

TRANSFER STATION & RECYCLING
STANDARD OPERATING PROCEDURES (SOP's)
(Adopted August 20, 2007)

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SECTION 1 – TRANSFER STATION STAFF

- 1. Staff shall conduct themselves with professionalism and courtesy with the public and fellow employees.**
- 2. Staff shall adhere to all Town and Station policies and procedures, (including Union Bargaining Agreement when applicable).**
- 3. Staff shall uphold and comply with all applicable Federal, State, and Local laws, rules, and regulations.**
- 4. Staff shall follow a chain-of-command protocol within the Town and Station organizations.**
- 5. Staff shall adhere to and practice all applicable N.H. Dept. of Labor Standards and/or Newton's Written Safety Policy.**
- 6. Staff shall acquire and maintain all required certifications and licenses.**
- 7. Staff shall have a performance evaluation once per year.**
- 8. Staff shall assist each other with projects or work assignments.**
- 9. Staff shall schedule earned time (used for the purpose of vacation) a minimum of 2 weeks in advance to supervisor on appropriate form.**
- 10. Transfer Station Manager and Lead Attendant shall direct the operation of the facility and staff.**
- 11. Staff shall not speak on behalf of the Town or represent a Town position unless directed by the Board of Selectmen. Any inquiry that may compromise the Town and/or its employees should be deferred to the Board of Selectmen.**

SECTION 2 – EQUIPMENT & VEHICLE USE

- 1. Equipment and vehicles shall be inspected before use to observe, correct, and report any mechanical or operational problems.**
- 2. Equipment and vehicles shall be operated safely adhering to Department of Labor (D.O.L.), Town, Transfer Station, or manufacturer safety standards. Risk reduction is a priority.**
- 3. Staff shall report any accident, mishap or incident while using equipment or vehicle. When applicable, a report shall be done using the Workers' Compensation form(s) per the Written Safety Policy.**
- 4. Equipment and vehicles shall be used for Town work only.**
- 5. Last operator using a piece of equipment or vehicle shall notify Manager/Supervisor of fuel levels.**
- 6. Staff shall ensure equipment and vehicles are properly shutdown and secured at the end of the working day.**
- 7. Only authorized personnel shall use Transfer Station equipment or vehicles. Authorization shall come from the Board of Selectmen, Station Manager or the Lead Attendant.**
- 8. If needed, staff shall be trained on the operation of a piece of equipment or vehicle. Training may be done in-house or by vendor.**

SECTION 3 – EQUIPMENT & VEHICLE MAINTENANCE

- 1. Routine minor equipment and vehicle maintenance shall be performed by Station staff, i.e., filters cleaned, oil filled, lubrication, and other related maintenance.**
- 2. Staff shall report any problems associated with a piece of equipment or vehicle to their immediate supervisor.**
- 3. Staff shall assist with maintenance logs or reports.**
- 4. Staff shall assist with scheduling maintenance or service of equipment or vehicles.**
- 5. If necessary, staff shall assist each other with maintenance projects.**
- 6. Staff shall know the location of maintenance manuals, tools, parts, or any other related maintenance items.**
- 7. Staff shall inventory equipment / vehicle parts and supplies, to ensure there is a sufficient stock of said parts and supplies, or recommend an order.**
- 8. Station Manager shall be responsible for maintenance logs and reports.**
- 9. Station Manager shall be responsible for the maintenance and service scheduling for equipment and vehicles.**
- 10. Station Manager shall be responsible for the ordering of parts and other related maintenance items, with Board of Selectmen approval, per the Purchase Policy.**

SECTION 4 – TRANSFER STATION OPERATION

- 1. Station shall be operated per Federal and State environmental regulations.**
- 2. Station staff shall police customers to ensure their residency and verify the origin of waste; residents will be instructed to obtain an auto sticker.**
- 3. Staff shall report any operational, equipment, or structural problems associated with the Transfer Station.**
- 4. Staff shall conduct operational tasks per their job descriptions.**
- 5. Staff shall report any relevant public input to their supervisor.**
- 6. Staff shall assist customers and fellow Town employees, as needed.**
- 7. Staff shall report any accidents and/or incidents that may negatively affect the Transfer Station and its operation. When applicable, a report shall be done per the Written Safety Policy.**
- 8. Staff shall assist each other with operational tasks and duties. Staff shall promote “teamwork”.**
- 9. Staff and customers shall follow the terms and conditions of the Newton Transfer Station.**
- 10. No disposed material is to be removed from any area other than the permitted “swap area, cord wood area, and compost area”.**
- 11. Staff shall be responsible for the security of the Station and its assets.**
- 12. If needed, any modifications and/or renovations to the Station shall meet applicable Town and State requirements and/or standards. Appropriate Town Departments shall be notified of any modifications or renovations.**