

# **TOWN OF SHAPLEIGH'S POLICY**

## **TRANSFER STATION AND RECYCLING AREA OPERATION**

### **MANUAL**

Adopted: April 27, 1993  
5,2022

Amended: July

#### **1. PURPOSE**

This Operations Manual presents the policies and procedures to ensure safe, clean, and efficient operation of the facility and must be followed by all facility personnel and users

#### **2. DESCRIPTION OF FACILITY**

The purpose of the Transfer Station is to provide a central location for the collection and compaction of solid waste to be transported for ultimate disposal. Only solid waste generated in Shapleigh by residents or landowners of Shapleigh will be accepted at the Transfer Station. The Transfer Station is owned by the Town of Shapleigh and operated by a Contractor- R.W. Herrick. The Contractor will furnish labor, equipment, and transport the waste to EcoMaine.

#### **3. WASTE**

##### **A. ACCEPTABLE WASTE**

1. All solid waste of the type presently accepted at the Transfer Station used by the Municipality, including all ordinary household, municipal, institutional, commercial, and industrial wastes.
2. There is a disposal fee for the following items, but not limited to:

Appliances- All Small Kitchen	\$2.00/each
Batteries- Vehicle	\$6.00/each
Bathtubs/showers- cast iron, steel, fiberglass	\$15.00/each
Bicycles	\$3.00/each
Blocks, Cement- bricks, patio blocks, pieces	\$39.00/yard
Bureaus/Beds/Tables/Wood Cabinets/Desks	\$4.00/each
Chair small/stands/ coffee tables	\$2.00/each
Computer Towers	\$4.00/each
Couch/Bulky Chair/Box Spring	\$15.00/each
Demo/ Construction Materials	\$30.00/yard
Door, wood/vinyl, aluminum	\$3.00/each
Fans	\$3.00/each
Fax machine/Scanner/Small printer	\$11.00/each
Fiberglass insulation (must be bagged)	\$10.00/yard
Fluorescent, U-Tubes or compact lamps	\$2.00/each
Garage Door	\$15.00/each
Grills	\$8.00/each
Heaters, Gas or Kerosene Portable	\$6.00/each
Heater/Microwave/Electric or gas range	\$11.00/each
Humidifiers	\$4.00/each
Lawnmowers	\$10.00/each
Machines, Exercise (Treadmill/bike)	\$10.00/each

Machine, Office Large (printer/copier)	\$22.00/each
Mattress	\$16.00/each
Propane Tanks	\$5.00/each
Refrigerators/Freezers/AC/Dehumidifiers	\$17.00/each
Rototillers/Snowmobiles/Riding Lawnmowers	\$15.00/each
Rugs/Carpets- Room size	\$6.00/each
Satellite, small/large	Small \$3.00/each – Large \$11.00/each
Saws, Power/Weedwhackers (gas or electric)	\$4.00/each
Car Seats, Child	\$4.00/each
Shatter Shield/Cover Guard Lamps	\$3.00/each
Shingles, asphalt	\$30.00/yard
Sink, porcelain (no fixtures attached)	\$5.00/each
Steel (enough to fill a 5-gallon pail)	\$3.00/each
Stumps Clean/Wood (over 4'x4' long)	\$20.00/yard
Television, small/ Computer monitor	\$3.00/each
Television, Large, over 22"	\$5.00/each
Television Console, with or without cabinet	\$7.00/each
Tools, Power (air compressor, table saw)	\$11.00/each
Tires up to 19" Unmounted/ Mounted	Unmounted \$4.00/each- Mounted \$8.00 each
Toilet Bowls & Tank (no fixtures attached)	\$5.00/each
Umbrellas, aluminum chairs, chaise loungers	\$2.00/each
Vacuum	\$5.00/each
VCR/CD Players/ Radio/Stereos/Typewriters	\$5.00/each
Vinyl siding/plastic toys/vinyl shutters	\$30.00/yard
Woodstoves, cast iron	\$6.00/each
Washer/Dryer/Dishwasher/Compactor	\$15.00/each
Window (wood, vinyl, aluminum)	\$3.00/each

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3. The Town of Shapleigh issues a Demo Debris / Bulky Waste Card bi-annually to property owners. This card entitles the property owner to one FREE pick-up truck (2 cubic yards) or equivalent load of demo debris per household per calendar year.
  - a. Card must be presented to the Transfer Station attendant before dumping debris.
  - b. Demo debris includes, but is not limited to:

furniture	building materials	shingles
insulation	sheetrock	
  - c. Bulky material includes, but is not limited to:

mattresses	household furniture	rope
hoses	wire	cable
carpeting		
  - d. No material will be accepted that is generated outside of Shapleigh regardless of residency.
  - e. If the card is lost - you have forfeited your free load benefit.
  - f. The card does not apply to hazardous materials, metals, tires, or asbestos.
  - g. A partial load is considered a full load.

