



Transfer Station Load Check Standard Operating Procedure December 2018

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PURPOSE

In order to assure that hazardous wastes and other unacceptable materials are eliminated from the wastestream, and to protect the safety of employees, Metro requires that its transfer station operations contractor provide employees dedicated to the load checking program described herein.

SOLID WASTE LOAD CHECK PROGRAM

Contractor Responsibilities:

Contractor employees shall ensure that:

- Every load of material that is unloaded is visually inspected.
- Load checks are performed daily on no less than 4 vehicles, which will be selected at random.
- Any suspicious odors are reported.
- All loads thought to possibly contain hazardous waste are inspected.
- All suspect containers must be assessed.
- All loads generated by hospitals are inspected.
- When Contractor detects that Unacceptable Waste has been unloaded at the transfer station, Contractor shall use good faith efforts to identify the person or persons who dumped the Unacceptable Waste by methods sufficient to prove responsibility for disposal by a preponderance of the evidence.
- Contractor shall preserve and protect any and all evidence which may assist Metro in proving ownership of or responsibility for the Unacceptable Waste.
- Any hazardous materials or potentially hazardous conditions discovered in the transfer station or in a waste load shall be safely handled in accordance with Metro's Emergency Action Plan and Transfer Station Hazardous Waste Procedures.
- If a vehicle driver fails to cooperate with load inspectors, Contractor will immediately notify Metro.
- A communication device shall be provided that will allow communication between the inspector and the equipment operator in the waste receiving area.
- When the responsible person(s) is identified, Contractor shall bring waste to a designated Hazardous Waste Storage Area, keeping it separate from other waste, and immediately notify Metro.
- If the responsible person(s) is unknown, Contractor shall bring waste to the Hazardous Waste Storage Area, storing the material according to procedures outlined in the procedures manual.

PROPER PROTECTIVE EQUIPMENT

Contractor shall be responsible for providing and wearing personal protective equipment, to included but not limited to:

- Respirators, full face with acid/gas cartridge
- “Tyvek”
- Hard hat
- Face shield
- Steel toed/insoled boots
- Gloves - Nitrile(inner), Supreme Nitrile(outer), leather

TOOLS

Contractor shall provide and use tools, to include but not limited to:

- Claw tools
- Box knife
- Secondary containment - plastic buckets, zip lock bags and containers/bags exhibiting the bio-hazard symbol.
- “Super fine”/ “Safe & Dry” absorbent
- Tongs
- Shovel
- Broom

INSPECTION PROCEDURE

Contractor shall:

- Direct the load to a designated area that does not interfere with regular operations.
- Place cones around the perimeter of the load so that it will not be disturbed until it has been properly inspected.
- Use proper PPE and safe handling methods.
- Pull bags or material away from the load using a claw tool.
- Using the claw tool, pull bags from all four sides of the load to expose the waste.
- Go through at least 20 bags or 4 yards of material.
- Remove any unacceptable waste found during load check and document on Metro Hazardous Waste Report Form

Small Amounts of Unacceptable Waste

Hazardous waste or unacceptable waste loads **less** than 7 gallons total shall be segregated by the contractor into approved storage bins and brought to the Hazardous Waste Facility.

Segregation

Unacceptable items shall be segregated into the following categories:

- Bases (high pH)
- Oxidizers (pool chemicals, etc.)
- Flammables (oil-based paints, thinners, etc.)
- Poisons (e.g. pesticides)
- Acids (low pH)
- Latex (& other water based products)
- Compressed cylinders (propane, fire extinguishers)
- Unknowns (unlabelled, hard to read labels)
- Containers larger than 5 gal (55 gal drums)

See Metro's Transfer Station Hazardous Waste Procedures Manual for more information on handling, sorting and storing hazardous materials.

Large Quantities of Unacceptable Waste

For hazardous waste or unacceptable waste loads totaling **greater than** 7 gallons, the contractor shall notify Metro hazardous waste staff immediately with the following information (to be given to the Load Check Lead):

- Name of hauling company
- Name of driver
- Hauler's "Metro" truck number
- Time of incident
- Date of incident
- Generator name (if able to obtain from Hauler driver)
- Spotter (witness)
- Approximate inventory of unacceptable waste
- Unacceptable Waste Form is used to document load check incidents and track waste disposal status.

RECORDKEEPING

Record must be kept pursuant to an incident where regulated or prohibited waste is found at the facility. Records should be kept of all screening activities and incidents, whether or not regulated or prohibited wastes are found. This will help prove that the facility owner and operator has acted in a prudent and reasonable manner.

METRO RESPONSIBILITIES

Load Check Lead

(upon receipt of the unacceptable load):

1. Document all information on the "Metro Hazmat Response Report"
2. Take pictures of the waste/unacceptable material and attach to the report.
Place name, date, and hauler and/or generator on the picture.
3. Call the hauler to get the name and phone number of the generator (even if you already received it from the driver).
4. Inventory the unacceptable material (on or attach to the Metro Hazmat Response Report).
5. If the generator is a homeowner or apartment complex (as long as it is being used for maintenance not for remodeling) give the generator a courtesy call to let them know that we will take their waste but it must be brought in separately. There is no charge for household waste, they do not need to pick up the waste - we will process it at the Hazardous Waste Facility.
6. Enter all load check loads into the Access/CEG program. (See instruction on "Entering load check into Access/CEG program")
7. If the generator is a business - Check the current DEQ list to see if the generator has a registered CEG, SQG or LQG status.
8. If the generator has a SQG or LQG status DEQ must be called to inform them of the situation and we will make disposal arrangements based on DEQ guidance. If DEQ does not indicate an interest in continuing to investigate within one week of receiving a report, Metro may proceed with disposal arrangements. Enter all information into Access/CEG program until disposal option or final disposition of the waste is determined.

REPORTING

When completing information on the load check reporting form, be concise with the following information; contact person(s), dates, times, phone numbers, brief and accurate notes. One copy will be turned over to transfer station contractor and one will be kept on file in the appropriate hazardous waste facility.

BILLING

If a generator chooses to have their material processed at the Hazardous Waste facility - fax or mail them a copy of the inventory (which will have the correct disposal cost).

Remit payment to:

Metro Central
(Load Check Lead)
6161 NW 61 st
Portland, OR 97210

or

Metro South
(Load Check Lead)
2001 Washington ST.
Oregon City, OR 97045

1. When payment has been received take the payment and create an appointment date for that day from the inventory.
2. Take the appointment date paperwork and payment to the scalehouse at the end of the day to be processed.
3. Send the scalehouse receipt and a copy of the paper work back to the generator.