

City of Gustavus
Disposal and Recycling Center (DRC)
General Operations Plan
ADEC Class III Landfill

Document Date: July 13th, 2015
version 1.0

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*Aerial view of the DRC looking west towards Salmon River Boat Harbor 2011
Photo courtesy of DCCED*

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Document History:

- Initial submission to ADEC: November 17, 1993
- Update/ permit renewal: January 9, 1994
- Update/ permit renewal: November 13, 2000
- Permit renewal: July 13, 2005
- Update/ permit renewal: July 1, 2010

1. Site Control

The entrance to the DRC is marked by a sign indicating the facility owner, facility name and permit number. One hundred feet from the facility sign is a simple rope gate across the only access to the facility. To the right of the rope gate is a sign with the hours of operation for the facility. When the facility is closed the rope gate is up and driving through is impossible without lowering the rope gate. The main building has locking doors and is locked when no operator is present. The landfill/ balefill area and composting yard are enclosed by an 8' chain link fence. The gates leading into the landfill/ balefill and the composting yard are locked when the operator is not present. Additionally the electric fence component of the chain link fence is activated during bear season when no operator is present.

The DRC does not stockpile automobiles, significant quantities of scrap metal or construction/ demolition waste that would invite regular salvaging. What material that can be salvaged is behind the landfill/ balefill fence and gate and is controlled. When salvaging does occur it does not hinder the flow of traffic into and out of the facility. Salvaging is allowed only with the permission of the Operator.

Prohibited activities such as target practice or off road vehicle use are not problematic at the DRC because of it's small size, central location within the community and proximity to residential areas.



*Access road.
Entry sign is to the left*

*Photo courtesy
DCCED 2007*



*Rope gate in closed position.
Hours sign to the right. Summer and Winter Hours signs are changed with the season*

*Photo courtesy
DCCED 2007*

2. Burning And Burn Box Operation

The DRC operates a burn box for the burning of clean waste wood that is removed from MSW deliveries; un-treated wood from construction/ demolition deliveries; and very limited amounts of cardboard and waste paper. The burn box is an old dump bed from a dump truck. Burning in the burn box is carefully controlled by the Operator and occurs only on a wet day in either the spring or fall. Maximum operation is twice per year.

3. Daily Operations

3.1. Waste Acceptance Policy

The DRC is an actively managed facility with regular hours of operation and an Operator present during those times. Currently the facility is open to the public 18 hours a week in the summer and 8 to 12 hours a week during the winter. Additional hours are provided by appointment.

The DRC is modeled as an Integrated Resource Recovery and Waste Disposal Facility (IRRWDF) with a primary mission of recovering as much value as possible from the waste received (such as recovering aluminum cans) and to maximize the re-use and recycling potential of the waste. Waste that cannot be recycled or re-used is landfilled. The safety of the public, the operator and the environment are equally important concerns. The primary method of volume reduction for non-recyclable waste is mechanical compression and baling.

The DRC accepts the the following materials:

- Municipal Solid Waste (MSW)¹ - which includes recyclables
- Fish processing waste from households and local charter operations and lodges
- Yard or green waste
- Construction/ demolition waste (C/D)
- Incinerator ash from Glacier Bay National Park
- Burn barrel ash from local households

The DRC has a public sign in the scale house section of the main building stating that the following are not allowed in the waste that is to be landfilled:

- Liquid wastes
- Radioactive material
- Untreated medical wastes
- Polychlorinated biphenyl fluids (PCB)
- Hazardous wastes as defined in 40 CFR 26:
 - acids, corrosives, flammables, toxics

Additional prohibitions stated in DRC fliers and posted in the scale house area:

- Car tires that will not fit in the baler
- Automobiles or any scrap metal item that is too large to be baled in the baler or otherwise palletized for shipment to a recycling facility

1 From T-0 SWANA Technical Policy Definitions of Terms Used in SWANA Technical Policies and Solid Waste Management Attachment B: "Solid Waste other than Hazardous Wastes comprised of Commercial, Household, and Institutional Wastes."

3.2. Personnel

The DRC is managed by the DRC Manager/ Operator. This is a regular, full-time position. Please refer to Appendix PD (Section 8) for the job description.

The Manager Operator is assisted, primarily in the summer season, by the [DRC] Assistant Operator. This is a part-time, temporary position. Please refer to Appendix PD for the job description.

There are volunteers at the DRC on an occasional basis who help with the recycling operation by operating the baler, or by fixing equipment, sorting recyclables etc.

3.3. Waste Processing Procedure

Waste is self-hauled by commercial and household users of the DRC. Currently there is no commercial collection service in Gustavus and the only City maintained waste receptacles in Gustavus are currently located near the Gustavus Dock.

The hours for the DRC operation are posted at the entry gate. The DRC's hours are also recorded on the DRC's telephone message machine greeting, displayed on the City's web site, the Post Office, various City facilities (City Hall, Library) and are available to customers in annual fliers.

Users are required to separate their waste into what can be recycled and what is to be landfilled. This process is either done at home when the waste is generated or at the DRC building when the waste is delivered. The DRC's user fees are primarily weight based- items such as aluminum cans are free, the next lowest rate is for recyclables, a higher rate for non-recyclables and the highest rate for "mixed" waste where the user has made no effort to separate their waste. The DRC Operator assists customers in segregating their wastes into recyclable and non-recyclable categories to be weighed on the scale. This system is complicated for first time users but once they are trained the entire operation can be efficiently handled. The Operator also checks all loads of C/D waste and burn barrel ash going to the inert waste disposal area.

