

Town of Lamoine
Transfer Station Operations Manual
(Updated August 1, 2013)

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1. INTRODUCTION

The Lamoine Transfer Station is located in the Town of Lamoine on Route 184, approximately ¼ mile north of the intersection with Shore Road. The facility handles the residential waste streams of Lamoine by individual drop-off. Facilities for the segregation of recyclable wastes by residents are provided.

To ensure safe, clean, and efficient operation of the facility, this Operations Manual presents the policies and procedures which must be followed by the facility personnel and users.

2. PERSONNEL

2.1 Owner

The facility is owned by and licensed to the Town of Lamoine. Final authority and control of the facility is placed with the Board of Selectmen. The Owner is responsible for all contracts concerning the facility, including construction, technical services, waste hauling, and waste disposal. The Owner shall also retain a qualified facility attendant, and provide necessary supervision for that attendant. As the authority handling all contracts, the Owner is also responsible for record keeping.

2.2 Attendant/Transfer Station Manager

The Attendant Manager is responsible for the day-to-day operation of the facility in accordance with the provisions of this manual. The Attendant's /Manager's responsibilities include:

- Coordinate traffic movement through the facility.
- Oversee the unloading of waste, ensuring that wastes are placed in the proper dumpsters, barrels, bins, or storage areas.
- Ensure the safety of the public
- Maintain the cleanliness of facilities and surroundings
- Prevent fires
- Coordinate trucking with the town's Administrative Assistant
- Maintain the facilities.

3. OPERATIONS

3.1 Access to Facilities

3.1.1. Access to the facility shall be controlled so that the public is not exposed to potential health and safety hazards at the site. The entrance will be gated. The gate may be open only when the Attendant is on duty, and will be closed and locked at all other times.

3.1.2. The Owner shall maintain in good repair access roads at the facility site. Such access roads shall be so designed and constructed that traffic will enter an exit the site safely, flow smoothly, and will not be interrupted by inclement weather.

3.1.3. The Owner will prominently post the hours of operation and other limitations and conditions of access at the entrance to the facility.

3.2 **Waste Handling**

3.2.1. Prohibited Waste

The facility will not accept the following wastes:

- Hazardous waste as defined in 38 MRSA § 1303(5). Normal household generated wastes are not included in this category.
- Special wastes, including shellfish processing wastes.
- Liquid Wastes.
- Septage sludge.
- Animal wastes, carcasses, or other pathological wastes.
- Automobiles or vehicle bodies or bulky parts from same.
- Brush or wood wastes.
- Construction and demolition debris
- Universal Wastes, with the exception of fluorescent light bulbs

3.2.2. General Refuse/Municipal Solid Waste (MSW). MSW will be deposited in the dumpsters in the transfer station building as directed by the attendant or appropriate signs. MSW which spills to the ground is the responsibility of the individual dumping the MSW and shall be cleaned up by the individual.

3.2.3. White Goods/Metals. White goods and metals are not accepted at the Lamoine Transfer Station and may be disposed of in the same manner and at the same facility as outlined in section 3.2.7 (Construction & Demolition Debris)

3.2.4. Tires. Vehicle tires up to 20" rim size removed from rims will be commingled with MSW in dumpsters (1 tire per dumpster) for hauled disposal. Tires with rim size greater than 20" will be referred to licensed tire disposal sites such as Harmon Tire or Complete Tire in Ellsworth. No tires on rims shall be accepted.

3.2.5. Recyclables. Recyclable materials will be segregated from MSW by the individual generators. Recyclables will be placed in barrels or bins as designated in the recyclables buildings and containers for removal to a contracted recycling company.

