

Transfer Station Operations Plan: Example

This is an example of a Transfer Station operations plan and may not be suitable for all sites. For more information on operations plans, please see the [Transfer Station Operations Plan](#) or call the client service office at 1-800-567-4224 to speak to an Environmental Protection officer.

Transfer Station operators may use the provided example for informational purposes only. This example operations plan is not all encompassing and there may be site specific operations that are not included.

DISCLAIMER: This is for information purposes only.

RM of Riderville Transfer Station Operations Plan

Document Control

Revision	Date	Changes

Updated January 15, 2021

1. Introduction

The Operations Plan provides operating procedures for the Transfer Station (Site) for the RM of Riderville (RM) located at NE ¼ 23-42-11 W3M in Saskatchewan. The Site is owned and operated by the RM and serves surrounding communities and is permitted by the Ministry of Environment under Permit to Operate PO20-246. The site is located on a historical landfill site which is being monitored as per the approved Landfill Decommissioning and Reclamation Plan.

In accordance with section 7.3 of PO20-246, the Operations Plan will be reviewed by the RM annually and updated to reflect any operational changes at the Site. Any changes to the Operations Plan will be submitted to the Ministry of Environment for approval.

A site plan is presented in Appendix A.

1.1 Hours of Operation

The Site is open Monday, Thursday and Saturday and closed on all statutory holidays. The hours of operation are:

Monday and Thursday: 9 am to 5 pm

Saturday: 8 am to 4 pm

The Site is supervised during operating hours, fully fenced and is locked when unsupervised. In the event of inclement weather, the Site may close under the discretion of the Landfill Foreman.

1.2 Signage

In accordance with PO20-246 section 4.3, the Site has signage at the entrance that indicates the waste disposal ground name, owner, hours of operation and emergency contact numbers. There is signage that includes tipping rates, unauthorized materials and site rules. The areas for metals, clean wood, etc. are all signed so that customers know where to drop off materials. Additional signage will be included if necessary.

1.3 Emergency Response

Emergency situations that arise at the Site, including, fires and unauthorized discharges, will follow the *RM of Riderville Emergency Response Plan*.

Any changes made to the Emergency Response Plan will be submitted to the to the Ministry of Environment for approval.

1.4 Salvage and Use

Materials brought to the site that are of an accepted waste type are forfeited to the RM upon entry to the grounds. Individuals are not permitted to scavenge or loot any items within the site.

A reuse bin is provided at the entry gate for lightly used items individuals believe are of use to another household. Items placed within this area are available to the first individual to claim the item. Any items deemed to be unsafe for reuse are removed and disposed of in a waste bin.

2. Site Layout

2.1 Gate House

The Gate House is located at the entrance where the Transfer Station Attendant is located. The Transfer Station Attendant monitors all traffic, screens loads, and directs customers to the appropriate area of the Site to dispose of waste. All inspection records, pertinent documents and a copy of PO20-246 are kept in the Gate House.

Safety equipment including the fire extinguisher, first aid kit, and Automated External Defibrillator (AED) are located inside the Gate House.

2.2 Bins and Stockpiles

The Site includes bins for domestic household garbage, recycling, including paper, plastic, cardboard, and glass. Stockpiles for metal, organic waste, wood and electronics are also on the Site. The Transfer Station Attendant will make arrangements with the waste and recycling haulers as required when bins or stockpiles are reaching capacity. Bins will be emptied at a regular frequency to ensure they do not overflow and will be safely transported to an approved recycling or waste facility.

3. Waste Acceptance

When a vehicle approaches the Gate House, the attendant will screen the load. This includes recording waste type, estimated volume, origin of waste, hauler name, date and time on the Waste Log. If the load is accepted, the vehicle will then be directed to the appropriate location to dispose of the waste or recycling.

If the load contains prohibited waste and is not accepted, the attendant will include the information on the Waste Log. A copy of the Waste Log is included in Appendix A.

