



**North Kent Transfer Station and South Kent Landfill  
Rules and Regulations**

**I. North Kent Transfer Station**

**A. OPERATING HOURS**

Monday thru Saturday                      7:30 a.m. to 5:00 p.m.

**B. TELEPHONE CONTACT**

|                     |               |                |
|---------------------|---------------|----------------|
| Facility Supervisor | Riley Perrone | (616) 916-9810 |
| Facility Supervisor | JD Stencil    | (616) 970-6106 |
| Operations Manager  | Dan Rose      | (616) 632-7932 |

C. Haulers shall proceed through the main entrance off 10 Mile Road and form a single line at the scalehouse. During peak usage periods, a second scale may be opened to serve haulers. Vehicles should not proceed on or off the scales until instructed to do so by the scale attendant. Drivers shall depart their vehicles while the vehicles are being weighed. Drivers are responsible for ensuring their vehicle is totally on the scale. There should never be more than one vehicle on a scale.

After weighing at the scalehouse, drivers shall proceed along the main road to the transfer station tipping floor. Once at the tipping floor area the driver will be directed by tipping area personnel to an open-tipping position. The driver may monitor CB channel 36 for information. The driver shall follow the instructions of the site operator.

- D. Speed limit on all facility roads is 10 MPH. Violations may lead to revocation of disposal privileges.
- E. Vehicles with mechanical problems shall exit the facility, or if disabled, request towing immediately so inbound and outbound roads will be clear to other traffic. A telephone is available in the transfer station office, if required.
- F. Haulers shall follow standard vehicle safety practices at all times and observe safety regulations when posted or otherwise instructed.

**II. South Kent Landfill**

**A. OPERATING HOURS**

Monday thru Friday                      7:30 a.m. to 5:00 p.m.  
Saturday                                      7:30 a.m. to 3:30 p.m.

**B. TELEPHONE CONTACT**

|                     |                  |                |
|---------------------|------------------|----------------|
| Facility Supervisor | Chris Finkbeiner | (616) 291-7548 |
| Facility Supervisor | Keith King       | (616) 916-8533 |
| Operations Manager  | Dan Rose         | (616) 632-7932 |

C. Haulers shall proceed through the main entrance off South Kent Drive and form a single line at the scalehouse. During peak usage periods, a second scale may be opened to serve haulers. Vehicles should not proceed on or off the scales until instructed to do so by the scale attendant. Drivers shall depart their vehicles while the vehicles are being weighed. Drivers are responsible for ensuring their vehicle is totally on the scale. There should never be more than one vehicle on a scale.



## KENT COUNTY DEPARTMENT OF PUBLIC WORKS

After weighing at the scalehouse, drivers shall proceed along the main road to the disposal tipping face. Once at the tipping face area, the driver will untarp his load, if needed, in a designated untying. The driver is responsible for blow-off litter. The driver will then be directed by tipping area personnel to an open-tipping position. The driver may monitor CB channel 36 for information. The driver shall follow the instructions of the site operator.

- D. Speed limit on all facility roads is 10 MPH. Violations may lead to revocation of disposal privileges.
- E. Vehicles with mechanical problems shall exit the facility, or if disabled, request towing immediately so inbound and outbound roads will be clear to other traffic. A telephone is available at the scalehouse, if required.
- F. Haulers shall follow standard vehicle safety practices at all times and observe safety regulations when posted or otherwise instructed.

### III. HAULER IDENTIFICATION

- A. The County has an established method for hauler identification. All identification letters and figures shall be three (3) inches or more in height and must be clean and visible to the scalehouse operator. The scalehouse operator will issue County identification numbers as required for waste hauling trucks and solid waste containers.
- B. Vehicles that arrive at the scalehouse without appropriate identification will be required to obtain the proper information for Facility use.
- C. For the purposes of this Section, "Solid Waste Container" means a container or receptacle design or used for depositing, storing, or accumulating solid waste for collection or transportation by waste hauler. Without limitation, this definition shall include dumpsters, packer boxes, and roll offs or other receptacles designed or used to store solid waste or to transport solid waste from a site of generation to the landfill.

