

**Syracuse Haulers Waste Removal, Inc.**

# **Facility Manual**

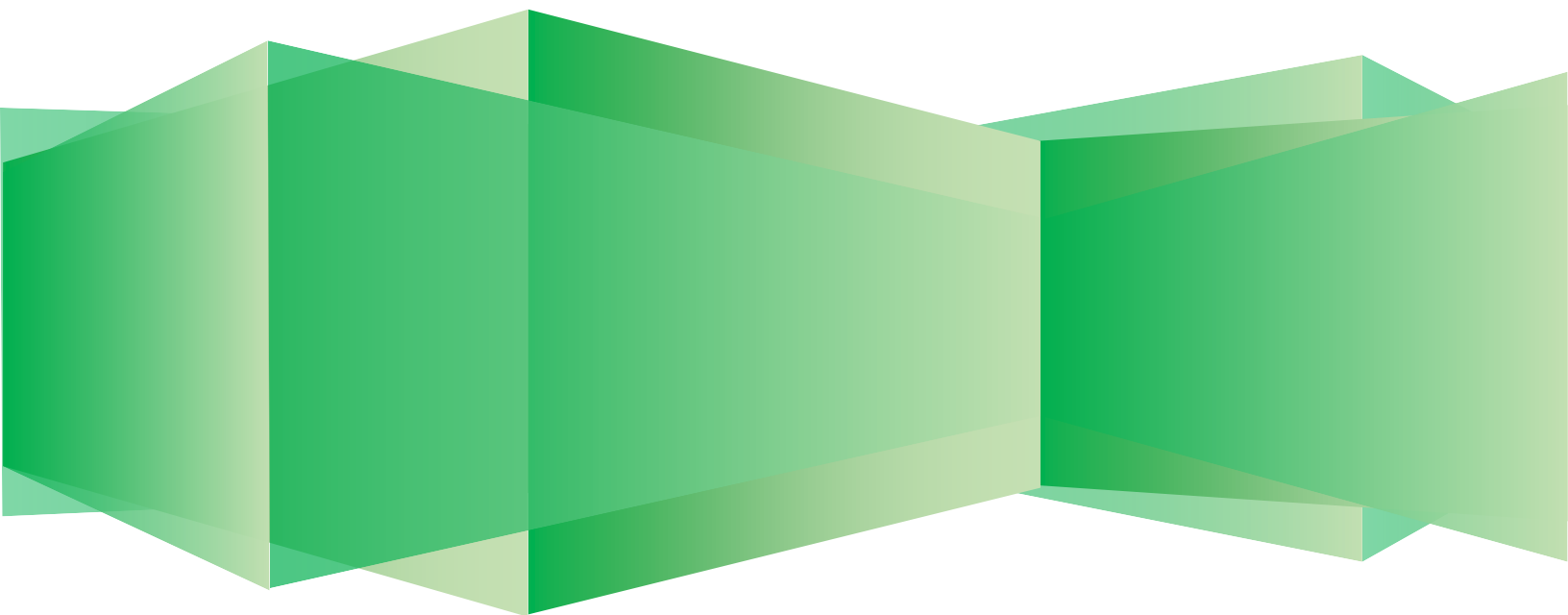
**For**

**Syracuse Haulers Transfer Facility**

**6223 Thompson Road**

**Syracuse, NY 13206**

**September 2024**



# FACILITY MANUAL

---

## TABLE OF CONTENTS

### 1. INTRODUCTION

- 1.1. ABOUT THE FACILITY
- 1.2. DESIGN CAPACITY
  - 1.2.1. Facility Capacity.
  - 1.2.2. Current Average Waste Volumes

### 2. WASTE CONTROL PLAN

- 2.1. MATERIALS ACCEPTED
- 2.2. CUSTOMERS WITH CONTRACTS
- 2.3. HOURS OF OPERATION
- 2.4. DELIVERIES TO THE FACILITY
- 2.5. HANDLING AND TRANSFER OF WASTE
- 2.6. WASTE MATERIAL TRACKING REPORTS
- 2.7. RADIOACTIVE WASTE DETECTION PLAN

### 3. OPERATIONS AND MAINTENANCE PLAN

- 3.1 ACCESS CONTROL/ FACILITY SECURITY
  - 3.1.1. Restricted Work Areas
  - 3.1.2. Customers and Visitors
  - 3.1.3. Hours of Operation
  - 3.1.4 Start-up and Shutdown
- 3.2 SAFETY AND OPERATION RULES
  - 3.2.1 Facility Safety Regulations
  - 3.2.2 Environmental Conditions
    - 3.2.2.1 Extreme Heat
    - 3.2.2.2 Extreme Cold
    - 3.2.2.3 Fatigue
  - 3.2.3 Work-Related Injury or Illness
- 3.3 VEHICULAR TRAFFIC
  - 3.3.1. INBOUND Vehicle Traffic Plan
  - 3.3.2. OUTBOUND Vehicle Traffic Plan
  - 3.3.3. Access Road
  - 3.3.4. Public Use – Permitted or Not
  - 3.3.5. Speed Limits
  - 3.3.6. Hand Signals
- 3.4 FACILITY SIGNS
  - 3.4.1. Entrance Gate Sign
  - 3.4.2. Traffic Control Signs
  - 3.4.3. Litter Control Signs
  - 3.4.4. Fire Prevention Signs
  - 3.4.5. Access Control Signs
  - 3.4.6. Safety Signs

# FACILITY MANUAL

---

- 3.5 HOUSEKEEPING**
  - 3.5.1. General**
  - 3.5.2. Control of Windblown Material and Litter**
    - 3.5.2.1. Inbound Truck and Trailer Inspections
    - 3.5.2.2. Outbound Truck and Trailer Inspections
    - 3.5.2.3. Added Procedures for Roll-Off Vehicles
  - 3.5.3. Odor Control Plan**
  - 3.5.4. Disease Vector Control**
  - 3.5.5. Equipment Use and Calibration**
- 3.6 EQUIPMENT MAINTENANCE**
- 3.7 INTERRUPTIONS TO NORMAL OPERATIONS**

## **4. TRAINING**

- 4.1. OVERVIEW**
- 4.2. KEY CONCEPTS**
  - 4.2.1. Types of Training**
  - 4.2.2. Duties and Responsibilities**
  - 4.2.3. Job Descriptions**
- 4.3. TRAINING CURRICULUM TABLE**
- 4.4. PERSONAL PROTECTIVE EQUIPMENT (PPE)**
  - 4.4.1. Key Concepts**
  - 4.4.2. Duties and Responsibilities**
- 4.5. PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENTS**
  - 4.5.1. PPE Hazard Assessment per Job / Task**
  - 4.5.2. PPE Selection Table**
- 4.6. OCCUPATIONAL HAZARDS TRAINING**
  - 4.6.1. Content**
  - 4.6.2. Radiation Detection System**
  - 4.6.3. Medical Records**
  - 4.6.4. Training Records**
  - 4.6.5. Availability of Records**

## 1. INTRODUCTION

The **Facility Manual** has been developed to provide Syracuse Haulers Waste Removal Inc. (SH) with a single source guide for conducting daily operations of its Solid Waste Facility. All work practices have been developed to abide by local, state, and federal regulations.

The purpose of the Manual is three-fold:

1. To establish and implement policies, procedures, best practices, and staff training for operating and maintaining the Facility in a safe, legal, eco-friendly manner;
2. To establish and implement policies, procedures, best practices, staff training and customer education that minimizes the likelihood of the Emergency Response Plan (ERP) being enacted (A well-defined and implemented Operating Plan minimizes the occurrence of emergency situations); and
3. To familiarize and educate local emergency response personnel (i.e. police, fire and rescue departments, hospital and governmental personnel, emergency medical services, etc.) about the Facility's activities. This knowledge could help responders during an emergency.

### 1.1 ABOUT THE FACILITY

Syracuse Haulers Waste Removal Inc., operates a private Solid Waste Transfer Facility at 6223 Thompson Road, Syracuse, NY 13206, (hereafter referred to as the "Facility.") under a permit from the New York State DEC, **Permit ID 7-3126-00299/0001**, effective January 3, 2019. This Facility is operated as *"a solid waste management transfer facility... where solid waste is received for the purpose of subsequent transfer to another solid waste management facility for further processing, treating, transfer or disposal..."* No disposal or processing other than material separation is performed at the Facility; such activities are left to other DEC-approved facilities.

The Transfer Facility is a private facility, which is NOT open to the public, and it exists for the benefit of SH and its customers. This Facility accepts only non-putrescible materials. Putrescible trash is to be taken directly to legally permitted disposal facilities. Incidental MSW that is mixed in with loads designated as recyclables or C&D is separated, stored for no longer than one business day, and disposed of at permitted MSW disposal facilities. **(NOTE: All Onondaga County sourced MSW or incidental MSW is delivered to the OCRRA system for disposal.)**

SH maintains disposal contracts for trash and recyclables with a variety of approved facilities. These contracts remain in effect, providing SH with sources to take its collected waste streams, and as a "fallback position", should the Facility have to close for any period of time. Wastes can be diverted to these facilities and bypass the SH Facility, altogether. (See "Appendix"> "DISPOSAL SITES" for details.)

# FACILITY MANUAL

---

## 1.2 DESIGN CAPACITY

### 1.2.1 Facility Capacity

Refer to Engineering Report for information on facility capacity.

### 1.2.2 Current Average Waste Volumes

Monthly tonnages of various wastes processed are shown in the Engineering Report. For 2023 the average daily waste volumes (in tons) were as follows:

Mixed C&D: 24.59  
Wood: 0.69  
Brush: 0.52  
Tires: 0.43  
Single Stream: 2.36  
Cardboard: 20.51  
Hardpack: 4.77  
News Mix: 0.00  
Postal Mix: 1.78  
Sorted Office: 1.35  
Plastic: 0.12  
Residue: 4.88

Note that while the density of the various waste streams varies, the average is approximately 0.272 tons per cubic yard.

## 2. WASTE CONTROL PLAN

### 2.1 MATERIALS ACCEPTED

The SH Facility expressly limits the types of wastes that it handles. Immediately below is a comprehensive list of waste types that are “unacceptable” and “acceptable.”

In order to limit the inflow of unacceptable waste, waste streams must be inspected and rejected before they are collected and brought on-site. Employees must be continually educating and communicating to customers who are permitted to use the facility. Continuing training is also required for employees who are involved in collection. Disciplinary measures will be enacted on both customers and employees, who do not follow SH procedures and rules.

