**LANDFILL or TRANSFER STATION**

**STANDARD OPERATING PROCEDURES (SOP)**

**Date**

***Note\*Read through and insert your specific local conditions and circumstances***

**SECTIONS**

1. EMERGENCY CONTACT INFORMATION
2. Site Operating Plan for the Tribe Landfill or Transfer Station
3. GENERAL TRANSFER STATION OPERATIONS
4. TRANSFER STATION PERSONNEL
5. TRANSFER STATION PERSONNEL - TRAINING
6. NEW EMPLOYEE TRAINING
7. TRAINING MEETINGS
8. FACILITY INSPECTION AND MAINTENANCE
9. AUTHORIZED WASTES
10. PROHIBITIED WASTES
11. SPECIAL WASTES FOR RECYCLING PURPOSES
12. MEASURES FOR CONTROLLING PROHIBITED WASTE
13. WASTE ANALYSIS
14. FACILITY GENERATED WASTES
15. CONTAMINATED WATER MANAGEMENT
16. STORAGE REQUIREMENTS
17. APPROVED CONTAINERS
18. REQUIREMENTS FOR STATIONARY COMPACTOR
19. RECORD KEEPING AND REPORTING
20. OPERATING RECORD
21. FIRE PROTECTION PLAN
22. ACCESS CONTROL
23. UNLOADING OF WASTE
24. SPILL PREVENTION AND CONTROL
25. EMPLOYEE/PUBLIC OPERATING HOURS
26. FACILITY SIGNS
27. WINDBLOWN MATERIAL & LITTER
28. MATERIALS ALONG THE ROUTE TO THE FACILITY
29. FACILITY ACCESS ROADS
30. NOISE POLLUTION AND VISUAL SCREENING
31. OVERLOADING & BREAKDOWN
32. SANITATION
33. VENTILATION AND AIR POLLUTION CONTROL
34. HEALTH & SAFETY
35. EMPLOYEE SANITATION FACILITIES
36. EQUIPMENT & VEHICLE USE
37. EQUIPMENT & VEHICLE MAINTENANCE

**EMERGENCY CONTACT INFORMATION**

Complete with all phone numbers, person, address for emergencies

**Site Operating Plan for the Tribe’s Landfill or Transfer Station**

This Site Operating Plan (SOP) contains information about how Tribe will conduct operations at its Transfer Station Facility but is not intended to be a comprehensive operating manual. The SOP represents the general instruction for facility management and personnel to operate the facility in a manner consistent with the approved design and the Tribal Solid Waste Codes and appropriate federal agencies to protect human health and the environment and prevent nuisances.

The Tribe Transfer Station is permitted as type of facility and serves as a landfill or transfer station for municipal solid waste generated by Tribal Citizens, and authorized small commercial customers. The landfill or transfer station provides facilities for compacting and storing the solid waste prior to disposal at a duly licensed and certified disposal site.

The Tribe landfill or Transfer Station is in the within Tribal lands area of Tribe XXXX. Specifically, the landfill or transfer station is situated on exact acres and location.

The SOP will instruct the operator in maintaining the necessary personnel and equipment for proper operation of the site and in following and documenting the proper procedures in the day-to-day operations.

* Facility Name: Tribe Solid Waste Transfer Station
* Permit No:
* Facility Address:

**GENERAL TRANSFER STATION OPERATIONS**

1. Station shall be operated per Tribal and Federal environmental regulations.

2. Station staff shall police customers to ensure their residency and verify the origin of waste; residents will be instructed to obtain an auto sticker.

3. Staff shall report any operational, equipment, or structural problems associated with the Transfer Station.

4. Staff shall conduct operational tasks per their job descriptions.

5. Staff shall report any relevant public input to their supervisor.

6. Staff shall assist customers and fellow employees, as needed.

7. Staff shall report any accidents and/or incidents that may negatively affect the landfill or transfer station and its operation. When applicable, a report shall be done per the Written Safety Policy.

8. Staff shall assist each other with operational tasks and duties. Staff shall promote “teamwork”.

9. Staff and customers shall follow the terms and conditions of the landfill or Transfer Station.

10. No disposed material is to be removed from any area other than the permitted “swap area, cord wood area, and compost area”.

