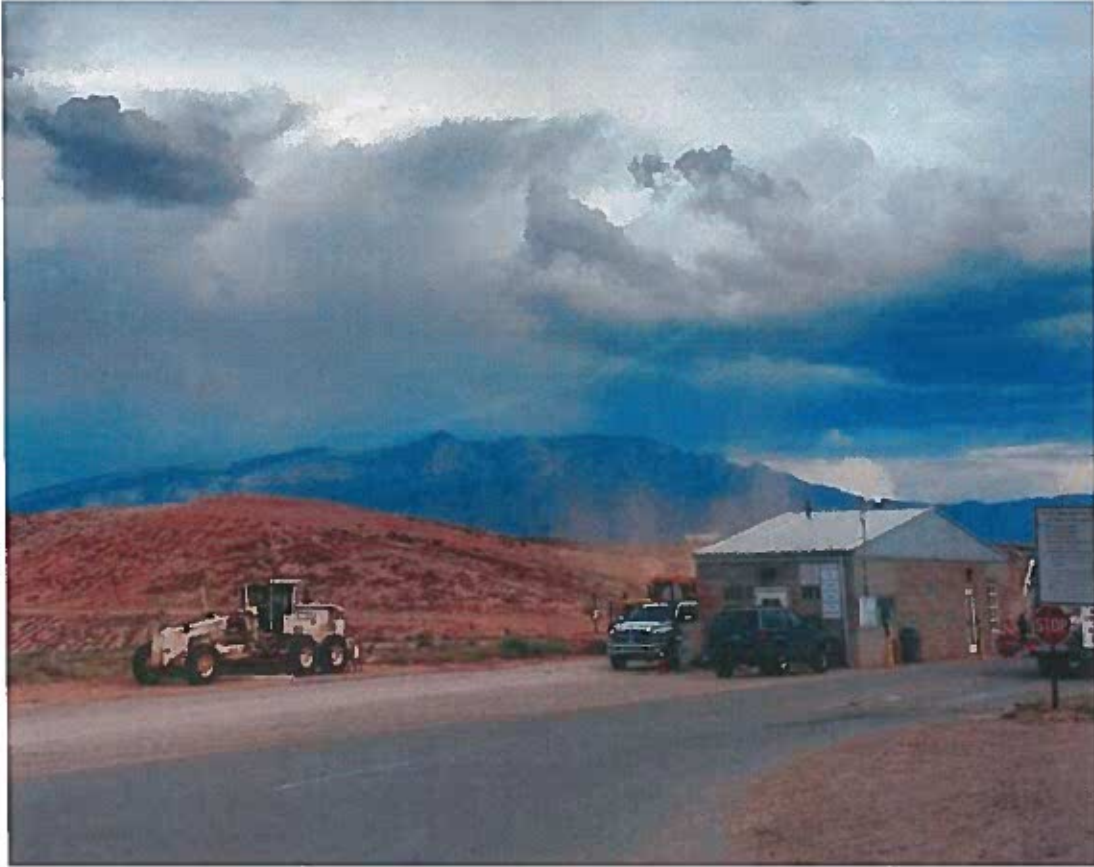


Landfill Operations



Created: 2019

SOPS: For Solid Waste Supervisors, Foreman's and Lead Personnel.

Guidelines for Daily Operations at Landfill

Daily Start Up:

1. Unlock Front Gate.
2. Check Landfill Property & Equipment.
3. Select Dump Site for the day.
4. Set up Crews daily work schedule, assign equipment & lunches.
5. Let Landfill office know of any employees that have called in or have not shown up at their scheduled work time.
6. Move wind fences if necessary.
7. Inform spotter & compactor of location of vehicles and tipping face, and location of working face.
8. Remind spotters to police working area of any potential material that may damage equipment or vehicles.
9. Remind spotter every day, any single vehicles, need to be checked if they got weighed in. If not weighed in they must go to transfer station.
10. Material that can't be moved by hand, spotters should call supervisor or have compactor operator possibly compact material.
11. Remind spotters to perform random waste inspection of vehicles coming into the landfill, especially commercial business to insure complacence with NMED regulations. 3 load inspections minimum.
12. Make sure fence line is picked up of trash, and sufficient cover is placed on the trash. Do spot covering if necessary.
13. Do not leave transfer station un-attended, especially after the gates have been opened in the morning.