## **B. ACCEPTABLE RECYCLING**

### **1. Paper, including but not limited to:**

All clean cardboard, paperboard and pizza boxes  
Newspapers, advertising inserts and mail  
Magazines, catalogs, phone books, hard cover books  
Clean paper plates (not soaked or caked with food or oils)  
Wrapping paper that can rip  
Milk & juice cartons (it helps to remove caps, but isn't necessary)  
Drink boxes and other aseptic containers (such as nut milk boxes)  
Shredded paper (contained in a clear plastic bag)

### **2. Plastic rigid containers marked with a #1 - #7**

(except Styrofoam, bags & films), including but not limited to:

Water bottles and salad containers  
Milk jugs  
Detergent bottles  
Yogurt containers  
Takeout food containers (not Styrofoam)

3. **Metal containers**, including but not limited to:

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Tin cans  
Aerosol cans, such as shaving cream and hair spray (completely emptied)  
Aluminum cans, tins and foil (not caked with food residue)  
Pots and pans

4. **Glass**, including:  
All glass bottles & jars

All above containers should be empty, but not perfectly clean. A light rinse will do. For more information on recycling, please visit [EcoMaine.org](http://EcoMaine.org).

**C. UNACCEPTABLE WASTE**

The operator from time to time will have items dropped off at the station that are unacceptable waste. In general, they should not be accepted. The operator should assist the homeowner in identifying the best method of disposal.

Keep a current list of facilities that accept hazardous or special wastes or oily wastes.

1. Hazardous waste as defined in 38 MRSA 1303(5). Normal household generated wastes are not included in this category.
2. Special wastes, including Tannery sludge and shellfish processing wastes;
3. Liquid Wastes;
4. Septage Sludge;
5. Animal wastes, carcasses, or other pathological wastes;
6. Water treatment residues (dry materials);
7. Automobiles or vehicle bodies or bulky parts from same; and
8. Waste oil.
9. Boat wrap/shrink wrap must be condensed and corded or bagged.

**D. UNACCEPTABLE RECYCLING**

1. Propane, fuel, or gas (O<sup>2</sup>) tanks .
2. Plastic bags and film, such as SaranWrap®, shrink wrap or boat wraps (*Better recycling option: [PlasticFilmRecycling.org](http://PlasticFilmRecycling.org)*).
3. Rope, cables, cords or wires.
4. Yard waste or food (compost them instead!).
5. Video and audio tapes.

6. E-waste, such as computers, laptops, TVs, etc. (Better recycling options: North Coast Services or any of these DEP certified consolidators).

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7. CDs or DVDs (Better recycling option: CD Recycling Center of America).
8. Appliances, such as microwaves or refrigerators (Most transfer stations will take these at a small cost: Maine DEP-licensed Transfer Stations Directory).
9. Clothing, shoes or bedding (Better recycling option: find a Goodwill store near you)
10. Car, truck or boat parts, including batteries and brake rotors.
11. Plastic knives, forks and spoons.
12. Compact Fluorescent Light bulbs (CFLs) and regular fluorescent bulbs. (Better recycling option: Maine stores and other sites that recycle used light bulbs.)

**4. USE OF THE FACILITY**

- A. Only residents and property owners of Shapleigh are allowed to use the Transfer Station for the disposal of waste generated within the Town of Shapleigh.
- B. A dump sticker is required to use the facilities. A dump sticker can be obtained at the Town Hall in Shapleigh. **IF THE RULES FOR DISPOSING WASTE/DEBRIS AT THE TRANSFER STATION ARE VIOLATED, DUMPING PRIVILEGES MAY BE REVOKED.** First offense-- banned from use of the Transfer Station for 30 calendar days; Second offense--banned from use of the Transfer Station for six months.
- C. Packer trucks and dump trucks are excluded from using the Transfer Station. These vehicles are to be routed directly to an appropriate site or facility for ultimate disposal of their waste.
- D. Commercial Haulers may use the facility with payment of the permit fee, which must be obtained, in advance at the Shapleigh Town Hall.

