



The AuthorityTM
ONEIDA-HERKIMER SOLID WASTE AUTHORITY



FACILITY **RULES AND REGULATIONS FOR:**

RECYCLING CENTER (Utica)
EASTERN TRANSFER STATION (Utica)
WESTERN TRANSFER STATION (Rome)
SSO PROCESSING FACILITY (Utica)
GREEN WASTE COMPOST FACILITY (Utica)
STUMP DISPOSAL SITE (Rome)
REGIONAL LANDFILL (Town of Ava)

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GENERAL RULES AND REGULATIONS - ALL FACILITIES:

Set forth below are the Rules and Regulations for the Oneida-Herkimer Solid Waste Management Authority (Authority) Facilities. Failure to comply with these Rules and Regulations may result in the loss of privileges to access and use Authority Facilities.

Disposal/Tipping fees are based on weight of municipal solid waste, commercial solid waste, industrial solid waste, commercial construction and demolition debris, residential construction and demolition debris, green waste and recyclables at the Authority scales. Such fees are approved annually by the Authority Board of Directors.

1. The following wastes will not be accepted for disposal at any Authority Facilities:
 - a. Regulated Medical Waste as defined by 6 NYCRR Part 360-17.2(h)
 - b. Hazardous Waste as defined by 6 NYCRR Part 371
 - c. Liquid Waste
 - d. Radioactive Waste
 - e. Disposal of special wastes that, in the opinion of the Authority, will not be compatible with Authority operations.
 - f. Solid Waste generated outside of Oneida County and/or Herkimer County.
2. The following wastes will be accepted for disposal at the Regional Landfill only – Must have prior approval:
 - a. Friable Asbestos Waste as defined by 6 NYCRR Part 360-1.2 (b) (11)
 - b. Industrial, Commercial and Residential Sludge.
3. All persons utilizing Authority Facilities must comply with all applicable Federal, State and Local Statutes, Laws, Rules and Regulations.
4. All haulers are required to follow the instructions given to them by Authority employees directing the tipping operations.
5. No one will be allowed access inside the scale office for any reason. Scale business is to be transacted at the scale office service window.

GENERAL RULES AND REGULATIONS - ALL FACILITIES - CONTINUED:

6. All vehicles must be equipped with spark arresting mufflers.
7. All vehicles must have all materials (solid waste, recyclables and green waste) properly contained and tarped as specified below. Front end loaded and rear end loaded trucks shall have no loose solid waste or recyclables on the vehicle. Loads on roll off containers, pick-up trucks, etc., must be tarped. This is a NYS DEC/NYS DOT and Authority regulation. Vehicles with material not properly contained may be denied access to the facility or will be charged an additional \$10.00.
8. Drivers must bring their vehicles to a complete **STOP** before driving onto the scales. Drivers must obey the respective lights governing scale operations, and not proceed onto the scale until the light turns green.
9. There is absolutely **NO SMOKING** at any of the Authority Facilities.
10. All haulers shall allow their waste to be inspected as it is discharged.
11. Cellular telephones, headphones, and personal electronic devices are not to be used in or around Authority Facilities.
12. The Authority is not liable for and will not pay for any vehicle damage allegedly caused by poor road conditions, nails or debris in the road, yard or in or at any of the Authority Facilities.
13. Haulers will be responsible for damages to Authority property caused by driver neglect or error.

GENERAL RULES AND REGULATIONS - TRANSFER STATIONS:

1. Loads of solid waste delivered to the Transfer Stations that contain, in the opinion of the Authority, greater than 25% recyclable materials on a volume basis, will be charged two times the per ton solid waste disposal fee.
2. Haulers are allowed in the tipping floor area only. The public and haulers are not allowed in the processing area of the facilities without consent of the Plant Manager.
3. Unacceptable waste must be immediately removed from the Authority Facility by the hauler and/or generator.
4. New York State Department of Environmental Conservation will be notified of delivery of any unacceptable waste.
5. Haulers, customers, and visitors delivering waste are highly recommended to wear high visibility clothing or vests, and are strongly encouraged to wear work boots, hard hats and safety glasses while on the tipping floor. Additional PPE (personal protection equipment) may be required, depending on the specialized operations.