Equipment:

1. Check PM sheets for daily maintenance to insure it has been completed by operator.

2. Inspect equipment to insure maintenance has been done and equipment is kept clean and safe.
3. If repairs are needed fill out and sign work order ASAP to vehicle maintenance before 8:00am, along with PM sheet for that equipment. (Retain a copy of PM sheet).
4. Notify Solid Waste Manager of all breakdowns, maintenance, or damage to equipment ASAP.
5. If Solid Waste Manager is not available notify, Director of Public Works- Mark Hatzenbuhler or Assistant Public Works Director- _____.
6. Observe operators periodically performing PM maintenance to insure proper procedure, and sign their PM sheets. Choose 1 employee per month.

Safety:

1. Watch operations throughout the day to insure safety of customers and employees.
2. Make sure all employees have the proper Personal and safety equipment for their signed working areas.
3. Observe spotters periodically performing a load inspection, and sign their load inspection sheet.

End of day:

1. Make sure work face, green waste and transfer station are empty.
2. Lock front gate.
3. Make sure all equipment windows are shut and lights turned off.
4. Lock all building and shed doors.

Guidelines for Daily Operations at Landfill Gatehouse

Department: Public Works	Title: Landfill Attendant	Date: 5/01/18
	Prepared By: Kathy Ortiz & Carmen Jorgenson	Date Prepared:
Effective Date:	Reviewed & Edited By: Crystal Gutierrez-Baca	Date Reviewed: 5/24/18
Standard:	Approved By:	Date Approved:

Policy -Purpose- Scope:

A Standard Operating Procedure (SOP) is a document consisting of step-by-step information on how to execute a task. An existing SOP may need to just be modified and updated.

Procedure:

1.0 [Daily Start Up]

1.1 Turn on Alarm System

- Alarm is located at _____
Note: Alarm code is needed and will need to be obtained by Landfill Manager or Supervisor.

1.2 Turn on Communications radio located at _____

1.3 Turn on Computers

- Attendant will need to log into work system _____

2.0 [Cash Handling]

2.1 Attendants are responsible for all cash handling at the Landfill

-
-

2.2 [Who performs the second step of the activity and what do they do?]

- [Use bullets to improve readability]
- [Use bullets to improve readability]

[NOTE: point out key elements. What forms are needed to capture what data?]

2.3 [etc...].

3.0 [Third activity – check]

3.1 [Who performs the first step of the activity and what do they do?]

3.2 [Who performs the second step of the activity and what do they do?]

- [Use bullets to improve readability]
- [Use bullets to improve readability]

4.0 [Fourth activity – act]

4.1 [Who performs the first step of the activity and what do they do?]

4.2 [Who performs the second step of the activity and what do they do?]



KNOWLEDGE

OF UNSAFE CONDITIONS

1. Improperly guarded equipment.
2. Faulty design & installation of equipment.
3. Failure of structure design.
4. Failure of machinery.
5. Failure structure.
6. Failure of equipment.
7. Failure of materials.
8. Poor housekeeping.
9. Hazardous arrangement of facilities
10. Poor illumination.
11. Hazardous dusts, gases, fumes and mists.
12. Poor sanitation facilities.
13. Integrate fire protection.
14. Improper weather protection, heat, cold, dust, rain, ice, snow, etc...
15. Failure to provide proper environmental control procedures.
16. Natural conditions beyond human control (acts of Mother Nature).
17. Physical defects of employee.
18. Failure to control noise conditions.
19. Psychological strains and/or tensions on employees.
20. Lack of hazard analysis program.
21. Improper use of or improper outlets.
22. Absence of suitable traffic aisles.
23. Fire extinguisher locations not properly marked or blocked by equipment.
24. Hand tools in poor condition or improperly used.
25. Failure to provide adequate fire protections.

Section 1
Landfill Operating Procedure
Operational Requirements

Purpose

The purpose of this Landfill Operating Procedure is to emphasize the importance of implementing the New Mexico Solid Waste management Regulations 20 NMAC 9.1.

Implementations of these regulations will help assure our present and future citizens that landfills in New Mexico and the landfill employees are working toward abatement and prevention of air, surface, and ground water pollution along with other public health hazards caused by solid waste management practices.

