

## **OPERATOR POLICY**

### **Last Mountain Regional Landfill**

#### **POLICY NO. OPER 1/2018**

A POLICY TO ESTABLISH THE DUTIES, AND RESPONSIBILITIES OF THE MAINTENACE OPERATOR FOR THE LAST MOUNTAIN REGIONAL LANDFILL

Applies to: Landfill Operation Services

Responsibility: Last Mountain Regional Landfill Operator

Approved by Board: Date: January 18, 2018

Resolution #: 11/18

Amended by Board: Date: July 24, 2019

Resolution #: 89/19

### **PART 1 PURPOSE AND DEFINITIONS**

#### **Purpose and Scope**

1. The purpose of this Policy is to establish the duties and responsibilities of the Operator of the Last Mountain Regional Landfill (LMRL).

#### **Definitions**

2. (a) "Board" means the Board of Directors of the Last Mountain Regional Landfill.  
(b) "Operator" means the Operator of the Last Mountain Regional Landfill as appointed under Part II, 3.  
(c) Last Mountain Regional Landfill Authority means the Board consisting of duly appointed officials from the member municipalities.

### **PART II OPERATOR**

#### **Establishment of Position**

3. (a) The position of Operator is established by the Board of the LMRL.  
(b) The Board shall by resolution appoint an individual to the position of Operator.  
(c) The Board shall establish the terms and conditions of employment of the Operator.

#### **Duties of the Operator**

4. The Operator shall perform the duties and exercise the responsibilities that are assigned by this Policy, or any other bylaw, policy or resolution of the Board.

## **Roles and Responsibilities**

5. (1) Without limiting the generality of section 4, the Operator shall:

### Operations

- (a) Be supervised by the Administrator and bring any issues or concerns to the attention of the Administrator as soon as possible or in a timely fashion.
- (b) Receive payments for all waste brought to the landfill as per the fee schedule.
- (c) Record license plate, brief note of waste collected and amount collected and submit these records regularly to the Administrator with collections.
- (d) Safely store collections until deposited by Administrator.
- (e) Be available on-call 24/7 by mobile phone and provide after-hours support for emergency situations.
- (f) Produce Daily, Weekly and Monthly paperwork printing and saving paperwork on personal computer.
- (g) Notify Bulyea Lions as batteries collect and need to be removed.
- (h) Direct waste haulers to proper location(s) for placing garbage within the landfill based on product.
- (i) Provide advice on matters such as budgeting, fee schedules, etc. to the Administrator.
- (j) Be present when waste disposal service provider brings garbage and review ticket as they enter.
- (k) Ensure the site is maintained (fence, rodent control, etc.) and that any issues are noted for follow up.
- (l) Keep the interior of the building clean and ensure the floor is swept.
- (m) Arrange to have waste metal (fridges, stoves, etc.) removed from site as directed by the LMRL.
- (n) Remove recyclable items such as metals, branches, etc. when found in the pit.
- (o) Ensure the area around the Recycle Container (Blue Bin) is clean of all debris for customers.
- (p) Help customers with unloading as needed.
- (q) Daily inspection of metal pile, including removing trash, wood, plastic, etc. and burnable waste, shingles and concrete piles.
- (r) Perform operation duties with proper safety gear and follow safe and proper use of all equipment.

### Equipment

- (s) Ensure equipment is warmed up prior to use, fuelled when necessary and regular maintenance attended to.
- (t) Service equipment as needed, provide minor repairs and document
- (u) Operate landfill equipment when it is safe to do so.
- (v) Bury and cover garbage with dirt as determined by the LMRL.
- (w) Burnable waste (branches, trees and clean wood) to be burnt as required. Remove unwanted trash from pile prior to burning and remain near fire while burning. Remove amber with Cat Dozer until fire is out.

### Maintenance

- (x) Order septic tank pumped when required.

- (y) Drain pit of water when needed using a pump.
- (z) Keep grass, weeds and other vegetation from growing within the fence line around the landfill area including around office, shed and entrance road.
- (aa) Remove snow as necessary or make arrangements as needed. Areas include around the gate, office, shed and around the pit trail for easy access for customers.
- (bb) Push sorted garbage into pit as required.