GENERAL RULES AND REGULATIONS - RECYCLING CENTER:

1. The Recycling Center is a single stream processing facility.
2. All recyclables (except shredded paper) must be delivered loose. Bundled recyclables will not be accepted. Recyclables in plastic bags will not be accepted.
3. Shredded paper must be delivered in large clear plastic bags. Grocery store shopping bags containing shredded paper will not be accepted.
4. Paper recyclables may be delivered in brown or white kraft paper bags.
5. Junk mail, school and office paper can be delivered mixed with other recyclables.
6. Corrugated cardboard cannot be tied or bundled for delivery.
7. Recyclables shall be clean and free of contamination.
8. Loads of recyclables that contain, in the opinion of the Authority, greater than 25% solid waste materials on a volume basis, will be charged the applicable per ton solid waste disposal fee for the entire load.
9. Loads of recyclables that, in the opinion of the Authority, contain recyclables in plastic bags will be charged the applicable per ton solid waste disposal fee for the entire load.
10. Haulers, customers, and visitors delivering recyclables are highly recommended to wear high visibility clothing or vests, and are strongly encouraged to wear work boots, hard hats and safety glasses while on the tipping floor. Additional PPE (personal protection equipment) may be required, depending on the specialized operations. Visitors and customers at both EcoDrop Utica and EcoDrop Rome are encouraged to wear their own PPE at their discretion.

GENERAL RULES AND REGULATIONS - SSO PROCESSING FACILITY:

1. **NO PALLET SHIPMENTS WILL BE ALLOWED WITHOUT PRIOR AUTHORITY AUTHORIZATION.**
2. Bagged Source Separated Organics (SSO) must be in clear or transparent bags only.
3. Loads of SSO delivered to the facility that contain, in the opinion of the Authority, greater than 25% recyclable materials on a volume basis or greater than 25% solid waste materials on a volume basis, will be charged two times the per ton solid waste disposal fee.
4. Haulers are allowed in the tipping floor area only. The public and haulers are not allowed in the processing area of the facilities without consent of the Plant Manager.
5. Unacceptable waste must be immediately removed from the Authority Facility by the hauler and/or generator.
6. New York State Department of Environmental Conservation will be notified of delivery of any unacceptable waste.
7. Haulers, customers, and visitors delivering waste are highly recommended to wear high visibility clothing or vests, and are strongly encouraged to wear work boots, hard hats and safety glasses while on the tipping floor. Additional PPE (personal protection equipment) may be required, depending on the specialized operations.

GENERAL RULES AND REGULATIONS - GREEN WASTE COMPOSTING FACILITY:

1. Acceptable green waste is limited to grass, leaves, brush, tree limbs and garden debris.
2. Tree limbs shall be less than 14 inches in diameter and no more than 6 feet in length.
3. No green waste shall be accepted in plastic or paper bags.
4. Tree stumps, oversized tree limbs (see Green Waste # 2 above) and root balls will not be accepted at the Compost Site. These materials may be delivered to the Stump Disposal Site.
5. Loads of green waste that contain, in the opinion of the Authority, greater than 25% solid waste materials on a volume basis, will be charged the applicable per ton solid waste disposal fee for the entire load.
6. Haulers, customers, and visitors delivering green waste are highly recommended to wear high visibility clothing or vests, work boots, hard hats and safety glasses while outside of vehicles at the compost site. Hard hats and safety glasses are strongly encouraged to be worn during grinding and windrow turning operations as compost site debris may become airborne during these events. Additional PPE (personal protection equipment) may be required, depending on the specialized operations.

GENERAL RULES AND REGULATIONS - STUMP DISPOSAL SITE:

1. Acceptable waste - stumps, root balls, oversized tree limbs and exempt C & D material.
2. All loads must be weighed at the Western Transfer Station in Rome.
3. Deliveries are to be made by appointment, **ONLY**. All delivery appointments must be made prior to disposal by calling the Authority at **(315) 733-1224** and scheduling an appointment.