3.1 Accepted Waste

Accepted wastes include:

- Municipal Solid Waste (sorted and bagged)
- Commercial municipal solid waste (sorted and bagged)

- Organic Waste (grass clippings, leaves, garden material, etc.)
- Scrap Metals
- Recyclable materials
- Wood (clean – no paint, varnish or preservatives)
- Electronics (computers, tv, etc.)
- Grain Bag Recycling
- White Metals (fridge, stove, deep freeze, washer, dryer, etc.)

Hazardous Accepted Materials include:

- Used oil and used oil filters
- Automotive Batteries

3.1.1 Municipal and Commercial Municipal Solid Waste

Municipal solid waste and commercial municipal solid waste that is appropriately sorted and bagged will be accepted at the Site. Designated 30 yard bins are supplied for the solid waste.

3.1.2 Organic Yard Waste

Yard waste is accepted within the compost pile at the disposal ground. Yard waste include grass clippings, leaves, and garden waste. Compost material brought in is screened and any unauthorized material is removed. The estimated yearly compost material accepted is 1500 kilograms per year. The compost pile will be tested to verify if it meets the quality criteria as defined in the Canadian Council of Minister of the Environment (CCME) Guidelines for Compost Quality. Material that does not meet the testing criteria will be reprocessed.

The compost material is turned every one to two weeks between May and October with landfill owned equipment. The final product is stored in windrows in a designated area on-site. Water produced during the composting process is kept on site. The compost material will be kept in a dry area where water cannot pool around it.

Compost is available for \$30 per truck load to any individual requesting the material.

3.1.3 Scrap Metal

The scrap metals pile includes any metal materials that can be recycled. The pile is removed twice a year by a third party contractor. Any metal product that may contain fuel (i.e. lawn mower) will be checked to ensure fuel has been removed and stored upright in a segregated pile to ensure any residual fluids do not spill. Dates of removal are recorded in the Operations log provided in Appendix B.

3.1.4 White Metals

Appliances which contain halocarbon substances (i.e. refrigerator) will be segregated from the scrap metal pile and stored in an upright position. A certified technician will remove the halocarbon material prior to the appliances being removed from site.

3.1.5 Clean Wood Pile

The clean wood pile accepts clean wood only in accordance to section 3.8 of PO20-246. This includes trees, brush and untreated wood with any hardware removed. Treated, painted, stained or composite wood products are not included. Elm wood is not accepted in the clean wood pile and is disposed of according to the permit. Burn activities will be conducted in accordance with the Government of Saskatchewan's [Best Practices for Open Burning](#). The pile is burned annually when meteorological conditions are favourable. Prior to burning the pile is inspected and any unauthorized material is removed. The date the pile is burned will be documented and records kept as detailed in Section 4.4 of the Operations Plan.

The RM of Riderville Transfer Station is located within 4.5 km of a provincial forest and therefore will obtain a Burn Notification Number for any burning activities scheduled between April 1st to October 31st. The RM will contact the local forest protection office to obtain the burn notification number. After the burn number has been obtained, the RM will call the Emergency Management and Fire Safety's Control Burn Number 1-866-404-4911 to let them know of the burn plan. The local fire department will be notified prior to the burn.

The clean wood burn inspection form, available in appendix B, is completed before burning activities occur and fire supervision logs are kept while the pile is burning.

3.1.6 Recyclable Materials

Recyclable materials (including paper, plastic, cardboard, glass and electronics) are contained within leased roll off bins. The bins are separated and clearly marked to ensure contents are not mixed. The recyclable materials are removed from site by a third party contractor. The RM Foreman is responsible for contacting the contractor when bins need to be replaced. Dates of removal are recorded in the Operations log provided in Appendix B.