11. Staff shall be responsible for the security of the Station and its assets.

12. If needed, any modifications and/or renovations to the Station shall meet applicable Tribal and federal requirements and/or standards. Appropriate agencies and departments shall be notified of any modifications or renovations.

**TRANSFER STATION PERSONNEL**

Types of personnel located at the landfill or Transfer station along with a brief description of their required training and responsibilities:

*Lead Operator/Facility Supervisor/Manager*

* Managing daily work operations
* Personnel Safety/Training
* Equipment Maintenance & Repair
* Maintenance of Records/Reports
* Locking the site when it is to be unattended.

*Equipment Operator*

* 6 months minimum experience in equipment operation or on the job training by supervisor or by manager in SOP requirements for prohibited waste.
* Necessary equipment maintenance, waste movement, compaction, loading, and general facility and road maintenance.
* Responsible for screening prohibited or unauthorized waste.

*Transfer Station Operator*

* Training by Supervisor or Manager listed in the SOP, record keeping requirements, and waste screening.
* Keeps appropriate records, controls facility access, screens for unauthorized waste.
* Entrance attendant and litter control.

*General expectations*

1. Staff shall conduct themselves with professionalism and courtesy with the public

and fellow employees.

2. Staff shall adhere to all Town and Station policies and procedures,

3. Staff shall uphold and comply with all applicable Federal, State, and Local laws, rules, and regulations.

4. Staff shall follow a chain-of-command protocol within the Tribal and landfill or transfer station organizations.

5. Staff shall adhere to and practice all applicable Tribal, Solid Waste Dept, Federal Standard Safety Policies

6. Staff shall acquire and maintain all required certifications and licenses.

7. Staff shall have a performance evaluation once per year.

8. Staff shall assist each other with projects or work assignments.

9. Staff shall schedule earned time (used for the purpose of vacation) a minimum of 2

weeks in advance to supervisor on appropriate form.

10. Landfill or Transfer Station Manager and Lead Attendant shall direct the operation of the facility and staff.

11. Staff shall not speak on behalf of the Tribe or represent the position unless directed by an authorized Director. Any inquiry that may compromise the Solid Waste Department and/or its employees should be deferred to the Authorized Director.

**Landfill or TRANSFER STATION PERSONNEL - TRAINING**

Department will ensure that the transfer station Supervisor, Lead Operator, and all other employees at the facility is knowledgeable in the proper operation of a landfill or transfer station facility and the current operational standards required by Tribal and EPA codes.

The Facility Supervisor, and/or Lead Operator is licensed (if required) The Facility Supervisor, and/or Lead Operator will be experienced and will maintain all licenses and certificates (if required).

The Facility Supervisor, and/or Lead Operator will ensure that all personnel are properly trained and are operating the transfer station in accordance with this SOP and operational standards. During situations when the Facility Supervisor is temporarily off-site and other personnel temporarily assume his duties, the Facility Supervisor will ensure that those personnel have equivalent training.

**NEW EMPLOYEE TRAINING**

New employees will receive a comprehensive overview of all aspects of the landfill or transfer station operations, focusing on information that is necessary to protect the health and welfare of the new employee and enable them to perform their duties in accordance with this SOP and operational standards required by the permit/registration and the Administrative and Tribal solid waste codes and regulations.

Following the initial training, the new employee training will continue during quarterly training sessions, during on-the-job training, and during the annual review of their initial training.

**TRAINING MEETINGS**

Training meetings will be scheduled and conducted for all employees on a quarterly basis. If a training meeting must be cancelled, it will be rescheduled, or the topic will be combined with the next quarterly meeting. Training sessions will be scheduled to allow facility operations to be uninterrupted. Records of personnel attending each training session and the topics covered will be maintained at the facility, and/or administrative offices. Topics for training may vary, but required topics will be conducted annually for the following:

* Health & Safety (Required)
* Prohibited Waste Management (Required)
* Emergency Response
* Litter Control and Windblown Waste Pickup
* Waste Screening
* Random Inspection Procedures
* Personnel training records will be maintained in accordance with administrative policies.
* Personnel operator licenses (CDL, etc.)

Personnel training records will be maintained in accordance with administrative policies.

Personnel operator licenses issued in accordance with administrative policies.

