

RURAL MUNICIPALITY OF MONTROSE NO. 315

BYLAW NO 2018-3

A BYLAW TO ESTABLISH A TRANSFER STATION EMO AND OPERATIONS PLAN FOR THE RURAL MUNICIPALITY OF MONTROSE NO. 315

WHEREAS the Ministry of the Environment requires municipalities to develop an EMO and Operations Plan for the Transfer Station to be compliant with the Waste Management Permit.

AND WHEREAS the Rural Municipality of Montrose No. 315 has developed an EMO and Operations Plan for the Transfer Station in order to comply with the request of the Ministry of the Environment.

AND WHEREAS the Rural Municipality of Montrose No. 315 may from time to time review the EMO and Operations Plan for the Transfer Station and make any necessary changes to be compliant with the Waste Management Permit.

NOW THEREFORE the Council of the Rural Municipality of Montrose No. 315 hereby enacts the following:

1. That the Council of the Rural Municipality of Montrose No. 315 does hereby adopt the EMO Plan, attached hereto as Schedule "A".
2. That the Council of the Rural Municipality of Montrose No. 315 does hereby adopt the Operations Plan, attached hereto as Schedule "B".
3. That "Schedule "A" and Schedule "B: forms part of this bylaw.



Murray Purcell
Reeve

[Signature]
Administrator

Certified True Copy of Bylaw 2018-3
adopted by Council of the Rural Municipality
of Montrose No. 315 on July 12, 2018

[Signature]
Administrator



2017

Waste Management

**RURAL MUNICIPALITY OF MONTROSE NO. 315
EMERGENCY RESPONSE PLAN**

Emergency Response Plan

- Correct any potential emergency or unsafe situations; and
- Complete necessary documentation with respect to emergencies.

The **Superintendent of Public Works** will report any emergency or contingency situations to the Commission Manager. The Commission Manager will contact appropriate agencies to report incidents related to environmental or health and safety issues related to the emergency or contingency activities.

Evacuation Procedures

In the event that an area or structure at the Transfer Station must be evacuated due to a fire, Transfer Station employees, customers, and site visitors will be evacuated. Employees and site visitors will exit buildings via the closest exit and will proceed to a designated muster point.

In the event of a fire the Transfer Station, the Equipment Operator, and/or Certified Operator will direct all staff and site visitors to immediately leave the area and proceed to the designated muster point. Visitors will be requested to remain at the muster point until otherwise notified.

The designated muster point is to be designated for each emergency situation according to the nature and the location of the emergency and a safe exit route. A muster point **must not** be used when it is unsafe or that is downwind of a fire or gaseous release.

Muster points

Alternate muster points are:

1. Primary: **High point at entrance to Transfer Station** or
2. Secondary: **At gate entrance to Transfer Station**; or
3. An alternate area designated by the Certified Operator.

The following rules apply to all employees during an evacuation emergency:

- DO NOT EXIT BUILDINGS THROUGH A SMOKE-FILLED AREA. EXIT VIA AN ALTERNATE EXIT, AND NOTIFY THE EMERGENCY RESPONSES DEPARTMENT AT 911.
- DO NOT RETURN TO WORK AREA WHEN AN ALARM SOUNDS.
- DO NOT ATTEMPT TO RE-ENTER A SMOKE FILLED AREA OR BUILDING, OR AN AREA THAT IS BEING EVACUATED DUE TO A CHEMICAL RELEASE.
- DO NOT ATTEMPT TO REMOVE ANY VEHICLE FROM A PARKING AREA OR AREA THAT IS ENDANGERED BY A FIRE OR CHEMICAL RELEASE.

When the evacuation is complete, the Certified Operator will then proceed to the muster point.

The prime consideration for the Certified Operator is to ensure that all employees and site visitors are safely evacuated. The Certified Operator will:

- Only if safe to do so, check areas and buildings, including washrooms, to ensure that all individuals have left;
- Closing doors as they move throughout the facility;
- Will meet at the muster point to ensure all site employees have been evacuated;
- Await for appropriate emergency response personnel; and

Medical Emergencies

All injuries should be considered important and should be reported as a safety incident to the Transfer Station Manager.

First Aid should be applied that is appropriate to the nature of the injury, and in the event the injury requires medical assistance, the individual should be either taken to a medical emergency centre, or an ambulance service contacted.

A medical doctor should be consulted for all injuries that may result in infections as a result of working with waste materials. This includes injuries such as cuts and scrapes, skin punctures with sharp items, and fire or chemical burns.

