

# **Outagamie County Recycling & Solid Waste Site Rules and Hauler Guidelines**

***Please distribute and review these rules/guidelines with your staff.***

## **SITE LOCATION**

- Our office is located at 1419 Holland Road, Appleton WI. 54911
- Our entrance to the landfill (Gate #3) is located at 1919 Holland Road, approximately  $\frac{1}{4}$  mile north of our office and scale. All haulers are to enter at Gate #3 only.

## **HOURS OF OPERATION**

- Our scale operations are open from 7:00 AM - 3:30 PM Monday through Friday and 7:00 AM - 12:00 PM on Saturdays.
- No reweighs are allowed beginning 30 minutes prior to closing. All vehicles reweighing need to return to the scale by 3:30 PM (12:00 PM on Saturdays).
- Gate #3 is locked promptly at 3:30 PM and the scale house is closed at that time.

## **GENERAL SITE RULES**

- All loads must be tarped from point of origin to the landfill. Tarping/covering of loads inside or outside of (Gate #3) upon entry is strictly prohibited.
- There is NO SMOKING outside of vehicles on the entire site. This includes passengers as well as drivers.
- Outagamie County Recycling & Solid Waste equipment and vehicles always have the right-of-way over private vehicles and haulers.
- Vehicles entering the MRF recycling tip floor shall only enter when green light is on for that door.
- Drivers backing in on red lights or performing other acts to endanger safety to staff or equipment will be charged a \$100 safety violation fee per incident.
- During winter months, allow County sufficient time to clear roadways and travel areas. Do not attempt to use areas until they are plowed. In the event your vehicle becomes stuck, see "Stuck/Disabled Vehicles" below for proper procedures.
- Should you incur any damage to your vehicle or damage any County property while on the site, you must report the damage immediately to a County employee. Many areas of the site have video surveillance.
- **The County does not allow scavenging of any materials on its site, no matter the location.**

## **ACCESS TO SCALES**

- Haulers are to follow proper lane instructions on the overhead sign, and are to proceed slowly to the proper lane.
- When in the proper lane, maintain position in line for access to scale, cut-ins will only disrupt service at the scale.
- Hard stopping will cause premature failure of scale, please come to a gradual stop on the scales.
- Approach window (REMAIN IN VEHICLE) to speak to scale operator when in lane #1.
- When equipped with automated scale badge, use lane #3. Enter proper codes and truck numbers when prompted on digital screen. When in need of communication with scale operator, press button for intercom. Wait for scale operator to answer and

follow instructions. Please insure (all) of drivers are thoroughly trained in this procedure and the correct codes are entered to eliminate invoicing errors.

- Always check for small vehicle traffic in other lanes prior to leaving scale.

## **SITE TRAFFIC RULES**

- Proceed to areas designated by scale operator to unload. If you are unsure of where to unload, ask the scale operator while you are on the scale.
- ALL SITE ROADS HAVE A POSTED SPEED LIMIT OF 20 MPH with random speed bumps in place. This posted speed limit is strictly enforced and those vehicles identified as speeding shall be reported.
- Maintain proper lane position, most site roads do not have a painted centerline. Avoid driving on gravel shoulder.
- Avoid parking in driving lanes, you must provide access for other vehicles to maneuver around your vehicle.
- Maintain your place in line for loading/unloading operations.
- Follow all directions given by County landfill/recycling staff.
- Operations within the landfill and recycling facility will have precedence over site traffic. Please be patient as we sometimes need to complete tasks to maintain our operations.

## **MRF LOADING DOCK RULES**

- Maintain your position in line for next open loading dock.
- There is no preference on docks, proceed to any open dock.
- When fully backed into dock, turn vehicle off. Chock wheels if required by your company procedures.
- Loads will be placed in trailers in the order they arrive at the dock.
- Drivers are to remain in their tractors during loading, or in the vicinity of the docks. Do not enter areas beyond ramp due to high traffic volume and large equipment movement.
- When released by forklift operator and dock lock indicates release, proceed back to the scale as directed by scale operator.
- Axle weights can be determined by digital readout mounted on side of building at the end of the scale. Determining axle loads is the driver's responsibility.
- Follow scale operator's instructions if load adjustments are required.
- Proceed to scale operator's window to process proper paperwork.
- Exit site following site signage.