# FACILITY MANUAL

---

SH recognizes that small quantities of unacceptable wastes may inadvertently appear in the materials that are brought into the Facility. SH staff is trained to identify such unacceptable wastes, to separate the rejected from the approved wastes, to collect incidental quantities of unacceptable wastes into designated containers and to legally dispose of these unacceptable wastes, for appropriate handling. Should large quantities of unacceptable wastes be identified, Syracuse Haulers has a contracted waste responder, Safety Kleen, to remediate the materials and/or site.

**NOTE: All Onondaga County sourced MSW and incidental MSW is to be delivered to the OCRRA system for proper disposal. (Examples include, but are not limited to, incidental trash contained within Construction and Demolition loads and incidental quantities of Trash that are intermixed within loads of Recyclables.)**

A list of both “Acceptable Waste” and “Unacceptable Waste” for this Facility appears on the following page. This information is posted conspicuously on an entrance sign to the Facility, as well as being included in communications to customers and education of SH employees.

# FACILITY MANUAL

## TRANSFER STATION WASTE

-- SYRACUSE HAULERS --

UNACCEPTABLE	ACCEPTABLE
ACIDS	APPLIANCES
AMMUNITIONS, EXPLOSIVES, FIREARMS	BRICKS
ANIMAL REMAINS	CARDBOARD***
ASBESTOS	CARPETING**
ASH RESIDURE / FLY ASH	CONCRETE
BALLASTS	CONSTRUCTION & DEMOLITION (C&D)
BATTERIES	DRYWALL
BIOLOGICAL WASTE	ELECTICAL WIRE
CAUSTICS	FURNITURE**
CHEMICALS	GLASS**
COMMERCIAL WASTE*	HARDFILL
COMPOSTING	METALS
DOMESTIC SEWAGE	OTHER MASONRY
DRUMS / TANKS	PAPER
FOOD PROCESSING WASTE	PIPE
FOOD SLUDGE	PLASTER
GARBAGE (PUTRESCIBLES)	PLASTIC**
HAZARDOUS WASTE	PLUMBING FIXTURES
HOT LOADS	TIRES
HOUSEHOLD HAZARDOUS WASTE	WOOD (including painted, treated, coated wood, wood products)
HOUSEHOLD MEDICAL SOLID WASTE	WOOD (Unadulterated)
HUMAN REMAINS	
INDUSTRIAL WASTE	
LAND CLEARING DEBRIS	
MEDICAL WASTE	
PAINT / OIL BASED PAINT	
PETROLEUM PRODUCTS	
RADIOACTIVE MATERIAL	
YARD WASTE	

\* Accept as delivered in source separated loads of recyclables or in C&D

\*\* In Onondaga County waste loads, these will be delivered to the OCRRA System

\*\*\* Accept as delivered in source separated loads of recyclables or in C&D

# FACILITY MANUAL

---

## 2.2 CUSTOMERS WITH CONTRACTS

The Facility is NOT open to the public; it is only available to those organizations over whom strict control of waste streams can be maintained. By limiting access, the potential for unacceptable wastes entering the Facility is greatly minimized.

SH maintains a select group of customers who are permitted to use the Facility. This group is extended the privilege to use the facility *“BY INVITATION, ONLY”*, and then, only after meeting strict criteria and signing an agreement with Syracuse Haulers.

All of the following provisions are covered in greater detail in the document, *“Syracuse Haulers Facility Contract”*. (See *“Appendix”>“USER PERMIT APPLICATION”* for details.):

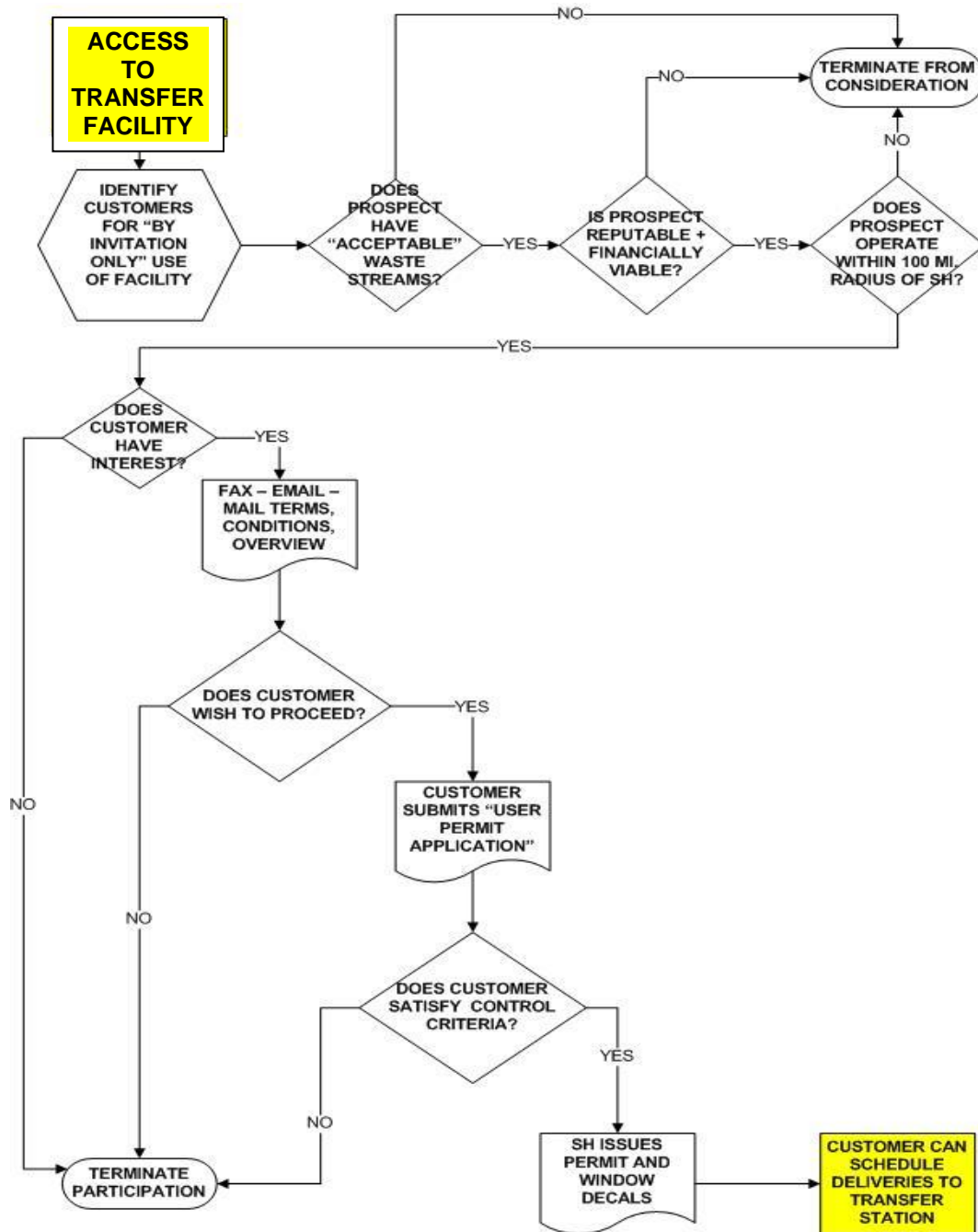
- Be an existing customer of Syracuse Haulers and/or have an approved Charge Account Application. This ensures that only reputable businesses will use the facility. (See *“Appendix”>“CHARGE ACCOUNT APPLICATION”* for details.)
- Sign an agreement with the Facility, which identifies what materials can be brought into the facility and what materials are unacceptable. This clarifies the parameters for incoming materials.
- Agree to the stated consequences of bringing unacceptable waste to the Facility.
- Provide Syracuse Haulers with a Certificate of Insurance, naming Syracuse Haulers as an “additional insured.” This provides SH with recourse should the customer be involved in an accident on the grounds of the facility and/or bring unacceptable waste on-site, which requires environmental clean-up.
- Furnish SH with proof of NYS approved Workers Compensation coverage. Again, this ensures that only reputable firms are being granted access.
- Abide by Syracuse Haulers’ “General Safety and Operational Rules.” When followed correctly and consistently, these rules provide for a safe work environment. (See *“General Safety and Operational Rules”* in this section, as well as the aforementioned *“USER PERMIT APPLICATION.”*)
- Specify which of its motor vehicles are to be permitted to enter the Facility, by providing SH with a list of equipment, indicating year, make, model, and license plate number of each vehicle. Having this information allows the Facility to control and monitor the activities of customers.
- Agree to adhere a SH “window sticker, permit decal” to each motor vehicle, which has been approved by the Facility to enter its facility. Again, having this information allows the Facility to control and monitor the activities of customers.
- Agree to schedule an appointment to deliver waste streams, no later than by 2:00 p.m. for delivery the following day, and to have a company representative contact SH by telephone when the vehicle is in transit. This provision allows the Facility to control vehicular traffic flow.



# FACILITY MANUAL

- Furnish the Facility with an “Origin of the Waste” at the same time the appointment is made to deliver the materials. By providing this information to SH, the customer provides the Facility with the ability to record and track the inflow of materials, and help SH adhere to reporting requirements.

The following process flow chart emphasizes the highly restrictive approach that is to be used by SH to decide which of its customers are allowed to use the facility and thus what waste types enter the facility.



# FACILITY MANUAL

---

## 2.3 HOURS OF OPERATION

The Transfer Facility operates during the following days and hours:

Monday – Friday: 6:00 a.m. to 5:00 p.m.  
Saturday: 7:00 a.m. to 12:00 p.m.  
Sunday: Closed

The facility is CLOSED on the following national holidays, regardless of what day of the week the holiday occurs: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## 2.4 DELIVERIES TO THE FACILITY

An identical protocol is followed by SH Facility staff, whether the wastes being brought into the proposed Transfer Facility are collected and transported by Syracuse Haulers or "By Invitation Only" Customers. In order to maintain strict control over what waste types are accepted into the Facility, the same procedures must be applied consistently and completely for all users of the proposed Transfer Facility:

- Each and every proposed waste payload must be scrutinized and approved in advance by SH staff, to verify that the intended waste delivery is "acceptable" and is to be delivered by a vehicle that is registered and permitted by the Facility. Also, in the case of "By Invitation Only" Customers, the customer must be in good financial standing with SH.
- A SH Dispatcher contacts the source/transporter of the waste to record on paper and to key-enter into an electronic database:
  - waste type
  - origin of the waste
  - estimated volume (or weight) of waste
  - user permit number for the vehicle delivering the waste
  - scheduled day and time of appointment for the delivery.
- Prior to any waste vehicle being accepted onto the grounds of the Facility, the transporter must telephone ahead to SH staff and confirm that the appointment time is still valid. SH staff has the autonomy to turn away any vehicle, at any time.
- Upon entering the Facility grounds, the loaded vehicle is to proceed to the SH truck scale. Here, the waste type is confirmed, and the loaded weight is recorded. If the waste is deemed to be "unacceptable" the vehicle operator is instructed to leave the grounds of the Facility, immediately. If the radiation detector indicates radiation in excess of background levels, the scale operator starts the radiation detection protocol given in Section 4 of the Emergency Response Plan.