The primary method of compaction at the facility is the mechanical compaction in a baler. The Manager/ Operator maintains the DRC Operator's handbook which includes a section on how to operate each baler (currently there are two). New operators are trained in how to properly operate the machine by the Manager/ Operator. Waste is segregated on the floor of the DRC building: what is recyclable is separated from what is non-recyclable. Waste items such as C/D, ash and Sheetrock which will go straight into the inert waste disposal area are also separated out. The Operator quickly inspects bags of trash before loading them into the baler for hazardous waste – paints, solvents etc and well as messy materials such as food waste, gel-packs etc. The operator is trained to employ techniques to minimize the handling of the waste and reduce exposure. Once the baler is full the bale is tied, removed from the baler and is either taken directly to the balefill or briefly stored in the building before being placed in the balefill at the end of the day. The goal is to get the waste baled and into the balefill as soon as possible because the Main Building has a very limited storage area.

An effort is maintained to keep the customers and waste flowing through the facility. The priority is:

1. "Scale house" Keep the customers from waiting - help them with the weighing of their waste so they can get onto the sorting of their recyclables and/or so they can leave
2. Emptying the recycle sorting bins when they are full
3. Baling non-recyclable waste to keep the tipping floor clear



DRC Building - Sorting Bins



Interior of DRC Building - Sorting Bins

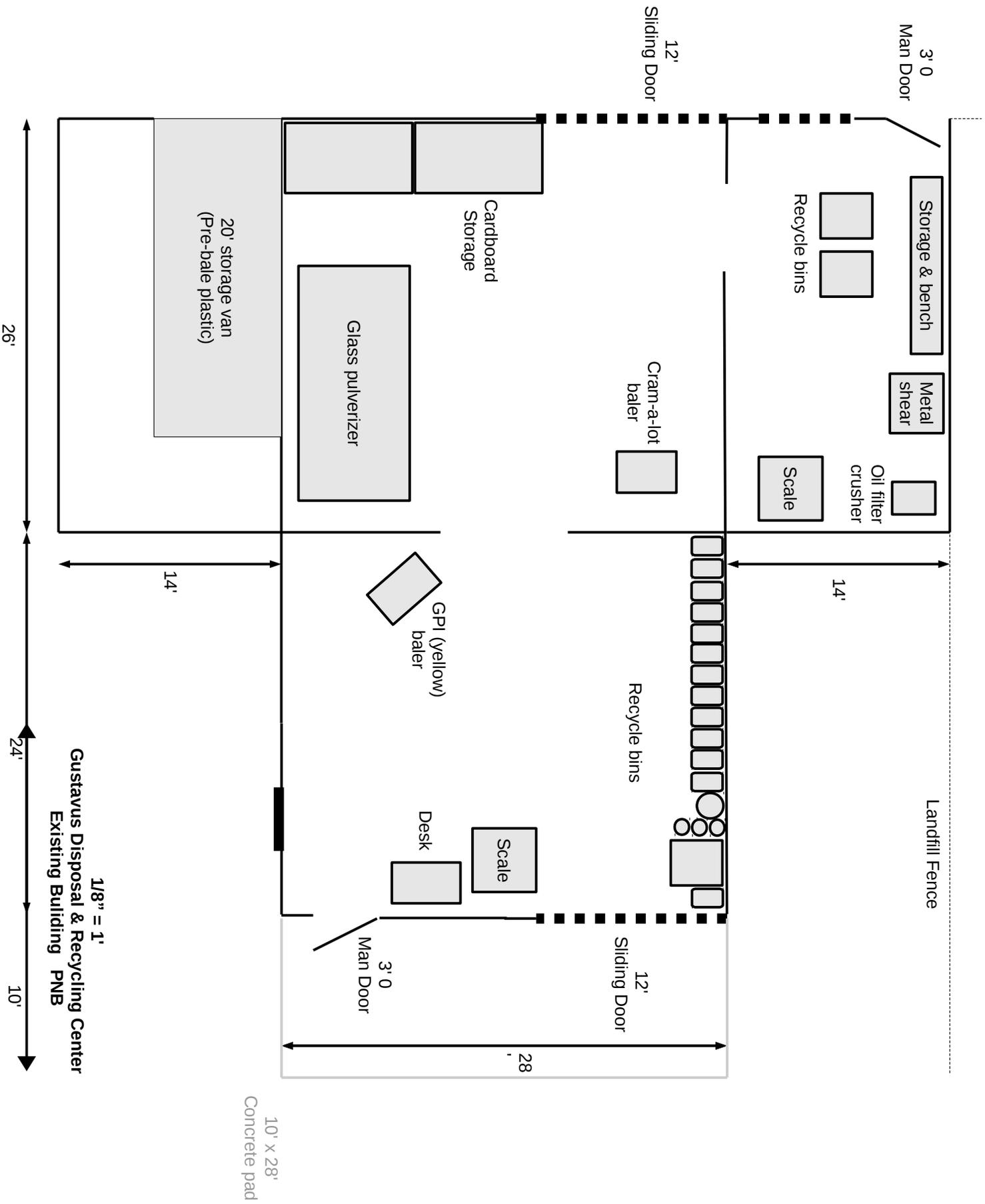
3.4. Facility Description - DRC Buildings

The main building for the DRC operation consists of a 28' wide x 50' long building with 10' and 12' ceiling heights. The back portion of the building has been expanded to include a 24' x 14' area for additional waste processing. The building has a metal sheathed exterior and roof, dimensional frame 2" x 4" walls on 2' centers. The foundation is a 4" thick concrete pad which is 6" thick beneath walls. No insulation or heating is installed. All electrical wiring is provided by steel and plastic conduit. Lighting provided by energy efficient 4' fluorescent fixtures and skylights. A seasonally operated 350 gallon cistern with a roof collection system provides non-potable water for the building.