**5. HOURS OF OPERATION**

The operating hours for the Transfer Station are as follows:

**May 1 - September 30**

Tuesday & Thursday

9:00 am - 4:00 pm

Saturday & Sunday

8:00 am - 4:00 pm

**October 1 - April 30**

Wednesday

10:00 am - 4:00 pm

Saturday & Sunday

10:00 am - 4:00 pm

**6. PERSONNEL**

- A. A minimum of two (2) operators will be present at the Transfer Station and Recycling Area at all times during operating hours. The operator's specific duties will be as follows:

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1. Open gates at the beginning of the operational day and close them at the end of the operating hours.
2. Maintain traffic flow by the use of directional signs, etc.
3. Keep site clean of debris, this includes policing the area on a daily basis.
4. *Operate the compactor when needed*, as instructed by the contracted company.
5. Notify the hauling contractor when the container is full. *The operator shall keep a notebook recording any call that is placed for a container to be transported. This log should include the type and number of containers, date and time call was placed and operator's name.*
  
6. The operator's will report directly to their employer, who is the contractor furnishing labor and equipment to operate the station. The contractor will be directly responsible for any communication involving their employees and the Shapleigh Board of Selectmen.
7. Monitor all incoming wastes and watch for hot loads and unacceptable hazardous wastes. Extinguish all hot loads and put them into the waste stream within 24 hours. NO hot loads will be accepted.
8. Maintain grounds and slopes and notify Town Administrator or Board of Selectmen if snow removal and sanding of drive area is required.
9. CHECK ALL VEHICLES FOR PROPER VALID DUMP STICKER. Keep records of violations.

**7. TRANSFER STATION OPERATION**

The operators will be responsible for operating the Transfer Station as follows:

A. **TRAFFIC**

1. All vehicles will enter the access road on the south side of the site and proceed to the debris area and unload and proceed north. During a State of Emergency, traffic can form a single lane with social distancing.

2. Vehicles with white goods, or tires shall be directed to the proper disposal area.
3. All vehicles shall leave the site via the north exit.
4. When the trash reaches a level above the height of the compactor, the compactor will be engaged and the trash compacted into the container.

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5. When the container is full, the operator shall contact the hauler to have it removed and an empty container placed at the compactor. Filled containers will not be allowed to remain on site, with the exception of a container filled on a weekend.
6. Leave compactor in the "locked" mode (ram at compactor face) at night and when the container is not present.
7. Access to the facility shall be controlled so that the public is not exposed to potential health and safety hazards at the site. The entrance will be gated. The gate may be open only when the Attendant is on duty, and will be closed and locked at all other time

**8. TRANSFER STATION MAINTENANCE**

**A. STATION MAINTENANCE**

1. Keep the station interior and outside grounds of the Transfer Station clean and well maintained.
2. When the compactor and the concrete pad needs to be cleaned, use dry chemical cleaner such as Speedi-Dry. Apply cleaner to hopper sides and concrete pad. Sweep up debris and add it to the waste stream.
3. Control odor around the station by the use of odor zone crystals around the Transfer Station, keeping station washed when needed and all loose rubbish picked up and placing the compactor at its locked mode to seal the end of the container when station is closed.

**B. EQUIPMENT MAINTENANCE**

1. Maintenance of the compactor will be done under a maintenance agreement between the Town and the Contractor supplying the compactor and associated equipment. As an employee of the contractor, the operator shall be responsible for maintaining the equipment under the direction of the employer.

2. Station related equipment, such as plumbing fixtures, when provided, doors, windows, etc., shall be maintained by operator. Any deficiencies should be reported immediately to operator's supervisor.

**9. SAFETY AND HEALTH**

**A. HEALTH**

1. Baiting station will be placed around compactor if vectors are suspected or become a problem.
2. Litter will be picked up at all times.
3. Hand cleaners should be kept on site at all times.

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**B. SAFETY**

1. Equipment will not be operated when public is present.
2. Salvaging will not be permitted.
3. No loitering will be allowed at the site.
4. A first aid kit will be kept on the site.
5. Emergency telephone numbers will be on site.
6. Lock all gates and doors when station is unattended.
7. In winter, keep all access areas around the hopper sanded or free from ice and snow to prevent vehicles or people from sliding into hopper.
8. Safety glasses shall be worn at times when necessary.

**10. FIRE PROTECTION**

- A. Two ABC fire extinguishers will be kept on site at all times. One extinguisher near the compactor at lower level, and the second on the first level.
- B. Have the Fire Department phone number listed near the phone for easy access in an emergency.
- C. Notify the Fire Department of fires that cannot be immediately controlled.

**11. BACK UP EQUIPMENT**

- A. The Town of Shapleigh has a contractor regularly engaged in collecting and transporting solid wastes. The equipment maintenance and reliability will be the contractor's responsibility. If for some reason mechanic equipment fails, the contract will utilize back up equipment from his fleet.