The facility may collect:

- Glass (clear, green, brown)
- Steel cans
- Aluminum
- Plastics (HDPE, PETE)
- Newsprint
- Corrugated cardboard

- Mixed Paper products
- 3.2.6. Reusables. Materials in good enough condition to be reused will be placed in the Swap Shop. Examples of reusable goods include magazines, toys, appliances and miscellaneous household items.
- 3.2.7. Construction/Demolition Debris. Construction and demolition debris will not be accepted at the site. Such material may be disposed of, at the cost of the disposer or transporter, at Ellsworth Demo Disposal on the Vittum Road in Ellsworth. A permit from the Town of Lamoine is NOT required to do so. As an alternative, persons with such debris may use the EMR facility in Southwest Harbor and be billed directly for disposal.
- 3.2.8. Brush and Clean Woodwaste. Brush and clean woodwaste will not be accepted at the site. Truckload quantities of brush and clean woodwaste will be directed to haul directly to a licensed facility with the same billing arrangements as outlined in 3.2.7. Lamoine encourages the beneficial reuse of woodwastes as chipped landscape material, compost additive or biomass fuel.
- 3.2.9. Hot Loads. Any wastes delivered to the site burning or smoldering will be placed in the designated hot loads area. Hot loads will be extinguished immediately upon dumping or spread in a thin layer in order to cool. The material will be cleaned up and disposed appropriately when it is cooled. The Lamoine Fire Department is to be called immediately upon receipt of a hot load.
- 3.2.10. Fluorescent Light Bulbs – The town collects fluorescent light tubes and CFL bulbs in a state sponsored takeback program. The collection area is the first recycling garage that also houses returnable bottles. When a collection container is full, the attendant shall notify the Administrative Assistant who shall make pickup arrangements with the program contractor.
- 3.2.11. Returnables – The town will provide a collection area in the first recycling garage for returnable containers. Monthly, the containers are collected by a contracted redemption center who shall reimburse the town for said containers, less an agreed upon processing fee. The Selectmen assign the proceeds each month to a qualifying local organization.

3.3. Facility Cleanliness

- 3.3.1 Litter Control. The Attendant will supervise unloading of wastes to ensure that refuse is placed in the dumpsters to prevent blowing litter. The Attendant will pick up litter at the facility grounds and entrance each week.
- 3.3.2 Dry Chemical Cleanup. Cleanup of waste handling areas will be by dry chemical cleanup; water washdown is prohibited as no washdown water collection system is provided. Any dripping or leaking wastes will be cleaned up by dry absorbent materials which will be disposed with MSW. Kitty litter and petroleum absorbent pads will be stored at the site for use in cleanup.
- 3.3.3 Dust Control. If necessary, dust from the gravel traffic surfaces will be controlled by application of calcium chloride or light sprinkling with water, to be contracted by the Owner if needed. Oil and excessive watering will not be used for dust control.
- 3.3.4 Odor Control. Excessive odors from the site will be minimized by limiting the duration of waste storage at the site by hauling MSW at the end of each week's operation. When not in use, dumpsters will be kept covered.
- 3.3.5 Vector Control. Vectors are considered to be any insect, bird, rodent, or other organisms that are capable of transmitting or carrying germs and disease. The Attendant will prevent vector problems by keeping all dumpsters closed when not in use, and coordinating the weekly removal of all MSW for disposal.

3.4 Safety

- 3.4.1 First Aid. The Attendant shall have and maintain adequate first aid supplies at the facility site during operating hours and when facility personnel are present.
- 3.4.2 Communication. A means of communication shall be provided at the site for emergency purposes. A municipally owned cellular phone shall be in the possession of the attendant while the facility is open.
- 3.4.3 Accident Prevention. The Attendant will oversee use of the site to prevent accidents. Scavenging of wastes by the public will be prohibited. All white goods which have air tight doors such as refrigerators and freezers must have the doors removed when delivered to the site. Traffic patterns will be directed to prevent congestion and interference. Loitering at the

site by the public will not be permitted. All persons will be cleared from the area when trucks are emptying dumpsters.

3.4.4 Fire Protection. The Attendant shall prevent and control fires at the facility by complying with at least the following:

- Arrangements will be made with the Lamoine Fire Department to provide emergency service whenever called. To Report a fire: 667-2327. Fire Station: 667-2623
- Sufficient on-site equipment such as detachable fire extinguishers maintained in working order will be provided on-site for minor fires.
- Hot loads will be directed to the designated area and handled accordingly to prevent fire in the MSW dumpsters and building.