# FACILITY MANUAL

---

- The vehicle is directed to an “untarping/staging area”, where any coverings over the waste are removed, and the truck remains still until being directed to the tipping floor by an equipment operator.
- As the vehicle dumps its load, the waste type is reconfirmed, and the vehicle is directed off the tipping floor and over to a “securing area.”
- At the securing area, the vehicle driver is to inspect their equipment to ensure safe highway operation and to make sure that any remaining debris is collected and deposited in containers, which are present in the securing area and exist for this purpose.
- The vehicle returns to the scale, where “empty weight” is recorded and a weight ticket is generated for the driver. Once done, the vehicle is released to exit the grounds.
- The details of the transaction are electronically recorded in a database for use in other business applications and in generating various regulatory reports.

## 2.5 HANDLING AND TRANSFER OF WASTE

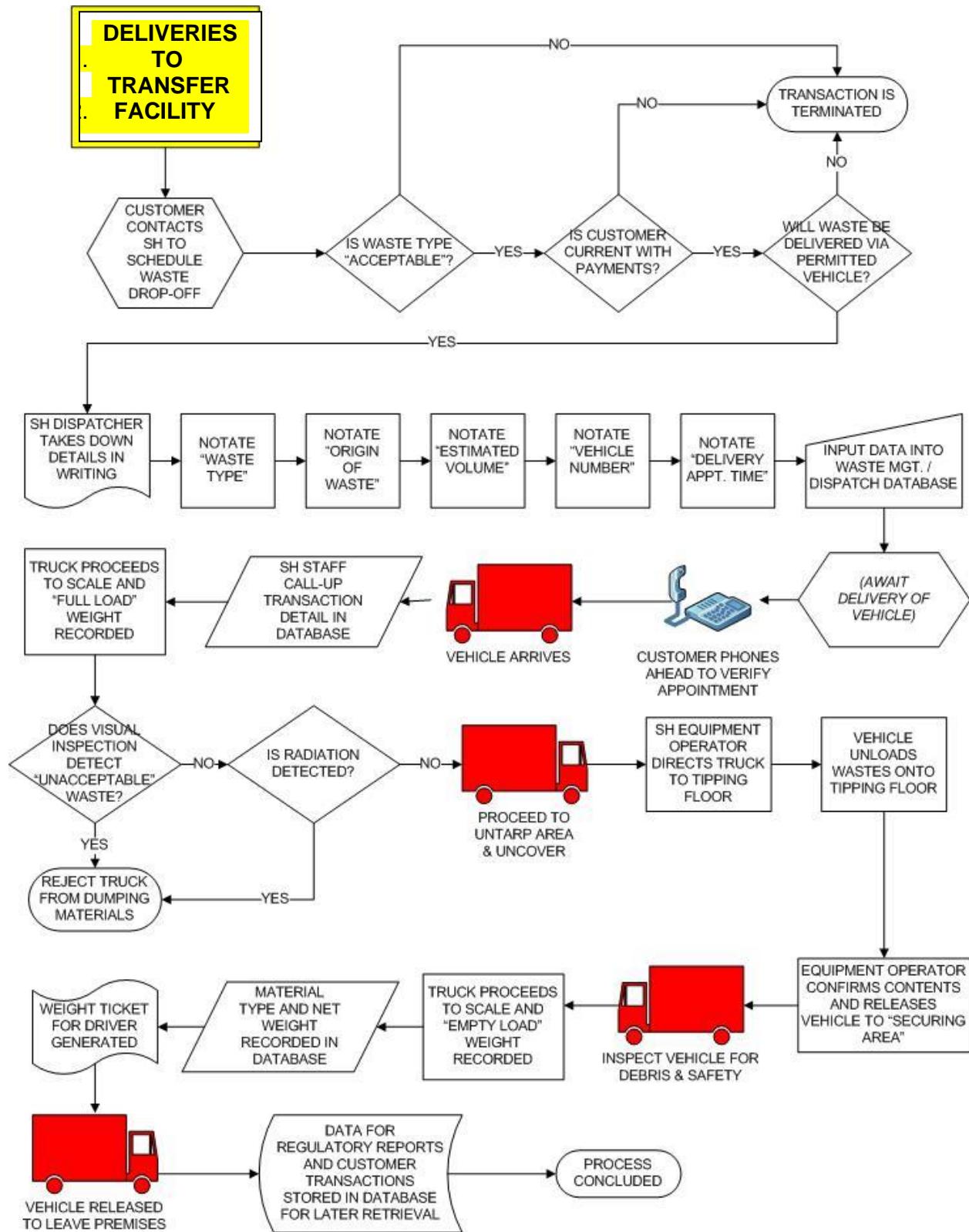
All material handling is to be “no touch”. Foreign objects are to be removed from the core materials using rakes and tongs. Trash bags and any incidental putrescibles once separated from the core materials are to be immediately removed from the tipping floors by a wheel loader and emptied into the dumpsters that are positioned outside the walls of the transfer station. If hazardous materials are noted during dumping and inspection the procedure given in Section 2.6 Waste Material Tracking Reports is to be followed.

Materials directed to Bay 1 will be dumped onto the tipping floor. The equipment operator is to use a wheel loader with a bucket attachment to disperse the materials for a visual inspection by attendants. Foreign materials that may be present will then be separated from the core materials. Segregated foreign materials will then be scooped-up from the tipping floor by the wheel loader and moved to designated containers and/or bins. Bin designations for various materials are given in *Appendix STORAGE BIN CAPACITIES*.

Mixed recyclables loads will be deposited at Bay 2 for processing by the Green Machine recycle sorter. After the load is dumped, it is scooped into the hopper that feeds the Green Machine. The hopper discharges to a conveyor belt in a pit, evenly distributing the material on the conveyor belt that carries material up to the sorter. Sorters must extract with hand tools any MSW and other items that might jam up the line, as well as anything that won't fit through the sorter.

Once the load is processed by the Green Machine, separated materials are to be picked up by an equipment operator and transferred to bins (or to an outside dumpster in the case of garbage), except for hardpack which is to be left where deposited until it is transferred to the baler.

# FACILITY MANUAL



# FACILITY MANUAL

---

## 2.6 WASTE MATERIAL TRACKING REPORTS

Data is maintained in an electronic format for ease of analysis and summary reporting. Electronic copies are backed up nightly with the Syracuse Haulers IT company:

ICS  
6007 Fair Lakes Road, Suite 100  
East Syracuse, NY 13057

If “unacceptable waste” enters the Facility, these materials are separated from the “acceptable waste streams”, immediately, and contained for disposal, provided that doing so does not place SH staff in danger. (See *EMERGENCY RESPONSE PLAN Section 2* for details.)

SH provides training for staff to recognize hazardous materials and biohazards. (See *Section 4 TRAINING* for details.) Different containment vessels exist for different materials. As needed, the Emergency Coordinator (and/or Alternate), Safety Kleen or an Emergency Responder is contacted for guidance on how to properly dispose of certain materials.

All unacceptable or prohibited materials must be recorded by the Facility supervisor on a designated form. This information is used to arrange for proper disposal and record its’ ultimate, destination. (See *form in the “Appendix”> “Record of Prohibited Material Accepted and Removed by Facility.”*) This form must be accompanied by its respective “Incoming Materials Log” form.

## 2.7 RADIOACTIVE WASTE DETECTION PLAN

SH maintains equipment and procedures for detecting radioactive material. A radiation detector is integrated within the truck scale, over which all incoming loads to the Transfer Station must pass. A detection alarm sounds if a truck containing radioactive materials passes over it. The specific detection equipment already installed is a RC2W34-2 Vehicle Radiation Detection System specifically designed for the detection of radioactivity in waste and scrap loads. The full specification of the system is in the Appendices. System calibration and testing is discussed in section 3.1.4 below. The protocol if radiation is detected is detailed in the Emergency Response Plan, Section 4.0 (Radioactive Waste Detection). Annual training of personnel for operating the radiation detection and equipment, procedures, will be conducted as noted in Section 4.6.2.

# 3. OPERATIONS AND MAINTENANCE PLAN

## 3.1 ACCESS CONTROL/ FACILITY SECURITY

Perimeter fencing, signs, and traffic control are important elements of ensuring that restricted work areas are not violated by unauthorized persons.

- Access to the grounds is controlled to minimize vehicular traffic, unauthorized and illegal dumping and to limit public exposure to hazards associated with solid waste management. This is accomplished by fences, gates, natural barriers, enclosed facility and locking overhead doors.

# FACILITY MANUAL

---

- Only SH employees and company vehicles, as authorized by the business owner or their designates, are allowed to have access to the facility proper.
- Traffic signs and SH staff provide directions to vehicles entering and exiting the grounds of the Facility. Both signs and staff specify the rules and requirements for vehicular traffic and disposal methods.
- There is only one entrance and exit for the facility; it is a single point of ingress/egress for the facility.

## 3.1.1 Restricted Work Areas

Only authorized employees are allowed in restricted areas. Restricted areas include those in near proximity to heavy equipment, tipping floor, hauling vehicles and transfer trailer loading.

## 3.1.2 Customers and Visitors

All customers, who desire to use the Transfer Facility, must have a signed agreement with SH in order to make use of the Facility. (See “Appendix”>”USER PERMIT APPLICATION” for details.) If a customer’s application is accepted, then the customer is issued a user permit by SH, which entitles one or more specific vehicles to enter the Facility. Also, the agreement specifies all rules, policies and procedures that are always to be followed, by all customers and their employees, while on the grounds of the Facility.

All non-customers and vendors – collectively referred to as “visitors” in this documentation -- are directed to the Front Office, where they are required to sign in and out on a Visitors Log. (See the “Appendix”>”VISITORS LOG” for a blank copy of the form.)

The Front Office receptionist verifies identities and confirms the purpose of each visitor, who seeks to enter the Facility. If the visitor is denied access, the receptionist alerts the Safety Coordinator or Owner, who escorts the visitor off the premises. Under no circumstances is any visitor allowed access without authorization.

All visitors must always be in the presence of SH personnel while on the grounds of the facility. If a visitor is permitted access and is accompanied by company personnel, PPE is required and must be provided if the visitor does not have equipment (e.g. hard hat, safety vest, safety glasses).