The Landfill Operating Procedures handbook is intended to identify each position and its role in accomplishing landfill tasks. It describes responsibilities for implementation of sound waste disposal approved techniques. It is a guide to help landfill personnel accomplish their tasks in fulfilling the landfill's purpose. Personnel who are charged with ensuring that these procedures are followed must be fully aware of their responsibilities and the implementation process.

Section 2

Landfill Employees

Purpose

To provide a description of the different positions as a landfill and their possible duties.

Description

- A. Landfill Manager & Supervisor should hold a operator certification from Solid Waste Bureau of NMED. It is his primary responsibility to ensure the landfill is in compliance with the New Mexico Solid Waste Management Regulations, 20 NMAC 9.1.
- B. This Authority is given by the division or department head, or in some situation from the city or county manager.
 - 1. This authority is only valid as long as the supervisor maintains his certification.
 - 2. The supervisor has primary authority and responsibility for compliance with the New Mexico Solid Waste Management Regulations, city and county ordinances, and the approved plans and permit conditions of the facility.
 - 3. Is responsible for the day to day operations of the landfill in a professional manner, which includes:
 - a. Scheduling of personnel.
 - b. Staggering and arrangement of lunch and break periods to maintain an adequate level of working personnel at all times.
 - c. Assign heavy equipment operators to specific pieces of equipment.
 - d. Submission of time sheets (either weekly or every two weeks) in a timely manner on the prescribed day.
 - e. Scheduling of required equipment maintenance.
 - f. Over see an approved OSHA safety program.

- g. Insures the daily operation of the gate house and the pickup of receipts from the previous day.
 - h. Is responsible for items issued to the landfill.
 - i. Investigates and reports all accidents at the landfill.
 - j. Oversees the recycling program operation, if applicable.
 - k. Implements NMED requirements when they are received.
 - l. Ensure fuels, lubricants, spare parts, office supplies, and uniforms are maintained.
 - m. Maintain a log of all employees who are being trained on heavy equipment and hours of training they have received.
 - n. Is responsible for employee safety, issuance of uniforms, safety equipment, and adherence to rules and regulations pertaining to operations of the landfill.
 - o. Ensure employees are given a work schedule for a normal pay period or longer period.
- C. Spotter Control traffic on the landfill, prevents accidents, reduces litter, and improves landfill operating efficiency.
- 1. Is the best insurance against accidents at the face of the working area.
 - 2. Improves safety by helping guide trucks into proper dumping position away from small vehicles.
 - 3. Keeps the width of unloading area as narrow as possible, yet wide enough for trucks to operate easily.
 - 4. Ensure that packer trucks and other trucks that unload mechanically are routed to the unloading area without delay.
 - 5. Ensure that vehicles that are unloaded by hand are done so at one side of the unloading area. Ensuring that at least half of the working face is revised for mechanically unloaded vehicles.
 - 6. Directs the removal of disabled vehicles from the working face as soon as possible.
 - 7. Must understand the principles of spreading and compaction of solid waste.
 - 8. Understand the plans of the facility and ensure that the progression of the working face follows the permitted plans.

9. Never allow scavenging.
 10. Be aware of what is being disposed and look for suspicious waste such as:
 - a. Hazardous placards or markings on containers or barrels.
 - b. Liquids being dumped in or from barrels, cans, bottles, etc.
 - c. Barrels being dumped which have not had one end cut out.
 11. Procedure to report any suspicious loads:
 - a. Stop vehicle from dumping.
 - b. Move the vehicle to another area.
 - c. Call the gate house or supervisor.
 - d. Question driver and find out contents of containers, if possible.
 - e. Review manifest if available.
 - f. Ensure the load is treated as hazardous until final determination is made.
- D. Equipment Operations will ensure that their assigned equipment is properly maintained.
- E. They will work the areas assigned by the supervisor.
1. They will utilize the spotters to help control the active face of the landfill.
 2. When spotters are not available they will direct traffic to the correct locations.
 3. Will cover solid waste a minimum of 6 inches of compacted dirt nightly.
 4. Must follow Section 5.
- F. Gate House operation is the key to a successful landfill operation in its day to day activities.
- G. Laborers perform those duties specified by the supervisor which can include:
1. Litter control on landfill and surrounding area.
 2. Help individuals unload trash at the convenience station.
 3. Act as a spotter if required to do so.
 4. Operate some equipment when required.
 5. Help install litter control fences and maintain litter around the site, of the property, and along the entrance road.
 6. Accomplish other tasks as they are assigned.