3.5 Operational Records

The owner will maintain records of operations as necessary to comply with Department of Environmental Protection and Maine Waste Management Agency regulations. At a minimum, waste quantities will be recorded from tipping fees or receipts at disposal and recycling facilities. Equipment and personnel utilized, and any deviations made from the approved operating plan will also be recorded. Information from the compiled records will be used as a source for the annual report to the State of Maine, to be prepared by the Administrative Assistant.

4. HAZARDOUS & SPECIAL WASTES EXCLUSION PLAN

4.1. Personnel Training

The Attendant is designated as the “Facility Safety Officer”.

Annually, the Facility Safety Officer will coordinate with the Lamoine fire chief or designee to have the Attendant and the fire department staff receive approved training on:

- Hazard Recognition and Identification Training as discussed in 29 C.F.P. 1910-120;
- Appropriate notification procedures; and
- Appropriate handling procedures.

4.2 Wastes Exclusion

Hazardous wastes and special wastes shall not be accepted at the facility site. To ensure this, the Attendant shall visually check all waste being deposited at the facility. Except those smaller than one gallon, no closed bottles, jars, cans or drums shall be accepted at the site.

The type of container and origin of the waste can help identify hazardous wastes and materials. Households are allowed to deposit normal household quantities of many

wastes with their general refuse. However, larger quantities such as wastes being generated from commercial and industrial establishments shall not be accepted at the site. The following list provides guidance for the identification of these materials, and precautions to be taken should they be encountered.

Asbestos is generally hard, friable insulation material, but can take other forms. Treat as special waste; avoid inhalation of particles

Bio-Hazard Materials may be Red Bag waste from hospitals, laboratories, clinics, nursing homes and occasionally doctor's offices. They include blood, body parts, disposable instruments, linens and other soiled items. Avoid contact; treat as hazardous waste.

Bottom Ash and Fly Ash are generally ash-like substances ranging from powder to almost granular, and are generated by power production and some heavy industrial operations. Avoid skin contact and inhalation of dust; treat as hazardous waste.

Calcium Hypochlorite is used for the disinfection of swimming pools but is reactive when wet, and can create a toxic cloud. Treat as hazardous waste; avoid wetting; if wet, evacuate area.

Electrical Capacitors and Transformers may have been removed from white goods and other electrical equipment by individuals, scrap metal firms, or firms which work on appliances or motors. Avoid skin contact; treat as hazardous waste.

Industrial Chemicals are generally liquids found in 5 gallon or larger pails or drums of either plastic or steel. Occasionally, lined cardboard barrels are used. They include some solids, often in the form of flakes or granular material, which can cause excessive corrosion or be reactive with liquids. Solids may be found loose or in any form or container. Avoid skin contact and inhalation of vapors or particulates; treat as hazardous waste.

Industrial Sludges and Still Bottoms are generally viscous materials which may be either oily, plastic, or organic in appearance. Avoid skin contact; treat as hazardous waste.

Laboratory Chemicals are usually found in smaller glass or plastic bottles of 1 pint to 1 gallon. Can be severe irritants, highly toxic or explosive. Avoid skin contact; do not open or jar containers; treat as hazardous waste.

Lead Acid Batteries include automobile and vehicle batteries. Avoid skin contact; remove intact batteries for junk scrap; treat broken ones as hazardous waste.

Oil Base Paints, Paint Thinners and Solvents originate from building construction and remodeling, and industrial operations. Containers are plastic or metal from 1 to 5 gallons. Avoid skin contact and inhalation of volatile solvents; treat as hazardous waste.

Sand Blast Grit is generally fine sand or garnet mixed with paint, brick and/or masonry chips. Avoid inhalation of dust; treat as special waste.

Universal Wastes, i.e. waste potentially containing mercury content, including but not limited to computer monitors, and batteries.

