

CHITTENDEN SOLID WASTE DISTRICT

**MATERIALS RECOVERY FACILITY
QUALITY CONTROL POLICY**

Adopted by CSWD Board October 26, 2011

POLICY:

Users of the CSWD Materials Recovery Facility (MRF) are subject to load inspections to:

- 1) Remediate contamination of incoming loads;
- 2) Improve communications between recycling haulers, their customers, MRF personnel, and CSWD staff regarding material specification requirements;
- 3) Maximize MRF operational efficiency.

Loads shall be inspected at the time of tipping the load on the tip floor. If loads are found to be contaminated, the load will be classified either as a Contaminated Load (a load that is salvageable), or as a Rejected Load (a load that is not salvageable). Loads shall be deemed contaminated if they contain any of the following:

- More than 2% contamination by volume.
- More than 2% contamination by weight.
- Plastic bags (other than those see-through bags that contain shredded paper).
- Snow or Ice, which shall automatically be a Rejected Load. Accumulations of snow on the Truck or Container must be removed before entering the MRF facility.

PROCEDURES:

1. MRF personnel will inspect incoming loads as they are unloaded, or immediately after, on the MRF floor on an on-going basis. If the load is deemed to be contaminated, the floor personnel will alert the Floor Manager of that fact.
2. The Floor Manager will inspect the load to assess the level of contamination. If the Floor Manager confirms that the load is contaminated, the Floor Manager will complete a Contamination Load Report (see example) detailing the type and quantity of contamination. The Floor Manager will also document the contamination by taking digital photographs of the load and contamination. Loads that are deemed to be contaminated may be treated as:
 - a) A **Contaminated Load**; where the load is salvageable. The penalty for contaminated loads shall be set at \$25/ton.;

OR

- b) **A Rejected Load**; where the load is not salvageable. The fine for a rejected load will be \$50/ton plus any associated costs for handling (current pull rate) and disposal (at transfer station used by MRF).
3. The MRF Operator has the right to designate a Contaminated Load Report for any load that is deemed, in their judgment, to be contaminated. If the driver agrees with the Floor Manager's assessment, go to step 5. If the driver does not agree with the assessment of the Floor Manager, the driver has the option of either:
- a) Removing the load in question from the MRF premises and paying a \$50/ton fee;
OR
b) Calling his office to request that a representative from his hauling company come to the MRF to inspect the load in question.

In either case, the MRF Operator will notify a CSWD representative. If the latter option is chosen, the driver shall stay with the load in question until his representative and the CSWD representative arrives. The MRF Operator may choose to store the load in an empty container to clear the MRF floor.

4. If the hauler representative agrees with the Floor Manager's assessment, go to step 5. If the hauler representative does not agree with the assessment of the Floor Manager, the final decision will rest with a representative from CSWD and the appropriate charges will be levied.
5. Once the driver has signed the Contamination Report, all four copies of the completed report will be given to the MRF scale operator.
6. The scale operator will give the pink copy of the Contamination Report to the hauler before the hauler signs the MRF receipt. The other copies of the Contamination Report will be distributed as follows: white for CSWD Finance Department (attached with weight slip); yellow for MRF Operator (stay at MRF); goldenrod for CSWD Facilities Manager. Digital Photographs will be forwarded to the CSWD Facilities Manager, and a copy of all photographs will be kept on file at the MRF by the Operator, until the penalty fees are paid and the authorization by CSWD is given to delete the photograph files.
7. Progress reports on the Quality Control Policy will be made by the MRF General Manager or Floor Manager at the regular CSWD/ MRF Operator Monthly Review Meetings.
8. The Hauler shall pay the penalty for contaminated loads, and late fees and penalties for non-payment of fees in accordance with the CSWD Solid Waste Management Ordinance shall apply.