**FACILITY INSPECTION AND MAINTENANCE**

Facility inspection and maintenance list of the facility. The facility supervisor or a designee will perform the task. The inspection documentation will be retained in the operating record.

|  |  |  |
| --- | --- | --- |
| **ITEM** | **TASK** | **FREQUENCY** |
| Wind-blown waste | Keep working areas, fences, access roads, entrance areas, perimeter of fences, clear of wind-blown waste  | Daily |
| Waste spilled on routes to facility | Police the entrance areas and all roads of at least 2 miles from facility entrance for loose trash, clean up as necessary. | Daily |
| Facility access roads | Inspect and maintain all facility access roads. | Daily |
| Odor | Inspect the perimeter of the facility to access the performance of the facility operations to control odor | Daily |
| General housekeeping | Sweep all working surfaces at the facility that have come into contact with waste.Wash down all working surfaces at the transfer station that have come in contact with waste | DailyWeekly |
| Transfer bins | Inspect periodically for signs of fire and/or other potential problems | Daily |
| Facility signs | Inspect all facility signs for damage, general location, and accuracy of posted information | Weekly |
| Fences/gates | Inspect perimeter of fence and gates for damage. Make repairs if necessary. | Weekly |

**AUTHORIZED WASTES**

The wastes that can be accepted at this site are municipal household and commercial solid wastes, construction debris generated by residents of Tribe:

* Household Garbage
* Household Furniture

**PROHIBITIED WASTES**

The Tribe’s Landfill or Transfer Station will only accept household and commercial solid waste, and construction debris. No Hazardous Waste will be accepted, and the facility supervisor will not accept wastes that he/she is not sure of. The solid wastes accepted at the facility will not contain the following, nor will be accepted:

* Large Items - Items larger than the roll-off box will not be accepted.
* Containers with liquid will not be accepted.
* Empty or Full Containers that are marked as hazardous or labeled as a chemical container (excluding pesticide, insecticide, herbicide, fungicide, rodent containers)
* Dead Animal Carcass or Slaughterhouse wastes
* Industrial Solid Wastes
* Liquids or Sludge Material including Wastewater.
* Medical Waste
* Gasoline or Diesel Fuels in any container
* Oils or Lubricants (Other than recyclable vehicle oil)
* Chemicals of any kind (excluding pesticide, insecticide, herbicide, fungicide, rodent containers) Regulated Asbestos Containing Materials (RACM’s)
* Polychlorinated Biphenyls (PCBs) waste as defined under 40 CFR Part 761
* Radioactive Materials
* Waste from outside of Tribe
* Contaminated Soils
* Regulated Hazardous Waste other than from conditionally exempt small quantity generators.

**SPECIAL WASTES FOR RECYCLING PURPOSES**

Household Appliances that contain Chlorinated Fluorocarbons (CFC’s): Items containing CFC’s will ONLY be accepted at site if accompanied by written certification that the CFC has been evacuated from the unit or the transfer station has contracted with an authorized vendor who will be responsible for appropriately evacuating CFC’s from the unit. The Unit will be assigned to a designated holding area to have the CFC removed under contract with a licensed authorized vendor.

* Small Tires (Car or Pickup)
* Large Tires (Semi-Truck)
* Yard Waste (Sticks, Brush, Leaves)
* Recyclable Items (i.e. Glass, Paper, Magazines, Newspapers, etc.)
* Lead Acid Storage Batteries
* Electronic Waste (E-Waste) laptops, cell phones, microwaves, computers, screens, tv’s, etc.

**MEASURES FOR CONTROLLING PROHIBITED WASTE**

Procedures to detect and control the receipt of prohibited wastes include:

* Posting one (1) or more signs at the facility listing prohibited wastes
* Providing all customers, vehicle drivers and transfer station operators with a written list of prohibitive wastes
* Facility personnel will be trained to inspect vehicles and identify regulated hazardous waste, polychlorinated biphenyl (PCB) waste, and other prohibited wastes. At a minimum, the facility supervisor will be trained in inspection procedures for prohibited waste.
* The transfer station personnel will be trained on an on-the-job basis by their supervisor. Records of employee training on prohibited waste control.
* Procedures will be maintained in the facility operating record. The personnel will be trained to look for the following indications of prohibited waste: 1) Yellow Hazardous Waste or PCB Labels 2) DOT Hazard Placards or Markings 3) Liquids 4) 55-Gallon Drums 5) 85-Gallon Over pack Drums 6) Powders or Dusts 7) Odors or Chemical Fumes 8) Bright or Unusual Colored Wastes 9) Sludge / Wastewater
* Random Inspections of incoming loads in accordance with the procedures described in this section. Maintaining all Records of Inspections.
* Notification of the ADMINISTRATIVE Management of any incident involving a Regulated Hazardous Waste or PCB Waste.
* Remediation of any Regulated Hazardous Waste or PCB Waste discovered at the facility.
* If transfer station personnel identify any of the above indicators with an incoming load, then that load will be directed to an area out of traffic flow, and the personnel will further assess the load. If the load is determined to contain prohibited waste or if there is any possibility that it may be prohibited waste, the load will be rejected and directed back to the generator.
* All personnel will be diligent in looking for trucks bringing in waste loads from potential sources of prohibited waste such as industrial facilities, microelectronics manufacturers, electronic companies, metal plating industry, automotive and vehicle repair service companies, and dry-cleaning establishments.

**WASTE ANALYSIS**

The Tribe Landfill or Transfer Station currently receives approximately 40 tons of waste per day?. Containers at the site are filled and dispatched to a local approved landfill twice weekly.

Brush and Tree trimmings are accepted Each load of brush and/or tree trimmings are carefully measured and documented. The brush and/or tree trimmings are then accumulated in a designated area and periodically chipped and spread to decompose. The resulting mulch is available for residents to utilize.

**FACILITY GENERATED WASTES**

Wash water is the only waste expected to be generated by this transfer station. It will be managed in accordance with Contaminated Water Management (section below.)

**CONTAMINATED WATER MANAGEMENT**

No contaminated water is allowed to pond at the transfer station or to run off as surface drainage. All liquids resulting from the operation of the transfer station will be disposed of in a manner that will not cause surface water or groundwater pollution. The Stationary Compactor area has (2) inlets connected to an 8” pipe that drains into a 2500 gallon holding tank. The Collection Pad has a collection trough that empties into an inlet that drains into a 1250-gallon holding tank. Both tanks are emptied on an as-needed basis by vacuum truck and the contents taken to a NMDEQ approved facility for disposal. The facilities existing septic system will remain in place to serve the needs of the existing office building. The operator will not discharge contaminated water without specific written authorization.

**STORAGE REQUIREMENTS**

Transfer bins will be filled and dispatched to a approved landfill. In no event will the solid waste be stored in the box at the transfer station longer than 72 hours. At no time will more than 120 tons?? of waste be stored at this facility.

All solid waste will be stored in such a manner that it does not constitute a fire, safety, or health hazard or provide food or harborage for animals and vectors and shall be contained or bundled so as not to result in litter.

It shall be the responsibility of the occupant of a residence or the owner or manager of an establishment to maintain and properly use the waste containers provided by administration and in sufficient numbers, to contain all solid waste that the residence or establishment generates in the period between collections.

An on-site storage area for source-separated or recyclable materials should be provided that is separate from a transfer station or process area. Control of odors, vectors, and windblown waste from the storage area shall be maintained.

For the process area of transfer stations that recover material from solid waste that contains putrescibles and for liquid waste processing units, processed and unprocessed waste and recycled materials shall be stored in an enclosed building, vessel, or container.

**APPROVED CONTAINERS**

The Tribe Landfill or Transfer Station is equipped with transfer bins. When a bin is full, they are covered and loaded onto transport trucks and driven to a approved landfill. All solid waste containing food waste will be stored in covered or closed containers that are leak proof, durable and designed for safe handling and easy cleaning. The containers must be maintained in a clean condition so that they do not constitute a nuisance and to retard the harborage, feeding, and propagation of vectors. The mechanically handled containers are designed to prevent spillage or leakage during storage, handling, and transport.

**REQUIREMENTS FOR STATIONARY COMPACTOR**

The Tribe Landfill or Transfer Station is equipped with a Stationary Compactor and a Collection Pad. The Stationary Compactor is located across from the operators shack on the NW side of the transfer station. The compactor pad is 133 feet long by 15 feet wide. The Stationary Compactor site is covered by a metal roof spanning the entire length and width of the compactor pad. The Tribe Landfill or Transfer Station is managed in such a manner that the Stationary Compactor is maintained and cleaned to prevent spillage, odors, and vectors.