3.1.7 Grain Bag Recycling

The RM is a collection site for grain bags, which is a free service for farmers in the area. The bags are removed as requested by the RM by Cleanfarms for recycling. Bags shall be inspected prior to drop off to ensure cleanliness. The storage area is maintained to ensure it is free of standing water. Frequent inspections occur to monitor for signs of pests in the area. If pests become a nuisance in the pile, a pest control technician will be notified. Twine, netwrap and bale wrap are not part of the collection program and are not accepted. Dates of removal are recorded in the Operations log provided in Appendix B.

3.1.8 Hazardous Accepted Waste – Used oil and oil filters and Automotive Batteries

Used oil containers and automotive batteries will be stored inside the provided seacan. Used oil containers will have liquids emptied into the provided tank located inside the seacan. The emptied pails will be stacked orderly next to the tank and lids will be placed inside the provided plastic bags. The tank and seacan are labelled and have appropriate placards to meet Workplace Hazardous Material Information System (WHMIS) and Transportation fo Dangerous Goods (TDG) requirements. A spill kit and fire extinguisher are located inside the seacan.

The tank, containers and lids are removed approximately every two months by a third party contractor. Records of the quantities removed are available in the gate house and electronically through invoices and will be summarized in the operations log provided in Appendix B.

The tank is a 350 gallon, double walled steel tank manufactured in 2008. The transfer station attendant monitors the level of the tank twice a week and records it on the inspection sheets.

3.2 Prohibited Waste

- Bio-medical waste
- Radioactive waste
- Hazardous substances
- Antifreeze and/or containers
- Asphalt Products
- Fertilizer
- Liquid waste
- Animal carcasses
- Asbestos
- Paint
- Tires
- Automobiles
- Hot Loads
- Construction and demolition material (shingles, bricks, cement, siding, etc.)
- Railway Ties
- Propane Tanks
- Automotive or recreational vehicles

The gate attendant will prevent prohibited waste from entering the site by screening the loads. The gate attendant will follow the process outlined within the Emergency Response Plan if prohibited materials are identified.

4. Operations

4.1 Litter and Pest Control

A fence surrounds the site minimizing nuisances from unauthorized disposals, litter, scavengers, wildlife, vermin and feral animals. The fence is inspected monthly for required repairs. Additional details are provided in Section 4.2. below for additional details.

Every effort is taken to immediately collect debris or refuse blown offsite and ensure all waste is disposed of in the designated waste collection bins.

Waste placed within designated bins reduces interference from vermin, scavengers and wildlife, however in the event pests become a nuisance at the Site, the RM will engage a pest control professional. The gate house attendant will report any sightings of large predatory animals to a local Ministry of Environment office or the TIPP Line (1-800-667-7561).

4.2 Inspections

Inspections are conducted in accordance with Appendix A of PO20-246. Inspection findings will be recorded and any corrective actions will be documented. Inspection records are maintained as detailed within Section 4.3 of the Operations Plan and stored in the gatehouse.

*Daily Inspections include:

- Identify ponded/standing water on-site
- Inspect the Site for evidence of an unauthorized discharge
- Inspect the bins and stockpiles for unauthorized material
- Inspect used oil seacan to ensure proper disposal procedures followed and checks the oil tank levels

*Daily inspections will occur on the days the site is open and accepting materials. Inspections will not occur on the days the site is closed.

Weekly Inspections include:

- Inspect fencing and repair identified holes, breaks or other damage
- Retrieve debris that left the confines of the waste disposal ground
- Inspect temporary stockpiles for appropriate segregation
- Compost pile inspected for prohibited items and signs of pest
- Tank dip measurements for the used oil tank will be completed weekly and recorded on the weekly inspection sheet. Weekly recordings will be compared to the previous weeks recording to see if any loss of fluid has occurred.
- Ensure metals with fuel sources have been stored appropriately (i.e. segregated and upright)

Monthly Inspections include:

- Inspect access roads and record evidence of illegal dumping outside the site
- Identify and block any alternate roadways that may access the facility by bypassing the locked gate
- Check records and ensure reporting requirements are met
- Inspect monitoring wells for security and integrity
- Identify any areas requiring vegetation or weed control

Clean Wood Burn Inspection include:

- Inspect clean wood pile for unauthorized materials, such as:
 - treated wood (including plywood)
 - painted wood
 - household garbage
 - prohibited wastes
- Remove any materials that are not authorized for burning
- Ensure there is an appropriate buffer from other waste piles and potential ignition sources

4.3 Record Keeping

Records are maintained in accordance with section 4.5 of PO20-246. All inspection records are stored in the Gate House and maintained for the life of the facility. All records will be made available to the Ministry of Environment upon request.