## **TOWN OF SHAPLEIGH'S POLICY** **TRANSFER STATION STICKERS / CARDS**

Adopted: August 13, 2002  
2022

Reviewed: July 5,

Transfer station stickers will be issued to property owners at the time when their vehicles are registered each year at the Shapleigh Town Hall, or upon request from seasonal property owner.

The registration must be presented when the transfer station sticker is applied for. At such time, the registration plate number will be written in permanent marker on the actual transfer station sticker and the registration will be hole-punched. This will facilitate the attendants' determination of the validity of the sticker since both the plate and permit should have the same number.

Persons who recently have become Shapleigh residents must provide a valid Maine registration and a copy of a rent receipt, utility bill, or other form of proof of residency.

Leased Vehicles – Any person whose vehicle is leased, the registration is in the name of the finance company, must provide a valid insurance card in addition to the registration. This is done to compare the vehicle make and model to the registration and to verify the name on the insurance card as a property owner in the Town of Shapleigh.

The permits shall be placed on the rear or untinted glass window, on the passenger side of the vehicle. If the sticker is not affixed to the rear window, **no waste shall be accepted**. Persons aggrieved by this policy are invited to discuss the matter with the Selectmen at any of their regular Tuesday evening meetings at the Town Hall at 6:00 pm.

Stickers will be provided:

One sticker per registered vehicle belonging to a Shapleigh year-round/seasonal property owner. There is no fee charged for the Transfer Station stickers. Each sticker must be for a separate vehicle and the registration for each vehicle must be presented at the time of the request.

A person who has had to replace a damaged rear auto window may obtain a new sticker by bringing in the receipt for the window replacement or 60% of the old sticker.

Any sticker which appears to be altered will not be valid and refuse from that vehicle will be refused at the Transfer Station.

Cards, not stickers, permitting the dumping of household wastes at the upper level and the recycling area of the transfer station will be issued to summer camp owner's tenants with an expiration date at the end of their rental period. Exception to this would be stickers issued to realty companies who place the stickers on rigid plastic for key chains for rental camps; these would be marked with Map and Lot numbers and designated for household waste only.

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Cards, not stickers, will be issued to camp owner's relatives who use the building at various times, the expiration date of these being the end of their visit to Shapleigh for that calendar year. Cards and stickers issued under the provisions of this paragraph shall be clearly marked across their face **HOUSEHOLD WASTE AND RECYCLING ONLY**.

Cards, shall be obtained by out of town contractors for depositing demo debris, etc. All debris must be generated from properties in town. Map/Lot numbers, owner's name, and an expiration date for the completion of the project will be written on the card. Cards shall be reclaimed by the attendant on duty on the last allowable visit to the transfer station and turned in at the Town Hall.

Cards may be issued for road frontage owners to dispose of debris without payment of Transfer Station fees for trash picked up along the roadside passing by their land.

A handyman is designated by the Board of Selectmen as the Town agent to pick up accumulated trash, as requested, in town.

Household waste is defined as:

- ✓ Small items generated in daily living which cannot be recycled
- ✓ Food waste not composted
- ✓ Waste paper not recyclable
- ✓ Encourage recycling whenever possible

**NONCOMPLIANCE WITH ANY OF THE ABOVE RULES MAY RESULT IN DUMPING PRIVILEGES BEING REVOKED.**

# TOWN OF SHAPLEIGH'S POLICY

## TRANSFER STATION, SOLICITING/ HOLD HARMLESS AGREEMENT

Adopted: July 5, 2022

Occasionally, persons or groups of people may want to set up a booth or solicit signatures for political activity or non-profit fundraising activities at the Transfer Station. Each person on site must have prior authorization from the Board of Selectmen and complete the form attached hereto. The request must be received by Friday at 4:00pm by the Town Administrator to be put before the Board at their regularly scheduled Tuesday evening meetings, held at 6:00pm at the Shapleigh Town Hall.

**Person on scene:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Telephone #:** \_\_\_\_\_ **Date and time requested:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_  
\_\_\_\_\_

**I agree to release any liability to the Town of Shapleigh and abide by the safety regulations set by the Shapleigh Board of Selectmen, which are as follows:**

- To maintain a distance of at least 25' from the compactor
- To wear, at all times, a reflective safety vest (provided by the Town)
- To be aware of my surroundings at all times, in particular vehicle traffic
- To respect the public's privacy and not harass or hinder them

**Signature of Participant:**  
\_\_\_\_\_

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**Approved**

**Denied**

**Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Selectman**

**Selectman**

**Selectman**