

**TOWN OF WATERBORO**

**TRANSFER STATION  
&  
RECYCLING FACILITY**

**OPERATIONS MANUAL**

**THIS MANUAL MUST BE DISPLAYED IN THE FACILITY OFFICE AND  
AVAILABLE FOR ALL EMPLOYEES TO ACCESS IF NEEDED**

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## TRANSFER STATION OPERATION MANUAL

### SECTION I – PURPOSE OF MANUAL

The purpose of this manual is to provide operators and users of the transfer station and stump dump, operated by the Town of Waterboro, with information concerning all aspects of operation, safe usage, and maintenance of all associated facilities. It should be kept on- site at all times.

### SECTION II – EMERGENCY TELEPHONE NUMBERS

Town Offices – 247-6166	Emergency Spill – 800-482-0777
Fire Dept. – 247-5299	DEP Portland – 822-6300
State Police – 800-452-4664	or
ME. Poison Control – 800-442-6305	1-888-769-1036 toll free
Town Deputy if non-emergency call 207-247-4227 leave message	
If emergency call Sheriff Department	
State Police – Ambulance – Fire Department - Dial 911 for Dispatch	

### SECTION III – DESCRIPTION OF FACILITIES AND EQUIPMENT

The purpose of the transfer station is to provide a means of deposition, compaction, storage and transfer of solid wastes generated and delivered by the citizens and businesses in the Town of Waterboro. Solid wastes received and compacted at this facility will be subsequently transported to Ecomaine in Portland for final disposal. Other wastes are disposed of at facilities described in the Transfer Stations License.

- 3.1 Facilities associated with the Waterboro transfer station are illustrated in detail in the design plans; submitted with the original application in 1981. The more recent plan changes and sketches are on file with the D.E.P. The major elements are listed and described below:
- a. Entrance and exit roads with security gates.
  - b. A buffer zone to screen all operations from view of Bennett Hill Road and abutters.
  - c. Surface water drainage where necessary.
  - d. Unloading area adjacent to hopper to facilitate citizen usage.
  - e. Concrete retaining walls, equipment pad and apron.
  - f. Area being renovated to increase recycling of cardboard, shingles, sheetrock.
  - g. 10' x 10' attendants heated office building.
  - h. 40' x 60' Quonset Hut style building for the collection and storage of recyclables. Facility bathroom, hot & cold water, eye wash station will be located within this building.
  - i. Building for attendant and equipment controls at the HHW compactor.
  - j. Disposal area for woody debris.

**3.2 EQUIPMENT INCLUDES:**

- a. Reconditioned Accurate Model # 450 HD stationary compactor to compress refuse to attached container. Power unit is 15 H.P., new floor, new gates in dumping area to access hopper, new switches with safety shutoff. The installed unit is up to Osha Standards as of the installation date September 26, 2006.
- b. Cardboard Compactor is an Accurate model # 345.
- c. Containers:
  - Four (4) household waste containers
  - Two (2) STX 50 closed receiving containers
  - Two (2) cardboard enclosed containers
  - Three (3) 40 yard open top containers
  - Five (5) 30 yard open top containers
- d. Backhoe – Case 580 Super K
- e. Skid Steer – Gehl 3935

**3.3 HOURS OF OPERATION**

The facility will be open to the public (citizens, taxpayers, and businesses in the Town of Waterboro.

**May 1 – Sept. 30**

**SUMMER HOURS**

MONDAY – CLOSED  
TUESDAY – CLOSED  
WEDNESDAY – NOON TO 7 PM  
THURSDAY – CLOSED  
FRIDAY – 9 AM TO 5 PM  
SATURDAY – 9 AM TO 5 PM  
SUNDAY – 1 PM TO 5 PM

**Oct. 1 – April 30**

**WINTER HOURS**

MONDAY - CLOSED  
TUESDAY - CLOSED  
WEDNESDAY - NOON TO 5 PM  
THURSDAY - CLOSED  
FRIDAY – 9AM TO 5 PM  
SATURDAY – 9 AM TO 5 PM  
SUNDAY – 1PM TO 4 PM

The Transfer station will be closed on Christmas Day, New Year's Day, Easter Sunday, the Saturday of Town Meeting, and any other day designated by the Board of Selectpersons.

**3.4 TRANSFER STATION OPERATION**

The operator, the Town of Waterboro, will be responsible for monitoring public usage and overall operation of the facility.

**3.5 TRAFFIC**

- a. All vehicles will enter the access road and proceed in a northerly direction to the fee station/office and then either to the unloading area in front of the compactor hopper or to the special waste area, the universal waste area, or the Quonset hut recycling building. Directional signage will direct the user to the proper areas.

