

MATERIALS RECOVERY FACILITY QUALITY CONTROL POLICY

Adopted by CSWD Board on 1/23/2019

Purpose:

This policy is to provide a procedure for inspecting incoming loads delivered to the CSWD Materials Recovery Facility (MRF) for contamination and the corrective actions to be taken with the intent to:

- 1) Remediate contamination of incoming loads;
- 2) Improve communications between recycling haulers, their customers, MRF personnel, and CSWD staff regarding material specification requirements;
- 3) Maximize MRF operational efficiency and
- 4) Minimize worker exposure to potentially harmful materials and ensuring the safe operation of MRF sorting equipment.

Definitions:

Acceptable Recyclables – Clean plastic, metal or glass single use containers; office paper, newspaper, magazines, boxboard and cardboard included in the “List of Materials Accepted at the CSWD Materials Recovery Facility”.

Contamination – Any material received in loads at the MRF other than Acceptable Recyclables.

Contaminated Load – A load of material received at the MRF that contains the following:

- More than 2% contamination by volume
- More than 2% contamination by weight
- Plastic bags (other than see-through bags that contain shredded paper)
- Hazardous waste or medical waste
- Snow, ice, or excessive moisture (Accumulations of snow on the trucks or containers must be removed before entering the MRF facility.)

Rejected Load – A contaminated load that can't be processed at the MRF and must be removed

Salvageable Load – A contaminated load that can remain at the MRF for processing

Procedures:

1. MRF personnel will inspect incoming loads as they are unloaded on the MRF tip floor, or immediately thereafter. If the load is deemed to be contaminated, the floor personnel will notify the Floor Manager or equivalent personnel.

2. The Floor Manager will inspect the load to assess the level of contamination. If the Floor Manager confirms that the load is contaminated, he or she will photograph the contamination and complete a Contamination Load Report (see example). Photos must include one photo identifying each type of contaminant, and at least one photo showing contamination in context of the full load. Photos will be sent within one business day to CSWD and retained at the MRF. Based on the quantity and type of contamination, the Floor Manager will deem the load as either a Salvageable Load or a Rejected Load which carry the following penalties:

- a) **Salvageable Load** - The fine for a Salvageable Load shall be set at \$25/ton;
- b) **Rejected Load** - The fine for a Rejected Load shall be set at \$50/ton plus any associated costs for hauling and disposal of the load at the transfer station used by the MRF.

Loads containing hazardous waste or medical waste shall be considered a Rejected Load and subject to additional costs for remediation and disposal.

3. The Floor Manager will show the driver the contamination and review the report with him/her. If the driver agrees with the Floor Manager's assessment, go to step 4.

If the driver does not agree with the Floor Manager's assessment, CSWD will be notified and the driver can choose one of two options:

- 1) Remove the load in question from the MRF premises, or
- 2) Contact a representative from his/her hauling company to review the Floor Manager's assessment. The representative may review the Floor Manager's assessment with the MRF General Manager by phone or in person. The driver shall stay with the load in question until the matter is resolved. The MRF Floor Manager may choose to store the load in an empty container or move the material aside to clear the tip floor.

If the hauler representative agrees with the Floor Manager's assessment, he/she has three options:

- a. Remove the load in question from the MRF premises,
- b. Allow the load to remain at the MRF and pay all associated fees and penalties,
- c. Request to work with CSWD to prevent future contamination by implementing the CSWD Contamination Corrective Action Plan.

If the hauler representative does not agree with Floor Manager's assessment, the MRF Operator will notify a CSWD representative. The final decision will rest with the CSWD representative and the appropriate charges will be levied.

The driver must sign the Contamination Report and the Floor Manager must give all four copies to the MRF scale operator.

The scale operator will give the pink copy of the Contamination Report to the driver before the he/she signs the MRF receipt. The other copies of the Contamination Report will be distributed as follows:

- White: CSWD Finance Department (attached with weight slip)
- Yellow: MRF Floor Manager (stays at MRF)
- Goldenrod: CSWD MRF Manager.

In cases where the driver opted to remove the contaminated load, no weight slip is generated but a copy of the contamination report is still provided to the CSWD MRF Manager and kept on file at the MRF. Documentation (photos and report) will be forwarded to the CSWD MRF Manager within 24 hours and shall be kept on file at the MRF for a minimum of twelve (12) months.

4. The hauler shall pay the penalty for contaminated loads, and late fees and penalties for non-payment of fees in accordance with the CSWD Solid Waste Management Ordinance.