GENERAL RULES AND REGULATIONS - REGIONAL LANDFILL:

1. **NO DIRECT HAUL DELIVERIES OF WASTE TO THE LANDFILL WILL BE ALLOWED WITHOUT PRIOR AUTHORITY AUTHORIZATION.**
2. Scale hours of operation are 7:00am – 3:30pm Monday – Friday, and as needed by appointment Saturday. Closed on Sundays.
3. Haulers, Contractors and Visitors must check in to the scale office immediately after arriving to the Regional Landfill.
4. All haulers must have a valid Authority hauler permit and if applicable a NYS Part 364 Waste Transporter Permit on file with the Authority.
5. No parking, standing, staging at gate prior to landfill opening.
6. No parking, standing, staging on State Rte 294.

GENERAL RULES AND REGULATIONS - REGIONAL LANDFILL - CONTINUED:

7. All direct haul loads (not originating from the Authority's Transfer Stations located in Utica and Rome) must "weigh" in and out at the scale office. The scale office attendant will direct traffic flow through the use of a traffic light. The driver will supply the attendant with all required information about the load, including type of waste, waste origin or generator, and the billing account. The Authority reserves the right to use tare weights.
8. All loads must be tarped, secured or tied down prior to entry.
9. Do not use CB radios while on scales (interferes with computer system).
10. Landfill operators and scale office monitor CB channel 8.
11. Preparation of loads for disposal (removal of tarps, unfastening of turn buckles, etc.) in the Landfill is to be done ONLY in designated areas near operating face.
12. In case of spills please notify scale office immediately.
13. Access road speed limit is 20 mph.
14. Yield right of way to landfill equipment and vehicles.
15. Hard hats and reflective/high visibility vests are required to be worn while outside vehicle on working face of landfill.
16. No scavenging or hand sorting in landfill.
17. No one under age of 16 is permitted outside of vehicles.
18. Sweeping out trailers is allowed ONLY in designated areas on the working face.
19. Haulers that deliver overweight loads will be fined. Offenders may be subject to revocation of permits and/or privileges.
20. All Haulers and transporters must comply with Working Face Policy and Procedures.
21. Vehicles are not to be left unattended at the landfill.
22. If directed, the hauler shall discharge his load in a designated area for load verification purposes.
23. All vehicles must be equipped with dual tow hooks front and rear. If the vehicle becomes stuck, the vehicle driver must hook the tow chain to the vehicle prior to being towed out by the landfill equipment. The Authority is not responsible for any damage to stuck vehicles.
24. Unacceptable items found within a load of waste will be returned to the hauler.

GENERAL RULES AND REGULATIONS - REGIONAL LANDFILL - CONTINUED:

25. The Authority may accept special waste defined as follows: Any form of waste which may or may not be included in one or more of the definitions of solid waste, construction and demolition debris, industrial waste, commercial waste, and may include recyclables which have been contaminated in some way so as to render them unable to be processed for recycling and reuse, as identified and specified by regulation as a waste for the purpose of proper control over the handling, storage, and disposal. Examples of special waste include non-hazardous petroleum contaminated soil and solid waste for which the NYSDEC has issued a Beneficial Use Determination (BUD), such as papermill sludge.
26. A 24-hour notice is required for the disposal of friable asbestos to allow for mandatory site preparation.
27. Friable asbestos delivered to the Regional Landfill must be accompanied with proper nonhazardous waste manifest.
28. Bulk friable asbestos must be delivered in dump trucks or dumping trailers only.
29. Friable asbestos must **NOT** be delivered in walking floor trailers.
30. Bagged friable asbestos must be delivered in special van trucks or van trailers for manual unloading.
31. All friable asbestos must be delivered by a permitted NYS DEC Part 364 Permitted Hauler.
32. All friable asbestos must be delivered in accordance with NYS Department of Labor, Code Rule #56.

WASTE CATEGORIES

The Authority will accept the following for disposal at the Landfill: Non-hazardous solid waste, including municipal solid waste, commercial waste, industrial waste, construction and demolition debris, asbestos waste and municipal and industrial sludge originating in Oneida-Herkimer Counties as approved by Authority staff.