If the person injured is a site customer or visitor, Regional Transfer Station employees are to provide any assistance necessary and will apply appropriate First Aid.

Minor Medical Injuries

Prevention

- Safety Plan and Procedures.
- Employee Safety Training and Awareness.
- First Aid Training.

Response Plan

Action	Time Frame	Who?	Resources
Apply appropriate First Aid	Immediately	<ul style="list-style-type: none"> • First Aider 	
Recommend injured person consult a physician	Immediately	<ul style="list-style-type: none"> • First Aider 	
Take injured person to a medical emergency centre or contact an ambulance service if deemed appropriate	Immediately	<ul style="list-style-type: none"> • First Aider 	
Review cause of the injury and prepare appropriate mitigative measures	Within 1 month	Transfer Station <ul style="list-style-type: none"> • Manager • Commission Manager 	<ul style="list-style-type: none"> • Site Staff • Occupational Health and Safety

Vehicle or Equipment Accidents

All vehicle accidents should be reported and an investigation as to the cause should be carried out. Following the investigation, appropriate mitigative measure should be determined and implemented to avoid future accidents.

Prevention

- Safety Plan and Procedures.
- Employee Safety Training and Awareness.
- Traffic Control Signs.
Scale traffic controls.

Response Plan

Action	Time Frame	Who?	Resources
Report the accident to the Superintendent of Public Works	Immediately	<ul style="list-style-type: none"> • All employees 	
If damage is minor, have the vehicle driver report the accident to the RCMP. Take pictures prior to vehicle leaving.	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Transfer Station Staff 	
If the damage is significant, call the RCMP, take pictures.	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Transfer Station Staff 	
If an injury is involved, call 911, and implement medical response actions	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Transfer Station Staff 	
Secure the area for a follow-up investigation	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Transfer Station Staff 	
Conduct an investigation to the cause of the accident and prepare appropriate mitigative measures	Within 1 month of the accident	<ul style="list-style-type: none"> • Transfer Station Manager • Commission Manager • RCMP • Occupational Health and Safety 	

General Fire-Fighting Guidelines

- Do not over use water. Remember that most Transfer Station fires can be controlled with a relatively small amount of water. In most cases, soil is more effective than water.
- If two or more water trucks are being used, try to use shifts so that at least one water truck is at the fire at all times.
- Do not waste time trying to fight a large fire with a fire extinguisher.
- Do not approach any fire with a tractor unless a water truck is close by for backup.
- Never risk personal injury or death attempting to save a machine or building.
- Remember, SAFETY FIRST.

Small Contained Fires

- Do not attempt to fight a fire alone.
- Secure the area and re-direct customers to a safe area.
- Work with other site staff to extinguish the fire ONLY if safe to do so.
- If the fire becomes uncontained, or if it gives off toxic fumes, do not attempt to extinguish the fire, and wait for the Fire Department to arrive.

Uncontained Fires

- Do not attempt to fight the fire.
- Follow evacuation procedures.
- Call 911.

Building Fires

Prevention

- Staff training and awareness.
- Coordination with Fire Department.

Stored Material Fires – Wood Burning Pile

Prevention

- Site security.
- Separation of ashes in separate metal containers.

Environmental Contingencies

Environmental and operational contingencies may vary in degree of their nature and seriousness, and therefore actual situations will dictate the appropriate actions and responses that should be undertaken. Generally, the response plan includes the following steps:

- Secure and contain the problem;
- Verify and validate the problem;
- Investigate the cause and potential risk;
- Assess appropriate corrective actions;
- Implement the corrective action; and
- Review operation procedures and preventative measures.

Notification

In the event of an off-site release, the Certified Operator is to immediately contact the Commission Manager and provide information on:

- The nature and status of the release; and
- Activities and corrective actions being undertaken.

Documentation

All incidents and corrective measures undertaken will be documented and maintained in the operating record.

Prohibited Wastes Delivered To The Transfer Station

Prevention

- Waste Acceptance Policies and Procedures
 - Employee Training and Awareness
 - Load Screening

Response Plan

Action	Time Frame	Who?	Resources
Deny entry of the load	Immediate	<ul style="list-style-type: none"> • Certified Operator • Scale Attendant 	<ul style="list-style-type: none"> • Operations Plan and Waste Acceptance Procedures
Document nature of incident and actions taken	1 hour	<ul style="list-style-type: none"> • Certified Operator • Scale Attendant 	<ul style="list-style-type: none"> • Daily Activity Log Book
Review waste acceptance of procedures and implement	1 month	<ul style="list-style-type: none"> • Superintendent of Public Works Commission 	

Contamination of Surface Water

Prevention

- Weekly viewing of surface water dugout.
- Report an abnormalities to Superintendent of Public Works

Wind-Blown Litter

Prevention

- Encourage covers on inbound loads.
- Maintain perimeter by native bushes.
- Maintain perimeter fencing.
- Regular inspection of roads.
- Litter retrieval program.
- Employee training and awareness.