H. All personnel assigned to the landfill should meet the following:

1. Trained in hazardous waste identification.
2. Receive inoculations for Tetanus and Hepatitis B.
3. Obtain certification in CPR.
4. Be qualified to hold position assigned.
5. Attend a Defensive Driving Course within the last two years.
6. Have a valid driver's license and training for the equipment they are about to operate.
7. Be aware of the safety procedures.
8. Be aware of the fire evacuation procedures.
9. Be aware of the hazardous waste procedures.

Section 3

Landfill Fires

Purpose

To define required actions for landfill fire control.

Procedure

- A. Employees and customers should avoid the smoke and fumes.
 - 1. Promptly clear the area around the fire, especially those areas downwind.
 - 2. Locate a safe approach to the burning area as soon as possible.
- B. Block all incoming traffic.
 - 1. Direct traffic to an alternate dumping area if possible.
 - 2. Notify the gate house to halt all incoming traffic if the fire is extremely large.
 - 3. Move all traffic away from the fire to designated safety area.
- C. The dozer operator should isolate the fire as much as possible by:
 - 1. Removal of any trash next to fire.
 - 2. By placing dirt over the exposed trash.
- D. The heavy equipment operator should attempt to smother the fire with dirt.
- E. If the fire is too large for the onsite equipment then the local fire department is to be called for assistance.
- F. Determine the most recently deposited waste and the hauler.
- G. Gate house attendant should direct any commercial hauler to a separate predetermined area if his load is on fire.
 - 1. The waste should then be spread out and smothered with dirt.
 - 2. If extremely hot fire because of unauthorized waste, it should be allowed to burn itself out.

3. When the fire is controlled and no longer a danger the area is to be cleared and the remaining waste residue placed in the operating face.
- H. A notation must be made to the daily operating record of all fires and actions taken.
- I. As soon as possible the landfill supervisor is to notify NMED of the fire and the results of any action taken.

Section 4

Equipment Servicing

Purpose

To familiarize landfill personnel with the requirements and needs of servicing landfill equipment.

Procedure

- A. Equipment assigned to the landfill:
 - 1. Any equipment assigned to the landfill will be governed by these procedures.
 - 2. Service personnel will be in charge of the service truck.
 - 3. A written trouble report should be turned into the landfill supervisor when any repairs are required on any piece of equipment.
 - 4. The landfill equipment should be cleaned by the operator at least once a day.
 - a. Cleaning will include blowing out radiators and washing them with high pressure water as needed.
 - b. Cleaning of tracks and rollers.
 - 5. Daily services will include checking engine oil, hydraulic fluids, hydraulic lines, any extra leak points, condition of tracks and wheels, water, and lube points. These checks will be made both before operating in the morning and again at the end of the operating day. Check fueling of equipment as needed.
 - 6. Review of engine hours and compare to services charts. Removal of equipment from operations if hours are at a specified service point.
 - 7. Service personnel will conduct all routine maintenance of all landfill equipment.
- B. Performance duties on all landfill equipment:

1. All mechanical repairs will be coordinated by the landfill supervisor through appropriate channels.
2. Major repairs should generally be performed by a commercial shop.
3. The supervisor will be consulted prior to any work being done by either service personnel or a commercial shop.

Section 5

Heavy Equipment Operator's Functions

Purpose

To familiarize landfill personnel with the rules and regulations governing landfill equipment operations.

Policy

This policy establishes the standards for equipment operators' duties. Safety, proper operation and maintenance go hand in hand and complement one another. Equipment that is properly cared for will operate more efficiently and safely. It must be remembered that proper operations and maintenance reduce the need for repairs and equipment down time.