## 3.1.3 Hours of Operation

Customers and visitors are permitted access to the Facility during the following days and hours:

Monday – Friday:	6:00 a.m. to 5:00 p.m.
Saturday:	7:00 a.m. to 12:00 p.m.
Sunday:	Closed

The facility is CLOSED on the following national holidays, regardless of what day of the week

# FACILITY MANUAL

---

the event occurs: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

SH employees may work onsite, beyond the stated hours, to perform maintenance and upkeep.

## **3.1.4 Start-up and Shutdown**

### Morning Start-up

1 operator and 1 sorter start at 5:00 am

Turn on lights and open doors for receiving.

On the first day of the week field check the radiation detector using the 5uCi Cs-137 source, and record the test results on a spreadsheet in the detector computer. If the detector fails to sound an alarm, contact the manufacturer to diagnose the problem. Every morning measure background radiation reading at the scale and record on a separate page of a spreadsheet. (Samples of the spreadsheets are given in the Appendices.) Check that the alarm set point of the radiation detector is at least two times but no greater than five times the background reading. Contact RadComm to change set point if necessary.

At the start of each shift the operators are to complete equipment condition reports for all mobile equipment (*See "Appendix" > "Equipment Checklist – Daily"*).

Inspect Marathon NexGen 2 Ram Baler for general condition, check fluids, and start - cycling through the operation.

The Green machine – inspect for debris on sorting deck and walkways, inspect OCC and paper screens for obstructions.

Keep separation tipping floor clear, inspect bunkers throughout the day to ensure the commodities are kept separated and free from contamination.

Police inside and outside at regular intervals.

### End of Day procedure

Clear all work areas of debris - sweep into residual bunkers or place in 40 yd open tops for daily removal.

Clear tipping floor of any product and push into storage bunkers.

Conduct post trip inspections of mobile equipment - check tires, fluids and overall condition.

Sweep and clear debris from the walkways and cat walks on the Green Machine. Remove plastic bags and debris wound around the sorting screen shafts on Green Machine.

# FACILITY MANUAL

---

Blow debris and dust off the baler.

Check and lock exterior doors.

Turn off lights.

## 3.2 SAFETY & OPERATION RULES

SH complies with all Federal, State and Local regulations and provides a safe and healthy workplace. Each employee has the responsibility to make the safety of co-workers, customers and visitors a primary concern; this objective is fundamental to the company and its employees' wellbeing, as well as the efficient operation of SH.

### 3.2.1 Facility Safety Regulations

It is imperative that all persons – most especially SH employees and approved customers -- know, understand and abide by these operational and safety rules (This listing is not intended to be all-inclusive):

Hardhat, high visibility clothes / reflective safety vests, safety shoes, and eye protection are to be worn when outside the vehicle. (See "Appendix" > "SUPPLIES – PPE-FA-CPR" for details.)

All vehicles must comply with the posted traffic signs, with special attention to the posted speed limit of 5 MPH.

All vehicles must come to a full stop before proceeding onto the scales.

Loads must be tarped prior to entering the grounds. Tarps are to be removed, only, in designated tarp removal areas. Under no circumstances are tarps to be removed before entering the grounds. (See the section on "Vehicular Traffic Plan" for details.)

Drivers, who are preparing to enter tipping areas, must await directions from the Traffic Coordinator and/or Heavy Equipment Operator. Drivers are to maintain eye contact with operating personnel and follow all directives, including hand signals. (See the section "HAND SIGNALS" for details.)

Blind side backing is not to be attempted.

Riding on the outside of the vehicle or standing on the vehicle rear step is forbidden, when the vehicle is moving within the grounds of the Facility.

While dumping the load, all employees must stay clear of the back of the vehicle. Employees are to never stand under the open tailgate or raised hopper.

Tailgates, bodies, and hoists are to be lowered by the truck driver before exiting the tipping floor. Equipment is not to be moved around with the tailgates, doors, hoist, or bodies open



# FACILITY MANUAL

---

or in the extended position. All open top trucks must be completely empty before exiting the tipping floor.

The backs of packer trucks and roll-off containers must be opened and closed on the tipping floor.

“Jake Brakes” may not be used on site at any time.

Heavy Equipment Operators have the right-of-way on the tipping floor. All vehicles are to yield to operating machinery and pedestrians.

All passengers must remain inside the vehicle while on the tipping floor.

No children or pets are allowed on the grounds of the Facility.

Vehicles are NOT to pass other moving vehicles.

To increase visibility, it is required that headlights and 4-way flashers be operating while on the grounds of the facility.

Immediately report all injuries/accidents to the Emergency Coordinator or the Alternate.

Horseplay, scavenging or picking through the loads is strictly forbidden.

Firearms and/or weapons of any type are not allowed on the property for any reason.

The use of intoxicating beverages or any other restricted substance on the facility is strictly prohibited.

All visitors to the Facility must check in at the Front Office.

Drivers are to NOT use mobile phones or two-way radios while performing any backing maneuvers.

Ear buds and headphones are not to be worn.

## **3.2.2 Environmental Conditions**

### **3.2.2.1 Extreme Heat**

The risk of heat stress can occur in summer where the temperature and humidity are higher. In these conditions, supervisors monitor workers for signs of fatigue and listlessness. Breaks in the work schedule, plenty of fluids, and recommended clothing that allows sweat to evaporate (e.g. lightweight, long sleeve, wicking materials) helps to alleviate the dangers. If any heat stress is detected in any employee, the employee is to stop working immediately. They are given the opportunity to rest in a cool area and drink more fluid. If the employee's condition does not improve, he is taken for medical treatment.

### **3.2.2.2 Extreme Cold**

# FACILITY MANUAL

---

The risk of cold effects, such as shivering and fatigue, may take place when the temperature is very low and / or winds are high. Protection from the cold includes wearing proper clothing (e.g., thinsulate layers). Supervisors monitor workers for signs of cold effects. If any cold effects are detected in any employee, the employee is to stop working immediately. They are given the opportunity to rest in a warm area. If the employee does not improve, he is taken for medical treatment.

### 3.2.2.3 Fatigue

To avoid fatigue, which can lead to carelessness and injury, regular breaks are built into the daily schedule. Typically, these breaks include:

15-minute morning break  
30-minute lunch break  
15-minute afternoon break

The break schedule is based upon an 8-hour day. If, for any reason the employee works beyond 8 hours, additional breaks are scheduled. All breaks are to be completed in accordance with NYS Labor Law.

### **3.2.3 Work-Related Injury or Illness**

If any employee, customer or visitor is injured or contracts an illness while at the Facility, the circumstances will dictate the course of action to be taken.

Both the Emergency Coordinator and the Alternate Emergency Coordinator are certified by the American Red Cross to perform basic first aid and CPR. In the event that the situation is determined to be of a more serious nature, either an Ambulance will be called (See *“Appendix” > “EMERGENCY CONTACTS”*) or the individual will be taken to a physician’s office.

Should an employee experience a work-related injury or illness, the event is registered on an OSHA 300 form and the circumstances are subject to timely review. (See *“Appendix” > “OSHA 300 FORM”*.)

# FACILITY MANUAL

---

## 3.3 VEHICULAR TRAFFIC

Well-planned traffic management ensures the safety of employees, customers, and visitors who enter the grounds of the Facility. This section addresses various practices, which when followed correctly, reduce the potential for accidents, property damage and personal injury. Exhibit E is a diagram showing the traffic plan described below.

### 3.3.1 INBOUND Vehicle Traffic Plan

The INBOUND vehicular traffic pattern leads delivery vehicles from public highways to the two tipping floors of the Facility and pickup vehicles to the loading docks of the Facility (See *Exhibit E for full view of the diagram.*)

All vehicles will proceed to the Facility via the traffic light at the corner of Thompson Road and Exeter Road, proceeding west toward the Facility.

Trucks will travel approximately 300 feet from the intersection to the gated truck scale entrance on the right of the entrance road. The vehicles will continue through the gated entrance, traveling about 250 feet, where the vehicle will move onto the “truck scale” and stop. An integrated traffic light on the truck scale turns green, giving the driver the go-ahead to move off of the scale. This happens only after the vehicle and its payload are electronically weighed and tested for radiation contamination. (In the event that radiation is detected, the vehicle will be instructed to exit the Facility and return its payload to its origin point/source for proper handling.)

From the scale the vehicles make a left turn and cover a distance of approximately 300 feet to the main entrance drive. Delivery vehicles continue to the designated “untarping /vehicle staging area.” Here, each roll-off container is to have its container covering removed. Also, all trucks are to be staged here, awaiting communication from the Equipment Operator (Traffic Coordinator), via 2-way radio, to proceed to the appropriate bay door by number.

Once the delivery vehicle is given the go-ahead it will proceed to the tipping floor and assume a vehicle position where it can be backed up, in a straight line, onto the tipping floor.

The driver is directed to back onto the tipping floor by the traffic coordinator through the use of 2-way radio and/or standard hand signals (*See section on “Hand Signals” for details.*), and the vehicle is stopped at a designated point, once in the building.

After the payload of material has been released onto the tipping floor, the driver will lower any containers (or truck bodies) that are raised skyward. Once this is done the driver will proceed forward, off the tipping floor, and exit the building.

Pickup vehicles will continue to the correct loading dock after receiving clearance from the Traffic Coordinator. Once the vehicle is given the go-ahead it will proceed to the loading dock and back up to the dock.

# FACILITY MANUAL

---

## 3.3.2 OUTBOUND Vehicle Traffic Plan

The following details describe an OUTBOUND vehicular traffic pattern, moving vehicles from the tipping floors or loading docks of the Facility to public highways. (See *Exhibit E* for a diagram.)

Upon leaving one of the Facility tipping floors or loading docks, the vehicle is to proceed about 250 feet to a location on the grounds where the driver can exit their vehicle and inspect/secure their equipment; this is referred to as the “Securing Area”.

After the inspection is complete, the vehicle is to proceed along the main access drive to the entrance for the truck scale, then turn up the hill and proceed approximately 300 feet to the scale. The driver navigates their truck onto the scale from the OPPOSITE END, from where he first drove onto the scale. Once the vehicle is stopped on the scale, the vehicle is weighed and a scale ticket is generated.

An integrated traffic light on the truck scale turns green, giving the driver the go-ahead to move off the scale. The driver is to proceed to the access road. From here, the vehicle travels back to Thompson Road, thus exiting the grounds of the Facility.

## 3.3.3 Access Road

The Facility has a single, private access road that links the Facility to a public highway. Route 635, otherwise known as Thompson Road, is positioned approximately 750 feet due East of the Facility. There are NO OTHER public or private roadways that connect the transfer facility to public thoroughfares.

The private access road passes through a break in a steel fence, which runs along the perimeter of the East side of facility and faces Thompson Road. The break in the fencing is secured by a steel gate, with locks, which cuts off the access road and denies vehicles access to the Facility during non-business hours. There is a speed bump just west of the gate.

