

# **NORTHEAST KINGDOM WASTE MANAGEMENT DISTRICT**

## **TRANSFER STATION ATTENDANT MANUAL**

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## **FOREWORD**

The purpose of this Attendant Manual is to provide an overview of the duties, responsibilities, and required knowledge necessary to manage solid waste materials in the state of Vermont. Please review all sections of this manual, as well as the enclosed Environmental Fact Sheets and Call2Recycle battery recycling document. Please contact the NEKWMD with any questions.

## **RECYCLING**

The following charts include commonly accepted and encountered materials in the Northeast Kingdom Waste Management District. The first chart references mandatory recyclables banned from landfill disposal, while subsequent charts include all other accepted materials. Every recycling facility in VT must accept, at minimum, the recyclables banned from landfill disposal.

The information contained within the Additional Materials for Recycling or Disposal charts pertains to disposal options at the Lyndonville facility only. It is the town's discretion whether to charge for, or accept similar materials. Check your facility certification to determine what materials you are allowed to accept.

Please keep in mind these lists may change periodically because of changing market conditions, advances in processing technologies, and different uses for the processed materials. We may, from time to time, delete or add materials.

Our goal is to make adjustments that simplify the system, improve collection and processing efficiencies, and maximize the value of the processed materials.

Please make sure when using this manual, you are using the most recent version.

**If you encounter a material not listed in this manual please contact the Waste District office so we may provide information on proper disposition and include the material on our next version of the manual.**

# Mandatory Recyclables Banned from Landfill Disposal under Act 148

(as of July 1, 2015)

Mandatory Recyclable Category	Acceptable	Not Acceptable	Notes
All plastic containers numbers 1 - 4 & food-grade #5*	Soda, water / juice bottles, food trays, soap bottles, milk jugs, including tubs and lids	No bags, motor oil jugs, Styrofoam, screw-top caps, black plastics, vinyl siding, medical equipment, tubing, pipe No containers > 2 gallons.	Look for the # stamped on container  Please rinse containers, remove screw-top caps
Aluminum Cans	Soda and beer cans, aluminum foil and food trays, certain pet food containers	NO TIN No aluminum siding or cookware	A magnet will not stick to aluminum. Rinse all containers and trays
Corrugated Cardboard including Brown Kraft Bags / Boxboard	Wavy or rippled center  Brown paper grocery bags, cereal boxes, doughnut boxes etc.	No wax-coated or cardboard soiled with food waste No ice Cream containers, milk & juice cartons, paper plates or coffee cups	Remove excess tape  Staples are O.K.  Please flatten boxes
Glass	All types of glass bottle and jars	No light bulbs, crystal, Pyrex, porcelain, windows, mirrors	No caps, corks, or lids
Mixed Paper	White & Colored Paper, junk mail, construction paper, wrapping paper, newspapers, magazines, telephone books, catalogs	No foil wrapping paper No carbon paper, plastic padded envelopes, paper plates, paper towels, or napkins No hardcover books (soft-cover are O.K.)	No rubber bands, paper clips, wire binding, or metal All types of paper that do <u>not</u> tear brown are acceptable.
Tin Cans	All tin cans including vegetable and soup cans	NO ALUMINUM No aerosol cans even if empty	A magnet will stick to tin. Labels O.K. Rinse cans

\* Note: only plastics 1&2 are banned from landfill however we collect numbers 1-4 & food-grade #5.