Bobcat shed: Movable, 12' long x 11' wide x 8' high shed, for housing the skid-steer loader.. Dimensional wood frame, aluminum sheathed roof and walls. Dirt floor.

Battery storage shed: Movable, 12' long x 11' wide x 8' high shed, for the storage and preparation for shipment of lead-acid batteries for palatalizing and shipping. Dimensional wood frame, aluminum sheathed roof and walls. Dirt floor.

Fuel and universal waste storage van: Movable, 20' long x 8' wide retired shipping van used for the storage of diesel (15 gallons or less), gasoline (5 gallons or less) and universal wastes: dry cell batteries, used oil, fluorescent lights etc.





DRC building

3.5. Facility Description - Waste Handling Equipment

1995 Bobcat 763 skid-steer loader, diesel engine, with the following attachments: pallet forks, 1 yard bucket, .33 yard bucket, toothed bucket & 2.5 yard dumping hopper. Bobcat is the workhorse for virtually all DRC operations.

GPI model M30HD down-stroke baler. 240VAC, 1 HP, single phase. Principal baler for waste disposal and also used for the baling of some recyclables. Bale size 30" wide x 24" deep x 30" high, bale weight (trash) 300 to 400 pounds.

CRAM-A-LOT model DHR-42-LU down-stroke baler. 240VAC, 5HP, three phase (using a phase converter). Principal baler for recycling. Bale size 42" x 30" x 48" bale weight 400 – 2000 pounds. This baler is owned by the National Park Service, Bartlett Cove and is used as part of the waste handling contract with the Park Service.

Glass Aggregate Systems (GAME) model H-100VT glass pulverizer 240VAC, 5 motor (.5 – 1.5 HP), single phase. Process up to 1,000 pounds glass bottles and jars per hour.

Screen USA model Trom 406 wheeled trommel screener, gas engine, hydraulic, 3/8" mesh screen. Compost screener.

Bell Recycling Equipment "bottle buster" 120VAC, 2 motor, single phase. Conveyor feed. Used for ceramics and as backup for the GAME glass pulverizer.

JMC Recycling Systems model 320 alligator sheer 240VAC 10HP, three phase (using a phase converter). Cutting sheer for metal recycling.

Gardner Equipment Company model Truck pneumatic oil filter crusher. Powered by air compressor. Used for crushing oil filters.

Thirty three (33) 45”x48”x34” collapsible totes w/ lids. Numerous other rigid totes, tubs, buckets and bins for waste materials handling: collection, storing, sorting etc.

Two Weigh-Tronix model DSL 484805 platform scales with WI 125 LED displays. These two scales perform all weighing activity associated with the DRC. Certified by the State of Alaska.

Several other waste processing pieces of equipment: aerosol can, disposable propane cylinder, drum sized gas powered bottle buster.

Computer technology: The DRC provides a billing service for many business customers and a pay-ahead credit program for regular customers. These services as well as the need for the collection of waste handling statistical data led to the creation and on-going development of a unique combination of Open Source software elements that form a Database Access System and Point of Sale System (DAPPOSS) designed for a small recycling facility & landfill. The system is comprised of salvaged computers running the Linux operating system (OpenSuSE). The software heart of DAPPOSS is a MySQL database back-end with a custom HTTP protocol PHP/Apache/Firefox browser front-end for the “scale house” point of sale operator terminal. DAPPOSS also provides a customer and transaction database, business billing, equipment maintenance database, and operator log database. The custom software is written in PHP, Perl and BASH and is developed and maintained by the DRC Manager/ Operator. All custom DRC software is licensed under the GNU Public License (GPL) versions 2 & 3



Bobcat skid-steer loader & collapsible pre-bale material storage bins



GPI baler 7' high



CRAM-A-LOT baler 12' high



*GAME
Glass
pulverizer
In-feed
glass bin on
the right*

3.6. Baled Waste Disposal

Baled waste is placed in the balefill during each day of operation as time allows. The Bobcat is used to transport bales from the DRC building to the balefill. Bales are placed into the balefill as tightly as possible. Diapers and other “wretched²” waste that is not compressed in the baler is placed in gaps between bales or between bales and the surrounding earth. The daily cover is a heavy-duty poly tarp (Durashield 1200 or similar) that covers the balefill at all times except during bale placement. The edges of the tarp are anchored with steel rims, pipe or other heavy inert objects.



Balefill with poly tarp Alternate Daily Cover (ADT) Representing Winter 2008-9 use Measures 20' x 60'

3.7. Inert Waste Disposal

Inert waste consists of construction/ demolition waste (C/D), ash and items too large for compaction with the DRC's mechanical balers. Only one 20' wide x 3' high (approximate dimension) area is developed at a time. The active inert waste areas are a part of the area shown in section 3.8. The working face is kept as small as possible. Users are instructed by the Operator to keep their waste consolidated on the working face. At the end of the day the Operator checks to see if it needs compaction or if the working face has become wide enough to warrant the placement of cover material over the top of it.

2 The DRC Operator(s) have learned that diapers, while legal to landfill, are very messy when processed in a high compression baler. Likewise, mixed waste, especially if it contains rotten food waste is better placed into the balefill uncompressed.

