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Title: **8.2 Procedures for Waste Unloading at the Landfill**

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Section: 8 - Waste Acceptance and Monitoring Procedures

Date Issued: March 26, 2009

Authorized by: Tim McVicar, General Manager

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## **1.0 PURPOSE**

- 1.1 The purpose of this procedure is to ensure that the Drivers of all vehicles entering the landfill site for the purpose of unloading waste do so in accordance with all safety, and traffic regulations as well as the site specific operational procedures. The requirements set by this procedure are written to protect both Walker employees as well as all outside contractors and waste haulers from risks associated with mobile industrial equipment, traffic conditions and other site specific hazards.

## **2.0 PROCEDURE**

### **2.1 Arrival at WEGI - South Landfill**

- 2.1.1 When a waste hauler (lugger trucks, roll-off trucks, front end or transfer trailers) arrives on-site they will weigh-in at the scale. At the time of delivery, the scale operator will determine if it is a driver's first visit to our facility. If it is a first visit, the scale operator will provide the driver with procedures 13.1 General Safety Procedures and 13.2 Traffic Enforcement Program.
- 2.1.2 The scale operator will also determine at that time, whether the driver has a C.B. radio in his vehicle, as this is the primary means of communication and traffic direction within the landfill. If the driver has a C.B. radio, the scale operator will tell the driver what channel should be used to receive instructions from the designated Compactor Operator(s).
- 2.1.3 If the driver does not have a C.B. radio, the Waste Inspector will radio the designated Compactor Operator(s) and obtain specific instructions, which will be provided to direct the driver to the proper area of the landfill.
- 2.1.4 Drivers will be provided with instructions regarding the location for tarping and untarping loads, opening and closing of his back doors and timing and location for unloading. This same information will be communicated to drivers over the C.B. radio when the vehicles are equipped.
- 2.1.5 Drivers will remain in their vehicles at all times when in the unloading area unless otherwise instructed by the designated Compactor Operator(s) or verbal permission has been acquired from the designated Compactor Operator(s).

### **2.2 Waste Inspection Station**

- 2.2.1 Vehicles will then pass through the Waste Inspection Station to determine whether there is anything unusual about the waste stream and to ensure that the waste is packaged appropriately. If there is anything in the load that is not appropriate, the Waste Inspector



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will contact the Landfill Superintendent or an Environmental Performance Department contact but has the ultimate authority to refuse the load.

### 2.3 Entering WEGI – South Landfill

- 2.3.1 Drivers will proceed into the landfill cautiously abiding by our speed limits at all times. Depending on the type of vehicle the driver will proceed to the allocated unloading area.

### 2.4 Compactor Operators

- 2.4.1 Compactor Operators are performing a signalman's role within the landfill directing the flow of traffic and landfill activity at the active landfill face. There will always be one signalman/operator on-duty ensuring constant communication and direction of vehicles and personnel.

### 2.5 Lugger and Roll-Off Truck Unloading

- 2.5.1 All roll-off and lugger truck operators will proceed to the designated area for un-tarping of loads. (since this area will change with landfill conditions, the Landfill Superintendent will instruct staff and customers as to the location of this area as needed). As instructed by the designated Compactor Operator(s), the driver will then move to the specified working face unloading area as designated by the Landfill Superintendent or Compact Operator.
- 2.5.2 Prior to backing-in the driver should exit the vehicle and walk to the back (remaining within 1 m [3 ft] of his vehicle) and examine the area into which he will be backing-up for any obstructions or unusual conditions. The driver (in the case of a roll-off truck) will then exit the cab in order to open the back gate ensuring that it is chained firmly into the open position. Following this examination, the driver will proceed with caution using all mirrors into the specified unloading area at the active work face leaving 3 m (10 ft) between trucks.
- 2.5.3 During unloading, the driver will remain in the vehicle unless otherwise instructed, or verbal permission has been granted by the Compactor Operator(s).
- 2.5.4 If required to leave their cab, drivers will ensure that they remain within 1 m (3 ft) of the truck at all times and upon returning to their cab will make contact with the Compactor Operator. Drivers will wear traffic vests, in addition to the existing PPE requirements for instances where they must exit the vehicle.

### 2.6 Small Vehicle Unloading

- 2.6.1 Small vehicles (cars and/or pick-up trucks) are discouraged from entering the landfill site. Small vehicles are to be directed to the WEGI - Drop-off (RDO).



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2.6.2 If circumstances arise that would prevent the small vehicle from using the RDO the landfill Superintendent or Compactor Operators must be contacted first by the scale operator to warn them of the small vehicle entry

## 2.7 Transfer Trailer Unloading

2.7.1 All transfer trailer operators will proceed to the designated area for unloading. (since this area will change with landfill conditions, the Landfill Superintendent will instruct staff and customer as to the location of this area as needed). In this area, tarps will be removed from trailers and drivers will await notification from the Compactor Operator(s) for their dumping location.

2.7.2 Drivers will then proceed to within 15 m (50 ft) of the designated unloading area. The driver will then exit the cab in order to open the back gate ensuring that it is chained firmly into the open position. The driver will remain within 1 m (3 ft) of the vehicle and examine the area into which he will be backing-in noting any unusual obstructions or objects. Following this examination, the driver will proceed with caution using all mirrors into the specified unloading area at the active work face leaving 2.5 m (8 ft) between trucks.

2.7.3 During unloading, the driver will remain in the vehicle unless otherwise instructed, or verbal permission has been granted by the Compactor Operator(s). If a driver must exit his cab to reverse the walking floor or to address other problems, the driver will do so by exercising extreme caution due to visibility conditions and extensive traffic.

2.7.4 If required to leave their cab, drivers will ensure that they remain within 1 m (3 ft) of the truck at all times and upon returning to their cab will make contact with the Compactor Operator. Drivers will wear traffic vests, in addition to the existing PPE requirements for instances where they must exit the vehicle. Transfer trailer operators will be notified by Compactor Operators when unloading is complete.

## 2.8 Leaving Unloading Area

2.8.1 Following unloading, some vehicles may proceed to the designated area for the re-tarping of their equipment and in the case of transfer trailers, sweeping-out of trailers. (since this area will change with landfill conditions, the Landfill Superintendent will instruct staff and customer as to the location of this area as needed).

2.8.2 Prior to departure from the area, drivers will secure the swing/tail gate in the closed position, and then proceed to the scales.

**2.9 Employees or waste haulers found not observing the above procedure will be disciplined accordingly. Continued infractions will result in disciplinary actions up to and including permanent banning of the specific driver from our facilities.**