# Additional Materials for Recycling or Disposal

Category	Acceptable	Not Acceptable	Where to take Special Waste	Notes
Aerosol Cans	Household and automotive products, incl. spray paint		If your facility does not accept these – residents can take to HHW event	
Agriculture Film	The film must be all white - no black sided Must be clean	NO netting, baling twine, rocks or mud	Call Lyndon facility for details	Large loads must call ahead and deliver to Lyndon facility
Antifreeze	Ethylene Glycol (usually green) Propylene Glycol (usually purple or pink)		Take to a District HHW event or Lyndon facility, by appointment	See HHW Page 14
Batteries – alkaline, rechargeable, & button	Alkaline, Carbon Zinc, Lithium, Button cell, Nickel Cadmium, Nickel Metal Hydride Nickel Zinc, lithium ion & small lead acid.	Please remove batteries from devices.	If your facility does not accept these – residents can take to Lyndon Facility	Most batteries accepted, call District with questions. Label containers as Universal Waste (see fact sheet)
Books	Soft cover books can go in mixed paper. Hard covers must be separated.	Anything in a 3-ring or spiral binder	If your facility does not accept these – residents can take to Lyndon facility	Large loads of books should go directly to the Lyndon facility
Bubble Wrap Plastic Bags	All #2, #4, #5 can be recycled with bags & film.	Styrofoam, Zip-lock bags	If your facility does not accept these – residents can take to Lyndon facility	Bags must be clean
Bulky Wastes	Sofa, beds, rugs, chairs, painted wood, etc.	See bulky section page 14	Check with your town for dates, time, and fees.	NO Asbestos, tires, scrap metal
Cell phones	Include all cords, batteries, accessories	No cordless phones	In rechargeable battery box	See battery section page 9

<b>Category</b>	<b>Acceptable</b>	<b>Not Acceptable</b>	<b>Where to take Special Waste</b>	<b>Notes</b>
Clothing and Textiles	Wearable clothing and usable textiles	No dirty, wet or moldy clothing	Periodic Drop and Swaps – contact Lyndon facility for details	HOPE in Lyndonville takes small quantities in good condition
Egg Cartons (paper or plastic)	Clean, not ripped Paper cartons with cardboard.  Plastic cartons with plastic containers	No ripped or soiled	Lyndon or local facility	
Electronic Equipment	TV's, computers, computer peripherals, stereo equip, gaming consoles, printers, fax machines	NO microwave ovens, coffee makers, vacuum cleaners, lamps, irons, toasters, popcorn makers	Lyndon or local facility	See E-Waste pg.11
Fluorescent Light Bulbs	4 foot and 8 foot bulbs, circular, U-shaped bulbs and compacts	No incandescent or LED bulbs	Lyndon or local facility	Fluorescent bulbs are banned from disposal. Label container as Universal Waste (see fact sheet)
Freon-Containing Appliances	Refrigerators, freezers, air conditioners, dehumidifiers, water coolers	No humidifiers	Lyndon or local facility	Your facility may charge a fee
Lead-Acid Batteries	Car, tractor, boat, motorcycles, emergency lighting, battery back-ups	Sodium or potassium hydroxide (see HHW, page 14)	Lyndon facility or HHW event	No fee, see storing details
Mercury-Containing products	Thermometers, monometers, thermostats, switches	No liquid or elemental mercury. These are HHW.	See page for further details	No Fee. Label containers as Universal Waste (see fact sheet)

<b>Category</b>	<b>Acceptable</b>	<b>Not Acceptable</b>	<b>Where to take Special Waste</b>	<b>Notes</b>
Other Appliances	Stoves, dishwashers, water heaters, microwave ovens, etc.	No small non-metal items. Discard in regular trash (coffee makers, etc.)	Lyndon or local facility	No fees for scrap metal Fees may apply for non-metal items
Scrap Metal	White goods, iron, copper, aluminum, tin, steel, etc.	No items containing any fluids	Lyndon or local facility	
Tires	Passenger cars, truck and equipment tires	No inner tubes- dispose in regular trash	Lyndon or local facility	FEES APPLY
Used Motor Oil	Crankcase oil, transmission fluid, hydraulic fluid, brake fluid	No oil mixed with gasoline, antifreeze or water. These are HHW	Lyndon or local facility	No fee Make sure container is in good condition
Used Oil Filters	All sizes	No furnace or fuel filters. Furnace filters are trash, fuel filters are HHW	Lyndon or local facility	No fee. Please put in a plastic pail or leak proof container

## **SPECIAL WASTE HANDLING & MANAGEMENT OPERATIONS**

The facility Attendant is responsible for operations during normal operating hours. The duties include:

- opening and closing the facility,
- directing the users of the facility (residents or businesses) to the applicable collection area,
- policing the area with respect to litter and proper sorting,
- checking the incoming material for contamination,
- collecting any fees,
- and implementing the contingency plan in the event of an emergency.