All roadways are to be maintained in good working condition to ensure safe travel for customers, visitors, and Facility vehicles. It is important to remember that for customers and visitors alike, their impressions of the Facility begin when they enter the property. Provisions for sweeping of working access roads, as well as litter control, have been made a priority for the site.

## 3.3.4 Public Use – Permitted or Not

Public use of this proposed Transfer Facility is prohibited. Only vehicles and payloads from Syracuse Haulers and those of its expressly approved customers are to be accepted into the facility. (See “Appendix” > “USER PERMIT APPLICATION” for details.)

All others, including homeowners, non-approved commercial operations, etc., are to be refused use of the proposed Transfer Facility. Instead, they will be directed to other

# FACILITY MANUAL

disposal/recycling sites. (See "Appendix"> "DISPOSAL SITES" for details.) However, note that the entrance drive is also a right-of-way for customers, vehicles and employees of Metalico who are allowed to traverse the site.

## 3.3.5 Speed Limits

The stated, maximum speed limit on the grounds of the Facility is 5 miles per hour. Road signs are conspicuously posted on roadways within the facility.

## 3.3.6 Hand Signals

All personnel involved in the movement of mobile refuse equipment are to be familiar with and utilize standard hand signals as follows:



**Distance Left to Back** – Hold hands apart and above the head with palms facing inward. When the distance is less than the hand spread (approximately 3 feet), bring hands together as distance decreases. When truck reaches proper position, rotate the right palm toward the driver. (See "Stop", immediately below.)



**Stop** – Raise both hands above the shoulders with open palm facing the driver. Emergency stop may be indicated by closing of the hands.



**Move to the Right** – Raise the right hand above the shoulder, and with the index finger of the left hand pointing to the right, make repeated motions to the right with the left hand.



**Move to the Left** – Raise the left hand above the shoulder, and with the index finger of the right hand extended to the left, make repeated motions to the left with the right hand.

# FACILITY MANUAL

---



**Back** – With the left hand raised above the head, and the palm of the hand turned inward, roll the arm in a circular motion (toward the body if behind the truck, away from the body if in front of the truck).

**Go Forward** – Raise the right hand above the shoulder and with the index finger pointed ahead, repeatedly move the hand in a forward motion.

## 3.4 FACILITY SIGNS

A variety of signs are posted on and about the Facility, in order to provide guidance and reminders to SH employees, customers and visitors. Many of these signs reinforce safety practices, while others provide directions or list rules. As is applicable, signs are constructed in accordance with ANSI Z535.2-2002, Environmental and Facility Safety Signs.

### 3.4.1 Entrance Gate Sign

As required by NYS regulations, a conspicuous sign is maintained at the entrance to the facility. The sign contains the following information:

**Type of facility:** Solid Waste Transfer Facility

**Permit #:** 7-3126-00299/0001

**Hours of operation:** *(See section 3.1.3 above.)*

**Emergency 24-hour Contact #:** (315)-706-6849

**Local emergency fire dept #**

Call “911” or Contact the Village of East Syracuse Fire Dept. at 315-671-3380

**List of Acceptable Waste / Unacceptable Waste** *(Shown in section 2.1)*

### 3.4.2 Traffic Control Signs

Traffic control signs are conspicuously placed on all roadways to avoid any confusion by vehicle drivers. These signs indicate stops, turns, and speed limits.

A stop sign is placed at the entrance of the Facility, just before entering the grounds of the Facility. This ensures that vehicles are sufficiently slowed down, as they enter the Facility.

# FACILITY MANUAL

---

The truck scale is equipped with an electronic signal light, to direct truck drivers when to proceed onto the scale, when to come to a stop, and when to proceed off the scale.

A traffic turn sign awaits each truck driver, as he leaves the truck scale. This turn directs the truck to a staging area, adjacent to the tipping floor. This is an area designated for trucks to manually or mechanically remove their tarps, and this area is clearly marked. Drivers are kept behind a stop line (with a stop sign) until signaled to proceed onto the tipping floor by the Equipment Operator.

As trucks leave the tipping floor, a sign directs them to a staging area where the vehicle is to be inspected, so that personnel can remove any lingering debris, along with securing the equipment before proceeding onto public thoroughfares.

Signs direct empty trucks off the facility's grounds and back to public highways.

Finally, the posted speed limit on site grounds is 5 MPH, and signs are liberally posted throughout the facility, announcing this fact.

Violators of traffic instructions are subject to disciplinary action, up to and including being barred from the Transfer Facility.

### **3.4.3 Litter Control Signs**

A sign is prominently displayed, stating that all loads are to be properly covered or otherwise secured.

### **3.4.4 Fire Prevention Signs**

Signs "No Smoking" and "No Open Flames" are posted on the facility's tipping floor and at appropriate designated areas.

Signs that designate a "Fire Extinguisher" location appear immediately above each hanging fire extinguisher.

### **3.4.5 Access Control Signs**

Signs proclaiming "No Unauthorized Personnel" are posted at the entrance of the facility and at appropriate designated areas on the grounds.

### **3.4.6 Safety Signs**

Among the safety-oriented signs that are posted throughout the Facility are "Exit" signs for all doorways, location for "First Aid", location for "Eye Wash Facility", and location for "Personal Protective Equipment."

# FACILITY MANUAL

---

## 3.5 HOUSEKEEPING

### 3.5.1 General

One of the key factors to safety is good housekeeping. This includes frequent cleaning of the facility's interior and exterior. The following elements are incorporated into this process:

Any areas visible to the public from offsite are continually maintained and free of trash.

Street sweeps . (See "Appendix"> "EQUIPMENT LIST") are used to clean access and exit roads in and around the facility.

Tipping floor is swept at the end of each day, as part of regular closing procedures.

Bins are inspected throughout the day to ensure the commodities are kept separated and free from contamination.

The Green Machine is cleaned after every shift.

Odor control misting of tipping area at the end of each day as regular closing procedure.

All incidental trash/refuse, as it is discovered, is quickly moved to steel containers. This reduces the risk of fire, safety or health hazard, and greatly reduces potential food sources for vectors. Also, these steel receptacles help to contain the potential for wind-blown litter.

An onsite storage area for source separated or recyclable materials is provided that is separate from the Solid Waste area.

All incidental trash/refuse containing food waste are stored in reusable containers that are maintained in a clean condition, do not constitute a nuisance and retard the harborage, feeding, and propagation of vectors.

### 3.5.2 Control of Windblown Material and Litter

Windblown material and litter are controlled by proper unloading methods, perimeter fences, use of waste containers, and staff training.

SH staff performs daily policing of the Facility, including fences, access roads, and the entrance/exit gate. The staff collects any debris and disposes of it properly.

All vehicles hauling waste into the Transfer Facility must be enclosed or covered by a tarp to prevent the escape of any part of the load by blowing or spilling during transport.

All loads are dumped inside the enclosed Facility, which minimizes the wind dispersing waste.



# FACILITY MANUAL

Designated staff visually inspects the cover and straps and/or rear compactor door area of a vehicle, as applicable, and verifies that all inbound loads are properly covered and all outbound loads are emptied of all waste material, so that no loose materials can escape.

## 3.5.2.1 Inbound Truck and Trailer Inspections

The presence of litter on the panels, tippers, crusher arms, tool racks, handrails, levers, hoses or other appurtenances of trucks and trailers.

The top and sides of trailer and truck bed covers for holes and tears.

The sides of trailers and truck beds for adequate overlap of cover.

The presence of litter leaving the trailer or truck bed.

Damaged equipment that may result in the release of litter during transit.

The appropriate company-issued identification number.

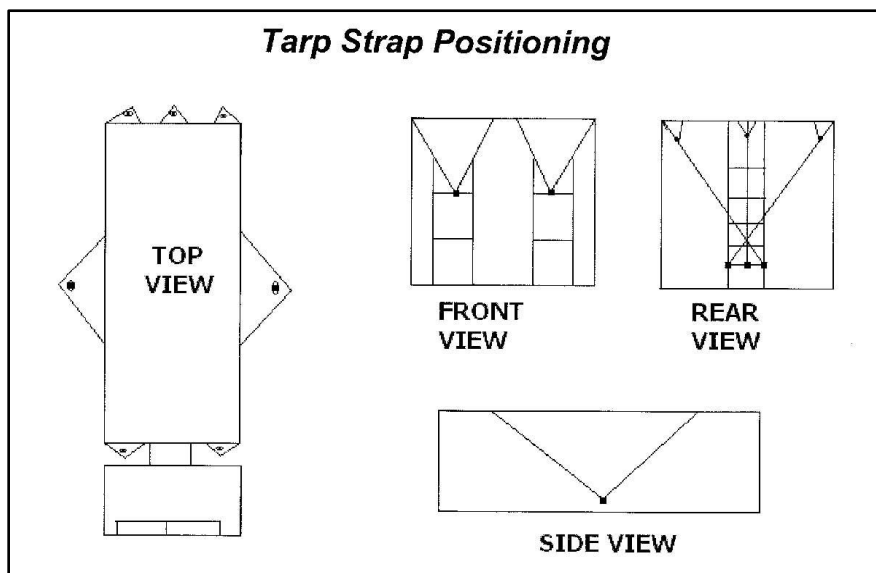
Syracuse Haulers vehicles are equipped with automatic tarps; if automatic tarps are not on the vehicles the following tarping procedure must be followed:

Tarps and tarp straps are installed in accordance with the following requirements. (*Also, see the diagram below*):

A minimum of (2) tarp straps on both sides of the trailer or open truck bed.

A minimum of (2) tarp straps at the front of the trailer or truck bed.

A minimum of (3) tarp straps at the rear of the trailer or truck bed.



# FACILITY MANUAL

---

## 3.5.2.2 Outbound Truck and Trailer Inspections

The presence of litter on the panels, tippers, crusher arms, tool racks, handrails, levers, hoses and other appurtenances of trucks and trailers.

The floors of trailers or open bed trucks for debris.

Trailer and truck doors and openings.

Other parts of trucks and/or trailers on which pieces of plastic or other waste materials may be caught.

When necessary, the employee, who is inspecting outbound trucks and/or trailers, instructs the driver to remove materials caught on the vehicle, and/or to sweep/scrap debris from the equipment, and/or re-tarp the vehicle, before allowing the vehicle to proceed to access roads or to the highways.

## 3.5.2.3 Added Procedures for Roll-Off Vehicles

Container doors must be fully closed and secured by safety chains.

Permanent / retractable covers must be secured or spooled at the rear of the vehicle cab.

