

CAROLINE COUNTY

DEPARTMENT OF
PUBLIC WORKS

SOLID WASTE DIVISION

CONVENIENCE
SITE
STANDARD
OPERATING
PROCEDURES
MANUAL

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Board of Supervisors July 23, 2013

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TABLE OF CONTENTS

Table of Contents	pg. 1
Introduction	pg. 2
Solid Waste Convenience Site Rules and Regulations	
1 - Attendants Responsibility	pg. 3
2 - Requirements for Use of the Solid Waste Convenience Sites	pg. 4
3 - Access and Safety	pg. 4
4 - Disposal of Residential Waste	pg. 5
5 - Acceptable Waste at all Convenience Sites	pg. 5
6 - Acceptable Waste at the Bowling Green Convenience Site Only	pg. 6
7 - Recycling	pg. 7
8 - Items Not Accepted at the Convenience Sites	pg. 7
9 - Commercial Tire Disposal & Accounts	pg. 8
10 - Second Hand Goods	pg. 9
11 - Construction Waste Disposal	Pg. 9
Convenience Site	
Locations & Hours of Operation	pg. 11
Attendants Job Description	pg. 12
Site Emergencies	pg. 13
Convenience Site Operation and Opening & Closing Procedures	pg. 14
Storm Debris Policy	pg. 15

INTRODUCTION

Caroline County operates Solid Waste Convenience Sites in various locations in the County to provide County residents with a convenient location to dispose of the solid waste generated in their homes. Manned sites are used to permit the use of compaction equipment and to assure the sites operate in a safe manner and are clear of debris and litter.

Compaction equipment compresses the waste placed in the unit, increasing the volume of solid waste collected in each container. A compacted 40-yard container will hold approximately 11 tons of solid waste compared to 3 to 4 tons that are contained in an open top 40-yard container. The County utilizes its boom truck to place heavy items into open top containers and compact the waste, increasing the amount of waste that can be held to approximately 6 to 8 tons.

Convenience Sites also serve as recycling centers for the area of the County in which they are located. Recycling enables Caroline County to reduce the volume of solid waste buried annually and protects the environment. The Code of Virginia requires localities to recycle a minimum of 15% of solid waste received annually.

**CAROLINE COUNTY
SOLID WASTE CONVENIENCE SITE
RULES AND REGULATIONS**

FOR USE BY CAROLINE COUNTY RESIDENTS ONLY

1 – Attendant’s Responsibilities:

1. Have a working knowledge of the Caroline County Solid Waste Convenience Site Standard Operating Procedures Manual.
2. Operate the site and equipment safely and ensure that the site is clean and free of debris.
3. Attendants are not responsible for unloading waste material, but should assist residents who request assistance or are physically unable to dispose of their waste or recyclables (under 25 pounds) safely.
4. Attendants direct the use of the facility to ensure safety and convenience and compliance with these Regulations, including operations and unloading of vehicles.
5. Help maintain the cleanliness of the attendant office, which is provided for employees to seek shelter from the weather.
6. In the event of a dispute with a citizen over rules and regulations, attendants should use discretion to avoid the situation escalating into an argument. If the situation cannot be resolved constructively, the attendant should record the license number of the vehicle and report it to his or her supervisor rather than engaging in further discussion with the citizen. In extreme cases where the situation has become dangerous in the attendant’s judgment, he or she should call 911 and seek assistance from the Sheriff’s Office.
7. Notify solid waste operations office when the compactor, open top containers, and recycling containers need to be emptied.
8. Ensure that scavenging is not permitted.
9. Attendants will be issued the following equipment: Uniforms to include ID badge, tee shirts, sweat shirts, hats, jackets and a safety vest which are to be worn while on duty (hat is optional). In addition, safety gloves, safety glasses, and rain gear will be issued to assist in the performance of their duties.

10. A copy of the County's Personnel and Procedures Manual is located in the attendant office.

2 - Requirements for Use of the Solid Waste Convenience Sites:

1. It is unlawful for any person to dispose of solid waste, including recyclables, generated or collected from outside of the County.
2. Convenience sites are for use by Caroline County residents only.
3. Recyclables (as listed in section 7) should be placed in the proper container or area designated for the specific purpose. As required, citizens should follow the direction of staff with regard to using designated containers and areas.
4. Persons using the facilities are responsible for the clean up of any spillage resulting from the delivery or unloading of their waste.
5. Different types of waste materials must be separated and placed as directed by the attendant.
6. Containers and their contents are subject to inspection at any time by the attendant.

