

# Operations Plan

Your guide to transfer station operations on Tribal lands.

## Keep a Schedule

For smooth and safe transfer station operations, establish a regular housekeeping and maintenance schedule. This helps new staff understand the flow of activities, establish data documentation routines, and save costs by integrating regular, preventative maintenance and safety checks.

In small, rural communities on Tribal lands, community drop-off or small-scale transfer stations are often unstaffed. If this describes your facility, your focus may be more on advocating for built-in site design features like signage that make it clear to users what wastes go where and accessible bins that are easy to dump wastes into. Adapt and adjust the procedures and activities in your operations plan to best suit the specific conditions at your facility.

## What's Your Operations Plan?

It's important to establish a plan or checklist of regular activities and maintenance practices. Best practices include signage such as having emergency phone numbers and contacts clearly posted, listing the materials/wastes that are accepted, and identifying alternative disposal locations for common waste types not accepted at your facility.

Consider incorporating the following elements in your transfer station's plan:

### Daily

- Prior to opening the facility to the public for the day, pick up litter and screen and bring in any abandoned waste left at the gate or dumped around the facility. Place the waste items in their designated bins.
- Verify facility signage is posted.
- Ensure all staff have personal protective equipment.
- Help direct customers.
- Make adjustments based on the weather forecast.
  - In windy or wet conditions, cover and secure bins.
  - Postpone transporting loads on icy roads.
  - In hot weather, try to complete outdoor or strenuous activities in the morning, build in more breaks, and ensure that staff has access to plenty of cold drinking water.
- Conduct a facility walkthrough and address any misplaced waste blocking customer access. Remove slip and trip hazards and post signage to warn others of slick surfaces.

- As waste and recyclable containers fill up, compress the contents or replace the bins. Prepare and schedule wastes and materials for shipment, as needed.
- Screen incoming materials for hazardous and prohibited wastes and reject or remove to designated storage area.
- At the end of each day:
  - Close and seal waste and recycling containers.
  - Sweep the facility for litter, vectors, and anything out of place.
  - Keep daily operating records and document any indications of vectors, vandalism, customer complaints, or safety concerns.
  - Secure the facility, including any equipment.

## Weekly

- Hold a tailgate safety session with staff to convey current safety information and reminders.
- Discuss whether staff have seen or noticed indicators of animals (snakes, crows, racoons, bears, etc.) or insects (bees or mosquitos). If so, decide on an action to address the issue.
- Evaluate whether you have adequate staffing to meet projected operational needs, given staff availability; make appropriate changes if necessary.
- Check spill kits, first aid supplies, and available personal protective equipment. Replenish or replace as needed.
- Activate your eyewash station and safety shower to ensure proper operation.
- Perform regular preventative maintenance checks on vehicles and equipment, like checking fuel, oil, lubrication, tire pressure, etc.
- Observe areas for adequate stormwater drainage.
- Inspect hazardous waste secondary containment for leaks from storage containers, as well as any cracks or structural defects.

## Monthly

- Review logs and records. Highlight areas where information is missing, perhaps in maintenance records, landfill tipping receipts, fuel logs, etc.
- Review action items previously raised and check if they have been resolved.
- Conduct a walkthrough of the facility:
  - Check facility fencing and repair any identified holes, breaks, or other damage.
  - Look around the site and nearby areas to record incidents of illegal dumping and assess litter.
  - Identify if weed control is needed.

- Verify that the facility signage is clearly visible and up to date, reflecting current operating hours, rates, and accepted waste types.
- Check for damage to the structural integrity of the facility, including buildings, rails, retaining walls, pavement, lighting, and electrical.
- Review accumulated household hazardous and special wastes like used oil and tires. Arrange for transport if needed.
- Inspect fire extinguishers once a month, checking for fullness, obvious physical damage, corrosion, leakage, or a clogged nozzle. Keep records of the day, month, and year of each inspection and the person who performed the inspection.
- Check and schedule vehicles and equipment for needed maintenance or routine tune-ups.

## Document It

Documenting your operations provides a means to track collected wastes and recycling activities as well as ensure safe and effective operations. Examples include:

- ✓ Daily waste records of incoming and outgoing tonnages/yardage by waste or material types.
- ✓ Equipment manuals, which should be used to create a maintenance schedule for recommended preventative and routine maintenance.
- ✓ Records of unacceptable waste and waste screening activities.
- ✓ Logs of special occurrences from the day.
- ✓ Maintenance records for equipment and vehicles.
- ✓ Safety inspection records.
- ✓ Incident reports.