In addition to assisting residents or businesses with proper sorting and disposal, and other necessary operations, Attendants are required to ensure that all containers which require labels (such as the Universal Waste label for Batteries and Fluorescent Bulbs) have the appropriate labels and information. For example, the “Universal Waste” label (pictured below) should always contain the following information:

- Contents of container (batteries, Fluorescent bulbs)
- Collection Start Date
- Town

**UNIVERSAL  
WASTE**

**CONTENTS** \_\_\_\_\_  
\_\_\_\_\_

**ACCUMULATION START DATE** \_\_\_\_\_

**SHIPPER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

All materials, including used motor oil, oil filters, fluorescent bulb, propane tanks, and batteries must only be accepted during normal operating hours. Attendants should be prepared to remove these items from a resident’s vehicle to the storage area, if necessary. After the materials are removed from the resident’s vehicle, the Attendant must take the material to the storage area immediately, and then return container to owner, if applicable.

The NEKWMD will provide all required labels to the Attendant to record necessary information. Universal Waste and Used Oil containers will be removed by the NEKWMD from the facility once full or twelve months after collection start date.

### **PERSONAL PROTECTION EQUIPMENT (PPE)**

In each facility, towns should provide Attendants with access to a personal eyewash station that contains buffered eyewash solution, access to hand washing or hand sanitizing, eye protection, and hand protection (gloves). PPE must be checked and maintained over time. The eyewash must be moved in cold weather to prevent freezing and placed in a heated room.

If available, the following PPE **must be worn at all times** when handling Lead-Acid Batteries, Used Motor Oil, and conducting spill cleanup procedures:

- a) Chemical Resistant Rubber Apron
- b) Green Nitrile Gloves
- c) Splash-Resistant Goggles

If this PPE is not available to the Attendant, the Attendant must call the NEKWMD to notify the District of a spill for proper clean-up.

### **OIL**

Business generated oil and/or amounts greater than 25 gallons are accepted at the Lyndonville Recycling Center in Lyndonville (please have businesses call the District in advance).

**The Attendant reserves the right to refuse oil from any person at any time.**

The Attendant should screen the used motor oil collected for contamination. The following are guidelines to follow:

- **Check all oil carefully.** If the oil is layered, it is likely contaminated by anti-freeze or water. Gasoline or other solvents in the oil will yield a distinctive odor once the container is opened. **If water or other contaminants are mixed with oil, do not add to oil drum. Keep in original container and notify the NEKWMD.** If oil contaminated with water is accepted in the winter, the storage drums will rupture when the water freezes and there will be a large spill of oil. Contaminated motor oil should be managed as HHW (see pg 14).
- The Attendant can pour oil into a “splash” bucket to determine contamination - non-oil substance will pour out first.
- Consistency is another characteristic Attendants can use to determine whether oil is of an acceptable nature. If the oil seems too thin or light in color, there may be a problem.
- **Hydraulic, automatic transmission fluid, and diesel fuel are acceptable, but may alter the oil’s look and consistency.**

If the oil is deemed contaminated following the above guidelines, the Facility may not accept the oil unless they have a separate drum for contaminated oil or oil/water mix. Contaminated oil shall be disposed at a District sponsored Household Hazardous Waste collection event or by appointment at the district office in Lyndonville.