3.8. Diagram Of Waste Placement Plan



2015- 2020 Waste placement diagram

Waste placement in the 2015 – 2020 permit period will be in the area designated in the diagram to the left. This area is within the original 1994 fenced area which has been used for waste burial since the initial operating permit. The overall size of the disposal area is approximately 280 feet north-south and 135 feet east-west. Waste placement will be an additional above grade layer approximately 3 to 5 feet high. The balefill and inert waste area will be built from one side of the waste placement area to the other. Waste placement will be constructed in such a way so as to give the cover material an effective gradient so rainwater and snow melt flow away from the disposal area(s).

At least one topographical survey is planned for the 2015-2020 permit period. The purpose of this survey is to determine height, grade and estimated

capacity of the waste placement area.

Areas within the waste placement diagram not actively receiving waste are used for storage of supplies and recyclable materials.

3.9. Cover Plan

The balefill is kept covered with a bird and weatherproof tarp that serves as the alternate daily cover (ADC). The ADC is replaced by intermediate cover consisting of a sheet of plastic directly over the baled waste and a mixture of Sheetrock (if available) and earthen fill equal to 18". This is done every two to six months depending on the season. The inert waste area is covered with approx. 6" of fill whenever a significant amount waste has been accumulated. The working face of the inert waste area is left uncovered but is kept small to reduce wind blown litter.

3.10. Litter, Vector, And Nuisance Control

Litter: The Landfill fence contains the wind blown litter that is generated in the landfill and balefill areas. Litter is not a serious problem at the DRC because most of the waste is baled and balefill is kept covered. Any litter that does occur is picked up by the Operator on a regular basis.

Wildlife: The Landfill fence keeps out all but the most determined of large animals. Since the installation of an electric fence in 2001 there have not been any bears in the enclosed landfill area. On occasion there has been sign or sightings of feral cats, ermines, red squirrels and voles at the DRC. Bird access to the baled MSW is restricted because of the ADC. Birds do frequent the food waste composting area when food waste has recently been mixed. The Operator makes a note of how many birds, usually just corvids, were at the DRC when he or she arrived for work.

Dust: Due to the high amount of annual precipitation in Gustavus and the small amount of exposed ground - dust is not a significant problem.

Noise: The DRC staff takes the generation of noise seriously. Use of the Bobcat or other pieces of equipment are avoided at odd hours and the doors of the DRC building are closed the glass pulverizer is in operation. In 2006 the DRC conducted a noise survey:

http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/reports/noise-survey-2006/Noise_survey.htm

Odors: Odor coming from the baled waste is contained by the ADC. The DRC building is cleaned with a mild solution of Pine-oil or bleach, after each day it receives waste from the public. See the Food Waste Composting Plan for specifics regarding odors associated with that program.

4. Landfill Water Impacts

Waste in the balefill and inert waste disposal areas are exposed to rainwater and snowmelt. Likewise, recyclable material such as metal and plastic are stored in closed and open containers exposed to the environment. Leachate generation from baled MSW is minimized by not accepting liquid wastes prior to baling, the high-compression baling process itself, the composting of food waste and keeping it out of the MSW, and keeping the balefill covered with a water-proof alternative daily cover. The percolation of the DRC's sandy soil impedes the accumulation of any leachate.

Storm water is encouraged to flow away from the balefill or the inert disposal area by grading cover soils and the use of water-proof covers. Again, the sand that underlies the DRC site allows for the quick absorption of storm runoff and ponding is not a serious problem.

The DRC is located close to the Salmon River and flooding of the Salmon River has not occurred yet at the DRC site. When it does, the berms surrounding the disposal area should help in deflecting floodwater.

The ground water underlying the DRC considered by ADEC as an aquifer of resource value. The ground water at the DRC is sampled per the sampling schedule described in the DRC's ground water monitoring plan that is part of the City's ADEC operating permit³.

5. Special Waste Management

5.1. Sewage Solids/ Septage/ Honey Buckets

The DRC does not accept honey buckets, septage, sludge or sewage lagoon waste. At this point in time the City of Gustavus has no municipal treatment facility for sewage or septage.

5.2. Animal Carcasses/Subsistence Waste

Animal carcasses are generally not accepted at the DRC. Fish carcasses are composted in the food waste composting program.

5.3. Household Hazardous Waste (HHW)

At this point in time the DRC does not have a HHW program and not all HHW is accepted at the DRC: paints, herbicides and other liquid wastes are refused.

The DRC has an active universal waste recycling program: Florescent tube and compact florescent light bulbs are collected and shipped to a recycler. Computer monitors and TVs are also collected and shipped to a recycler. Battery recycling is described in section **5.10**.

5.4. Liquid Waste (greater Than 1 Gallon)

Liquid waste greater than 1 gallon are generally refused. One exception being cooking

³ Currently the 2010 Gustavus Monitoring Plan.

oil which is priced as a recyclable and blended with the food waste during the mixing process. See the Food Waste Composting plan for more information.

5.5. Construction And Demolition Waste (C/D) /Metals

For C/D waste refer to section 3.7. For metals handling refer to section 7.

5.6. Public Salvage Area

Public salvaging is allowed at the DRC though it is strictly controlled by the Operator and can only occur when the facility is open to the public. Customers typically ask if they might look for a certain item and the Operator determines if they can salvage and suggests where they might look for the item. Non-recyclable waste and below cost recyclables are given away free. Valuable discards and non-ferrous metals are sold at a price that is generally equivalent to what the DRC would be paid for the material if it was shipped south.

5.7. Used Oil

Used oil is accepted at the DRC during the hours of operation. It is collected into 55 gallon drums which are housed in an enclosed storage van. Once full the drums are given to local shops that utilize used oil heaters. Only used oil from households is collected and used oil from commercial sources is refused due to regulatory concerns.