3 - Access and Safety:

1. Access to the facility will be restricted to regular operating hours at the gated entrance. Unauthorized entry constitutes trespassing.
2. Loitering and solicitation are prohibited at the facilities.
3. Small children must remain in the vehicle at all times.
4. Dumping materials outside of the facility or outside of operating hours is prohibited.
5. Any person entering a facility after having been asked by staff not to do so, or remaining at a facility after having been asked to leave, shall be deemed a trespasser.
6. Safe and courteous driving practices are to be followed at all times.
7. In accordance with Chapter 95, Section 95-7 of the Code of Caroline County - Solid Waste – Trespassing in containers; unauthorized removal:
 - A. "It is unlawful for any person to stand, sit, crouch or lie in any refuse collection container or to otherwise enter such containers unless

authorized by the County Administrator to do so for maintenance purposes.”

- B. “It shall be unlawful for any person, firm or corporation to remove trash, garbage, waste material or any other object or substance, whether organic or inorganic, from any refuse collection container or refuse collection container site.”

4- Disposal of Residential Waste:

1. Solid waste convenience sites were created to allow County citizens and small businesses to dispose of refuse at no cost. Convenience sites are not designed to accommodate large loads of solid waste. Therefore, limitations must be established on the amount of refuse disposed of at any one time.

Residents are permitted to dispose of only a volume equal to a low-sided pick-up truck of household solid waste at the County Convenience sites if delivered in a non-commercial vehicle (as demonstrated by vehicle registration) or in a commercial vehicle, not to exceed an amount greater in volume than a 55 gallon waste receptacle

2. Refuse amounts larger than the volume equal to a low-sided pick-up truck will be accepted at the Bowling Green convenience site only.

5 - Acceptable Waste at all Convenience Sites

1. Residential solid waste and recyclables will be accepted at no charge when delivered in a vehicle type and size allowed at Convenience Sites. Acceptable materials are as follows:
 - a. Garbage, rubbish, and trash.
 - b. Bulky waste such as furniture, mattresses, appliances, bicycles, and lawn mowers.
 - c. Waste oil – up to five gallons of used motor oil per day. Delivery of waste oil from commercial locations is not allowed.
 - d. Leaves and grass/yard waste that is bagged (maximum of 6 – 55 gallon bags per day).
 - e. Used auto/lawn batteries (separated for recycling).
 - f. Oil and latex paints that have been opened and dried out (maximum of 5 gallons per day).

- g. Renovation, repair and remodeling waste materials, drywall and inert waste (asphalt, bricks, block, cement, rock or soil) not to exceed an amount greater in volume than a 55-gallon waste receptacle and lumber or plywood 4 feet or less in length.
- h. Tires up to 36" in diameter without rims. Maximum of 4 per day. All tire in excess of 4 or over 36" are considered commercial and a fee will be charged.
- i. Scrap metal.

6 – Additional Acceptable Waste at the Bowling Green Convenience Site Only:

- 1. Residential solid waste and recyclables will be accepted at no charge when delivered to the Bowling Green Convenience Site, which is able to accommodate a larger variety of materials. Acceptable materials are as follows:
 - a. Brush any diameter
 - b. Tree trunks cut into lengths no greater than 72"
 - c. Untreated lumber & pallets any size
 - d. Household shingles (from home owners only) and placed into a separate container at the site.
 - e. Bulk leaves and yard waste (not bagged)
 - f. Antifreeze
 - g. Pressure treated lumber (CCA, ACQ, MCQ & CA) that has been weathered and of any size that will fit into the open top container. All pressure treated lumber must be placed into a separate container for disposal. (Note: this does not include creosote)
 - h. Cooking oil

7 – Recycling:

1. Recyclable materials accepted at all Convenience Sites, except as noted when placed in the appropriate recycling containers are as follows (except as noted):
 - a. Glass (all colors)
 - b. Plastic (all colors)
 - c. Cans (aluminum and tin)
 - d. Cardboard (boxes must be broken down)
 - e. Newsprint, magazines and other paper
 - f. Waste Oil (used motor oil, transmission oil & hydraulic oil only)
 - g. Tires not mounted (no larger than 36" diameter) All tire over 36" are considered commercial and a fee will be charged.
 - h. White goods (washers, dryers, refrigerators)
 - i. Metal
 - j. Antifreeze (Bowling Green and Ladysmith convenience sites only)
 - k. Batteries (auto, truck, equipment and lawn)
2. All recycling materials will be disposed of by Caroline County at an appropriate recycling facility. The County strives to derive revenue from the recyclables and therefore are exempt from section (10) "Second Hand Goods".

8 – Items Not Accepted at the Convenience Sites:

1. The following items are not considered solid waste and are not accepted at any of the convenience sites:
 - a. Hazardous, toxic, radioactive, or regulated medical wastes.
 - b. Flammable materials and solvents to include but not limited to paint thinners, gasoline and diesel fuel.
 - c. Solid waste generated or collected as a result of construction, demolition, commercial, industrial, institutional, or other manufacturing activities will not be accepted at the Convenience Sites with the exception of the provisions in section 11 of this manual.

- d. Stumps.
- e. Metal or plastic drums that do not have the top and bottom cut out of them and rinsed.
- f. Pressurized tanks (including propane tanks).
- g. Material containing friable asbestos.
- h. Animal carcasses.
- i. Farm waste generated from crops or animals.
- j. Paint cans or drums not emptied and opened.
- k. Large discarded vehicle parts.
- l. Oversized items, boats, trailers, mobile homes and automobiles.
- m. Ashes or other waste which are hot or may contain live embers.
- n. Free liquids.
- o. Tires larger than 36" in diameter. All tires over 36" are considered commercial and a fee will be charged.
- p. Cooking oil. (accepted at Bowling Green, Dawn, and Ladysmith sites only)
- q. Railroad ties or any lumber treated with creosote.
- r. Other waste deemed inappropriate by the Convenience Site Attendant due to its characteristics or potential harm to County equipment or personnel.

9 – Commercial Tire Disposal & Accounts:

Commercial tire disposal is accepted at the Bowling Green Convenience site only with a fee for disposal. Maximum tire size 48" Tires larger than 48" will be accepted if cut into pieces smaller than 48".

- a. Commercial tires will be accepted at a rate of \$120.00 per ton as approved under the fee schedule in the County Code for tire disposal.

- b. Customers must have an approved charge account or check to pay for all disposal fees from tire disposal at the convenience site.
- c. Customers with delinquent charge accounts (more than 30 days past due) shall be denied entry at the convenience site.

10 – Second Hand Goods:

1. The Bowling Green, Port Royal, & Ladysmith convenience site shall have a designated area to put goods or items that are deemed to be “too good to throw away” (second hand goods). This reuse area will be for citizens to place items that are not recyclables as listed in section (7) unless specifically listed below or at the direction of staff. Recyclable items are excluded because the County is able to derive revenue from them.
2. Staff shall determine items appropriate for the reuse areas. The reuse area is for use by Caroline County residents only. Users may remove items from the area only once per day to allow maximum access for all citizens. County staff should not remove second hand goods while on duty.
 - a. Items that can be placed in the “too good to throw away” area include:
 - i. Furniture
 - ii. Electronics (including TVs, radios and microwaves)
 - iii. Toys (including bicycles)
 - iv. Lawn equipment (push mowers, riding mowers, weed eaters, chain saws, tillers)
 - v. Tools - both hand and power
 - vi. Fence Post
 - b. Items that **shall not** be placed in the “too good to throw away” area include:
 - i. All Metal – that is not indicated in section “a” above
 - ii. Batteries
 - iii. Refrigerators
 - iv. Washing Machines
 - v. Dryers
 - vi. Ovens/Stoves
 - vii. Recyclables – that are not indicated in section “a” above