4.4 Monitoring

The transfer station is located on a historical landfill site and will continue groundwater monitoring as required by the landfill closure plan and in accordance with section 4.7 of PO20-246. On-site groundwater wells will be sampled in the spring and fall by an environmental consulting firm. The consultant will complete a report including data interpretation, results trend analysis and provide recommendations based on the results. A copy of the report will be submitted annually to the Ministry of Environment.

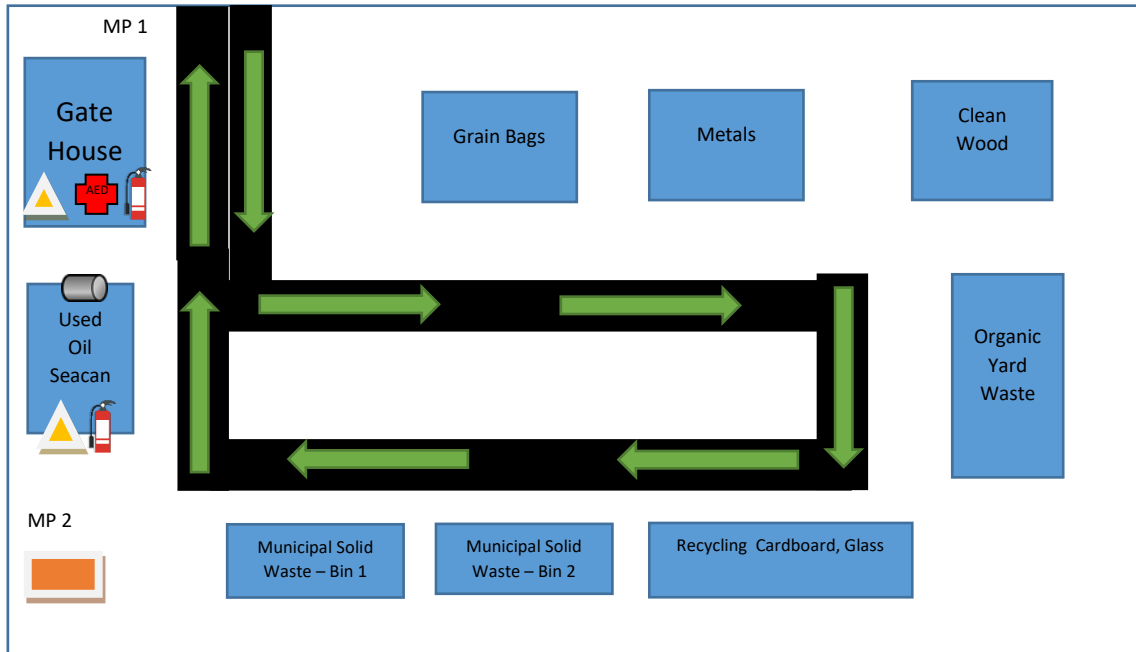
If monitoring data shows increasing exceedances or abnormalities, a plan to reduce impacts or modify the monitoring program will be made in consultation with a Qualified Person and the Ministry of Environment.

5. Site Closure

The RM of Riderville does not foresee closing the transfer station within the next 10 years. When the RM is prepared to close the site, a notice will be provided to the Ministry of Environment a minimum of 90 days prior to the requested closure date. Closure and decommissioning activities will be conducted in accordance with the Site Assessment and Corrective Action Plan Chapters of the Saskatchewan Environmental Code.

