 to 3 times per week.
 - c. Where is the Waste delivered (Name & Address): Mid Maine Waste Action Corporation, Goldthwaite Road, Auburn, ME.

2. Demolition Waste
 - a. Hauler Name & Address: Waste Management
 - b. How often is Waste hauled: On call.
 - c. Where is the Waste delivered (Name & Address): Norridgewock, ME

3. White Goods
 - a. Hauler Name & Address: Maine Metals
 - b. How often is Waste hauled: On call.
 - c. Where is the Waste delivered (Name & Address): 522 Washington Street, Auburn, ME.

4. Freon Removal
 - a. Removal Company Name & Address: Rowe & Son Refridgeration, Minot, ME.

5. Tires
 - a. Hauler Name & Address: B.D.S. Disposal
 - b. How often is Waste hauled: On call.
 - c. Where is the Waste delivered (Name & Address): Corinna, ME.

6. Universal Waste
 - a. Hauler Name & Address: Oxford County Regional Recycling Corporation
 - b. How often is Waste hauled: Every two weeks, or as needed.
 - c. Where is the Waste delivered (Name & Address): 39 Brown Street, Norway, ME.

Appendix E:

**Universal Waste Log Form
Part 1**

Maine or EPA ID: <u> M E </u> _____		
Central Accumulation Facility Name or Transfer Station/Recycling Center Name:		

Physical Location:		

Street		

Street (cont.)		

City/Town	State	Zip Code
Mailing Address:		<u> Same as above. </u>

Street		

Street (cont.)		

City/Town	State	Zip Code
Contact Person:		

Name	Job Title	

Universal Waste Log Form (Part 2B - for Transfer Station/Recycling Center)

Facility Name: _____

EPA/State ID number: _____

Household (HH) or Business Name	Business Address/Phone (Not needed for households)	Date Received	Waste Type Code ¹	# of UW Items ²	Lamp Size (2',4',8') or type (U tube)	Battery Type ³	CRT Type ⁴
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

¹Waste Type Codes:

Battery = **BT**
 Cathode Ray Tubes = **CR**
 Lamps = **H**
 Mercury-containing Thermostat = **TH**
 PCB Ballast = **PC**
 Mercury Devices (including mercury thermometers) = **MD**
 Motor Vehicle Mercury Switches = **MS**
 Electronic Devices (including circuit boards) = **ED**

²# of Universal Waste Items:

Total individual number of items, i.e.: individual lamps, CRTs, thermostats, batteries, PCB ballasts.

³Battery Type:

Lithium = Li, Mercuric Oxide = HgO, Nickel Cadmium = NiCd, Nickel Metal Hydride = NiMH, Silver Oxide = AgO

⁴CRT Type:

Computer or Television

Transfer Station/Recycling Centers Must Attach Part 1.

Appendix D

Spill Procedures for Mercury Product: A spill kit shall be maintained in the Attendant's office building. After a spill the area needs to be properly aerated. Cleanup should be administered by designated staff; any patrons need to be removed from the spill area for health and safety concerns.

- a. If mercury containing devices are broken, then ventilate the room by leaving the door open and running the ventilation fan for a minimum of one hour prior to entering the storage area for clean up.
- b. To clean a spill staff needs to use safety glasses, damp sponge for dry cleanup spills, and wash hands thoroughly after cleanup. The box or container that is to be used cannot contain UW to be recycled since the waste is thereafter considered a hazardous material; labeling needs to be clearly marked and explicit.
- c. Broken bulbs of up to 10 during one event are considered incidental and can be handled as Universal Waste. For fluorescent bulb breaks, wearing rubber gloves pick up as much of the broken glass as you safely can and place in a nearly full box of bulbs. Use the dust pan from your spill kit and a squeegee to gently sweep up the remaining glass and mercury containing phosphor powder. Place this material, including the dust pan and gloves, in the same box with the broken bulb(s). Do not raise any dust during this operation. Securely tape the box and write "broken bulbs" on the box. Place this box in a location where full boxes will not be placed on top of it.
- d. Spills from a broken fever thermometer can be cleaned up by on-site personnel. Wearing rubber gloves pick up as much of the broken glass as you safely can and place in a large zip-lock bag. Use a flashlight to help you locate droplets of mercury. Use a piece of stiff cardboard to **gently** aggregate the droplets and move them onto the dust pan from your spill kit; recheck with the flashlight. If more mercury is present, you can repeat with another piece of cardboard or use a piece of packing tape to gently collect the remaining mercury. Following dry clean-up, use a damp sponge to finish the job. Place all items, including the gloves, in the zip-lock bag. Place the bag inside a plastic pail with a tight fitting cover.