5.8. Junked Vehicles And Large Scrap Metal Items (culverts, Large Tanks, Boats Etc.)

Earlier DRC permits specifically stated the terms of handling junked vehicles. The DRC does not accept junked vehicles except during pre-planned "scrap metal events". During scrap metal events, adjacent property owners are informed ahead of time and a portion of the field directly south of the facility is used as collecting area for junked vehicles. Before shipment the fluids, tires and batteries are removed. A scrap hauler is contracted to remove the junked vehicle. This process is neither simple nor inexpensive. After the event the field is groomed and returned to its pre-event state. The last scrap metal event was in the fall of 2006 and last large scale scrap metal event was in the fall and winter of 2001. Currently there is a private scrap yard in the community that is accepting junked vehicles and scrap metal.

5.9. Removal Of Refrigerants (CFC)

The DRC has a refrigerant removal program for refrigerators, freezers and any other items that contain refrigerants. The Manager/ Operator obtained training in this procedure at Total Reclaim's Anchorage facility in 2013. He passed the written test and received certificate number 723713534310.

Using portable equipment the refrigerant is evacuated from appliances into a recovery cylinder. Following refrigerant removal, the compressor is removed from the appliance and the oil is drained from the compressor. Finally the appliance and the compressor are recycled along with the other scrap metal processed at the DRC.

5.10. Lead-acid And Dry Cell Batteries

Lead-acid batteries are accepted for recycling along with dry-cell batteries (rechargeable and non-rechargeable, all common chemistry: NiMh, Ni-Cad, Lithium-ion and Lithium primary). Batteries are stored in a covered shed. Periodically, batteries are sorted, palletized and shipped south to a recycler.

5.11. Asbestos Handling Procedures

The facility has not accepted asbestos containing materials to date. Should it become needed to accept asbestos waste the facility would contact ADEC for instruction.

5.12. Regulated Hazardous Waste And PCB Notification Policy

If suspected or confirmed PCB or regulated hazardous waste is found at the DRC the Manager/ Operator would contact the EPA region 10 office and the Juneau ADEC office.

5.13. Prohibited Wastes Exclusion Policy

The public is informed by both the sign on the DRC building and by information fliers, that the DRC cannot landfill hazardous waste. Users are required to separate out all used oil filters and drain small engines of all fluids prior to being accepted for recycling. Additionally, lead-acid batteries, alkaline batteries and all rechargeable (Ni-Cd & NiMh) batteries must be separated from waste to be baled/ landfilled. The Operator checks loads going to the inert waste area or waste that is going into the baler to make sure that no hazardous substances are present. Additionally the facility separates out all fluorescent lighting tubes, compact fluorescent light bulbs, TVs and computer monitors. These items are periodically shipped south to a recycler.

6. Administration

6.1. Operating Record

The DRC Manager/ Operator is responsible for making sure the facility is in compliance with the ADEC operating permit. The Manager/ Operator either performs the Monthly Visual Monitoring Log or instructs the Assistant or Relief Operator to do so. The DRC Manager/ Operator also maintains all paper and/ or electronic copies of all inspection records, employee training procedures and records, records relating to any hazardous waste, General Operating Plan, copies of previous operating plans, as-built drawings etc. Copies of these documents are kept on site in the DRC Office. Copies of the operating permit and groundwater monitoring reports are also kept on file at City Hall.

6.2 Landfill Site Plan & Closure Plan

The DRC maintains a site plan which is included in ADEC permit renewals. A copy of the Site Plan is in the DRC Office. The DRC maintains a 50 foot or greater buffer between deposited waste and the facility boundary.

Currently (2015) the City is undertaking a comprehensive Solid Waste Management Closure and Facility Planning process. One component of this planning process is to determine the useful capacity of the current landfill area and to determine what other areas within the 11.9 acre DRC parcel may also be possibly used for waste placement and/ or recyclable materials processing. Additionally, the planning process will revise the current closure plan. The useful life of the DRC waste placement area is considered greater than the next 5 year, 2015 – 2020, permitting cycle.

7. Waste Management Improved Programs

7.1. Re-use, Recycling & Backhaul:

The DRC has a very active recycling or “backhaul” program. Currently the DRC recycles:

- All ferrous and non-ferrous metals including: scrap metal/ appliances, tin-cans, aluminum cans, aerosol cans etc.
- Glass bottles and jars
- Ceramics (tiles, plates cups etc.)

- Food waste & green waste
- Type 1 (PETE) bottles, type 2 (HDPE) bottles, and mixed types 1 - 7 plastics
- Cardboard
- White sheet paper, mixed paper and newsprint
- Batteries: dry-cell alkaline, all rechargeables including lead-acid batteries
- Computer monitors and TV's
- Non-commercial used oil
- Vegetable oil/ deep fryer oil
- Fluorescent tube lamps and compact fluorescent bulbs
- Compostable grease trap waste

7.2. Recyclable Material Storage & Shipping Process

Materials storage for recyclables generally consists of pre-processing storage and post processing storage. With pre-processing, any material that can be baled such as aluminum cans and recyclable plastics are stored in either collapsible totes, super sacks or on pallets. After baling or palletizing materials are store in a shipping van (if available) or under a tarp. Universal wastes such as computer monitors, TV's, lead-acid batteries etc. are stored on pallets in a designated area. When a sufficient quantity has accumulated for efficient packaging – typically what can fit on a pallet, the material is packaged according to the recycling vendor and DOT's shipping specifications. Historically the DRC ships recyclable material 3 to 5 times per year. Shipment weights typically have been between 10,000 & 25,000 pounds. Materials are palletized and shipped on the either the Alaska Marine Highway System or by landing craft to Juneau where they are shipped via barge lines to recyclers in the Seattle area.