## **TRANSFER STATION USE**

- Use of the Transfer Station for dumping is limited to vehicles pulling self-dumping trailers, or as directed by the scale operator.
- **Single axle dumping trucks and container vehicles are to use the landfill to unload.** Violations of this policy may subject hauler to additional charges. Many areas of the site are monitored with video surveillance to ensure compliance.
- Tarps must remain in place until you are inside the Transfer Station.
- Any persons exiting the vehicle in the Transfer Station must be wearing an ANSI Class 2 vest or hi-visibility clothing. If they do not have an ANSI Class 2 vest or hi-visibility clothing they must remain in the vehicle.
- Back your vehicle as close to the debris pile as possible, and unload onto the floor.

- Remain near the controls of the trailer while unloading.
- Items that are lodged or entangled must be freed by hand. County staff cannot assist you in unloading/pulling off loads unless a liability waiver is signed for OC staff to assist.
- Posts, columns and barriers are not to be used as anchor points to secure 'pull off' ropes.
- Lower trailer prior to exiting doorway. Do not leave building with trailer in lifted position.
- Exit site following site signage, or return to the scale in lane #1, if required to re-weigh.

### **LANDFILL DUMPING RULES**

- County staff cannot assist you in unloading/pulling off loads unless a liability waiver is signed for OC staff to assist.
- All drivers are required to wear an ANSI Class 2 safety vest or hi-visibility clothing when out of their vehicle; applicable to entire campus. If needed, vests are available for sale at scale window.
- Follow scale operators directions for placement in proper landfill site.
- Proceed to landfill entrance roads with tarps and turnbuckles secure.
- Once in landfill, identify dumping areas by the use of screens and arrow boards. Always back into areas between screens or arrow boards, unless directed by landfill staff.
- Maintain a minimum of 15 feet between vehicles on both sides of your vehicle. Be aware of swinging tailgates of other vehicles.
- Back vehicle to the proper dumping area. Align with other vehicles unless directed by equipment operators.
- Secure tailgate and doors in open position with proper chains or locks. Do not allow to swing free, maintain control of door at all times.
- Return to cab of tractor during unloading. Monitor your unloading operation and be aware of hang-ups and materials being snagged.
- Be aware of equipment operator signal when unloading is complete.
- Proceed to cleanout area, position vehicle off of the roadway, and start trailer cleanout. Close and lock tailgate/doors after you check for oncoming traffic, as you are in a blind spot when at the rear of your vehicle.
- Exit site following site signage, or back to the scale if directed.
- In the event the exit gate is closed (past 3:30 PM), position vehicle directly in front of gate, on yellow painted portion of asphalt, and the gate will automatically open.

### **BOX SCRAPING**

- Scraping of frozen boxes will be conducted when County staff and equipment are available. A \$40.00 service fee will apply for each scrape conducted.
- Drivers are to position their vehicles directly in front of County excavator and wait for directions from County staff.
- Compactor boxes and any closed boxes maybe denied this service if the opening cannot be accessed with the County equipment.

## **STUCK OR DISABLED VEHICLES**

- County employees will not push any stuck or disabled vehicle.
- Vehicles that become stuck or disabled within the landfill can be towed by landfill equipment; however, vehicle must have its own tow strap (with sufficient length and capacity) for towing or dislodging the vehicle.
- Equipment operator is to be signaled that towing is needed.
- Driver shall connect tow strap to vehicle first, and then to County equipment. Driver is to return to vehicle. Do not allow anyone near tow strap during towing procedure.
- Follow equipment operators, or spotters, signal. Only leave vehicle after equipment operator or spotter signals that towing is complete.
- Driver is to remove tow strap and stow. Signal equipment operator when strap is removed from his equipment.