Procedure

- A. Equipment assigned to the landfill- All equipment assigned to the landfill operation will be governed by these procedures. The landfill supervisor will enforce these procedures at all times.
- B. Classification
 1. Only those personnel who are qualified will operate pieces of heavy equipment.
 2. All equipment operators will be classified as equipment operators, heavy equipment operators must have completed the required training.
 3. Employees will be required to operate a variety of equipment and perform other tasks such as:
 - a. Fueling of equipment
 - b. Act as a spotter

- c. Perform servicing tasks on equipment
- d. Perform minor repairs on some pieces of equipment such as replacing ripper teeth, replace grease inserts, etc.
- e. Other duties as required.

C. Equipment Status – All equipment assigned to the landfill will be assigned out daily on the equipment register log by the using operator.

- 1. Services must be performed by the operator and recorded on the log.
- 2. The equipment operator has the responsibility to monitor any service meters and clocks on the equipment. Contractor services must be monitored by the operator through the supervisor when services are required.
- 3. Equipment operators or other qualified persons must oversee that maintenance procedures are being complied with.
- 4. Equipment breakdowns will be investigated to determine if improper maintenance or negligence contributed to the breakdown.

D. Maintenance Summary- Preventive maintenance is a planned program of regular equipment servicing and repair. Properly scheduled and recorded maintenance is the heart of this program.

E. Pre-operating Checkout- the fluid levels of the equipment must be checked prior to starting the equipment.

- 1. Hydraulic fluids.
- 2. Crankcase oils.
- 3. Radiator coolants
- 4. Transmission oils
- 5. Power steering fluids
- 6. Windshield washer-wipers
- 7. Fuels
- 8. Back up alarms
- 9. Lights

10. Check tracks for wear and damage and inflation
11. Check radiator screens and air filters for clogging
12. Check the undercarriage
13. Lubrication

F. Walk around Inspection will be accomplished by walking completely around equipment **before operating and after operation.**

1. Look for damage to the equipment (report if any)
2. Look for excessive wear (report if any)
3. Look for signs of fluid leaks and correct them if possible (report if any)
4. Inspect all linkages for damage or excessive wear (report if any)
5. Inspect tires for damage and ensure proper inflation. Replace valve caps as required.
6. Inspect and remove trash build up in the engine compartment.
7. Inspect for cooling system leaks, faulty hoses, correct them or report them for repair. Remove any trash buildup from the radiator.
8. Inspect transmission for leaks and report if any.
9. Once equipment is started, test brakes and all hydraulic operations before beginning work. If any are faulty, shut down and repair then or report for repairs.

G. End of Shift Shutdown all of the manufacturer's instructions should be followed:

1. Routine lubrication
2. Equipment cleaned.
3. Clean debris and dirt from equipment.
4. Ground blades and other accessories.
5. Set brakes and locks.
6. Clean air filters.
7. Fill fuel tanks to prevent condensation.
8. Secure equipment to prevent unauthorized usage and vandalism.

9. Drain air tanks (if required)

10. Wash equipment and let sit as manufacturer specifies.

H. Record keeping is the heart of a good maintenance program and must include:

1. When lubrication was performed.
2. When and what filters were changed
3. Fluid replacement or additives.
4. Equipment operating hours.
5. Fuel usage
6. Repairs and part replacements.

I. Routinely check

1. Fuel pressure gauges
2. Track roller collar gauges.
3. Track shoe bolts
4. Gasket joints in drive cases.
5. Sprocket hub seals.
6. Turbocharger, manifold, air cleaners and connections.

Section 6

Standards for Working near the Public

Purpose

These standards are indeed to give heavy equipment operators and other landfill employees and understanding on how to work with the public.

Procedure

A. Pushing Solid Waste Near Vehicles

1. During times of extreme congestion it is necessary to push and compact the incoming solid waste.
2. This must be done in a safe manner.
3. Always be alert for people that may be unloading or near the working face.
4. When pushing solid waste, always keep the heavy equipment at a safe distance from the people and vehicles, at least nine to 10 feet. The spotter can ensure this is done by directing traffic and the equipment operator.
5. A safe distance is one in which neither the heavy equipment nor the solid waste comes in contact with the vehicle of the public.

B. Spotting:

1. Assists the spotter in directing traffic to the appropriate tipping area.
2. Direct the public to unload in a specific area. If the customer shows hostility towards directions, the spotter should immediately leave the area, record the license number and vehicle description as the customer leaves.
3. It is necessary for the customer to unload in another area then the spotter should obtain the assistance of the supervisor in approaching the customer.