7.3. Waste Collection

The DRC does not currently have a waste collection service. Waste is self-hauled to the facility.

7.4. Usage Fees

The DRC is a Pay-As-You-Throw (PAYT) facility with most materials being charged by the pound. Large deliveries of C/D waste are charge by volume (trash can or cubic yard). Please see Appendix RATE for the current charges. The DRC operates as an enterprise fund within the City. This means accounting for all income and expenses for the DRC are listed separately from other City income and expenses but it does not mean that the DRC is entirely self funded.

7.5. Training Plan

The DRC's training plan is intended to:

- Build operating skills and professionalism in the DRC staff
- Ensure compliance with State and Federal labor, health, safety and environmental regulations
- Ensure employees have the knowledge to conduct operations safely and in an environmentally responsible manner
- Support the DRC goal of being a model IRRWDF in a small community is SE Alaska

7.5.1. Position-Specific Training Needs

DRC Manager/ Operator

- SWANA Manager of Landfill Operations (MOLO)

- SWANA MOLO 30 Continuing Education Units (CEU) every three years
- HAZWOPER Certification 24 or 40 hour course + 3 days work at a TSD Facility
- HAZWOPER refresher – 8 hours annually using on-line course or otherwise
- Hazard Communication 1 – 2 hours on site local
- General Workplace Safety and Health – several hours on site, and self study
- Personal Protective Equipment - site specific on site
- Safe Operation of Skid-steer loader – 1 hour on site with manufacturers' videos and materials
- Safe operations of other equipment – review of manufacturers safety manuals and videos
- Ergonomics with emphasis on lifting and back safety 0.5 hour with video
- Supervisor's safety responsibilities—1-3 hours video and workbook

DRC Assistant Operator

- Hazard Communication—1-2 hours on site local
- General Workplace Safety and Health—several hours on site, and self study
- Personal Protective Equipment—site specific on site
- Safe Operation of Bobcat—1 hour on site with manufacturer's video and materials
- Ergonomics with emphasis on lifting and back safety 0.5 hour with video
- HAZWOPER Certification – 24 hour course as budget allows

DRC Volunteers

- General safety orientation to DRC operations
- Specific task safety review
- Personal Protective Equipment for tasks assigned
- Ergonomics for lifting tasks
- Bobcat Safety video if they are going to use the Bobcat
- Safe operation of other equipment they are assigned to use

The current DRC Manager/ Operator, Paul Berry, is SWANA MOLO certified through 2018 with his certification beginning in April of 2006. Additionally he received 40 hour HAZWOPER training in 2006 which included 3 days volunteering at the Fairbanks North Star Borough Landfill's Hazardous Waste Collection and Treatment facility.

7.6. Community Education And Outreach

The DRC is an active City service and the Manager/ Operator provides quarterly reports to the City Council during their public meetings. The Manager/ Operator also prepares an Annual Report for the Council which is also available to the public. All DRC reports are hosted electronically on the City's website. Currently:

<http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/reports>

The Gustavus School conducts tours of the DRC during the school year and scheduled or impromptu tours are always given to curious individuals by the DRC staff.

7.7. Thrift Store/ Community Chest

Operating in conjunction with the DRC is the local thrift store, the “Community Chest” (Chest) which is owned and operated by the City. The Chest was first established in 1998 as a working committee within the Gustavus Community Association. After the City's incorporation in 2004 the Chest was integrated into the operation of the DRC.

The Chest is not located on the DRC property. The facility consists of two small buildings, one heated and one not, with a fenced and partially covered yard between them.

The Chest is managed by the DRC Manager/ Operator but most of the daily operation is performed by a dedicated staff of 3 – 5 volunteers. Additional volunteers help with sorting which occurs weekly to monthly depending on the season and availability of volunteers. Currently the Chest is open 3 days a week in the summer (total of 7 hours) and two days a week in the winter (total of 5 hours). The Chest accepts donated reusable household items and construction materials for resale at very affordable prices and generates a revenue varying between \$9,000 - \$12,000 for the last five years. This revenue is used to help support the non-revenue services of the DRC. Unsaleable material from the Chest is recycled, re-used or landfilled at the DRC.



Community Chest 2012

8. Appendix PD – Position Descriptions

8.1 Manager/ Operator

**City of Gustavus
Disposal and Recycling Center (DRC)
Manager/Operator Position Description**

Title: Disposal and Recycling Center (DRC) Manager/Operator

Nonexempt Regular Part-time Position

May 1—September 30: 40 hours/week

October 1—April 30: 30 hours/week

Supervisor: Mayor

Summary: This position is responsible for the safe, efficient, and cost-effective operation and management of the Disposal and Recycling Center facilities, equipment, and functions for the public benefit.