Oil that is brought to the station in a 50-gallon container or larger is required to be tested for contamination. **The Attendant must collect a non-refundable cost of \$35.00 from the customer to pay for this mandatory test. Attendants can also direct residents directly to the Lyndonville Recycling Center.**

Uncontaminated used motor oil must be poured into 55-gallon storage drums that are stored on a containment pallet on-site. **The maximum on-site capacity of used motor oil is 110 gallons (two 55-gallon drums).**

## **USED OIL DRUM MANAGEMENT**

The following requirements are for the proper management of the 55-gallon used oil storage drums. The Attendant is responsible for ensuring drum does not overflow. If any of the below criteria are not met, the Attendant must notify the NEKWMD immediately.

- Containers must always be kept closed, except for adding or removing used oil.
- Containers must be in good condition (no dents, no severe rusting, apparent structural defects, or deterioration).
- Containers must be stored on a spill pallet.
- Containers must not be opened, handled, or stored in such a manner that may cause rupture or a release.
- Containers must be made of or lined with materials that will not react with and are otherwise compatible with used motor oil.
- Containers must be protected from rain or snow and must remain in the containment structure or building at all times.
- Containers must be labeled as “Used Oil” with the label provided by the NEKWMD on the drum. Necessary information to on the label includes:
  - Company (Name of Town)
  - Address of Transfer Station
  - Source (do-it-yourself’ers)
  - Contact (Attendant Name)

## **BATTERIES**

Please review the enclosed “Minimal Terminal Protection Guidelines” provided by Call2Recycle. Collection of batteries must be in container labeled as Universal Waste, and must have the date the container began being filled. Collection should be conducted in the following manner;

1. **Primary (disposable/single use) batteries and rechargeable batteries** can be deposited by residents into the same container. Advise residents, when possible, to place batteries in a bag or tape terminals, especially if over 9-volts or Lithium Primary. This is for both primary and rechargeable batteries.  
Please **Do not** collect batteries containers over 5-gal in size. They are too heavy to handle. Please **Do not** collect in cardboard containers of any kind, unless collecting in Call To Recycle boxes. Regular cardboard boxes will not support the weight.
2. **Lead Acid batteries** must be stored on the leak proof tray provided by the NEKWMD. There is a limit of (50) fifty lead-acid batteries (auto/marine/gel) being stored on site at any one time. **Gel lead acid** batteries can be collected in the same area as car lead acid batteries, but they must be collected on a separate pallet. Must be indoors.

3. **Button cell batteries** should be deposited by residents into a bag or container that can be sealed and is kept separate from other battery types. If possible, collect separately from other disposable/single use and rechargeable batteries.
4. **Silver-oxide batteries** must be stored separate or placed in bag or placed in bag before adding to batteries.
5. **Potassium Hydroxide (KOH) and Sodium Hydroxide (NaOH)** must be stored separate or placed in bag before adding to batteries.

**Caution should be used when dealing with any batteries that are leaking. Place in bag and contact Waste District if you receive damaged batteries.**

## **FLUORESCENT BULBS**

Please review enclosed “Fluorescent & HID Mercury Containing Lamps Environmental Fact Sheet”

### **Intact fluorescent bulbs**

Intact fluorescent bulbs are to be collected from both residents and businesses. Any resident or business can bring up to 10 bulbs per day free of charge. Businesses that have more than 10 bulbs to recycle should be directed to call the NEKWMD to dispose of bulbs. Bulbs must be stored in a cardboard box provided by the NEKWMD. The box must be labeled with a “Universal Waste” sticker provided by the NEKWMD and the following information is required to be written on that sticker:

- Contents: Waste Mercury – Containing Lamps
- Accumulation Start Date: The Date box started to be filled
- Shipper: NEKWMD, 224 Church St. Lyndonville, VT 05851

### **Broken bulbs**

Broken fluorescent bulbs brought by residents and businesses to transfer stations that collect spent fluorescent lamps must be containerized separately and the box or container must be labeled as containing broken lamps.