Regulatory

- (cc) Perform weekly perimeter checks of the property and record. Submit records to Administrator monthly. Inspection includes but is not limited to checking the fence, posts, trash, pests up to a ¼ mile outside the perimeter towards the highway.
- (dd) Be onsite for inspections and monitoring (weed control, SaskEnvironment, KGS Group).
- (ee) Contact provincial Burn Control and R.M. 220 office prior to beginning burn and only burn when the wind is from the southeast or west.

(2) The Board may delegate authority for other matters.



Chairperson

Administrator



## Operating Procedure

### Electronics Recycling Program Standard Operating Procedures

Date: January 1, 2021

#### Site Details:

The Last Mountain Regional Landfill is open to the public, with regular landfill hours posted on-site and on our Facebook page. LMRL has a fenced yard with a gate that is closed and locked when the site is unsupervised.

#### Electronics Program Details:

Drop-off for electronics is a free program. The used electronics are stored in a tarp shed building which is also locked and is to be entered by the Operating staff only. Purchase of a seacan has been approved and storage will transition from the tarp shed to the seacan. This building is located in a safe area within view of the office.

Data bearing devices will be contained in the locked tarp shed building.

Employees will be trained annually on the following:

- Identification of materials accepted by the program.
- The proper handling, storage and packaging of materials including broken items.
- Requirements for tracking material shipments and receipts.
- Safety and emergency response procedures.
- Mobile equipment operator training.

The site shall maintain the following procedures to ensure the safe and secure handling of materials:

- Maintain a documented process to ensure that all incoming materials are immediately moved to the building.
- Maintain a documented process for tracking incoming material to account for all program material separate from non-program materials and prevent program material from being disposed of outside the program.
- Maintain procedures to identify the maximum quantity of material that is capable of being stored on site in a safe manner, in accordance with health and safety regulations, and ensure limits are not exceeded.
- Storage capacity is part of a 24x30 building that can hold 6-8 pallets under cover.
- Maintain suitable inspection and maintenance programs for any material handling equipment, including lift trucks, pallet carts and weigh scales.
- Documents are maintained for the safe and secure storage, stacking packaging and shipping of materials. A monthly procedure for tracking inventory of pallets is to be kept. (Appendix A: Collection Location Inventory Tracking Sheet)



# Last Mountain Regional Landfill Authority



- Last Mountain Regional Landfill will maintain a documented process for monthly inspections of the facility, identifying any risks or hazards, as well as data breaches and documenting any issues as well as follow up to any issues. (Appendix B: Monthly Facility Inspection Form)
- Enforce proper use of PPE, proper safety procedures and maintenance of all equipment.
- Maintain unobstructed access to fire lanes and doors at all times.
- Maintain proper fire suppression equipment.
- Maintain an appropriate first aid program and supplies.
- Maintain a documented procedure to provide notice to EPRA of any regulatory orders, fines, data security issues, or other incidents that require the assistance of first responders, within 24 hours of such occurrences.
- These should be reported to the EPRA Saskatchewan Director, Gayleen Creelman ([gayleen.creelman@epra.ca](mailto:gayleen.creelman@epra.ca) – 306-242-6006), or to [infoSK@recyclemyelectronics.ca](mailto:infoSK@recyclemyelectronics.ca)

Created (date): January 27, 2021

Signed: \_\_\_\_\_

Jenna Johnson, Administrator



# Last Mountain Regional Landfill Authority



## Appendix A: Collection Location Inventory Tracking Sheet

### Recycle My Electronics - Collection Location Inventory Tracking Sheet

To be conducted on a daily, weekly, bi-weekly,  
monthly basis

Scheduled Date	ACTUAL Date	Inspected by	# of part bags	# of part pallets	# of full bags	# of full pallets	Initials	Comments
1/5/2021								
1/12/2021								
1/19/2021								
1/26/2021								
2/2/2021								
2/9/2021								
2/16/2021								
2/23/2021								
3/2/2021								
3/9/2021								
3/16/2021								
3/23/2021								
3/30/2021								
4/6/2021								
4/13/2021								
4/20/2021								
4/27/2021								
5/4/2021								
5/11/2021								
5/18/2021								



- inspection to occur monthly
- identify any risks, hazards, data breaches and document any issues as well as follow up procedures taken in the "Comments" column.

[illegible]

