


Standard Operating Procedures (SOPs) for:		
Waste Transfer Stations and Recycling Collection Centers		
Purpose of SOP:	Stormwater pollution prevention procedures for proper management and storage of waste, trash and recycling materials at residential waste transfer stations and recycling drop-off collection centers.	
Location of SOP:	(Indicate where SOP is kept – electronic or hard copy.)	
Administrator of SOP:	(Indicate who reviews and updates SOP.)	

Prerequisites

1. Employees should attend PACE’s general stormwater pollution prevention training. Contact PACE at 303-786-PACE.
2. Employees performing the procedures in this SOP should refer to the materials in the *References and Related Procedures* section of this SOP.

Stormwater Protection Equipment and Materials

1. Dumpster covers
2. Tarps
3. Spill kit and equipment for dry clean up (socks, absorbent pads, kitty litter, broom, and dustpan)
4. Berms

Standard Operating Procedures

1. Waste Management, Storage and Disposal

- All waste and recycle receptacles must be leak-tight with tight-fitting lids or covers. Plastic liners can be used to ensure leak tightness.
- Keep lids on dumpsters and containers closed at all times unless adding or removing material.
- Place waste or recycle receptacles indoors or under a roof or overhang whenever possible.
- Locate dumpsters on a flat, paved surface and install berms or curbs around the storage area to prevent run-on and run-off.
- Sweep up around outdoor waste containers regularly.
- Clean up any spills with dry clean up methods. (See BMP or SOP: *Spill Clean Up*)
- Clean up any hydraulic fluid leaks or other liquid leaks from compactors with absorbent and dry clean up methods.
- Arrange for wastes to be picked up regularly and disposed at approved disposal facilities.
- Waste disposal company _____ Phone number: _____
- Never place hazardous materials, liquids or liquid-containing wastes in a dumpster or trash receptacle.
- Absorb liquids with kitty litter or other absorbents before disposal.
- If wastewater, liquid, or liquid non-hazardous waste is generated, it must be disposed in the sanitary sewer (if approved) or transported to a disposal site that will accept that type of wastewater.
- Do not wash out waste containers or dumpsters outdoors. Return dumpsters to the contractors for cleaning at the contractor’s facility.
- Municipally owned containers must be washed in a wash bay or over a floor drain that goes to the sanitary sewer.

Contracts & Contractors

- Contracts should include stormwater pollution prevention language.
- Ensure that contractors implement proper Best Management Practices (BMPs) to prevent stormwater pollution.

Employee Training

- All applicable employees must be trained in general stormwater pollution prevention including how to recognize and report illegal connections or discharges.

Record Keeping and Documentation

1. Keep a list of all employees trained in the facility's Stormwater Pollution Prevention Plan binder or other location: (_____). This is also recorded in PACE's Training List.
2. Keep records on all wastes disposed of including: hazardous waste manifests, trash removal statements (bills), receipts or invoices from recyclers.

References and Related Procedures

PACE Government Operations website: <http://www.bouldercolorado.gov/www/pace/government/index.html>

1. PACE SOP: *Waste Management and Disposal*
2. PACE SOP: *Pressure Washing and Exterior Surface Cleaning*
3. PACE SOP: *Spill Prevention, Clean Up and Reporting*
4. PACE BMP: *Waste Management and Disposal*
5. PACE BMP: *Good Housekeeping*
6. PACE BMP: *Outdoor Container Storage*
7. PACE BMP: *Spill Clean Up*
8. PACE Resource Sheet: *Waste Transfer and Recycling Centers*