LOCATIONS AND HOURS OF OPERATION

Bowling Green Convenience Site

18280 Lakewood Road, Bowling Green, Va. 22427
Located at front of Old Sanitary Landfill (Behind New Yorker)

Ladysmith Convenience Site

18517 Green Rd, Ruther Glen Va. 22546
(Rt. 712 between Rt. 1 & Rt. 639)

Animal Shelter Convenience Site

14086 Devil’s Three Jump Rd., Milford, Va. 22514
(Near Rt. 676 near Rt. 207 Rogers Clarke Blvd.)

Dawn Convenience Site

31179 Old Dawn Blvd., Dawn, Va. 23069
(Near intersections - Old Dawn Rd Rt 651, Dawn Blvd Rt 30 & Courtney Rd 694)

Corbin Convenience Site

6065 Widewake Drive, Woodford, Va. 22580
(Near Fredericksburg Turnpike Rt. 2)

Sparta Convenience Site

22065 Bagby Road, Bowling Green, Va. 22427
(Rt. 644 between File Rd. Rt. 643 and Newtown Rd. Rt. 721)

Port Royal Convenience Site

25516 Tidewater Trail, Port Royal, Va. 22535

Site Hours of Operation

Monday, Tuesday, Thursday & Friday	7:00 a.m. – 7:00 p.m.
Wednesday	CLOSED
Saturday	7:00 a.m. – 7:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Holidays: All Convenience Sites will be closed on Easter Sunday, Thanksgiving Day and Christmas Day. All other holidays the sites will open on the regular schedule.

Job Description

Solid Waste Convenience Site Attendant (Part-Time)

General Description of Responsibilities

This is a part-time, semi-skilled position with the primary responsibility of operating solid waste convenience sites. Performs routine tasks to ensure the proper use of convenience sites utilized by the citizens of Caroline County. Work is performed under established procedures and practices detailed in the procedures manual, and by following standard practices. Works under general supervision.

Typical Examples of Work

- ◆ Enforces County ordinances, rules and regulation as they relate to solid waste.
- ◆ Ensures proper operation of solid waste convenience sites.
- ◆ Greets and assists citizens with the disposal of solid waste.
- ◆ Unloads refuse from citizens' vehicles as needed.
- ◆ Cleans and maintains grounds. These duties include but are not limited to, cleaning, sweeping, shoveling snow, applying ice melting chemicals, removing debris, raking, mopping, and washing equipment, structures and parking lot areas.
- ◆ Explains County regulations and recycling/reuse opportunities to the public.
- ◆ Performs other related work as required or as directed.

Required Knowledge, Skills and Abilities

Must be able to understand and follow oral and written instructions; possess the knowledge and ability to operate trash compactors efficiently and safely, and be able to interact with citizens and employees in a courteous and professional manner.

Working Condition

- ◆ Hazards – chemicals with possible exposure to household hazardous waste.
- ◆ Environment – Field with routine exposure to adverse weather, dust, fumes, odors, noise, vibrations, and repetition.
- ◆ Physical Effort – must be able to lift and maneuver up to 25 pounds, requires walking and standing.

Education and Experience

High School Diploma or GED with 2 years of actual work experience preferred. Able to report to work as scheduled.

Special Conditions:

- ◆ Twelve-month probationary period
- ◆ Shift Work, including weekends, holidays and evenings

Reports to: Solid Waste Supervisor

Fair Labor Standards Act Status--Non-Exempt Essential Employee

Site Emergencies

Site Emergencies may occur during the operation of a Convenience Site. **The Primary responsibility of the Site Attendant is to keep himself/herself and others who may be at the site safe from harm.** Depending on the emergency, the Site Attendant's responsibilities to respond to the emergency will vary.

1. Personal injury:

- If an injury occurs to a site attendant or customer, call 911 immediately. Report injury as soon as possible to the Solid Waste Supervisor. If he/she is not available notify County personnel in the order posted at each site for the emergency contacts.

2. Fires:

- Any fire should be reported to 911 immediately. Site Attendant should report fires to the Solid Waste Supervisor immediately and if he/she is not available notify County personnel in the order posted at each site for the emergency contacts.

3. Customer Problem:

- If a serious argument or refusal of a customer to follow site regulations occurs, call 911 and request assistance from the Sheriff's Department and notify the Solid Waste Supervisor. If he/she is not available notify County personnel in the order posted at each site for the emergency contacts.