Essential Duties and Responsibilities:

Operations

- Prepares the DRC facility to receive customer-delivered waste and recyclables
- Opens and closes the DRC facility for posted operating hours, and for special projects and appointments according to a schedule approved by the Mayor
- Receives customer-delivered recyclable materials, food waste for composting, and trash for landfilling
- Informs customers on waste-sorting standards
- Bills customers per current billing policy/procedure and scheduled rates approved by the City Council
- Maintains all operational records on City-owned computer using Microsoft Excel compatible software in form easily accessible to and used by alternate operators, the Mayor, and the City Clerk/Treasurer;
- Processes sorted waste-stream components by
- Preparing recyclable materials such as plastics, glass, metals, paper products, appliances, white goods, electronics, etc., by baling, crushing, pulverizing, packaging, or palletizing, and stores as needed for shipping or other disposition
- Composting food waste and other acceptable organic materials in DRC compost facility
- Processing universal waste and household-hazardous waste for shipping in accordance with State and federal regulations
- Preparing large scrap items, such as cars and appliances for shipment to recyclers during special heavy scrap-metal projects
- Maintains facility in a safe, clean and business-like manner and appearance
- Collects water samples from monitoring wells, submitting for laboratory analysis, and

- generating reports as required by Alaska Department of Environmental Conservation.
- Operates facility in accordance with federal and state occupational safety, health, and environmental regulations.
- Attends training as approved by Mayor or required by State agency regulations to maintain skills and certifications for safe and effective operation of the DRC.

Management

- Accounts for receipts from the DRC on City-owned computer using standard City-compatible software easily accessible to and used by alternate operators, the Mayor, and the City Clerk/Treasurer and delivers payments received to the City Clerk
- Together with the DRC Committee, plans for and implements improvements to DRC facilities and operations to increase efficiency and to encourage a larger share of the public to recycle and dispose of their waste stream through the DRC
- Actively seeks, develops and submits grant applications, in compliance with City policies and procedures, to support facility improvements and equipment purchases
- Monitors regulatory requirements for operation of the DRC and assures that DRC meets or exceeds agency rules and requirements. Files required reports for the DRC as scheduled by agencies. Maintains operating records and permits and files all reports as required by federal and State agencies
- Serves as City representative in negotiations with Glacier Bay National Park for equipment use, the disposition of NPS trash and recycling, and other DRC-related matters.
- Recruits, trains, and supervises volunteers and occasional temporary workers at the DRC
- Oversees operations at the Community Chest to maximize effectiveness of the Community Chest as a means of reusing serviceable items within the community, minimizing trash disposal, and capturing a revenue from that service to support DRC operations
- Prepares, in consultation with the City Clerk/Treasurer and Mayor, the draft DRC annual budget, including operational and capital requirements. Administers the DRC annual budget as approved by the City Council.
- Plans for and reviews specifications for new or replacement facilities and equipment.
- Acts as the purchasing officer for the DRC. Controls departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Budgets time according to payroll budget approved by City Council and work schedule approved by Mayor.
- Prepares and submits an annual report of DRC and Community Chest activities to the City Council. Prepares and submits other reports as requested by the Council.
- Other duties as assigned.

Required Minimum Qualifications

Education and Experience

- Graduation from high school or GED equivalent
- Experience and training in planning, developing, operating, and maintaining recycling and landfill operations
- General work experience involving leading, managing, training, and supervising workers or volunteers.

Knowledge, Skills and Abilities

Position requires knowledge, skills, and abilities in

- The use of tools and equipment needed for operation and maintenance of DRC tools and equipment
- Training and supervising subordinate personnel
- Performing work requiring good physical condition
- Communicating effectively orally and in writing
- Exercising sound judgment in evaluating situations and in making decisions
- Giving and receiving verbal and written instructions effectively
- Establishing and maintaining effective working relationships with facility volunteers, other employees, supervisors and the public
- Understanding of and conformance to general safe work practices

Other Qualifications

- Eighteen years of age or older at time of hire.
- Certification by Solid Waste Association of North America as a Certified Manager for Landfill Operations (Desired)
- Obtain 40 hour HAZWOPER certification within one year of employment, and maintain current annually
- Possess, or be able to obtain within one month of hire, a valid State of Alaska Driver's License without record of suspension or revocation in any state
- Agreement to observe and comply with safe work practices and PPE use as required by City policies and procedures

Work Conditions

Tools and Equipment Used

- Skid-steer loader
- Baling equipment for trash and recyclables
- Power metal shear
- Rotary screener for compost
- Glass crusher
- Hand tools, including hand power tools

Physical Demands

The following are representative physical demands the DRC Manager/Operator is expected to encounter:

- The Manager/Operator must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.
- Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The Manager/Operator will perform work in personal protective equipment including gloves of various types, coveralls, raingear, face protection, eye protection, and hearing protection, in compliance with OSHA requirements and municipal policy

Work Environment

The Manager/Operator may be exposed to the following work conditions and hazards:

- Cold and/or wet weather
- Sharp objects and edges capable of cutting skin
- Noise exceeding 85 dBA from equipment in use at the site for short periods of the work shift. Noise exposures will only rarely and briefly exceed 100 dBA.
- Hazardous liquids such as petroleum products and toxic household or light industrial materials and corrosive substances
- Eye and face hazards from flying particles
- Hand/arm vibration

Notice

CoG 3.04.02 (d) (2)

Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business trip.

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

8.2 Assistant Operator & Relief Operator Labor Pool

CITY OF GUSTAVUS TEMPORARY POSITION ANNOUNCEMENT TEMPORARY LABORER

THE CITY IS SEEKING APPLICATIONS FROM INDIVIDUALS WISHING TO BE INCLUDED IN THE DISPOSAL & RECYCLING CENTER (DRC) ASSISTANT OPERATOR AND RELIEF OPERATOR LABOR POOL (POOL)

Pool Description: The purpose of the Pool is to expedite filling temporary labor needs at the DRC. Individuals who apply to be included in the Pool and become eligible can be readily hired on an as-needed basis as funding allows. A temporary assignment may be as short as one day or as long as one summer season. Individuals submitting applications for the Pool are not guaranteed work by the City nor are applicants guaranteeing to the City that they will be available for any particular temporary employment opportunity during the course of the year.