The following items will not be accepted at the Landfill:

- Septic tank pumpings
- Liquid wastes
- Large dead animals
- Junked motor vehicles
- Explosives
- Hot ashes
- Sealed containers
- Hazardous wastes
- Ferrous and non-ferrous scrap metal
- Waste oils
- Green waste (including leaves, grass, brush, garden and lawn cuttings, tree limbs up to 3 inches in diameter).

WASTE CATEGORIES - CONTINUED:

- Tires
- Infectious waste and untreated regulated medical waste
- Motor vehicle (lead acid) batteries
- White goods (refrigerators, stoves, air conditioners, etc.)
- Electronic equipment (computers, monitors, etc.)
- Recyclable materials

ACTIVE LANDFILL WORKING FACE RULES:

1. No driver is to exit the vehicle unless to tarp/untarp or open/lock turnbuckles or unload on the working face and cannot be more than 6 feet away from the vehicle.
2. A minimum eight foot safe zone must be maintained between landfill equipment and trucks working in the facility.
3. The driver will open doors and untarp in front of active working face and then be directed by Authority personnel to active working face.
4. The driver will pull forward from active working face until clear, and then shall secure and close doors.
5. If driver needs to exit the truck to examine cargo area, he/she is to pull forward out of the vicinity of landfill equipment work zone.
6. No one will be outside a vehicle for any reason except for the unloading/tarpping process.
7. Haulers are required to maintain a working CB radio in their vehicles and equipment, to allow communication with Authority personnel at all times while at the Regional Landfill.
8. The Authority prohibits the use of cell phones, headphones, personal electronic devices and other non-authorized audio equipment while operating any motor vehicle in the facility. Two-way radios/CB's authorized for Authority business are allowed but the operator must stop their vehicle to use these communication devices.
9. Haulers delivering waste are required to wear hard hats and high visibility clothing or vests, and are strongly encouraged to wear work boots and safety glasses while at the working face. Additional PPE (personal protection equipment) may be required depending on the specialized operations.
10. Contractors and visitors will be accompanied by Authority personnel at all times and are required to wear hard hats, high visibility clothing, or vests while at the working face when the facility is in operation, and are strongly encouraged to wear work boots at all times at the working face. Additional PPE may be necessary depending on task/project a contractor may be involved in. (PPE requirements will be determined by a hazard assessment).
11. The driver shall maintain at least a 10-foot clearance from edge of any trenches or pits.

RADIATION DETECTION RULES:

1. Each inbound load that enters the Oneida-Herkimer Regional Landfill shall be screened for radioactivity. This monitor is a “drive through” system that scans the waste hauling vehicles as they pass between two detectors. Drivers must bring their vehicles to a complete **STOP** before driving through. Signs will indicate to the drivers to slow down to no more than 2-3 mph when passing through the monitors. As a truck passes through the detectors, the radiation monitoring system measures the radiation level emitted by the truck.

Deliveries that arrive on-site before 7:00 a.m. MUST NOT enter the radiation monitors until directed by Landfill personnel.

2. In the event an alarm sounds, the scale office operator will immediately notify the truck driver when the driver arrives at the scale office, and the Landfill Operations Manager. The driver will then run the load through the monitor a second time to determine if the initial alarm was a false positive. If the alarm sounds again, the operator will ask the driver to park the truck at the monitor and walk away from the load to verify that the alarm was due to medical treatment the driver received. If the alarm still sounds it is a confirmed hit.
3. Once the alarm is triggered and it is determined to be from the waste load, the NYS DEC will be notified.
4. Landfill Management personnel will reject or accept loads in accordance with Radiation Monitoring Procedure.
5. If the investigation level is exceeded, Landfill personnel will determine whether that reading is diffuse throughout the load or is concentrated in one spot.
6. If the monitor reading is less than the rejection level and the load is determined to be diffuse, then the load will be accepted.
7. If the monitor reading is less than the rejection level but the load is determined to have an area of concentration, then after further investigation the load may be accepted or rejected based on the type of radioactive material.
8. If the monitor reading is greater than the rejection level, whether it is diffuse or concentrated, then the load shall be rejected.
 - a. If determined to be above the rejection level, the vehicle containing the radioactive material may not leave the facility without written NYS DEC approval and an authorized United States Department of Transportation exemption form.
9. In the event of a load rejection, the vehicle containing the rejected load must remain in the designated staging area until the time the regulatory approval has been secured. Vehicles containing rejected loads must be removed from the site within 1 week.

