

2.0 TRANSFER STATION RECEIVING AND ACCEPTANCE

This section details material receiving and acceptance procedures prior to delivery to the Transfer Station.

2.1 Scale House Operations

All traffic to and from the site will be controlled at the scale house. Vehicles delivering and removing materials will be weighed inbound and outbound. Vehicle identification will be recorded along with weight, source of material as identified by the vehicle driver, contractor and time.

2.1.2 Hours of Operation

The facility will be open to receive recyclables Monday through Friday 7:00 a.m. to 7:00 p.m. as well as potentially reduced hours on the weekends.

The site will be closed on the following holidays:

- New Year's Day;
- Family Holiday;
- Good Friday;
- Victoria Day
- Canada Day;
- Natal Day;
- Labour Day;
- Thanksgiving;
- Remembrance Day; and
- Christmas Day.

The gate hours and days of operation will be posted at the entrance to the facility.

2.1.3 Site Security

Prevention of unauthorised entry into the property will be maximised by the use of lockable entrance gates, natural barriers and fences. Keys to the locks will be provided to facility managers.

All persons visiting the site will be required to report to the administration office. Visitor access to the facility will be limited to normal working hours. A visitor log will be maintained to record all visits and the purpose of the visit. A sample visitor log is included in Appendix A.

2.2 Acceptable Materials

2.2.1 Acceptable IC&I Materials

The facilities will accept Industrial, Commercial and Industrial solid waste generated within the municipality of Halifax.

2.2.2 Unacceptable Materials

MIRROR will endeavour to prohibit unauthorised disposal of unacceptable materials at the facility. This will be accomplished at two stages during the processing of material, as follows:

1. Verbal declaration of material type by vehicle driver. Unacceptable loads will be rejected.
2. Visual inspection of unloading at tipping floor. The driver delivering unacceptable material will be required to remove the material if identifiable.

Specifically, the following wastes are defined as unacceptable materials:

- sludges and liquid wastes;
- explosives
- Any substances defined by Chapter D-12 of the Dangerous Goods Handling and Transportation Act (i.e., “hazardous waste”), including:
 - o Class A - a compressed gas
 - o Class B - a flammable and combustible material
 - o Class C - an oxidising material
 - o Class D - a toxic and biohazardous infectious material
 - o Class E - a corrosive material, and
 - o Class F - a dangerously reactive material
- Any radioactive material whose use is regulated by the Atomic Energy Control Board;
- Friable asbestos;
- Used tires;
- Used oil;
- PCBs or PCB-contaminated material;

- Any material containing viable micro-organisms (or their toxins) that are known or suspected to cause disease in animals or humans (i.e., “infectious wastes”) and subject to definition under the federal Transport of Dangerous Goods Act. Typically, infectious biomedical wastes consist of untreated:
 - infectious viruses
 - sharps and needles
 - special precautionary waste
 - chemical residuals
 - laboratory, human and animal tissues
- Stale-dated drugs and cytotoxic wastes;
- Animal carcasses;
- Equipment or appliances where the chlorofluorocarbon (CFC) refrigerants used in the heat-exchange systems have not been removed.
- Other materials as defined by NSE

To ensure that notice of prohibited wastes is evident, a sign will be maintained at the facility entrance indicating which wastes are prohibited at the facility. In addition, all regular haulers of wastes will be provided with a letter explaining site policy and prohibited wastes. As noted above, training will be given to facility employees on the identification and management of unacceptable materials and wastes.

2.3 Material Receiving

2.3.1 General

When a hauling vehicle enters the site, it will proceed to the scale area. While the vehicle is on the scale, the driver will be questioned by scale house personnel about the type and source of the load. The scale attendant will:

- Record license plate or other identification numbers of all vehicles at the scale (in relation to date and time, hauler ID number, name of hauling firm, etc.);
- Reject any haulers carrying unacceptable materials as identified by the vehicle driver;
- Report incidents of material rejection to the General Manager;

- Weigh vehicle and manage scale;
- Direct the vehicle to the tipping floor;
- Weigh out vehicles that have discharged their load and issue a scale ticket.

The Transfer Station operators will be notified in advance of the delivery of the load. The operators will be trained in inspection procedures required to identify unacceptable materials. If unacceptable materials are suspected, a supervisor will be contacted to inspect the load to determine if unacceptable materials are present. If unacceptable materials are discovered, then these materials will be returned to the hauler.

2.3.5 Unacceptable Materials

All required employees will be trained in procedures used to identify unacceptable materials. The following are the response procedures to be used after identification of unacceptable materials.

Driver Declaration: If unacceptable materials are declared by the driver of the delivery vehicle:

- the vehicle will be held at the scalehouse
- the Facility Manager or Supervisor or trained employee will be contacted to complete Waste Discrepancy Report (WDR) containing:
 - o Drivers name and vehicle licence number
 - o Hauling Company name and address
 - o Type and origin of materials as identified by driver
 - o Provide with WDR and reject load

Identification during unloading: If unacceptable materials are identified during unloading:

- Unloading will be stopped
- The Transfer Station Supervisor will complete a WDR as above
- The driver will be instructed to re-load unacceptable material for its removal from the Facility
- Where the driver is unable to re-load the unacceptable material, MIRROR will provide assistance in this function
- The load will be rejected.