Tarp straps used to secure covers must be rubber tie-down, elastic type (bungee cords) or equivalent, that are free of cuts or other imperfections that may allow the tarp cover to become loose while container is in transit. Tarp straps are to be inspected daily and replaced as necessary.

Drivers of roll-off vehicles, which are transporting self-contained compactors, must ensure that the charging ram is forward prior to transport and that the rear door is fully closed and secured by a safety chain to prevent spillage in transit.

Drivers of roll-off vehicles, which are transporting various compactor containers with rear door openings, must secure the load as follows:

Rear door shall be fully closed, secured by a safety chain.

Rear door opening shall be securely covered by a solid or mesh cover/tarp (sometimes referred to as a "diaper") that is free from rips and holes.

Cover shall overlap the container opening by at least 12 inches, on all four sides.

## **3.5.3 Odor Control Plan**

# FACILITY MANUAL

---

Odor in a Facility largely comes from decomposing waste in its early stages of decomposition. The odor molecules escape from the waste on the floor and in areas where the waste is being loaded. Taking this into consideration, the following steps help to eliminate odor problems:

Divert all odorous waste loads. No household or commercial garbage or putrescible solid waste is to be emptied inside the Facility; it is directed to the appropriate disposal site. (See “Appendix” > “DISPOSAL SITES” for details.)

The practice of “first in – first out” waste handling applies with any incidental putrescibles.

Mist odor neutralizer (See “Appendix” > “ODOR NEUTRALIZER” for details).

## 3.5.4 Disease Vector Control

The facility controls vectors such as rodents, flies and mosquitoes through proper daily cleaning.

A minimum of twenty (20) bait stations are installed around the exterior of the Facility for rodent control. (See *diagram below*.)

The facility as well as bait stations are monitored and serviced on a monthly basis by **Ehrlich Pest Control**, license number 14230.

A 24-hour/7-days-a-week emergency number, **800-488-9495**, is also provided and posted in the facility.



# FACILITY MANUAL

---

## **3.5.5 Radiation Detection Equipment Use and Calibration**

The scale and radiation detector are calibrated by the equipment manufacturer every six months per a maintenance contract. The investigation alarm set point of the radiation detector will be set by the manufacturer at least two times, but no greater than five times, facility background radiation levels. Initially this will be based on a few daily measurements and then adjusted after a longer daily record of readings has been logged.

As discussed in Section 3.1.4, at the start of the week the radiation detector is to be checked against the test source and the reading recorded, and at the start of every day a background radiation reading must be taken and recorded.

## **3.6 EQUIPMENT MAINTENANCE**

Supervisors check the operation of all equipment at the start of each shift. Preventive Maintenance checklists are given in the Appendix – see items starting with PM.

Loaders, mini-excavator and fork trucks – vehicle condition reports are completed and vehicles serviced every 500 hours.

Ram baler is cleaned daily and serviced quarterly.

Green Machine screens are inspected after each shift. Machine is greased each week and serviced quarterly.

## **3.7 INTERRUPTIONS TO NORMAL OPERATIONS**

In the event of a major event that prohibits the use of the Transfer Facility, the following procedures are enacted:

In the event of a major equipment breakdown, SH will cease all incoming loads and redirect all vehicles to the appropriate disposal sites (See list of “Disposal Sites” in the “Appendix”> ”Disposal Sites”).

In the event of extended down time (hazardous spill, fire, etc.) all incoming company vehicles will be sent directly to the appropriate disposal site. Any contracted customer will be notified immediately via phone, fax, 2-way radio, and/or email of the shut-down with a list of disposal sites. (See list of “Disposal Sites” in the “Appendix”> ”Disposal Sites”).

If an unscheduled total facility shutdown exceeds 24 hours, SH will immediately notify the NYSDEC describing the incident and the proposed waste management activities to be implemented during the shutdown.

# FACILITY MANUAL

---

## 4. TRAINING CURRICULUM

### 4.1 OVERVIEW

Training of SH employees addresses a variety of topics and regulatory requirements. In addition to training stipulated by OSHA regulations, all personnel who work at the Transfer Facility, including attendants, equipment operators and related vehicle drivers, receive training that is specific to their responsibilities.

Transfer trailer drivers must have a Class 'A' Commercial Driver's License and all other hauling vehicle drivers must have a Class 'B' Commercial Driver's License that represents sufficient training and expertise with respect to driving the vehicle. Additionally, they must receive training related to the overall operation of the Facility. Likewise, equipment operators must be trained in the operation of their equipment that is used in the Facility.

Training that pertains to certain OSHA regulations is required for all employees. Subjects include:

- Hazard Communication
- Bloodborne Pathogens
- Emergency Spill Response / Action Plan
- Equipment Maintenance
- Ergonomics
- Fire Safety / Action Plan
- Hearing Conservation
- Personal Protective Equipment (PPE)
- Walking-Working Surfaces

Training in these and other areas depends largely on individual employee job / task assignments. Yearly refresher training is required for many of the OSHA programs.

Training is modified or adjusted when new equipment or procedures are incorporated into the workplace. Also, training is repeated if there is evidence that previously trained employees demonstrate a lack of understanding or are not complying with the training requirements.

All established disciplinary policies, which are used to correct behavior, apply to any employee who works in the Transfer Facility and does not perform job requirements.

The Facility's management conducts monthly safety training sessions. The purpose of such meetings is to provide refresher training on timely topics, along with reviewing the results of facility inspections, employee behavior observations, traffic issues, any operational changes, etc.

# FACILITY MANUAL

---

## 4.2 KEY CONCEPTS

Employee training begins with a clear understanding of the specific work assignments that employees are to perform. All employees are made aware of the regulations that apply to their job assignments, as well as the training required for that job assignment.

### 4.2.1 Types of Training

**Employee Orientation** – All new employees become familiar with all Company Policies and Procedures regarding employment, benefits, work rules and operating rules. A Company Policy and Procedure manual is given to all new hires for review. A discussion of the contents takes place with management to ensure employee comprehension. An acknowledgement form is signed/dated by the employee and filed in their personnel file.

**Regulatory Requirements** – All employees will be familiarized with the requirements in Part 360 regarding the operation of recycling and transfer facilities, including definitions of types of wastes, storage and handling requirements, necessary environmental controls, and emergency notifications.

**Job Qualifications** – All employees must meet certain minimal requirements to ensure they will be able to safely perform their assigned duties. Some training must be provided after employment begins.

**Equipment Specific** – Equipment operators and employees working with specialized equipment will receive training on that specific piece of equipment. For any new equipment initial training will be provided by the manufacturer. Subsequently employees will receive training based on manufacturer's operation manuals, with emphasis on hazards particular to that machine. Scale operators will receive annual training on radiation detection system operating procedures including weekly field checking and radiation detection alarm response procedures including use of isotope detector.

**Hazard Recognition** – All employees are made aware of the potential hazards of their workplace and specific job assignments. Training identifies both the hazard and method of avoiding or safely managing it.

**Risk Reduction** – Based on job assignment, some employees are identified as requiring special or supplemental training (e.g. PPE, Bloodborne Pathogens)

**Follow-Up** – Training is repeated periodically to maintain an employee's knowledge of the requirements and to ensure the employee's knowledge is up-to-date, based on current job responsibilities and workplace conditions.

Training records for each employee are kept in each employee's personnel file. A copy of all employees' training records are also kept in a Training Record file and kept for a minimum of 30 years post termination of each employee.

### 4.2.2 Duties and Responsibilities

#### Syracuse Haulers

# FACILITY MANUAL

---

Identify the compliance-based training that is required for each employee.  
Provide the required training before an employee is assigned to perform any regulated activity.  
Provide such other training and instruction as may be necessary to ensure that the employee is able to perform his / her tasks in a safe and proficient manner.  
Ensure the employee has understood the training and is able to apply the necessary precautions or protective measures.  
Monitor conditions in the workplace to ensure the training previously provided to employees is adequate to address current workplace hazards and conditions.  
Provide employees with additional training where necessary to comply with related regulatory requirements and to maintain required skills and / or certifications.

## **Supervisors**

All supervisors are responsible for ensuring that employees use and follow the safe work practices that have been provided in their training. Also, they are responsible for monitoring conditions in the workplace that may require modification of that training.

## **Employee**

The employee is responsible for using and following the training provided by his / her employer. They are also accountable for accurately and thoroughly following all instruction / direction from any supervisor.

### **4.2.3 JOB DESCRIPTIONS**

#### **Title: Supervisor, Transfer Station**

##### **General Description:**

This position involves the responsibility to ensure that solid waste materials are processed in an efficient manner, on schedule, and according to approved procedures. This position involves the inspection of materials received at the transfer station, and includes determining and preventing the disposal of unauthorized, disallowed and/or incompatible materials at the facility. The incumbent is also responsible for directing, planning, and assigning the work of all lower-level employees.

##### **Essential Functions:**

1. Knows, understands, and implements the transfer station's operating rules and procedures; follows local, state, and federal laws pertaining to the operation of a transfer station
2. Performs Daily Facility Inspection and opens transfer station
3. Inspects equipment to ensure proper operation and condition
4. Prepare and complete Ingoing / Outgoing logs and other required documentation



# FACILITY MANUAL

---

5. Performs inspection of incoming materials
6. Ensures that safety precautions are observed and that employees adhere to safety rules
7. Trains subordinate personnel
8. Ensures that proper procedures are carried out, and enforces rules and regulations of facility
9. Monitors quality of materials being received
10. Oversees tipping work area to ensure organized operation
11. Schedules and oversees removal of materials from facility
12. Performs closure inspection and procedures

## **Additional Responsibilities:**

1. Has the authority to assign, coordinate, and review the quality and quantity of the work of other employees
2. Instructs employees in specific techniques or technical methods for accomplishing work assignments
3. Has authority to review and adjust when applicable any safety issue to better ensure the safety standards
4. Assist employees with unusual situations that do not have clear procedures
5. Has the authority to discipline any employee not following policy and procedures

## **Knowledge, Skills & Abilities:**

1. Thorough knowledge of the operation, rules, safety practices, hazards, inspection requirements and federal, state and local laws for solid waste management facilities, including methods, materials, tools & equipment used to operate the facility
2. Good knowledge of the maintenance requirements of the facility, including but not limited to that of large machinery used in operations of facility (i.e. displays strong mechanical aptitude)
3. Working knowledge of occupational hazards and safety procedures concerned with tipping area and operation of large equipment
4. Ability to perform manual tasks requiring eye coordination
5. Ability to plan, assign, and direct the work of others
6. Ability to keep records and make reports
7. Understands, follows and gives clear oral and written instructions
8. Establishes and maintains effective working relationships with coworkers, employees, contractors, and the public

## **Working Environment / Conditions:**

1. Requires moderate physical work, walking, standing, stooping, lifting, pushing or raising objects
2. Might encounter unpleasant weather conditions
3. The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

## **Special Requirements:**

1. Graduation from high school or possession of high school equivalency diploma and three (3) years experience in operational activities related to solid waste management

# FACILITY MANUAL

---

## **Title: Scale Operator, Transfer Station**

### **General Description:**

Operates scale to weigh incoming and outgoing vehicles, logging information relevant to each truck, including vehicle type, tags, and driver. Accurately record this data for billing purposes and perform regular audits to ensure appropriate billing. This position requires computer proficiency.

