



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION: Transfer Station Site Management	POLICY NUMBER: TRA 0030 DATE APPROVED: August 19, 2009 DATE REVISED:
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Purpose of Policy: To ensure that the transfer Station Site is operated in a manner that protects public health and safety as well as the environment.

Process:

1. The Town of Carlyle hereby appoints the Town Foreman to oversee the operation and management of the Transfer Station.
2. The Transfer Station site will be supervised at all times that it is open to the public.
3. Access gates will be locked at all times when the site is not controlled or supervised.
4. The Transfer Station will be operated in a manner such that employees and the public are not endangered by unsafe practices; appropriate safety rules will be posted where applicable.
5. Wastes that are strictly prohibited from being deposited in the Transfer Station site shall include:
 - Liquid waste except that which is normally contained in household wastes;
 - Domestic sewage or sludge of any type;
 - Waste that is burning or likely to cause a fire;
 - Asbestos materials;
 - Herbicides, pesticides or hazardous wastes including the receptacles that contained them;
 - Biomedical waste;
 - Explosives;
 - Radioactive material;
 - Tires, automobiles, or other large metal objects;
 - Agricultural wastes;
 - Animal carcasses;
 - Materials that exceed the handling capability of the transfer station equipment or transfer vehicles;
 - Wastes that may result in excessive dust or odors.
6. In the event that a prohibited waste arrives at the site, the employee on duty will inform the person delivering the waste, and refuse them access to the site.
7. Litter will be retrieved as soon as practical such that it does not result in unsightly conditions.

8. Odors will be minimized by frequent removal of wastes and cleaning of equipment, tipping floors, and containers when necessary.
9. The Transfer Station site will be kept clean and wastes will be removed as frequently as necessary to discourage the harborage and propagation of disease vectors.
10. No unauthorized wastes will be permitted to be burned; only clean wood wastes that have not been treated with any chemical(s) will be permitted in the burn pit.
11. Controlled clean wood burning will only be permitted by authorized personnel and will be supervised.
12. Controlled clean wood burning will not take place during weather conditions that may pose risk to spreading of the fire.
13. Should an unscheduled burn/fire occur at the Transfer Station site, the Town will immediately take steps to extinguish the fire and within 48 hours will notify the Ministry of Environment of the event, explaining details around the occurrence and ways to mitigate a repeat occurrence.
14. The burning of domestic household trash, garbage, or other waste from a commercial, industrial operation is prohibited.
15. Records shall be kept indicating:
 - The amount and type of waste received
 - The amount and type of waste transferred
 - The amount of waste stored or recycled
 - When any authorized or unauthorized burns took place; and
 - Any unusual events.