If a Bulb is Broken During Collection:

- Nitrile Gloves must be worn.
- Use precaution when handling to minimize the creation of dust. Never use a vacuum cleaner to pick up broken glass or dust from a mercury containing light bulb. Use a method that minimizes creation of dust.
- Immediately contain and clean up all release from broken, leaking, or damaged mercury containing lamps.
- The broken bulbs and powder residue must be placed in a 5-gallon bucket with a lid.
- Call NEKWMD to notify them to pick up broken bulbs.

## **AEROSOLS**

Aerosol containers of any kind can be brought to a participating NEKWMD recycling center, or disposed at any HHW event. Attendants must collect aerosol containers in a drum with a lid, and the drum must be located indoors, on stable ground.

## **SCRAP METAL**

Attendants are required to visually screen materials that are added to scrap metal containers. “Special” metal materials need extra attention.

- **Propane gas cylinders** must not be commingled with other scrap metal. These cylinders must be stored separately. Small propane tanks (1-2lbs, usually dark green) can be placed with aerosol cans. Large propane tanks (20 lbs or greater) shall be placed outside. Contact the District office for pick-up.
- **Automotive gas tanks** must be empty when accepted.
  - Sending unit must be removed or tank must be flattened
- **Freon containing appliances** (Fridges, Freezers, AC units, dehumidifiers) must be set aside so the gas may be removed by certified technician prior to processing.
- **Oil tanks** must be empty and have a one foot by one foot hole cut in them.
- **Lawnmowers, weed trimmers, chainsaws, etc.** must have fluids removed prior to placing them into collection containers

## **E-WASTE**

Review enclosed “Waste Electronic Devices Environmental Fact Sheet”. Electronic waste collection in the State of Vermont is covered by 10 VSA 166. E-wastes are categorized as either (1) covered or (2) non-covered electronics. **Both categories are banned from landfill disposal.** Transfer stations handle e-waste brought by “covered entities” only. E-waste from other generators is not accepted.

**Covered Entity** is any household, charity, or school district in the State; or a business in the State that employs 10 or fewer individuals.

**Covered electronic waste devices** includes computers, computer monitors, devices containing a cathode ray tube, printers, and televisions. If seven or fewer covered electronic devices are brought to the transfer station at any given time, those devices are presumed to be from a covered entity.

**Non-covered electronic waste devices** include personal electronics such as personal digital assistants and personal music players, electronic game consoles, printers, fax machines, wireless telephones, telephones, answering machines, videocassette recorders, DVD players, digital converter boxes, stereo equipment, and power supply cords (as used to charge electronic devices).

**Facilities shall keep covered e-wastes separate from non-covered e-wastes. If an item is not listed above as either covered or non-covered, it is not part of the e-waste program.** Some common items that are not part of the e-waste program are coffee makers, irons, vacuum cleaners, lamps, and humidifiers. These items should be disposed of as trash unless they are primarily metal and can go into the metal recycling bin.

The Transfer Station must never:

- (1) Dispose of any e-waste device;
- (2) Place any e-waste device for scrap metal recycling;
- (3) Cut permanent cords from e-waste devices; or
- (4) Initiating a shipment of e-waste devices to any location other than the District.

The Transfer Station shall manage its e-waste collection in the following manner:

- (1) Access to the collection location shall be controlled at all times. An attendant shall be present to ensure that electronic devices are appropriately separated, to perform record keeping and to ensure that collection is conducted in accordance with this Procedure during the hours of operation;
- (2) Employees must be trained on the materials that can be accepted at the collection location, materials management standards, labeling requirements, and how to respond to releases from broken or poorly maintained electronic devices;
- (3) The facility shall have a written procedure in place to address releases from electronic devices;
- (4) The facility shall display collection location and data security information provided by the State; and
- (5) The facility shall provide access to inspect the facility, review any records, or conduct any other sampling or auditing to determine the compliance with the requirements of 10 V.S.A. Chapter 166.
- (6) The facility attendant must clearly mark containers, pallets, or packages containing electronic devices. Minimum Labelling requirements:
  - Label Gaylord, pallet, large TV as soon as set up or arrives, NOT on the day of pick-up
  - Use labels provided by State Standard Plan, or clearly marked with the words "electronic waste" or "used electronics"

The Transfer Station must manage electronic devices in a way that prevents releases from any electronic device, or component of an electronic device, to the environment.