General Position Description: Assistant Operator works with the Manager/ Operator during the workday to run the DRC and related facilities.

Relief Operator is responsible for the daily operation of the DRC and related facilities while the Manager/ Operator is on leave.

Duties may include:

- Accepting waste from customers and making sure all deliveries conform to DRC operating policy - i.e. knowing what wastes are acceptable and what wastes are not.
- Processing solid waste, recyclables, and food waste compost materials.
- Assuring that DRC operations are conducted in a safe, and environmentally responsible manner and in compliance with City, State and Federal regulations.
- Accepting payment of usage and product fees.
- Helping to maintain DRC equipment and facility in good condition.
- Light carpentry and building maintenance of DRC facilities including the Community Chest.
- Custodial and janitorial duties at the City owned lavatories and waste and recycling receptacles located next to the City Bulk Fuel Facility near the dock.

Work Schedule, Hours, Starting Date & Termination Date:

- Typical Assistant Operator workdays are: Tuesday, Thursday & Saturday, 8 hour day typical. The Assistant Operator's hours are up to 24 per week depending on season and workload. Single and multiple day project assignments occurring Monday – Saturday are also possible.
- Relief Operator workdays are from one day to more than one month.
- Hourly rate is \$18.00/ hour.
- Pool begins January 13, 2015.

- Pool terminates December 31st, 2015.

Qualifications & Physical Requirements:

- Ability to work with people while maintaining a positive attitude. Applicant will be working with the DRC's customers to help them understand and work with the DRC's recycling and disposal programs.
- Applicant must be able to do hard physical work in an outdoor environment.
- Applicant must be able to lift and move 70 pounds of weight.
- Applicant needs to be comfortable operating the DRC's skid-steer loader, large and small balers, glass crusher and other equipment. In short, applicant must be comfortable operating powered equipment.
- Applicant must be able to operate electric saws and other hand tools.
- Applicant must be able to follow the DRC's operating protocols and be able to maintain daily paperwork.
- Applicant must have working knowledge of how to use computers and be able to learn new software.
- Because of power equipment use all applicants must be 18 years of age or older. A valid Alaska driver license is helpful.

Work Location: Gustavus Disposal & Recycling Center, Community Chest, City-owned restroom facility at the Bulk Fuel Facility by the dock.

Supervised by: Assistant Operator is supervised by DRC Manager/Operator Paul Berry. Relief Operator is supervised by the Mayor.

Training provided: On-site instruction in safe operating procedures for all applicable DRC equipment is provided as well as instruction and demonstration in proper paperwork, software & general waste handling procedures.

Application period: Friday, December 19th, 2014 – Monday, January 12th, 2015.

Employment application forms are available at City Hall or the DRC. City Hall is open Monday – Friday 9 AM – 4 PM; the DRC is open Tuesday and Saturday 11 AM – 3 PM. Applications must be returned to City Hall by the close of business on January 12th, 2015. Reasonable accommodation to facilitate the submission of an application is available on request.

Notice: All positions are located within the City of Gustavus and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip.

More information? Please contact Paul Berry, DRC Manager/Operator 697-2118.

The City of Gustavus is an Equal Opportunity Employer

9. Appendix RATE – Fee Schedule

Gustavus Disposal & Recycling Center (DRC) 2015-16 Fee Schedule and Material Limitations Policy

What is free:

- Aluminum pop & beer cans
- Non-ferrous metals such as: copper (house wire, plumbing pipe), aluminum (foil, cookware, roofing etc.), brass (faucets, valves, fittings) & non-magnetic stainless steel.
- Litter from local roadsides and beaches (*collection bags can be provided*)

Rate schedule:

General

- Recyclables \$0.18 per pound
- Trash \$0.23 per pound
- Unsorted waste **PENALTY RATE** \$0.39 per pound

Special

- Computer Monitors, & TV's \$0.60 per pound
- Grease trap waste \$0.55 per pound
- Construction/demo. or ash \$5.60 per 32 gal. Can or \$36.40 per yard
- Sheetrock \$2.80 per 32 gal. Can or \$18.20 per yard
- Fluorescent tube bulbs \$1.25 each
- Freezer, refrigerator etc. \$38.50 per appliance (plus weight of appliance)

\$3.00 minimum per delivery (*items listed as free do not count*)

Items included in recycle category:

Aluminum, cardboard, cooking oil, dry cell batteries, food waste, glass bottles, lead-acid batteries, mixed paper, oil filters, plastics (types 1 -7 only), pottery/ ceramics, scrap metal (see exclusions), tin cans, used-oil (see exclusions), white sheet paper

Exclusions & Limitations

Construction/ demolition waste limits:

There is a 12 yard per year limit on how much construction/demolition (C/D) waste can be delivered by a business or individual. The purpose of this limit is to

keep a few users from filling the C/D disposal area in a short period of time. The DRC can assist users to obtain a dumpster from Arrow Refuse in Juneau.

Scrap metal limitations:

Due to storage concerns the DRC will not accept large scrap metal items such as cars, 270 gallon oil tanks or other scrap metal that cannot be easily baled or palletized for recycling.

Used-oil limitations:

Due to permit and legal requirements the DRC cannot accept used oil from commercial sources.

Compost Prices

- \$40.00 small Bobcat bucket – 1/3 yard
- \$17.35 30 gal. trash can
- \$ 3.80 5 gal. bucket

Misc. Fees:

Pick-up fee for U.S.P.O. & Gustavus School \$26.25