4. Hard hats and safety vests are to be worn by all spotters while at the tipping face of the landfill. OSHA requirement!

C. Convenience Station:

1. Gate house personnel will direct cars and pickups to the appropriate unloading location. Care should be taken to ensure that vehicles are at a safe distance from each other.
2. All residential vehicles should be directed to an internal convenience station when available or to a specific area of the tipping face to ensure maximum safety for individual residents.

Section 7

Providing Assistance to the General Public

Purpose

In order to the tipping face and to relieve traffic congestion, it is necessary from an operational standpoint to promptly remove and stuck or stalled vehicles. Providing routine assistance to unload personal solid waste and loaning company tools or other items to the general public should be discouraged at all times. Providing ancillary fluids such as gasoline, hydraulic oils, etc. should be prohibited. The following guidance should be followed closely when assisting customers with inoperable vehicles.

Procedure

- A. Only Provide Assistance When Requested by the Driver and Approved by the Supervisor.
 1. Under no circumstance should a vehicle be moved without the drivers' knowledge or consent. This consent should then be given in writing.
 2. In certain situations, it may be necessary to request the driver of a specific vehicle to remove that vehicle because of unsafe conditions or it is blocking the road.
 3. The individual may then elect to call for outside assistance or may request assistance from landfill personnel.
- B. Procedure for Providing Requested Assistance in Moving Stuck or Stalled Vehicles.
 1. The driver will make the request for assistance. **Under no circumstances should an employee of the landfill offer assistance.**
- C. Under the "Comparative Negligence Doctrine of New Mexico" the landfill would not be liable if the drivers negligence was equal or greater than that of the landfill personnel.

1. By assisting only on request and consent of the driver.
2. By requesting that the driver select the point on the vehicle where the tow chain is to be attached, using caution when pulling the vehicle out.

D. Recommended Criteria for Determining a Method to Assist Immobile Commercial Vehicles.

1. Pulling the vehicle is the only option, again stuck commercial vehicle should never be pushed.

Section 8

Customer Accident Report

Purpose

To give directions on how to report accidents that happen at the landfill. All accidents and injuries involving the landfill or possible claims with the public must be reported immediately.

Procedure

- A. The reporting agency should fill out an accident report form.
 1. The date and signature on the form must be filled out.
 2. Remember this form should be utilized for both non-vehicle and vehicle accidents that are reported to an employee, or observed by an employee.
 3. The completed form is given to the supervisor.
 4. The form is forwarded to the landfill's attorney
 5. A copy of the completed report should be given to the injured party.
 6. The injured party should sign and date the form along with the landfill employee to indicate the completed report is correct.

SANDOVAL COUNTY PUBLIC WORKS DEPARTMENT
STANDARD OPERATING PROCEDURES
FOR
OPERATING EQUIPMENT WITH COMMERCIAL DRIVERS LICENSE

Inclement Weather/Emergency Storm Event Policy

It is the policy of Sandoval County Public Works Department to consider the safety of employees and the general public to be the primary consideration when evaluating whether to provide recycling, solid waste convenience or landfill services during a potentially hazardous weather/storm event. Services may be delayed or cancelled consistent with the policies noted below. There also may be occurrences whereby the below policies may be modified based on the specifics of the event and actual conditions. High winds can be a sudden occurrence.

The Sandoval County Landfill will be closed under high wind conditions (24mph or higher). Wind conditions are closely monitored using an on-site wind meter.

Landfill: The Landfill will typically mirror the Sandoval County determinations with regard to inclement weather services, but there may be exceptions. If the County Manager declares a two-hour delay the Landfill will open at 9am (or two hours later than the normal 7 am opening time). If the County Manager closes County administrative offices due to an event, the Landfill may or may not close, instead making an independent decision based on municipal and other collection system customer needs. If the inclement weather day is a Saturday Sandoval County Public Works will make an independent decision for that day and announce it using our standard communication/announcement practices.

Each inclement weather event is different (snow, ice, rain, wind, etc.) and the Landfill must maintain some flexibility in determining service implications.

To access the updated and current closure and re-opening information for the Sandoval County Landfill, call (505) 867-0816 or Public Works Administration Office (505) 771-8500