### **Essential Functions:**

1. Use a computer to record the weights of incoming and outgoing vehicles
2. Log information into a centralized database
3. Calculate costs for drivers based on vehicle weight
4. Maintain a safe, organized working environment
5. Zero the empty scale each day
6. Print scale tickets for drivers
7. Record Radiation detection background readings
8. Record weekly "Calibration Source" readings

### **Knowledge, Skills & Abilities:**

1. Thorough knowledge of the operation, rules, safety practices, hazards, inspection requirements
2. Understand the Onondaga County weights and measures requirements
3. Able to acknowledge vehicles that are not fully on the scale
4. Direct drivers on the property to the correct location
5. Experience with radio communication

### **Working Environment / Conditions:**

1. Requires walking, standing, sitting for long periods
2. Able to focus in a busy environment
3. The job requires normal visual acuity and field of vision, hearing, speaking, color perception.

### **Special Requirements:**

1. Graduation from high school or possession of high school equivalency diploma and three (3) years' experience in operational activities related to solid waste management

# FACILITY MANUAL

---

**Title:** Equipment Operator - Transfer Station

**General Description:**

This is skilled work in the operation of a wide variety of diverse pieces of the Transfer Station during the generalized workday. Work entails operating mechanical controls of the equipment and performing related manual tasks. Work is performed under minimal supervision and is reviewed while in progress and upon completion.

Equipment includes but is not limited to:

- Tennant 355
- Mitsubishi FGC-25
- Komatsu WA320-5L
- Komatsu PC78US-6
- Komatsu A70-5
- Case W7E
- Komatsu D31A-17

**Essential Functions:**

1. Safely and effectively operate related equipment in manipulating materials
2. Follow all OSHA operating laws required when operating equipment
3. Perform all pre-check, post-check, and daily equipment checklists
4. Responsible for general interior cleaning of assigned vehicle up to company's standards of appropriate levels of cleanliness
5. Assist with preparation of equipment for different seasonal jobs (e.g. snowblower, sweeper, etc.)
6. Communicates with laborers/drivers regarding tipping area, designated areas for material, and other pertinent operating instructions
7. Assists with work instructions for lower-level positions

**Additional Responsibilities:**

1. Observe all training provided
2. Observe all safety precautions and regulations
3. Wear PPE when required
4. Fill in as relief for another operator when necessary
5. Required to perform manual labor such as picking up refuse surrounding loaded containers and leveling loads
6. Performs related work as required

**Knowledge, Skills & Abilities:**

1. Syracuse Haulers Waste Removal, Inc. policies, rules and procedures
2. Principles and practices of safe motor vehicle operation and maintenance
3. Listen and communicate effectively, orally and in writing, with co-workers and supervisor

# FACILITY MANUAL

---

4. Learn job-related procedures and techniques, primarily through on-the-job training, oral instructions, and observations
5. Carry out oral and written instructions

## **Working Environment / Conditions:**

**Title:** Roll-Off Container Truck Driver

## **General Description**

This is skilled work in the operation of roll-off container type trucks and equipment. Work entails operating mechanical controls of the vehicle and performing related manual tasks, daily contact with unpleasant materials and outside work regardless of weather on assigned routes. Work is performed under minimal supervision and is reviewed while in progress and upon completion.

### **Roll-Off Container Truck:**

An off highway truck for picking roll-off containers up off the ground and pulling them onto a haulage vehicle.

### **Roll-Off Container Service:**

Container used for the storage, collection and transport of commercial, institutional or industrial solid waste, construction and/or demolition material, recycling, non-hazardous and hazardous waste. The container is pulled onto the tilt-frame of the collection vehicle with a cable winch, reeving cylinders or by hooks and taken to a predetermined facility for emptying. Normally, an empty roll-off container is delivered to a customer and left for filling. When it is ready to be serviced the full container is loaded and hauled to a designated disposal site.

## **Essential Functions:**

1. Operate roll-off type collection truck for delivery, haul and empty container at disposal sites.
2. Follow all D.O.T. transporting laws required when transporting a loaded container.
3. Transport the contents of the container to a predetermined site for disposal, empty the container, return or deliver container to next assigned site.
4. Performs all City, Town, Village, Municipal, DEC (if applicable) and D.O.T. requirements.
5. Performs all Pre-trip, Post-trip and Vehicle Check List.
6. Responsible for general interior cleaning of assigned vehicle up to Company's standards of appropriate levels of cleanliness.

# FACILITY MANUAL

---

## **Additional Responsibilities:**

1. Schedule is assigned daily to commercial, institutional, industrial and/or residential routes.
2. Service containers which are located on the property of commercial, institutional, industrial and/or residential customers.
3. Deliver, Haul, Dump and/or Retrieve containers as assigned.
4. Will fill in as relief for another driver when necessary.
6. Required to perform manual labor such as picking up refuse surrounding container, leveling loads tarping and untarping loads.
7. Performs related work as required.

## **Knowledge, Skills & Abilities:**

1. Knowledge of traffic regulations and the practices necessary in the proper care and safe operation of heavy duty trucks.
2. Sufficient knowledge of the principles of operation of a roll-off container truck and motor equipment to be capable of detecting malfunctioning performance, and report malfunctions to Company's shop supervisor.
3. Skill in the operation of assigned container(s) and pertaining equipment.
4. Ability to understand and follow verbal and written instructions.
5. Ability to establish and maintain cooperative and effective relationships with other Company employees and the general public.
6. The ability to identify container contents for pick up and/or proper disposal site.
8. Separate, remove and/or document unacceptable materials from loads ( ie; ballast, paint, white goods, etc.).
9. Report unacceptable materials to dispatcher/supervisor before leaving customer site.
10. Learn area geography, including street layout and locations.
11. Communicate clearly and concisely, both orally and in writing.

## **Working Environment/Conditions**

Requires skillful driving, medium physical work, walking, standing, stooping, lifting, pushing or raising objects.

Might encounter unpleasant weather conditions since they must leave their trucks.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception

## **Special Requirements:**

1. Must possess and maintain a valid Class A and/or Class B Commercial driver's license with appropriate endorsements as are required.

**Title: Front Load I Rear Load Commercial  
Solid Waste & Recycling Collection Driver**

# FACILITY MANUAL

---

## **General Description:**

This is skilled work in driving a Front Load and/or Rear Load mechanized solid waste and recycling collection truck involved with the disposal of a variety of solid waste/recycling materials. Work entails operating mechanical and electrical controls of the vehicle and performing related manual tasks, daily contact with unpleasant materials and outside work regardless of weather on assigned routes. Work is performed under general supervision and is reviewed while in progress and upon completion.

### Front-End Load Truck:

A collection vehicle with two forks on front arms to lift a container to empty the solid waste/recycling into a hopper at the top of the compaction body. Compaction of solid waste/recycling is from the front to the rear of the compaction body. This body type is used primarily for the collection of commercial, institutional and industrial solid wastes and recycling. However, it has been adapted for the collection of residential solid waste and recyclables.

### Rear-End Load Trucks:

A solid waste/recycling collection body where the hopper for loading the solid waste/recycling is at the rear of the compaction body. Compaction of solid waste/recycling is from the rear to the front of the compaction body. This body type is used primarily for the collection of commercial, institutional and industrial solid wastes/recycling. However, it has been adapted for the collection of residential solid waste and recyclables.

## **Essential Functions:**

1. Operate a large mechanized solid waste/recycling collection truck on a commercial and/or residential route
2. Operate the mechanical and electrical controls of the vehicle to assure maximum legal load capacity prior to transporting to disposal site
3. Transport the contents of the packer body to a predetermined site for disposal; empty the packer body.
4. Performs all City, Town, Village, Municipal and D.O.T. requirements.
5. Performs all Pre-trip, Post-trip and Vehicle Check List.
6. Responsible for general interior cleaning of assigned vehicle up to Company's standards of appropriate levels of cleanliness.

## **Additional Responsibilities:**

1. Can be assigned to commercial and/or residential trash and/or recycling routes
2. Service containers which are located on the property of commercial and/or residential customers.
3. Deliver and/or Retrieve containers as assigned.
4. Will fill in as relief for another driver when necessary.
5. Perform special or non-routine refuse/recycling collection service.

# FACILITY MANUAL

---

6. Required to physically load and sort recyclables and/or trash if applicable.
7. Performs related work as required.

## **Knowledge, Skill & Abilities:**

1. Knowledge of traffic regulations and the practices necessary in the proper care and safe operation of heavy duty trucks.
2. Sufficient knowledge of the principles of operation of hydraulic and motor equipment to be capable of detecting malfunctioning performance, and report malfunctions to Company's shop supervisor.
3. Skill in the operation of assigned equipment.
4. Ability to understand and follow verbal and written instructions.
5. Ability to establish and maintain cooperative and effective relationships with other Company employees and the general public.
6. The ability to identify solid waste to be sorted for pick up and/or disposal.
7. The ability to identify recyclable materials to be sorted for pick up and/or disposal
8. Separate contaminants from recyclable loads.
9. Issue tags for violations of ordinances and codes
10. Learn area geography, including street layout and locations.
11. Communicate clearly and concisely, both orally and in writing.

## **Working Environment/Conditions:**

Requires skillful driving, medium to heavy physical work, walking, standing, stooping, lifting, pushing or raising objects.

Might encounter unpleasant weather conditions since they must leave their trucks.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception

## **Special Requirements:**

1. Must possess and maintain a valid Class B Commercial driver's license with appropriate endorsements as are required.

**Title:** Residential Solid Waste & Recycling Collection Driver  
**General Description**

## **General Description:**

# FACILITY MANUAL

---

This is skilled work in driving and operating solid waste and recycling collection vehicles involved with the loading and disposal of a variety of solid waste/recycling materials. Work entails operating heavy mechanized loading equipped trucks and performing related manual tasks, daily contact with unpleasant materials and outside work regardless of weather on assigned routes. Work is performed under general supervision and is reviewed while in progress and upon completion.

