



RURAL MUNICIPALITY OF CORNWALLIS

RICHMOND WASTE TRANSFER STATION

OPERATION MANUAL

In Case of an Emergency CALL 911

Richmond Waste Transfer Site: NW 8-10-18 WPM

Civic Addressing – 3500 Richmond Ave E.

Cell phone signal is available, no landline.

Fire Extinguishers: 1 Dry Chemical Fire Extinguisher – located in the Waste Transfer Station Hut

First Aid Kit - located in the Waste Transfer Station Hut

For any emergency, please call 911 first. After a call has been placed with 911 then immediately contact:

Public Works Supervisor

Cell: 204-761-6776

publicworks@gov.cornwallis.mb.ca

Cornwallis Chief Constable

Cell: 204-724-7999

darwin@gov.cornwallis.mb.ca

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Introduction

The Richmond Waste Transfer Station is located at 3500 Richmond Avenue East, and is located within the boundary of the City of Brandon. The property consists of 46.49 acres. The facility has a gate across the entrance road that is locked when there are no personnel at the facility.

Station Design and Construction

Upon entrance from Richmond Avenue East, the transfer station site has a circular traffic pattern. Vehicles are asked to proceed to the left for attendant notification and guidance. At the top of the drive, you will find the roll off recycle bin to the east and the roll off waste bin to the west. The attendants shed is located adjacent to the recycle bin. Beyond the shed are the tire storage area, fenced and gated chemical container drop off and finally the burn pit. Traffic can then proceed back in a north westerly manner to exit the facility.

The facility consists of the following:

- An attendant's shelter
- A designated area for tires
- A fenced and gated (locked) enclosure for chemical containers
- Collection/burn area for brush and clean wood waste
- A roll off container(s) for waste
- A roll off container for recycling materials
- A roll off container for metals
- A designated area for white goods
- All designated areas are signed

General Operations

Operating Hours

The facility is open year round.

Summer Hours (April 1 to September 30) Wednesday 3:00 pm to 8:00 pm
Saturday 9:00 am to 3:00 pm

Winter Hours (October 1 to March 31) Wednesday 1:00 pm to 5:00 pm
Saturday 9:00 am to 3:00 pm

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When the transfer station is closed for a holiday, the schedule may be adjusted with notice posted.

Operation Staff

Staff consists of one attendant, who will be on duty at all times when the facility is open.

The attendant shall have control of the site and direct the deposition of waste materials. The attendant shall examine the loads of waste before they are deposited. Materials that are not acceptable will not be allowed.

Waste Transfer Station Operator job description is attached as Schedule "A"

Signage

All locations will be signed with the appropriate signage to let users know what will be deposited in which location.

General Safety

The area will only be open to the general public during regular operating hours and when supervised by the attendant.

Disposal Operations

Waste Collection & Delivery

Household waste will be collected in bins and transported to the Eastview Landfill Site in the City of Brandon. The bins are transported by a contractor.

Recycling materials are collected in marked bins and transported to Eastview Landfill Site in the City of Brandon. The bins are transported by a contractor.

Bulk metals are collected in a marked bin, provided by a contractor and picked up and hauled to the contractor's locations when full.

Whitegoods are collected in a separate location. Once Freon removal has been completed, on site, by a contractor, the whitegoods are placed into the metal bin for transport.

Tires, without rims are collected at the transfer station. Once or twice a year the tires are collected through the Tire Stewardship Manitoba program.

Pesticide & Fertilizer containers up to 23L can be collected in the pesticide collection area. This area is fenced and locked. The containers are collected through the Clean Farms program.

Clean Wood Products such as boughs, untreated wood and packaging derived from wood will be accepted. These products will be chipped on site for Cornwallis residents to take home for residential use.

Waste Storage Site Placement

A map of the site is attached as Schedule “B”.

Operation Schedule

The emptying of bins, chipping of clean wood products, tire and pesticide container collections are all completed during hours when the facility is closed to public.

Acceptable Materials

- Household waste, bagged
- Recycling materials
- White goods – As part of its recycling program the waste transfer station accepts white goods including appliances for recycling. Whitegoods containing refrigerants / gas (i.e. Freon) are to be placed in a designated area and are evacuated on site by a third part prior to removal from the site.

White goods include:

- Refrigerators
 - Dryers
 - Dishwashers
 - Stoves
 - Freezers
 - Hot water tanks
 - Washing machines
 - Air conditioners
- Scrap Metal – As part of its recycling program the waste transfer station accepts scrap metals for recycling. Metals are collected in a designated bin for removal by a third party.
 - Clean wood products – trees, brush, untreated lumber
 - Pesticide & fertilizer containers up to 23L – Picked up by Clean Manitoba
 - Tires, NO rims – As part of its recycling program the Waste Transfer station accepts used car, light truck and farm tires for recycling. Tires are collected in a designated area for removal by a third-party.

The Rural Municipality of Cornwallis participates in the Tire Stewardship Manitoba (TSM) program.

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Prohibited Materials

- Industrial Waste
- Construction & Demolition Waste
- Shingles
- Liquid Waste or Liquid Industrial Waste
- Contaminated Soils
- Livestock or other animal mortalities
- Burning Barrel Residue
- Hot loads
- Household Hazardous Waste – aerosols, fluorescent / CFL bulbs, paint products, propane tanks
- Used motor oils
- Batteries
- E-Waste – TV's, monitors, computers/laptops/tablets, printers/scanners/fax machines, cellular devices, microwave ovens, home & vehicle audio and stereo systems.

Household Hazardous Waste Depot is located at:

Brandon Eastview Landfill Site

3300 Block of Victoria Avenue East

Brandon, MB Office Phone: 204-729-2281

Burning

Burning is not permitted at the Richmond Ave Waste Transfer Station.