**RECORD KEEPING AND REPORTING**

* A copy of the permit/registration, the approved application, site-operating plan, and any other related document will be maintained at the Tribe landfill or Transfer Station office and at the Tribe Permitting Office.
* An as-built set of construction plans and specifications will also be maintained at both locations. These plans and specifications will be furnished upon request to Tribal/and Federal representatives and made available for inspection by both representatives and other interested parties. These plans and documents are part of the facility operating record.
* The Tribe Landfill or Transfer Station staff shall record, keep, and store all records and information required under this rule at the transfer station offices and at the Tribe Permitting Office and will be made available upon request from Tribal and Federal authorities.
* A duly authorized representative of the Tribe Landfill or Transfer Station or of the Tribe Permitting Office will sign all Reports that are applicable to be submitted to Tribal and/or Federal regulators.
* Tribe neither owns nor operates a landfill or Transfer Station
* Tribe will retain all information for the facility as required.
* Tribe will follow all schedules or alternative schedules concerning record keeping and notification requirements set by the Management.

**OPERATING RECORD**

* The information listed will be recorded and retained in the operating record:
* All location-restriction demonstrations
* Inspection records and training procedures
* Closure plans and any monitoring, testing, or analytical data relating to closure requirements.
* All cost estimates and financial assurance documentation relating to financial assurance for closure.
* Copies of all correspondence and responses relating to the operation of the facility, modifications to the permit/registration, approvals, and other matters pertaining to technical assistance
* Any other document(s) as specified by the approved permit/registration or by the Tribal/Utility/Federal Authority.
* Trip Tickets, Manifests, Shipping Documents, etc.
* Alternative schedules and notification requirements if applicable.
* Inspection records and training procedures relating to fire prevention and facility safety.
* Access control breach and repair notices.
* Waste unloading/prohibited waste discovery.
* Record of alternative operating hours.

**FIRE PROTECTION PLAN**

In the event of a fire, the facility supervisor will immediately call emergency services. In addition, if it can be safely accomplished, the facility supervisor will attempt to extinguish the fire with a hand-held fire extinguisher provided at the site.

All employees of the Laguna Transfer Station will be trained to observe incoming loads in the transport vehicles to ascertain that there is no fire in the load while performing an inspection. If a fire is observed, the vehicle will unload on a designated area of paved ground, or crushed rock driveway. The staff at the Laguna Transfer Station is trained to look for signs of fire for potential fire hazards on site and from incoming loads.

Waste moving equipment is inspected several times each day and cleaned as often as necessary by hand or by high pressure washing to decrease fire potential.

The Tribe Landfill or Transfer Station is a smoke free facility.

*Procedures in The Event of a Fire:*

* Transfer Station staff will call 911.
* Alert other transfer station personnel
* Assess the extent of the fire, the possibilities for the fire to spread, and any alternatives for extinguishing the fire.
* If it appears that the fire can be safely fought with an available fire extinguisher until the arrival of the Fire Department, attempt to contain or control the fire. Under no circumstances, will the landfill or transfer station personnel place themselves or anyone assisting in danger of being injured.
* Do not attempt to fight fire alone.
* Do not attempt to fight the fire without adequate personal protective equipment (PPE). Be familiar with the use and limitations of firefighting equipment available onsite.

*Fire Fighting Methods*

All transfer station employees have been trained on the fire-fighting methods.

*Fire Equipment*

* There are no fire hydrants or fire lines at the transfer station, other than the water lines for wash water use supplied by a pressurized well located on site.
* Dry chemical fire extinguishers are stationed at the compactor, the collection pad and the transfer station office.
* The transfer station will be equipped with fire extinguishers of a type, size and number as recommended by the local fire department.
* The transfer station office has a landline telephone used to contact emergency services and personnel with.

*Fire Protection Training*

* New transfer station employees will receive training when hired. They will be given instruction on fire-fighting techniques and given safety precautions to ensure their well-being.
* Annual training in firefighting techniques, fire prevention, response and the fire protection aspects of this Site Operating Plan will be provided for each transfer station employee and will be conducted by the local fire department or other established professionals as selected.
* All transfer station personnel will be familiar with the use and limitations of firefighting equipment available on-site.
* Records of training will be included in the operating record.

Proper agency notification After any fire that is related to waste management activities and that cannot be extinguished within 10 minutes.