**ONEIDA-HERKIMER SOLID WASTE AUTHORITY FACILITY
HOURS OF OPERATION (Subject to Change upon Notice)**

EASTERN TRANSFER STATION (Utica)

Monday – Friday: 5 a.m. – 4 p.m. Saturday: 7 a.m. – 2 p.m. Sunday: Closed

SOURCE SEPERATED ORGANICS (SSO) PROCESSING FACILITY (Utica)

Monday – Friday: 5 a.m. – 4 p.m. Saturday: By Appointment Only Sunday: Closed

WESTERN TRANSFER STATION (Rome) [*Cash customers will be accepted after 8 a.m.*]

Monday – Friday: 8 a.m. – 4 p.m. Saturday: 8 a.m. - 12 p.m. Sunday: Closed

REGIONAL LANDFILL (Ava) [*Only approved commercial haulers will be allowed to use the landfill*]

Monday – Friday: 7 a.m. – 3:30 p.m. Saturday: Closed Sunday: Closed

RECYCLING CENTER (Utica)

Monday – Friday: 5 a.m. – 4 p.m. Saturday: Closed Sunday: Closed

ECO DROP (Utica)

Monday – Friday: 8 a.m. – 4 p.m. Saturday: 7 a.m. – 2 p.m. Sunday: Closed

ECO DROP (Rome)

Monday – Friday: 8 a.m. – 4 p.m. Saturday: 8 a.m. – 12 p.m. Sunday: Closed

SEASONAL FACILITIES [*Call Authority Office (315-733-1224) for opening and closing dates*]

COMPOST FACILITY (Utica Site)

Commercial Haulers:

Monday – Friday: 7 a.m. – 3 p.m. Saturday: Closed Sunday: Closed

COMPOST FACILITY (Rome Site)

Commercial Haulers:

Monday – Friday: 8 a.m. – 4 p.m. Saturday: 8 a.m. - 12 p.m. Sunday: Closed

STUMP DISPOSAL SITE (Tannery Road, Rome) By Appointment Only – Call 315-733-1224

AUTHORITY HOLIDAYS (Subject to change upon notice)

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|---------------------|---------------------|
| 1. New Year's Day | 4. Labor Day |
| 2. Memorial Day | 5. Thanksgiving Day |
| 3. Independence Day | 6. Christmas Day |

The Eastern Transfer Station and Recycling Center in Utica will be open on these Holidays with limited service for solid waste disposal and reduced hours of operation.

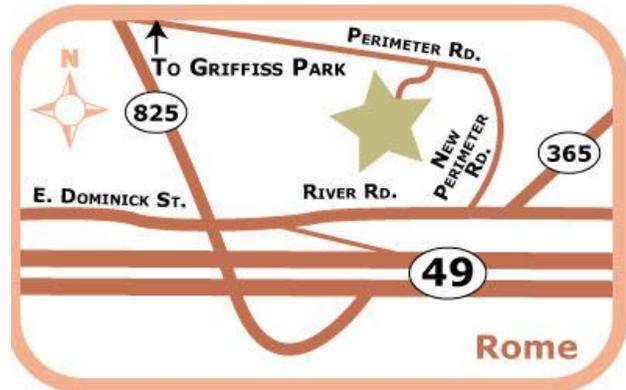
Notification of Holiday hours will be posted at each facility prior to the Holiday.

Haulers requiring services during these Holidays or Saturday delivery of recyclables to the Recycling Center **must request special arrangements** with the Authority's Administration Office (315-733-1224) prior to delivery.

FACILITY DIRECTIONS/LOCATIONS:



**Recycling Center, Eastern Transfer Station,
SSO Processing Facility,
Compost Facility (Utica Site)
80 Leland Ave. Extension, Utica, NY 13502**



**Western Transfer Station
Compost Facility (Rome Site)
575 Perimeter Rd., Rome, NY 13440**



**Regional Landfill Facility (Town of Ava)
7044 State Route 294, Boonville, NY 13309**