Site Inspection and Maintenance

General Site Inspection

The site is inspected by the site operator when in attendance. Maintenance issues are reported to the Municipal Office. The site is also inspected weekly by the Municipal Public Works Employee.

Roads / Ditches

Roads within the site are maintained by the Municipal Grader operators. Any drainage ditches within the site are inspected and monitored on an annual basis by the Municipal Public Works Department.

Mowing within the site is completed on a semi – annual, annual or as needed basis by a municipal contractor.

Operating and Maintenance Records

Annually, a record of the following operations and maintenance will be logged and be included in the annual report:

- Drainage works on site
- Relocation of bins / sites
- Major works within the site
- Sign replacements
- Staff Training

Annual Report

An annual report will be compiled and submitted to Council by March 31st in the following year.

The annual report will include a brief synopsis of the workings of the Waste Transfer Station from the previous year and will include the following data:

- Annual Operating and Maintenance Records
- Staff / Staff Changes through the year
- Upgrades that occurred during the year
- Inspection Reports from Manitoba Sustainable Development
- Annual Waste and Recycling Tonnage collected
- Annual Tire Collection
- Annual Pesticide Collection

Site Safety

Public Safety

All public areas are kept clear of debris, site is only operational when site attendant is on site during operating hours.

Employee Personal Protective Equipment

Attendant must wear safety footwear while on duty.

Attendant to wear high visibility vest while on duty.

Gloves as required.

First Aid kit is located in the Operators Hut.

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Fire Prevention and Emergency Response Plan

Typical Emergencies may include:

- Fires
- Critical Injuries
- Transportation accidents
- Workplace violence
- Severe storms

Fires

Burning is not permitted at the Richmond Waste Transfer Station.

However, there is a wood burning apparatus located in the operators hut and a dry chemical fire extinguisher is located in the Operators Hut.

In the case of a fire emergency please call 911, then call the Public Works Supervisor at 204-761-6776.

Critical Injuries

In the case of a critical injury call 911, if able, also call Public Works Supervisor at 204-761-6776 or Cornwallis Constable at 204-724-7999.

Transportation Accident

In the case of a transportation accident occurring on the premises, call Cornwallis Constable at 204-724-7999.

If the severity of the transportation accident warrants, call 911.

Workplace Violence

Workplace violence is **any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the work site**. Workplace violence will not be tolerated.

In the event of a workplace violence act, the employee will remove him/herself from the situation and call Cornwallis Constable at 204-724-7999.

Severe Storm

Severe Storms can be defined as: thunderstorms, hail, blizzards, ice storms, high winds, extreme cold weather and heavy rain which can develop quickly and threaten life and property.

The most likely severe storm event which may impact the transfer station operation would be a snow storm / blizzard conditions. Should highways be closed in the vicinity of the transfer

station, employees will not be expected to attempt to open the facility. Should this happen please contact:

Public Works Supervisor at 204-761-6776 or

Chief Administrative Officer at Work: 204-725-8686 Home: 204-826-2035 or Cell: 204-570-1686

Contingency Plans

Should the Richmond Waste Transfer Station require closure for any reason, all waste / recycling will be directed to the Wyton Waste Transfer Station located at:

SW 8-10-17 WPM

Civic: 55001 Road 101W (Wyton Road)

The exception will be in the event of a severe storm event as this may impact both waste transfer stations.

Closure and Reclamation Plan

Currently there are no closure and reclamations plans for this location.

SCHEDULE “A”

RURAL MUNICIPALITY OF CORNWALLIS

WASTE & RECYCLING TRANSFER SITE ATTENDANTS

JOB SPECIFICATIONS

<i>Reference</i>	<i>Classification</i>
Personnel	Policy
<i>Subject</i>	<i>Pages</i>
Waste & Recycling Transfer Site Attendant	3
<i>Authority</i>	<i>Effective Date</i>
<i>Approved</i>	<i>File Reference</i>
	HR 103

PURPOSE

The purpose of this policy is to adopt a job description for Waste and Recycling Transfer Site Attendants that reflects the duties and responsibilities of the position.

JOB DESCRIPTION

Position: Waste & Recycling Transfer Site Attendant

Reports to: Public Works

1. Summary of Responsibilities:

The Waste & Recycling Transfer Site Attendants responsibilities shall be to supervise the disposal and management of waste and recycling at a Municipal Waste & Recycling Transfer Station.

2. Skills and Qualifications:

The Transfer Site Attendant shall possess and maintain:

- a) Good interpersonal skills to deal with the public, contractors and other employees;
- b) Understanding of job safety procedures;

3. Specific Responsibilities:

- a) Oversee the disposal and management of waste and recycling at a Waste & Recycling Transfer Station as follows:
 - (i) In compliance with licences and guidelines as may be established from time to time;
 - (ii) directing the public to dispose of waste at the appropriate locations within the transfer station ensuring that separate areas are maintained for the interim storage of tires, bulky metallic waste;

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- (iii) ensuring that appliances containing ozone depleting substances are properly stored and that ozone depleting substances have been removed prior to the appliance being removed from the site for final disposal;
- (iv) ensuring that the burning of materials such as untreated wood, leaves, straw, paper products, cardboard and materials derived from wood is conducted in accordance with the terms and conditions of the Municipality's operating licence;

b) Other Duties

- (i) The Waste & Recycling Transfer Site Attendant shall perform other duties as assigned.

<i>Accepted this Date:</i>	<i>Name (Print)</i>
<i>I hereby acknowledge that I have read and accept the terms of the job description..</i>	<i>Signature</i>

Schedule "B"