Waste Oil includes used motor oils, hydraulic fluid, and other lubricating oils from individuals, farm operations, and vehicle and heavy equipment repair firms. It will usually be found in 1 to 5 gallon plastic containers. Avoid skin contact; treat as waste oil.

4.3 Identification --When unknown material is found at the site, the Attendant shall attempt to identify the material to determine whether it is acceptable solid waste, special waste, or hazardous waste.

4.3.1 While keeping a safe distance up-wind from the container or material, the Attendant shall:

- Look for any container labeling.
- Determine the physical state of the material (solid, liquid or gas).
- Determine the container size.
- Determine the type of container (steel drum, plastic, or glass).

4.3.2 If the material is determined to be hazardous, the Attendant shall:

- Evacuate and secure the site.
- Determine if there is any release of the material to the soil, water or air.
- Determine if any release found has been confined or is on-going.

4.4 Notification

4.4.1 When hazardous waste or hazardous material is found left at the site and the container is not damaged or leaking, the Attendant shall:

- Notify: Lamoine Fire Department

911

(207) 667-2623 (*Fire Station – not manned*)

Maine Department of Environmental Protection

Bureau of Hazardous Material and Solid Waste Control: (207)
941-4570

Monday through Friday 8 a.m. – 5 p.m.

- Request that the Fire Department respond and assist in relocating the material.

- 4.4.2. When hazardous waste or hazardous material is found left at the site and there is the potential for impacts to human health or the environment from leakage, the Attendant shall:
- Notify the agencies listed under Section 4.4.1 above.
 - Also notify:
D.E.P. Emergency Oil and Hazardous Material Spills 1-800-482-0777
National Response Center 1-800-424-8802
Maine State Police 1-800-452-4664
- 4.4.3 When special waste is found left at the site, notify the Administrative Assistant to arrange for removal. The Administrative Assistant shall notify the Maine Department of Environmental Protection solid waste staff person in Bangor at 941-4570.
- 4.4.4 In the case of question as to identity, notify the Lamoine Fire Department and D.E.P. Bureau of Hazardous Material and Solid Waste Control, listed under 4.4.1., for assistance in identification.

4.5 Clean-up/Decontamination

- 4.5.1. Only trained personnel shall handle hazardous substances. Such training shall follow the guidelines of 29 C.F.R., Part 1910.120.
- 4.5.2. Appropriate safety equipment consisting of disposable tyvek coveralls, hoods, boot covers, corrosive proof gloves, goggles, and air-purifying respirator shall be provided by responding, trained personnel.
- 4.5.3. Special wastes shall be removed from the area in which deposited and transported to a licensed special waste disposal facility.
- 4.5.4. Hazardous waste shall be removed from the area in which it was deposited. The Attendant shall contact appropriately trained outside personnel to contain, clean up, and dispose of the hazardous material.
- 4.5.5. A Hazardous and Special Waste Interim Storage Area, consisting of a covered steel 55 gallon drum located next to the transfer station building, will be provided onsite for the interim storage of such materials until appropriate removal is arranged. 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 site be removed from the site directly, without placement and storage in the Interim Storage area.
- 4.5.6. Hazardous materials warning placards will be placed on containers of hazardous waste by responding, trained personnel.

4.5.7. All contaminated clothing and disposable products will be disposed with the hazardous or special wastes.

4.6 Exposure Conditions/Potential Hazards.

Quantities of hazardous or special waste expected to be encountered will be relatively small with liquids occurring in 55 gallon or smaller containers. Wastes in solid form will most likely be contained in corrugated boxes, metal or lined cardboard barrels, plastic containers, or trash bags. Asbestos, grits, sludge and ash are likely to be loose and deposited with MSW.

Wastes can be expected to be dumped into the dumpsters or placed at the white goods area. Actual exposure of the public or facility personnel is expected to be minimal if wastes are placed in the dumpsters. The most serious exposures would be leaking liquids. They could threaten ground water if undetected or cause exposure to vapors. Dusts from asbestos or powdery wastes could also cause respiratory intake.