Response Plan

Action	Time Frame	Who?	Resources
Review litter catchment Fence placement	Immediate	<ul style="list-style-type: none">• Certified Operator• Equipment Operator	
Implement off-site litter pick-up	1 day	<ul style="list-style-type: none">• Certified Operator	<ul style="list-style-type: none">• staff
Implement on-site litter pick-up	1 week	<ul style="list-style-type: none">• Certified Operator	<ul style="list-style-type: none">• staff
Review litter control program and revise if necessary.	1 month	<ul style="list-style-type: none">• Transfer Station Manager• Commission Manager	<ul style="list-style-type: none">• Environmental Consultant

On Site Spills:

Prevention

- Minimize on site storage of liquids
- Utilize appropriate containment on site for liquids

Response Plan

- Any spills less than 50 liters – use spill kit to do clean-up which is kept on site
- Any spills greater than 50 liters – contact the Ministry of the Environment

Action	Time Frame	Who?	Resources
Isolate the area and implement containment to prevent spill from entering off-site and on-site drainage systems	Immediate	Transfer Station • Manager • Certified Operator	• Environmental 1-800-667-7525
Investigate the cause of the leak/spill	Immediate	• Certified Operator	
Investigate corrective measures	Within 24 hours	• Certified Operator	• Environmental 1-800-667-7525
Implement corrective measures	Within 24 hours	• Certified Operator	• Environmental 1-800-667-7525
Review operating procedures and revise if appropriate	2 weeks	Transfer Station • Manager • Commission Manager	• Environmental 1-800-667-7525

Appendix A:

Check Lists: General

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Identify the Emergency	Immediately	<ul style="list-style-type: none"> • Transfer Station Staff 		
Is there a need to Evacuate and secure the area	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator • Designated Alternate 		
Evacuate and secure the area. Bring list of customers on site to muster point.	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator • Commission Manager 		
If necessary call 911	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator • Scale Attendant 		
Is it a medical emergency? go to Medical Emergency check list	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Is it a fire? go to Fire check list	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Is it weather related? Go to weather check list	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Is it an accident? Go to accident check list	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Is it environmental? Go to accident check list	Immediate	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Review cause of fire and prepare appropriate mitigative measures	Within 1 month	<ul style="list-style-type: none"> • Transfer Station Manager • Commission Manager 		

Appendix C:

Check Lists: Accidents:

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Report the accident to the Superintendent of Public Works	Immediately	<ul style="list-style-type: none"> All employees 		
If damage is minor, have the vehicle driver report the accident to the RCMP. Take pictures prior to vehicle leaving.	Immediately	<ul style="list-style-type: none"> Transfer Station Manager Transfer Station Staff 		
If the damage is significant, call the RCMP, take pictures.	Immediately	<ul style="list-style-type: none"> Transfer Station Manager Transfer Station Staff 		
If an injury is involved, call 911, and implement medical response actions	Immediately	<ul style="list-style-type: none"> Transfer Station Manager Transfer Station Staff 		
Secure the area for a follow-up investigation	Immediately	<ul style="list-style-type: none"> Transfer Station Manager Transfer Station Staff 		
Conduct an investigation to the cause of the accident and prepare appropriate mitigative measures	Within 1 month of the accident	<ul style="list-style-type: none"> Transfer Station Manager Commission Manager RCMP Occupational Health and Safety 		

Appendix E:

Check Lists: Environment Emergency:

Action	Time Frame	Who?	Done? Checkmark when completed	Initial of person who performed this task
Evacuate and secure the area, if warranted	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator • Designated Alternate 		
Verify and Validate the Problem	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator • Commission Manager 		
Investigate the cause	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator • Scale Attendant 		
Assess Appropriate corrective actions	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Implement the Corrective action	Immediately when safe to do so	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Notify Appropriate individuals.	Immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Is there a prohibited waste involved? Identify the waste	immediately	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Is it a Hot Load to the Transfer Station? Page 16 of plan		<ul style="list-style-type: none"> • 		
Is leachate/Surface water contamination?	Immediate	<ul style="list-style-type: none"> • Transfer Station Manager • Certified Operator 		
Other weather conditions or Transfer Station conditions? Wind, litter, etc?	Immediate	<ul style="list-style-type: none"> • Transfer Station Manager • Commission Manager 		