Appendix A
RM of Riderville Transfer Station Site Diagram

Site Diagram



Legend:

Spill Kit



- First Aid Kit with AED



- Fire Extinguisher



- Sand

- Muster Point
Primary Road



- Used Oil Tank

Location	Equipment	Type
Gate House	1 – Extinguisher	30 LBS ABC
	1 – First Aid Kit / AED	Standard Kit with AED
	1 – Spill Kit	Standard Spill Kit
Used Oil Seacan	1 – Extinguisher	30 LBS ABC
	1 – Spill Kit	Standard Spill Kit with Oil Socks

Appendix B
RM of Riderville Transfer Station Logs

***Daily Inspection Log**

RM of Riderville Transfer Station Inspection

Date: _____

Name: _____

Inspection Item	Area Inspected	Observation	Action Taken	Date Action Completed
Unauthorized Discharge or Spills	Bins			
	Stockpiles			
Ponded/Standing Water	All areas			
Unauthorized materials in stockpiles (i.e no garbage with compost or metal piles)	All areas			
Used Oil Seacan – proper disposal, orderly and discharges				

*Daily inspections will occur on the days the site is open and accepting materials. Inspections will not occur on the days the site is closed.

Weekly Inspection Log

RM of Riderville Transfer Station Inspection

Date: _____

Name: _____

Area Inspected	Work Required	Action Taken	Comments
Perimeter Fencing Conditions			
Debris/Litter Removal			
Metals Containing Fuel Separated			
Evidence of pests or wildlife inside the perimeter of the site			
Additional Observations			

Used Oil Tank Monitoring

Tank Dip Measurement (# of markers submerged = 1 marker = 200 L)	Estimated Volume in Used Oil Tank	Required Action (I.e Empty tank)	Any unaccounted fluid loss?
I.E 5 markers + $\frac{3}{4}$ of 200 = 800 + 150 = 1150	1150 L	Arrange for tank to be emptied	No

Monthly Inspection Log

RM of Riderville Transfer Station Inspection

Date: _____

Name: _____

Area Inspected	Work Required	Action Taken	Comments
Inspect Access Roads for Illegal Dumping			
Any Signs of Access Other Than Gate?			
Records Review to Ensure All Requirements Are Met			
Monitoring Wells Locked and in good condition			
Additional Observations			

Clean Wood Burn Inspection

RM of Riderville Landfill

Date: _____

Inspection and Site Preparations Conducted By: _____

	Yes	No	Comments
Area inspected for clean wood only.	<input type="checkbox"/>	<input type="checkbox"/>	
Prohibited items removed	<input type="checkbox"/>	<input type="checkbox"/>	
Wood is clean, dry and well aerated	<input type="checkbox"/>	<input type="checkbox"/>	
Is there an air quality advisory for the area	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any overhead wires that can be impacted by the fire	<input type="checkbox"/>	<input type="checkbox"/>	
Buffer Zone			
1. 15 meter from structure	<input type="checkbox"/>	<input type="checkbox"/>	
2. 2 meter fire break	<input type="checkbox"/>	<input type="checkbox"/>	
Fire suppression equipment prepared and present	<input type="checkbox"/>	<input type="checkbox"/>	
Notification to			
1. Emergency Management and Fire Safety	<input type="checkbox"/>	<input type="checkbox"/>	
2. Local Fire Department	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Supervision Record

Time	Comments	Name

Fire confirmed extinguished by:

Daily Waste Log

RM of Riderville Transfer Station

Date: _____

Operator: _____

Waste Categories

B – Brush/Clean Wood

H - Household Waste

I – Commercial Municipal Waste

M - Metal

R – Recyclables

Y- Yard Waste

Time	Hauler Name	Waste Origin	Estimated Volume	Type of Waste	Accepted: Yes/No

Operations Log

RM of Riderville Transfer Station

Date	Metal Pile Emptied	Recycling Bin Emptied	Grain Bags Collected	Oil Tank Emptied	Waste Bins Emptied