A written description of the cause, the extent of the fire and the results of the fire response will be mailed to the appropriate officials which will include as much information as possible concerning the fire and all efforts to extinguish the fire. This will be sent as soon as possible, but within fourteen (14) days of the fire.

In the event of a significant fire, the transfer station staff and local fire department or other established professional as selected will examine the fire control prevention and fire control procedures for accuracy to see if modifications may be required.

**ACCESS CONTROL**

*Facility Security*

The Tribe Landfill or Transfer Station is fully fenced with (1) one access control gate. The entrance gate is locked whenever the transfer station is not open to the public.

Facility Access Roads All roads within the transfer station must alleviate the tracking of mud and dust onto the public access roads. There are no disruptions to traffic flow and parking; unloading areas have hard-packed soil, unpaved surfaces that the transfer station staff and Tribal roads/maintenance? maintain.

*Access to Facility*

Access to the transfer station is controlled partially by a description example: fencing (6’) six-foot fencing along the north side of the access road, and elsewhere by a (4) four foot barbed wire fence and a (10) ten-foot cross wire fence.

The entrance gate is always secured while the station is closed. During posted business hours, a full-time transfer station operator is on duty.

**UNLOADING OF WASTE**

The unloading of solid waste at the transfer station is restricted to a small, confined area as possible. All incoming loads of waste are inspected and will be monitored by the transfer station supervisor and/or designated personnel.

Appropriate signs are posted to indicate where vehicles are to unload. The transfer station supervisor and/or designated personnel is not required to accept any solid waste that he or she determines will cause or may cause problems in maintaining full and continuous compliance with Administration/Tribal Code requirements.

The unloading of waste in unauthorized areas of the facility is prohibited. Any waste deposited in an unauthorized area will be removed immediately and disposed of properly.

The unloading of prohibited waste at the transfer station will not be allowed. Transfer Station employees will take the necessary steps to ensure compliance. The transfer station supervisor and/or designated personnel have the authority and responsibility to reject unauthorized loads and have the unauthorized material removed by transporter. In the event the unauthorized waste is not discovered until after the delivery vehicle is gone, the waste will be segregated and controlled as necessary. The transfer station supervisor and/or designated personnel will make an effort to identify the transporter that deposited the prohibited waste and have them return to the facility and properly dispose of the waste. If identification is not possible, the transfer station supervisor and/or designated personnel will notify management and/Tribal authority and seek guidance on how to remove and dispose of the waste as soon as possible. A record of unauthorized material removal is maintained in the operating record.

**SPILL PREVENTION AND CONTROL**

The transfer station Compactor Pad and Collection Pad are both designed to control and contain spills and contaminated water from leaving the facility.

The Compactor Pad does not have a drainage design. A draining trench has been dug to divert the standing water near the compactor. A drainage system will be addressed in future planning and corrected as funding allows. Currently, the pad collects minimal standing water, typically after rainfall. The Transfer Station will educate their customers not to dispose of liquids which may be hazardous or toxic.

**Description of an adequate drainage system:** 133 ft. long by 15 ft. wide and has (2) two 12” x 24” inlets connected to an 8” pipe draining to a 2,500-gallon holding tank. The Collection Pad is 110 ft. long by 14 ft. wide and has a collection trough? that empties into an inlet that drains into a 1,250-gallon holding tank. Containment drainage controls are adequate for the 25-year, 24-hour storm event. Both container pads are constructed at an elevation that surface runoff cannot enter them. The transfer station will not receive waste that contains free liquids except for incidental liquids produced during compaction that drain into the floor drain.

**EMPLOYEE/PUBLIC OPERATING HOURS**

The Tribe Landfill or Transfer Station is authorized to accept waste and operate during the periods indicated in the following sections:

Public Waste Acceptance Hours (Hours Open to Accept Public Waste) – The transfer station currently operates and accepts public waste Monday through Friday 8:00 am-4:30 pm.

Heavy equipment operation and transporting of materials on or off site will be conducted during public waste acceptance hours. No heavy equipment will be operated between the hours of 9:00 pm and 5:00am???. Actual Public Waste Acceptance Hours may differ and will be posted on a sign at the entrance to the facility; this includes any Holiday Hours.