- b. Packer trucks must use the front loading position in front of the HHW compactor. The personnel and public protection gate at the front of the hopper must be in the open position to allow the hinged tailgate of the truck to open and unload waste into the hopper bin.
- c. All traffic will be directed by signage to leave via the one-way exit road.

### 3.6 COMPACTION

- a. Acceptable trash will be piled into the bin to a level above the compactor opening at the bottom. At this point, the compactor will be activated and the 15 yards (approx.) of trash compacted into the container.
- b. When the container is full, the compactor shall be engaged in the "over-ride" cycle prior to disengaging the container.
- c. The compactor shall be left in the "locked" mode at night or when the container is not present. This means that the compaction ram will lock at the compactor face.

### SECTION IV – EQUIPMENT MAINTENANCE

Periodic maintenance of the Two (2) stationary compactors, one for cardboard and one for household waste will be performed by Town of Waterboro personnel or by the supplying company's employees using the suppliers Operations Manual. In 2006 a new platform floor, new safety switches, and new safety gates were installed when the reconditioned household waste compactor was installed, all met OSHA requirements.

### SECTION V – FACILITY WASHDOWN

The dry nature of the solid waste will enable the operation to maintain acceptable cleanliness around the facility without the need for facility wash down. Oil dry will be kept on hand to clean up any spills that may occur.

### SECTION VI – SAFETY MEASURES

The greatest concern for public safety is during the unloading operation at the hopper over the stationary household waste compactor. The perimeter of the bin has been provided with a stop curbing to prevent vehicles from backing up too far. New solid OSHA approved gates installed around the edge of the bin area for the protection of the public. Safety gates may be temporarily opened by the operator for special unloading requirements such as for packer trucks or for low bed pickup trucks.

Special precautions are taken for snow removal from access ways and for sanding during the winter months. Plowing and sanding at the facility is done by the town highway department and transfer station employees.

## SECTION VII – ODOR CONTROL

Application of odor zone crystals is made around the transfer station as necessary to control any odors. Odors are also minimized by frequent transfer of the wastes during the summer months and during peak usage; the hopper is sprayed with Odor Ban several times a day. During non-operating hours, the compactor is left in its “locked mode” which means that the compactor plunger is extended to the compactor pit wall and locked into place. This effectively seals the opening into the container to prevent odors from escaping back through the compactor.

## SECTION VIII – “WHITE GOODS” AREA

White goods are deposited in the area so designated on the updated site plan. A road has been constructed between the station and this area as shown. This area is open during operating hours and the facility manager is a certified Type I refrigerant recovery technician certified as of 10/8/04; materials are removed from the white goods on an as needed basis. All refrigerators, freezers, air conditioners, water coolers, Dehumidifiers and any other Freon containing appliances are evacuated and sealed before removal to the metal containment area. Junked vehicles or oversized materials are not accepted, patrons are directed to a local dealer.

## SECTION IX – STUMPS - BRUSH - CLEAN, PAINTED & STAINED WOOD - WOODEN FURNITURE AND COMPOST

The stump dump disposal area is in the location shown on the plan. This area is managed by the attendant for the town. This area has the same hours of operation as the transfer station. The Board of Selectpersons have voted to fill in the burn pit therefore any clean, painted and stained wood, wooden furniture, stumps, and brush will be ground or chipped either annually or semi-annually.

Pressure treated wood, creosote treated wood, and manufactures wood such as Treks, is deposited in the demolition bin for shipment to landfills.

Leaves, grass clippings, sawdust, manure and non-woody plants are now composted and the compost is given to taxpayers.

## SECTION X – HAULING SCHEDULES

Transfer of the collected and compacted solid waste will occur on an “as needed” basis. Scheduling will be facilitated by the fact that the town operates the transfer station and the town has contracted for the hauling of all solid waste. To maximize payloads and storage capacity additional roll-offs are available for usage while one has been hauled to

be emptied. Due to the high volume expected on Saturdays (especially in summer), a late Friday trip is anticipated during peak months.

## SECTION XI – UNIVERSAL WASTE AND E-WASTE

All mercury containing devices including fluorescent tubes, bulbs, and rings, sump pump switches, ballasts, gas appliance switches, thermostats, thermometers, and rechargeable batteries are properly stored in the universal waste building, properly packaged, dated, and shipped using an approved consolidator.

All CRT's (computer monitors and televisions) including LCD and Plasma screened televisions, are properly marked, stored, packed in gaylords and shipped using an approved consolidator. The handling of both universal waste and e-waste by the attendants are in accordance with all D.E.P. rules and regulations.

Each container used for universal waste must be labeled with the date universal waste was first put in it, or the date that the waste was first received at the facility, this is the accumulation start date. Universal waste can not be stored for more than 365 days from the date the waste was first received at the transfer station. Boxes for universal waste may not be stacked more than five feet high.