Operating Plan for RM of Montrose Waste Transfer Station

Daily Procedures:

1. Unlock and open entrance gate - Saturday and Sunday 9:00 am – 4:30 pm
2. Open the office and put on HiVis Vest
3. Inspect site – pick up loose debris/check fence line
4. Prepare daily log sheet
5. Move pylons to provide bin access
6. Stop vehicles as they enter, verify residency and items for disposal, complete log entry
7. Direct driver to the appropriate disposal area which are as follows:
 - Vehicles are unloaded depending on items bring brought to transfer station
 - Plastic bags containing garbage
 - Burning barrel ashes
 - Cardboard, paper and clean plastic and rinsed tin cans without labels
 - Rinsed beverage containers/food jars (no unwashed containers accepted)
 - Unfinished lumber and trees
 - Household appliances with mercury switches and freon removed
 - Scrap metal
 - Concrete
- Following are the unaccepted items:
 - Tires
 - Chemical herbicide or pesticide containers
 - Animal corpses, remains or wastes
 - Rotten grains, straw or feed
 - Liquid wastes
 - Petroleum containers, tanks or filters
 - Freon or other gas containers
8. End of day site inspection
9. Double check all areas to ensure guideline compliance
10. Document any out of the ordinary occurrences
11. File daily log sheet which are provided to the RM Office once per month
12. Secure recycle bin and office
13. Close and lock entrance gate

Preventive Maintenance

The Transfer Station is fenced with barbed wire which assists in preventing wildlife from entering.

The RM Supervisor regularly checks the Transfer Station during the week to ensure there has not been any violators animal and/or human.

The Transfer Station makes contact on a weekly basis with the Supervisor to ensure all is secure at the transfer station in their absence. The Transfer Station attendant also advises the Supervisor of any abnormalities at the Transfer Station during their working hours.

Currently, there is no Animal Management Plan as there has not been a need for one. Should this situation change the RM will formulate a plan to prevent large predatory animals from wrecking havoc in the Transfer Station.

The RM does employ a Pest Control Officer who checks the Transfer Station regularly and sets out bait stations if necessary. The Pest Control Officer reports to the RM Administrator if there are any concerns with cleanliness at the Transfer Site.

The RM has a surface water dugout which drains away from the Transfer Station and is monitored on a weekly basis for any abnormalities.

As a final preventive maintenance, a fire guard (disc land) around the Transfer Station has been implemented.

Handling and Storage of Waste

There are bins / piles for all waste. When the piles are becoming too large to accommodate any further deposits they are dealt with by removing/burning depending on the items.

When the bagged garbage bins / recycle bin is full Loraas Dispatch is contacted and the full bins are removed and replaced with empty bins.

At the time of receipt of wood, it is inspected to ensure it is disposed of in the correct pile. Only clean wood is stockpiled for burning at a future date. Other wood is disposed of in the waste transfer bins or rejected. This is monitored by the Transfer Station attendant. The regular RM Staff call the Control Burn Centre before the burning of the clean wood and this is done during the winter months. There are fire extinguishers on site at all times. The extinguishers are inspected on a yearly basis. A fire guard has been implemented around the perimeter of the Transfer Site as well.

Ashes are collected in a separate ash bin upon receipt. Once the ashes are cooled they are disposed of in the Loraas bins for removal from the Transfer Site. Since we do not collect hazardous wastes at our site, Loraas allows for the ashes to be disposed of in their bins which are hauled away by Loraas.

Scrap Metal is collected in a bin. The RM has contracted with a local ratepayer who provides a bin for the scrap metal. That individual is contacted when the bin is needing to be emptied and a pick-up time is set with the Transfer Station attendant.

We also receive concrete at the Transfer Station. The RM uses the concrete for road maintenance (rip wrapping) so there usually is not a large surplus.

Record Keeping

A log of all waste received in the Transfer Station is kept and filed with the RM Office on a regular basis.

The Transfer Station attendant keeps a log of the waste removal pickups from Loraas and reviews the invoice sent to the RM. The attendant ensures the pick-up dates are correct and amount of waste is recorded in the log for future reference.