Employee Operating Hours (Hours Transfer Station Employees Present) – Normal hours of employee operation will be from (9:00 am – 5:30 pm??, Monday through Friday.

Actual Employee Operating Hours may differ and will be posted on a sign at the entrance to the facility; this includes any Holiday Hours.

Alternative Operating Hours - When warranted such as in the event of a disaster, major weather event, or other emergencies that could result in the disruption of waste management services in the area, the facility supervisor will contact management for additional operating hours in the event of a natural disaster or other emergencies. The transfer station will document and record any and all hours, dates and times when alternative operating hours are utilized.

In addition to the Public Waste Acceptance Hours, Employee Operating Hours and other non-waste management activities including administrative and maintenance activities may occur twenty-four hours per day, seven days per week.

**FACILITY SIGNS**

A conspicuous sign measuring a minimum of four feet by four feet (4’x4’) with letters that are a minimum of three (3”) inches high, and states the following:

* Name of Facility
* Authorization of with Permit/Registration Number Listed
* Public Waste Acceptance Hours (8:00am – 430pm Monday-Friday)
* Employee Operating Hours (9:00am – 5:30pm??Monday-Friday)
* The transfer station is a non-smoking facility.
* No Smoking signs are posted at the public entrance gate.
* All signs are visible at the public entrance of the landfill transfer station.

**WINDBLOWN MATERIAL & LITTER**

The Tribe Landfill or Transfer Station will collect windblown material at least once per day on the perimeter, entrance routes, and access routes. In the event of high winds, the Tribe Detention Center trustees, volunteers, paid staff??? will be utilized to collect windblown debris as often as necessary to open transportation routes and to minimize unhealthy, unsafe, or unsightly conditions.

The Landfill or Transfer Station is protected from windblown litter by a 6-foot-high chain link fence. Portable fencing is not necessary.

Landfill or Transfer Station employees at least once daily will collect windblown waste that is scattered throughout the facility. Chain link fencing that is installed around the operating area and along the access road, keeps windblown litter to a minimum.

**MATERIALS ALONG THE ROUTE TO THE FACILITY**

The Tribe Landfill or Transfer Station will take the following steps to encourage that vehicles hauling waste to the transfer station effectively secure their loads to prevent the escape of any part of the load by blowing or spilling:

A sign is posted at the facility to encourage haulers to utilize vehicles that are enclosed or are provided with a tarpaulin, net, or other means to effectively secure the load. A surcharge can be levied against those who do not follow these guidelines.

Offenders will be reported to the appropriate Authorities.

On days when the transfer station is in operation, transfer station personnel will be responsible for daily cleanup of waste materials spilled along and within the right-of-way of the public access roads serving the transfer station for a distance of two miles in either direction from the entrance of the facility.

**FACILITY ACCESS ROADS**

The transfer station can be reached by traveling, from: Description how to get to landfill or transfer station.

Access Roadway - All public roads leading to the Tribe Landfill or Transfer Station and all roads within the transfer station are all weather asphalt roads. Is road from turn off dirt road??Wet weather will affect the serviceability of the roadways to the facility and there may be chance of mud or debris being tracked onto public roads.

Dust Control – All access roads to and within the landfill or Transfer Station are asphalted and as such, dust will not become a nuisance to the surrounding area. Is road from turn off dirt road??

Maintenance – The access roadway is a County Road and is maintained by the Tribe (BIA Roads?)

**NOISE POLLUTION AND VISUAL SCREENING**

The Landfill or Transfer Station is located in a rural location outside the residential areas of the Pueblo of Laguna. The operating areas and transport unit storage areas are enclosed on (3) sides and fencing. The closest residential location is approximately ??? from the landfill or Transfer Station property line. The amount of noise generated is very small and there are no adverse visual impacts due the enclosures of the operating areas and fencing. Noise pollution should not be a problem.

**OVERLOADING & BREAKDOWN**

The Tribe Landfill or Transfer Station will not exceed the design capacity of the transfer station. All incoming solid waste is processed in a manner that eliminates odors, insects and vectors.

In the event of some type of overload, additional waste will not be permitted until adverse conditions are abated.

The Tribe Landfill or Transfer Station will not process or store grease, grit or septic waste. The Tribe Landfill or Transfer Station does not have a mobile liquid waste processing facility.