The solid waste facility operator must perform weekly inspections of universal waste storage areas and maintain a written inspection log to document inspections. The log must include: name of inspector, date, condition of all containers, description of any problems noted during inspection, what action has been taken to fix the problem and the number and type of waste on site.

The facility shall have a spill kit on site and the operator shall report all spills/discharges except those noted below to the D.E.P. spill hotline at 1-800-452-4664.

The following spills need not be reported:

- CRT's: breakage of ten or fewer.
- Lamps: breakage of ten or fewer.

## SECTION XII - PERSONNEL

The transfer station should work smoothly with three operators. Additional personnel will be used to pickup, transport and empty containers. The duties will be as follows:

- a. To be present during all operating hours.
- b. Maintain vigilant surveillance of entering and exiting traffic and unloading operations.
- c. Open and close gates at the beginning and the end of each operating day.
- d. Direct and assist, if asked, all users desiring to deposit recyclable materials in the appropriate containers.

- e. Direct and assist, if asked, all users depositing both household waste and cardboard at the compactors.
- f. Police and maintain total transfer station area.
- g. Monitor usage to ensure only Waterboro residents with valid permits use the facility. Unless it has been approved and fees have been set by the Board of Selectmen that other towns may use the facility.
- h. Maintain communication with town office.
- i. Communicate with all users, either in person or by telephone, personally answering all general questions about the facility operations, hours, fees, etc.
- j. Maintain operation of the compaction operation and notify contracted haulers that containers are full and need transporting.
- k. Periodic and daily maintenance of all equipment, including inspection and operational check of all fire protection equipment.
- l. Weekly inspection of all universal waste storage areas or buildings and e-waste containers or areas. Maintain a weekly written log of inspections.
- m. Locking the outer gates, and securing the facility.
- n. Monitor all in-coming waste loads for hot loads and for any unacceptable or hazardous wastes.
- o. The operator has the right to reject any questionable loads.

### SECTION XIII – FIRE PREVENTION AND FIRE PROTECTION PROCEDURES

All purpose (type ABC) fire extinguishers will be located near the upper bin area, in the operators building, the offices, recycling building, and in the compactor pit for emergency use. The town has A. A. A. Fire Extinguisher Company, check, fill, and replace or maintain all fire extinguishers on a regular basis.

If a fire occurs that requires assistance from the fire department the following procedure will be followed:

1. Immediately an attendant will shut the main entrance gate and remain there to allow fire and rescue to enter the facility; keeping out all non-fire personnel..
2. The operator or attendants will then evacuate the entire facility through the rear gate onto the highway department access road.
3. In case of a fire in either the household waste, or cardboard compactor, the unit will be immediately shut down and the container will be pulled away from the compactor using the facility backhoe only after ordered to do so by the fire department.
4. After the fire has been extinguished it will be moved to the hot loads area until proper disposal can be arranged.

### SECTION XIV – HOT LOADS

Hot loads shall be directed to, and dumped at the location designated on the site plan. Proper fire extinguishing procedures may be instituted to isolate and put out the fire. In extreme cases, the fire department can be notified to respond and the same procedure as specified above shall be followed. All costs for extinguishing the fire and for

subsequent cleanup shall be borne by those responsible for bringing the hot load to the station.

SECTION XV – WINTER OPERATION

Special care must be taken during winter operation to prevent freezing and to prevent ice build-up on any equipment, parking areas, or access ways. The town road commissioner is responsible for plowing, and sanding, with assistance if necessary from the transfer station operator using the transfer station backhoe and skid steer.

The road commissioner will provide the necessary equipment and material to keep access ways and parking areas adequately plowed and sanded. It will be the station operator's responsibility to notify town officials of road conditions at the facility.

During any wash down, all exposed equipment is to be wiped clean to prevent ice build-up.

All exterior exposed concrete slabs shall be coated with a mixture of two parts kerosene and one part linseed oil each fall to protect these surfaces.

A nightly check will be made by the station operator to insure that all hoses are drained and any heat tape is operating.

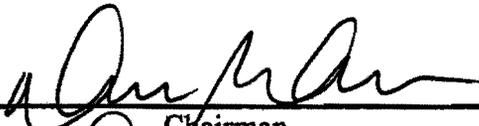
SECTION XVI – NON-ACCEPTABLE MATERIALS

The town will give the station manager and attendants the authority to reject all unacceptable materials. The manager and attendants will inform users of the proper disposition of such materials at appropriate facilities.

SECTION XVII – BACK-UP EQUIPMENT

The manager will be responsible to arrange for a packer truck or container at the station when the contractor is not working. In view of the fact that the maintenance will be performed as per the Operation Manual, equipment breakdowns will be minimized.

Dated 8/7/07

	Chairman
	Selectman
	Selectman