4. Spills:

- Public Utilities/Works Personnel are certified and equipped to handle small spills of materials such as fuels or oil. For such spills call the Solid Waste Supervisor. If he/she is not available notify County personnel in the order posted at each site for the emergency contacts.
- Any major spill of fuel, oil or hazardous waste should be reported to 911. and the Solid Waste Supervisor should be notified. If he/she is not available notify County personnel in the order posted at each site for the emergency contacts.

5. Equipment failures:

- Equipment failures should be reported immediately to the Solid Waste Supervisor to permit corrective action to be taken during the work week. If he/she is not available notify County personnel in the order posted at each site for the emergency contacts.

6. Leachate Tank:

- Tank issues or overflows should be reported to the Solid Waste Supervisor. If he/she is not available, notify County personnel in the order posted at each site for the emergency contacts.

Convenience Site Operation and Opening & Closing Procedures

The Attendant assigned to open and/or close the site has the following responsibilities:

Site Opening:

1. Prior to the site opening the Attendant is expected to perform the following duties:
 - a. Check all equipment and containers to determine if they are operable, and their status (i.e. full, half full, etc.)
 - b. Assure the site is clean and safe
 - i. No loose debris or litter.
2. Report the status of all equipment and the condition of all units on the site to the Solid Waste Office.
3. Open the site 15 minutes prior to its designated time.
4. Notify the Solid Waste office prior to the compactor and containers being full to permit them to be exchanged in a timely manner.

Site Closing:

1. 15 minutes prior to closing the Attendant should inspect the site to assure the following:
 - a. Site cleanliness and safety.
 - b. Check the status of all equipment and units on the site.
 - c. Close the site 15 minutes past the posted time.
 - d. Lock the Attendant's Building and the site.

Storm Debris Policy
Adopted by the
Board of Supervisors August 26, 2014

INTRODUCTION

The County of Caroline is vulnerable to natural hazards including inland effects of tropical storms, hurricanes, tornadoes, severe lightning, wind storms, ice storms and hail. Each of these events has the potential to create storm debris that must be disposed of by residents of the County.

Over the past year the County has been struck by several small storms leaving debris from downed trees. In response, the Board of Supervisors directed the Public Works Division to open the Bowling Green Solid Waste Convenience Site so that residents and contractors could dispose of storm related debris.

The County has developed this debris policy to provide the framework for the disposal of debris generated during future storms within the jurisdictional limits of Caroline County. This policy is intended to eliminate any confusion or concerns residents may have regarding post storm clean up. It also seeks to balance the needs of the community with the realities of budget and workforce limitations.

Storm Debris Policy

This policy is to provide guidance for the efficient and effective control and coordination of storm debris* and its disposal. The Caroline County Fire-EMS Chief or his/her designee is responsible for coordinating impact assessment immediately following a storm event.

In the event a storm causes damage to more than 25 properties from debris from trees, brush and leaves, the Fire Chief can declare a "Storm Debris Emergency". Once a Storm Debris Emergency has been declared, the Public Works Division will be notified and the Bowling Green Solid Waste Convenience Site will accept storm debris* at no charge to both residents and contactors.

Residents and contractors will have two weeks (14 days) from the date of the event to bring storm debris* of any length to the Bowling Green Solid Waste Convenience Site for disposal. If a resident has not completed the cleanup within the two week period, he or she may notify the Public Works Division and be given one additional week to dispose of their storm debris.

* Storm debris is defined as trees, branches, brush and leaves. Stumps are not accepted.)

Bowling Green Solid Waste Convenience Site
18280 Lakewood Road, Bowling Green, Va. 22427
Located at front of Old Sanitary Landfill (Behind New Yorker)
(804) 633-9690

Site Hours of Operation

Monday, Tuesday, Thursday & Friday	7:00 a.m. – 7:00 p.m.
Wednesday	CLOSED
Saturday	7:00 a.m. – 7:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Holidays: The Convenience Site will be closed on Easter Sunday, Thanksgiving Day and Christmas Day. All other holidays the site will open on the regular schedule.