## **Essential Functions:**

1. Drives solid waste and/or recycling collection vehicles; operates mechanized equipment in the loading and unloading of solid waste, recyclable and other solid waste materials; loads and hauls recyclable or solid waste materials from collection sites to sanitary landfill, recycling center or other designated area for disposal or processing. Will involve the operation of recycling collection vehicle with manual sorting and loading of recyclables.
2. Performs all City, Town, Village, Municipal and D.O.T. requirements.
3. Performs all Pre-trip, Post-trip and Vehicle Check List.
4. Responsible for general interior cleaning of assigned vehicle up to Company's standards of appropriate levels of cleanliness.

## **Additional Responsibilities:**

1. Can be assigned to commercial and residential trash and/or recycling routes (hand stops and/or totes only).
2. Will fill in as relief for another driver when necessary.
3. Required to physically load and sort recyclables and/or trash if applicable.
4. Performs related work as required.

## **Knowledge, Skill & Abilities:**

1. Knowledge of traffic regulations and the practices necessary in the proper care and safe operation of heavy duty trucks.
2. Sufficient knowledge of the principles of operation of hydraulic and motor equipment to be capable of detecting malfunctioning performance, and report malfunctions to Company's shop supervisor.
3. Skill in the operation of assigned equipment.
4. Ability to understand and follow verbal and written instructions.
5. Ability to establish and maintain cooperative and effective relationship with other Company employees and the general public.
6. The ability to identify household waste to be sorted for pick up and/or disposal.
7. The ability to identify recyclable materials to be sorted for pick up and/or disposal.
8. Learn area geography, including street layout and locations.
9. Communicate clearly and concisely, both orally and in writing.



# FACILITY MANUAL

---

## **Working Environment/Conditions:**

Requires skillful driving, medium to heavy physical work, walking, standing, stooping, lifting, pushing or raising objects.

Might encounter unpleasant weather conditions since they must leave their trucks.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception

## **Special Requirements:**

1. Must possess and maintain a valid Class B Commercial driver's license with appropriate endorsements as are required.

## **Title: Sorter Transfer Station**

### **General Description:**

Some previous work-related skill, knowledge or experience would be beneficial. Employee will generally work on an average of one to three months with an experienced employee. Work entails performing physical activities that require use of arms, legs and moving your whole body, such as light lifting, walking, stooping and handling materials. Work is performed under minimal supervision and is reviewed while in progress and upon completion.

### **Essential Functions:**

1. Manually sort unacceptable material (solid waste) from recyclable material. Deposit unacceptable material in designated chute.
2. Clean work area, as well as general area housekeeping.
3. Safely and efficiently manipulate material.

### **Additional Responsibilities:**

1. Observe all training provided.
2. Observe all safety precautions and regulations.
3. Wear required PPE.
4. Fill-in for another sorter when necessary.
5. Perform other related work as required.

### **Knowledge, Skills and Abilities:**

1. Learn and apply Syracuse Haulers Waste Removal, Inc.'s policies, rules and procedures.
2. Listen and communicate effectively, orally and in writing with co-workers and supervisors.

# FACILITY MANUAL

---

3. Learn job related procedures and techniques, primarily through on-the-job training, oral instructions and observations.
4. Carry out all oral and written instructions.

**Special Requirements:**

The job requires normal vision acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception and texture perception.

# FACILITY MANUAL

## 4.3 TRAINING CURRICULUM TABLE

Training → Tasks/ Duties ↓	Site Safety Orientation / Work Rules	DEC Regulations	Basic Hazoom	Walking-Working Surfaces	Spill Response	Bloodborne Pathogens	Ergonomics	Heat / Cold	PPE	Hearing Conservation	Traffic Control	Powered Industrial Trucks	Baler and Green Machine	Emergency Management Training	Fire Extinguishers	Substance Abuse
Sorter	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Equipment Operator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Supervisor	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Scale Operator	X	X	X	X	X		X		X		X			X		X
Truck Driver	X	X	X	X	X	X	X		X		X	X				X
Emergency Coordinator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Office Personnel Entering Tipping Area	X	X		X			X		X						X	X
First Aid Provider	X		X	X	X	X	X	X	X	X	X	X		X	X	X
Safety Coordinator	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

### Footnotes for Training Curriculum Table

*Legend: X = Mandatory Training  
= Recognition / Awareness Training only*

## 4.4 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Facility employees perform a wide variety of jobs and tasks. The very nature of their work presents potential for exposure to harsh conditions, including heat and cold, hazardous substances / objects, vehicular traffic, dust, etc.

SH conducts a Hazard Assessments to determine minimum requirements for Personal Protective Equipment (PPE) to protect the employee in both routine and specialized jobs / tasks.

### 4.4.1 Key Concepts

The purpose of the company's Hazard Assessments is to ensure all workplace hazards have been identified and proper PPE is provided for each employee.

# FACILITY MANUAL

---

PPE is essential to protecting employees from recognized hazards that could result in workplace injuries and illnesses. All PPE used by employees in the course of their work must be maintained in a sanitary and reliable condition.

## **4.4.2 Duties and Responsibilities**

PPE does not remove the hazard from the workplace; the PPE is the last line of defense before a hazard reaches the employee. SH's first line of defense is sound operational controls and procedures, which are to be utilized in conjunction with the provided Personal Protective Equipment.

### **Syracuse Haulers**

Provide Hazard Assessment for each job / task.  
Provide each employee with a written PPE program.  
Train all employees on required PPE.  
Train all employees on use and need of PPE.

### **Supervisors**

Supervisors are responsible for implementing and enforcing the facility's PPE program. Exceptions to the PPE program are not allowed for any employees – including managers, supervisors, drivers, office personnel, and visitors. Violators are dealt with according to facility rules and the company's Policies and Procedures. Supervisors are responsible for removing defective PPE from the workplace and for replacing it, as needed.

### **Employees**

Employees are responsible for complying with all provisions of the PPE program. They must wear all PPE indicated in the Hazard Assessment that pertains to the employee's job / task. Individuals are responsible for the proper use, care, maintenance, and storage of their PPE. Employees must report defective PPE to their supervisor and obtain replacement equipment, as warranted.

### **Customers & Visitors**

Facility rules clearly indicate what type of PPE is required. Please refer to the accompanying tables of information that follow. Except for personal wear, the facility has on hand an ample supply of visitor safety glasses, hard hats, and safety vests.

Any visitor or customer, whose personal wear does not meet the minimum PPE requirements of the facility, will not be permitted to enter working areas of the Facility.

# FACILITY MANUAL

## 4.5 PERSONAL PROTECTIVE EQUIPMENT (PPE) HAZARD ASSESSMENTS

### 4.5.1 PPE Hazard Assessment per Job / Task

Attendant  
 Equipment Operator  
 Supervisor  
 Truck Driver  
 Emergency Coordinator

Office Personnel Entering Tipping Area  
 First Aid Provider  
 Safety Coordinator  
 Customer  
 Visitor

### 4.5.2 PPE Selection Table

Protection →	Work Boots	Eye/Face Protection	Hearing Protection	Head Protection	Particulate Respirator (Dust Mask)	Traffic Safety Vest/Extended Visibility Clothing	Hand Protection	Seat Belts
Jobs/ Tasks ↓								
Sorter	X	X	X	X	(3)	X	X	
Equipment Operator	X	X	X	X	(3)	X	X	X
Supervisor	X	X	X	X		X	X	X
Truck Driver	X	X	X	X		X	X	X
Emergency Coordinator	X	X	X	X		X	X	X
Office Personnel Entering Tipping Area	(1)	X	X	X		X		
First Aid Provider	(1)	X	X	X		X		
Safety Coordinator	X	X	X	X		X	X	X
Customer	(1)	X	(2)	X		X		X
Vendor	(1)	X	(2)	X		X		

Footnotes for PPE Selection Table

*X = Mandatory, (1) = Closed toe, hard soled shoe, (2) = Hearing protection may be required when in the presence of loud equipment, (3) = Optional*

# FACILITY MANUAL

---

## 4.6 OCCUPATIONAL HAZARDS TRAINING

SH ensures that all employees, who have exposure to occupational hazards, participate in a training program, which is provided at no cost to the employee and is conducted during working hours. Training is provided in such critical areas as Fire Prevention/Extinguishing, Hazardous Materials Spill Response, and Bloodborne Pathogen Exposure.

Training is delivered, as follows:

At the time of initial assignment of tasks.

At least annually, within one year of the previous training.

Additional training is conducted when changes, such as modification of tasks or procedures or institution of new tasks or procedures, affect the employee's job description.

Material appropriate in content and vocabulary to the educational level, literacy, and language of employees is used.

The person who is conducting the training shall be knowledgeable in the subject matter and shall relate this knowledgeable to the workplace for which the training is being conducted.

### 4.6.1 Content

The training program contains the following elements:

An accessible copy of the regulatory text of the standard and an explanation of its contents.

A general explanation of the subject, such as fire extinguishers, hazardous materials containment, and bloodborne diseases, to name a few.

An explanation of the modes of transmissions of bloodborne pathogens.

An explanation of the Contingency Plan(s) related to the topic, and the means by which the employee can obtain a copy of the written plan.

An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to fire/explosion, hazardous materials, bloodborne pathogens, etc.

An explanation of the use and limitations of engineering, controls, work practices, and personal protective equipment (PPE)

- Information on the types, proper use, location, removal, handling and decontamination and disposal of PPE

- An explanation of the basis for selection of PPE

- Information on the actions to take in the event of an exposure, including medical follow up

- Information on the post exposure evaluation and follow up that SH is required to provide for the employee following an exposure incident

# FACILITY MANUAL

---

An opportunity for interactive questions and answers with the person conducting the training sessions.

## **4.6.2 Radiation Detection System**

As a related topic to occupational hazards, scale operators and emergency coordinators will receive annual training on radiation detection system operating procedures and alarm response procedures.

## **4.6.3 Medical Records**

SH establishes and maintains records for employees with occupational exposure for the period of employment, plus 30 years after termination of employment.

Medical records of employees with occupational exposure to bloodborne pathogens include the following elements:

- Employee's name and SSN.

- Copies of results of all exams, tests, and follow up related to reported exposure incidents, as allowed under Federal and State privacy laws.

- Written medical opinion of post exposure incidents, as allowed under Federal and State privacy laws.

## **4.6.4 Training Records**

SH maintains records of employees who have completed each occupational hazards training program. All training records are kept for three (3) years from the date of training, and include the following information:

- Dates of training sessions

- Names, positions of employees attending each session

- Contents or summary of training sessions

- Names and qualifications of trainers

*(See "Appendix">" TRAINING REGISTER" for details.)*

## **4.6.5 Availability of Records**

All employee medical records and training records shall be provided upon request for examination and copying to the subject employee, to employee representatives with a signed release, to representatives of accrediting agencies, in accordance with Federal and State law.