- (1) Store electronic devices on an impervious surface within a structure or transportation unit such that the electronic device is protected from precipitation. **Outdoor storage is prohibited** at any time;
- (2) Maintain adequate storage space to accommodate periods of peak deliveries;
- (3) Package electronic devices in a manner adequate to prevent breakage during transportation, storage, and handling. Such packaging must lack evidence of damage that could cause breakage under reasonably foreseeable conditions;
- (4) Clean up broken and damaged electronic devices immediately. All clean-up materials and debris shall be managed in accordance with the guidance.
- (5) Do not accumulate electronic devices for longer than one year from the date the electronic device is delivered to the facility.

## **MERCURY-CONTAINING DEVICES**

The disposal of mercury-containing devices is prohibited in Vermont. Please review the enclosed “Universal Waste Environmental Fact Sheet”.

Mercury-containing devices (excluding bulbs and thermostats) are considered HHW and should be disposed of at district HHW events, or can be brought to district office in Lyndonville by appointment.

Mercury-containing bulbs and thermostats are considered Universal Waste. If your facility accepts these items, collect and store the material with the following guidelines:

- Place these items in an appropriate container: box for bulbs and bag for thermostats
- Label with “Universal Waste” sticker and all necessary information.
- Store items in a safe location and contact the district when containers are full.

If a district resident is interested in receiving a \$5.00 reimbursement for a mercury-containing thermostat, advise that the resident take the thermostat to the Waste District office in Lyndonville or bring it to a local HVAC distributor for reimbursement.

## **FOOD SCRAPS (ORGANIC WASTE)**

In accordance with VT Act 148, all transfer stations that accept residential trash and recycling must also provide food scrap collection. If your town’s facility only accepts recycling, you must provide food scrap collection to residents no later than July 1, 2020.

The NEKWMD assists with this effort by supplying 48-gallon compost totes, sawdust, outreach materials, and signage if available. Contact the district at least 2-weeks in advance if you need any materials.

It is the responsibility of the Attendant to:

- Find an easily-accessible site at the facility, preferably outside, to place 48-gallon totes for food scrap collection.
- Periodically monitor the material being added to the collection to ensure no plastic or other contaminants are not added. Address contaminants as they arise.
- Move the totes to a secure location indoors at the end of every shift.
- Add 4” layer of sawdust to compost tote at the end of each shift to prevent odors, flies and freezing.
- Inform the District when sawdust or other materials are needed.

It is at the town’s discretion to choose if meat, dairy, and bones will be collected with the food scraps. If the material is hauled by the NEKWMD, then these items should be collected with food scraps. The NEKWMD will haul food scrap totes from transfer station facilities that we service on a weekly basis or as frequently as the facility is serviced. If the NEKWMD cannot haul materials from your transfer station on a weekly basis, the town must find a local outlet for the material. Viable options for processing the material include collaborations between the town and local chicken farmers, small-scale composters such as organic farmers, or partnerships with neighboring communities. **Please be aware that Vermont has regulations against using food scraps as swine-feed for pigs.**

## **BULKY WASTE**

Bulky wastes are items that cannot be recycled or placed in a typical 30-gallon trash bag. Bulky items include most furniture, painted and/or treated lumber, plywood, Oriented Strand Board (OSB), mattresses, box springs, carpet, large pieces of sheetrock, roofing shingles, fiberglass shower stalls and bathtubs, coolers, and large plastic kids' toys. This list is not all-inclusive.

The key to determining what constitutes a bulky waste is they are non-hazardous, non-metal, and do not fit into a 30-gallon bag. Shingles are included as a bulky item because, although they can be placed in a bag, the bag would be too heavy to lift if more than a few shingles were placed in each bag. Conversely, fiberglass insulation can be bagged and is therefore not considered a bulky waste.