If a significant work stoppage should occur at the Transfer Station due to a mechanical breakdown or other causes, the Transfer Station will restrict the receiving of solid waste. Under these circumstances, incoming solid waste will be diverted to an approved backup storage, processing, or disposal facility.

If the work stoppage is anticipated to last long enough to create objectionable odors, insect breeding, or harborage of vectors, steps will be taken to remove the accumulated solid waste from the facility to an approved backup storage, processing or disposal facility within 72 hours.

**SANITATION**

The Landfill or Transfer Station will comply with all rules in this section concerning daily sweeping and weekly washing of all working surfaces that are exposed to wastes. Tribe Landfill or Transfer Station staff will not allow wash water to accumulate. All wash water will be collected into floor drains that are constructed at both the Compactor Station and the Collection Station. Both pads should be/are constructed of concrete and sloped to drain into floor drains, which empty into wash water holding tanks. The wastewater in these tanks will then be transported by vacuum truck to an NMDEQ authorized facility for disposal.

**VENTILATION AND AIR POLLUTION CONTROL**

The Landfill or transfer does or does not cause or contribute to air pollution. The landfill or Transfer Station utilizes a buffer zone for odor control. All solid waste is stored in odor-retaining containers and vessels. All working surfaces and waste processing equipment at the facility are cleaned and maintained regularly so as to prevent nuisance odors.

Any ponded water at the facility shall be controlled to avoid it becoming a nuisance. If nuisance odors are found to be passing the facility boundary, the supervisor may suspend operations until the nuisance is abated or immediately take action to abate the nuisance.

Reporting of emissions events shall be made in accordance with Tribal codes (pertaining to Emissions Event Reporting and Record Keeping Requirements) and Tribal/and or Utility codes (relating to Scheduled Maintenance, Start-Up, and Shutdown Reporting and Record-keeping Requirements). The Compactor Pad and the Collection Station are covered on (3) sides; they are not completely enclosed by any structure thus allowing for the free circulation of air and ventilation for odor control and employee safety.

**HEALTH & SAFETY**

The Transfer Station personnel will be trained in the appropriate sections of the facility’s health and safety plan.

**EMPLOYEE SANITATION FACILITIES**

The Transfer Station has an operator’s shack on site and contains potable water and sanitary sewer facilities. Sanitary hand-washing facilities are available for all employees. Restroom facilities are furnished for the employees at the transfer station.

**EQUIPMENT & VEHICLE USE**

1. Equipment and vehicles shall be inspected before use to observe, correct, and report any mechanical or operational problems.

2. Equipment and vehicles shall be operated safely adhering to all Tribal, ADMINISTRATIVE, Federal Standards and manufacturer safety standards. Risk reduction is a priority.

3. Staff shall report any accident, mishap or incident while using equipment or vehicle. When applicable, a report shall be done using the Workers’ Compensation form(s).

4. Equipment and vehicles shall be used for Solid Waste Department work only.

5. Last operator using a piece of equipment or vehicle shall notify Manager/Supervisor of fuel levels.

6. Staff shall ensure equipment and vehicles are properly shutdown and secured at the end of the working day.

7. Only authorized personnel shall use Transfer Station equipment or vehicles. Authorization shall come from the Board of Selectmen, Station Manager, or the Lead Attendant.

8. If needed, staff shall be trained on the operation of a piece of equipment or vehicle. Training may be done in-house or by vendor.

**EQUIPMENT & VEHICLE MAINTENANCE**

1. Routine minor equipment and vehicle maintenance shall be performed by Station staff, i.e., filters cleaned, oil filled, lubrication, and other related maintenance.

2. Staff shall report any problems associated with a piece of equipment or vehicle to their immediate supervisor.

3. Staff shall assist with maintenance logs or reports.

4. Staff shall assist with scheduling maintenance or service of equipment or vehicles.

5. If necessary, staff shall assist each other with maintenance projects.

6. Staff shall know the location of maintenance manuals, tools, parts, or any other related maintenance items.

7. Staff shall inventory equipment / vehicle parts and supplies, to ensure there is a sufficient stock of said parts and supplies or recommend an order.

8. Department Manager shall be responsible for maintenance logs and reports.

9. Department Manager shall be responsible for the maintenance and service scheduling for equipment and vehicles.

10. Department Manager shall be responsible for the ordering of parts and other related maintenance items, per the Purchase Policy.