Safety measures include isolating the area and wearing appropriate safety clothing.

4.7 Sampling/Detection

If sampling and further detection of hazardous or special waste is required, then a qualified hazardous waste handling firm or a reliable solid waste (for special waste) contractor will be used.

4.8. Emergency Information

4.8.1. The Attendant will have the following telephone numbers available at the site to ~~radio~~ **relay** requests for notifications to the dispatchers.

- D.E.P., Bureau of Hazardous Material and Solid Waste Control 941-4570
- D.E.P., Emergency Oil & Hazardous Materials Spills 1-800-482-0777
- National Response Center 1-800-424-8802
- Lamoine Fire Department **911**
- Hancock County Sheriff **911**
- Ambulance **911**
- Maine State Police **911**
- Maine Poison Center 1-800-442-6305

4.8.2. The Maine Coast Memorial Hospital is located at 50 Union Street in Ellsworth, approximately 10 miles northwest of the Lamoine Transfer Station. The most direct route to the hospital is to follow Route 184 to route 1 to Ellsworth and turn right on Main Street, then left on Union Street. The Hospital is on the left.

4.9 Written Reports

A Spill Report shall be filed with the Department of Environmental Protection, Bureau of Oil and Hazardous Material Control within 15 days of any incident involving hazardous waste or material. The report will indicate:

- Date and time of incident

- Location
- Material lost or spilled
- Amount lost or spilled
- Amount recovered
- Cause of the incident
- Corrective action taken
- Clean-up methods used
- Disposition of recovered materials
- List of agencies notified
- Time agency responded on site

REFERENCE EMERGENCY TELEPHONE NUMBERS:

MAINE STATE POLICE = 866-2121 OR 1-800-432-7381

DEPARTMENT OF ENVIRONMENTAL PROTECTION = 941-4570 OR 1-800-482-0777

STATE EMERGENCY MANAGEMENT AGENCY = 287-4080 OR 1-800-452-8735

NATIONAL RESPONSE CENTER = 1-800-424-8802

CHEMTREC = 1-800-424-9300

THIS REPORT IS REQUIRED FOR ANY RELEASE THAT GOES BEYOND THE FACILITY BOUNDARY AND/OR IS A RELEASE OF A REPORTABLE QUANTITY OF A CERCLA HAZARDOUS (717 SUBSTANCES) OR EXTREMELY HAZARDOUS (366 SUBSTANCES) SUBSTANCE. (40 CFR PART 355.40)

5. SITE PLANS

- **SITE PLAN**

6. WASTE DISPOSAL CONTRACTS

The Town of Lamoine Maintains the following contracts for waste disposal:

<i>Company</i>	<i>Service</i>	<i>Expiration</i>
<i>PERC</i>	<i>MSW Incineration</i>	<i>2017</i>
<i>Pine Tree Waste</i>	<i>MSW Transport</i>	<i>June 2016</i>
<i>Pine Tree Waste</i>	<i>Recycling</i>	<i>June 2016</i>
<i>McMullen Landscape & Construction</i>	<i>Snow Removal</i>	<i>May 2016</i>
<i>Maine Resource Recovery Association</i>	<i>Recycling Sales</i>	<i>Ongoing</i>
<i>William Fennelly</i>	<i>Transfer Stn. Manager</i>	<i>Ongoing</i>

Signature and Adoption of Amendments

We, the undersigned Lamoine Board of Selectmen adopt this operations manual effective November 4, 1999. The changes from the original manual are indicated in bold, italic type for any additions or changes in language, and strike-through type for any deletions.

Approved this 21st day of November, 2002 by the Lamoine Board of Selectmen:

Updated this 1st day of August, 2013 by the Board of Selectmen

/s/ Cynthia Donaldson

/s/ S. Josephine Cooper, Chair

/s/ Gary McFarland

/s/ Bernard Johnson

/s/ Nathan Mason