There are size limitations to what can be accepted as a bulky waste. Hot tubs and small boats are items that are bulky, but may be too large to fit into a bulky waste container. The NEKWMD recommends these items be cut in half or quartered depending on the size. This information should be relayed to individuals in advance, but it will be the discretion of the attendant.

Attendants may be asked to assist with transfer of bulky items from the resident's vehicle to the bulky container. For items heavier than 40lbs, mechanical assistance should be used. A loader or skid steer should be used for placing these items into containers, especially if the item has to be lifted above 36".

## **SCAVENGING**

The purpose of this policy on scavenging is to provide for and ensure the safety of employees and the general public while searching through discarded material in search of salvageable material for non-Town use.

**Unauthorized recovery of usable items is prohibited.** The Attendant and the Town reserve the right to prohibit any or all recovery of usable items at their sole discretion. When scavenging is allowed by the Town and the Attendant, the Attendant is responsible for the safe and proper conduct of any recovery during operating hours. All recovery of usable items must be authorized by the Attendant or Town prior to recovery and is only allowed under the following conditions:

1. The public may recover items for personal use (not resale).
2. Loitering is prohibited. The public is not entitled to wait for something "good" to come in.
3. Recovery of semi-precious metals (e.g., copper, brass, aluminum, etc.) is strictly prohibited.
4. The recovery of redemption bottles or cans for personal use is prohibited.
5. Scavenging in paper containers is prohibited.
6. Scavenging of e-wastes is strictly prohibited.

The Town retains the right to prohibit any and all reuse activities at any time for any reason.

## **HOUSEHOLD HAZARDOUS WASTE**

**No Household Hazardous Waste (HHW) is accepted at any District transfer station, except for the District office in Lyndonville.** If residents attempt to bring in HHW or contaminated oil to the facility, the Attendant must refuse the waste material and inform the resident of the next Household Hazardous Waste collection event sponsored by the Northeast Kingdom Waste Management District. Advise the resident to call the District at 1-800-734-4602 for further information about proper disposal

methods or to make an appointment to bring the waste to Lyndonville. If any hazardous materials are left at the transfer station after hours, the town should call the NEKWMD to arrange for transport of the materials to the district office in Lyndonville as soon as possible.

## **REMOVAL OF MATERIALS**

The NEKWMD will remove the collected recyclables, used oil, lead-acid batteries, fluorescent bulbs, food scraps, and other items included in this manual from the facility. This will be done on an “as needed” basis. Transfer station attendants shall call the District to schedule pickup of these materials.

## **TRAINING**

Towns shall provide training as it relates to the specific facility – hours of operation, proper sorting and storage of materials, whom to contact in town if there’s an issue at the facility, acceptable items, fees, etc.

All Attendants must read the Facility Management Plan developed by the NEKWMD, the certification issued by the State Solid Waste Program for the Facility and any training materials that may be developed by the Town, District, or applicable state authority.

The NEKWMD shall provide training to newly hired attendants and on an annual basis on topics outlined below:

1. All Attendants will also receive the following training:
  - Proper handling, storage, and disposal procedures involving all collected materials at the facility, including e-waste, mandated recyclables, motor oil, and lead-acid batteries
  - Proper record keeping procedures
  - Ability to recognize contaminated waste
  - Ability to stop and contain a leak if possible in order to lessen environmental damage
  - Ability to implement contingency plan in event of an emergency
  - Ability to notify appropriate contacts in the event of an emergency
2. All Attendants will be instructed of the steps to follow in the event of an injury or fire at the facility.
3. All Attendants will be advised of possible safety hazards and the proper handling procedures of the incoming materials.
4. Each Attendant and the trainer will sign a training record that documents that the attendant has received the above training.
5. Attendants must attend retraining on the topics listed above every five years, at minimum.

