Solid Waste Authority Transfer Station
Policies and Procedures

March 12, 2014

Included below are policies and procedures for the Solid Waste Authority’s 6 Transfer Station tipping floors. Our goal is to make a safe experience for everyone. It is very important for all of our customers, residents and employees to follow these procedures to ensure everyone’s safety.

General Policies

1. **Hours of Operation** - Each site has slightly different hours of operation and you should check our website for those hours.
2. **Speed Limit** - All customers must obey the posted limit for the road ways at each site. The speed limit varies depending on the site. Customers should obey all traffic signs at all times.
3. **Cell Phones**. Cell phone use is strictly prohibited while on the tipping floor.
4. **Smoking**. Smoking is not allowed at any time while on the tipping floor.
5. **Scavenging** - No person is allowed to pick through the material dumped on the tipping floor. All material dumped on the floor becomes the property of the Solid Waste Authority of PBC. Per FDEP Rule 62-701.500(7) (i).
6. **Personal Protective Equipment (PPE)**. All drivers, passengers and visitors will wear the required PPE at all times while on Solid Waste Authority property. This includes a hard hat, safety glasses, sturdy shoes, high visibility vest and ear protection if applicable.
7. **No Alcohol** is permitted on SWA property at any time.
8. **A load on fire (Hot Load)** will be directed to a designated area on each site. (see attached maps) No Hot Load should be brought up on the Tipping Floor for any reason. The Fire Department will be notified.
9. **Tarps**. All trucks, containers or trailers should remain tarped until on the tipping floor. DO not remove the tarp while waiting in line. Any vehicle that is not clean after dumping should be tarped before leaving the tipping floor.
10. **Dumpsters and Compactors**. Dumpsters and Compactors will not leave the tipping floor before doors are closed and debris is cleaned from the frame and rear of the truck.
11. **Designated roll off turn around area**. Any vehicle that needs to turn around a compactor or container should do so in the designated area at each site. This
should be done on a concrete pad that is marked. This is the same area as a Hot Load and can be found on the attached aerial views.

12. **Cleaning out trucks.** Clean outs will be at the discretion of the tipping floor operator. No trucks will clean out without permission and will do so in an area designated by the operator. Turn off truck prior to cleaning out and make sure that all hatches are secure before leaving the floor to prevent leachate from escaping after leaving the floor.

13. **Leachate.** Under no circumstances should liquids be discharged outside the tipping floor. All liquids should be drained before exiting the tipping floor.

14. **Turnbuckles.** No driver shall open turnbuckles prior to entering the tipping floor.

15. **Clam trucks.** All booms will be lowered, doors closed and debris cleaned from the rear of the truck before exiting the floor.

16. **Air Horns.** Blowing of air horns other than for safety reasons is strictly prohibited.

17. **Banging Compactors or Roll Off Boxes** on the floor will not be allowed due to the damage it causes to the floor.

18. **Vehicles** should never be left unattended.

**Tipping Floor Procedures**

The following procedures should be followed by all personnel using the Tipping Floor.

1. All vehicles should wait behind the entrance gate until directed to enter by the Loader operator. If the gate is open then all vehicles should stop at the gate and wait for permission to enter. The loader operator will sound their horn signaling the driver to enter.

2. **Speed limit.** The speed limit for all tipping floors is a maximum of 5mph.

3. **Tipping Floors** are known to be slippery when wet. Extreme caution should be used when maneuvering your vehicle around other vehicles. Also use caution when exiting and entering your vehicle to prevent slips and falls.

4. All unnecessary equipment and helpers should not enter the tipping floor. No one should pull on the floor and try to unload ladders or any other equipment on the floor before dumping.

5. Prior to unloading, drivers are required to always securely latch open their tailgates to prevent swinging while the load is being dumped.

6. **Remove your tarp only after safely parking your vehicle.** Do not untarp while waiting on the entrance ramp.

7. Small residential vehicles or landscapers should not park directly next to a commercial hauler whenever possible.
8. All customers should maintain a safe distance between themselves and the next vehicle.

9. All passengers or helpers must remain in the vehicle while dumping. If you are hand unloading and need help then only those helping should exit the vehicle. Children and pets must remain in the vehicle.

10. All persons will remain within close proximity of their vehicle at all times. Do not wander away from your vehicle.

11. All customers should remain vigilant and aware of their surroundings. Look out for the vehicle next to you.

12. Operators of the loader and excavator will not assist with freeing a stuck load. You will have to leave the transfer station to free the load and then return to dump.

13. Operators will not assist in opening or closing of compactor or roll off doors. If they are defective the driver should have them repaired before coming back to the transfer station.

14. After dumping your load, please remember to lower your dump body and the boom as some of the transfer stations have low exit door heights.

15. Please exit the tipping floor in a safe and timely manner.

Violators of any of these policies or procedures will be reported to their company and our Risk Department. Repeat Offenders may be denied access to the transfer stations.