## **CONTINGENCY PLAN**

1. Attendant Illness/Absenteeism- There must be a trained substitute that is available at all times in the event that the primary attendant is absent from a scheduled shift.
2. Worker/Citizen Injury, Fire, or Vandalism - The Attendant shall contact the Town Offices and/or summon emergency response personnel by using the nearest telephone located at the

facility. Each transfer station must be equipped with an approved fire extinguisher provided by the town in which the station is located. A first aid kit must also be located at the facility. Please notify the NEKWMD immediately about injuries, fire, or acts of vandalism.

3. Security - The oil and battery containment sheds must be locked at all times, and e-waste must be stored in a secure location, when an Attendant is not present.
4. Storage Drum Damage- In the event of damage to a storage drum, the NEKWMD has available extra storage drums to replace a damaged one.
5. Scheduled Shutdowns- If the facility is closed, instruct residents to bring their oil and batteries to another facility within the District that is capable of taking additional materials on a temporary basis.

### **SPILL RESPONSE PROCEDURES**

**If a release is too large to stop or contain it yourself, notify your local fire department and the NEKWMD at once. DO NOT PUT YOURSELF OR ANYONE ELSE IN DANGER.**

### **EMERGENCY TELEPHONE NUMBERS:**

**-Fire Department: 9-1-1**

**-Ambulance/Rescue Squad: 9-1-1**

**-Vermont State Police: 9-1-1**

**-Northeast Kingdom Waste Management District: (802) 626-3532 or 1-800-734-4602**

**-Vermont Spill Control Hotline: 1-800-641-5005**

Spill Control Equipment- The following materials will be supplied by The District and must be maintained at the Facility for use in the event of a leak or spill at the Facility:

In the event of oil spillage:

- a. Granular absorbent (i.e. Speedy-Dri)
- b. Absorbent Sheets
- c. Shovel
- d. DOT approved drum for clean-up materials

In the event of a spill of battery acid:

- a. Acid Neutralizer (i.e. Baking Soda)
- b. And all of the above materials used for an oil spill

The Attendant must wear the following PPE items at all times when responding to a spill of battery acid or oil:

- a. Chemical Resistant Rubber Apron
- b. Green Nitrile Gloves
- c. Splash-Resistant Goggles

**(Please give the NEKWMD two weeks' notice for ordering additional supplies)**

Emergency Procedures - A list of names of emergency contacts and telephone numbers must be posted and updated at the Oil and Battery Station at all times.

In the event of a release of used oil or battery acid, the Attendant will, to the best of their ability:

- Use personal protective equipment
- Stop the release, if possible, with regards to level of training
- Contain the released substance.

**\*\* IMMEDIATELY Notify the NEKWMD of the incident no matter how small\*\***

**If material spills into spill pallet or spill tray, it is not necessary to report to state authorities**

- Clean up and properly manage the released oil or acid and other materials used to clean up the spill so they no longer present a hazard to human health or the environment.
- Check storage containers prior to returning them to service and notify the NEKWMD to repair or replace any that are damaged. Do not reuse damaged containers.
- A release of one or more gallons of used oil to land or surface water shall be immediately reported to the Secretary of the Agency of Natural Resources by the Attendant exercising control of such oil.

**IF the release enters the environment (water way, soil, groundwater, etc.) PLEASE NOTIFY THE FOLLOWING IMMEDIATELY (Within 5 Minutes of Release)**

*-Agency of Natural Resources, Waste Management Division: (802) 828-1138, Mon-Fri 7:45am-4:30pm after hours 1-800-641-5005*

*-Dept. of Public Safety, Emergency Mgmt Division (800) 641-5005, 24 hrs/day*

*-Northeast Kingdom Waste Management District (800) 734-4602 Mon-Fri 8-4*

*-Local Police, Fire, and Rescue Service as needed **911***

If the release entered the environment, The Attendant must also submit a written report of the incident to the Secretary of the Agency of Natural Resources within ten (10) days following the release and send to the:

***Vermont Department of Environmental Conservation  
1National Life Drive, Main2  
Montpelier, VT 05620-3520***

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