### IV. TIPPING FLOOR PROCEDURES

- A. Upon entering the tipping floor area, County personnel will control traffic. The driver may monitor CB channel 36 for information. The driver shall proceed to the next available area for unloading, or as directed by tipping area personnel.
- B. On a random basis or for suspected problem loads, trucks may be directed to a specific area of the tipping site to unload for examination of waste being delivered. This spot check may result in some materials being rejected or in the discovery of hazardous waste.
  - i. For unacceptable waste, which is not hazardous waste, the hauler may be required to reload such materials. (See Appendix A for a listing of "Unacceptable Waste".)
  - ii. For Hazardous Waste, as defined by Federal, State, and local laws regulations, haulers shall remain at the Facility until appropriate public health and law enforcement officials arrive.
- C. Haulers shall make every effort to unload in an expedient manner to assure even traffic flow through the Facility.
- D. Trucks with hydraulic leaks will be allowed to unload but not permitted further use of the Facility until the leak is repaired. Vehicles with repeated mechanical problems or those deemed unsafe will be reported to their owners or dispatcher.



## KENT COUNTY DEPARTMENT OF PUBLIC WORKS

### V. WEIGHT TICKETS

- A. The driver of each truck disposing of waste at the Facility shall be presented with a weight ticket from the scale house attendant. The ticket indicates Hauler's company name, vehicle identification, gross weight, and tare weight, net weight (pounds delivered) and total disposal charge. Each driver shall sign the weight tickets and then be given the original for the Hauler's and/or company's records. The weight tickets are the hauler's invoice for customers on account and will be used by the County for preparing statements to the Hauler. Receipts will be issued for cash customers.
- B. Each driver is responsible for determining the accuracy of their weight tickets before signing. All claims for adjustments must be made within five (5) days of the original transaction.
- C. Each driver who fails to sign for, or receive a weight ticket shall be billed for such delivery as if the weight ticket had been signed and received.

### VI. EMERGENCIES AND DAMAGES

- A. Haulers who discover a fire in their truck (hot loads) shall be diverted to a designated area to unload. Site personnel will notify the local fire department.
- B. In the event of accidents, explosions, or Facility damage which impairs the flow of traffic or the ability to dispose of waste, haulers shall follow directions and procedures from County site personnel.
- C. Any damage to hauler's trucks or equipment shall be promptly reported to the Site Supervisor.
- D. Any damage to County property or equipment shall be reported to the Site Supervisor before leaving the site.
- E. Any personal injury to a driver shall be promptly reported to the Site Supervisor before leaving the site.
- F. Haulers are required to comply with the Radioactivity Monitoring Procedures issued by the County. A copy of the Procedures is enclosed (Appendix B) and incorporated as part of these Rules and Regulations.
- G. If a hauler is requested to leave the site, the hauler must do so immediately.

### VII. REJECTED LOADS

- A. All loads consisting primarily of unacceptable waste shall be rejected from the Facility if delivery is attempted. It will be the hauler's responsibility to dispose of rejected loads at an authorized site. Facility personnel may assist in reloading the rejected waste.
- B. The Facility reserves the right to reject total or partial loads being delivered to the Facility if they require special handling.
- C. Any hauler who attempts to deliver or delivers Hazardous Waste shall be subject to appropriate disciplinary and legal action. All costs of proper disposal will be borne by the hauler.
- D. Haulers who have received weight tickets for loads which contain a portion of unacceptable waste which is rejected shall not receive a credit for such rejected tonnage.

### VIII. DISPOSAL BILLING AND PAYMENT

- A. Questions regarding invoicing, statements and payment terms should be directed to the County DPW at 616.632.7929.



**KENT COUNTY  
DEPARTMENT OF  
PUBLIC WORKS**

**DRIVER REGULATIONS**

- A. All containers must be secured as to not allow leakage or spillage.
- B. Trucks are not to be left unattended while on the site or access roads.
- C. All trucks must proceed with care and follow directions issued by appropriate County staff and obey posted traffic signs.
- D. Drivers should ascertain correct placement of equipment before releasing load and always yield to transfer station equipment and vehicles.
- E. Smoking cigarettes or other sources of combustion are not permitted in or on transfer station property.
- F. Foul language and inappropriate behavior is not permitted on the site such as spitting, swearing, or lewd gestures.
- G. No hauler shall possess, consume, nor be under the influence of any illegal or intoxicating substance.
- H. All loads are to be properly tarped.
- I. No trucks will be scaled prior to the official opening time.
- J. Drivers and/or their company will be charged extra for unloading past the closing time. The extra fee is \$45.00 per every 15 minutes.
- K. Manifests may be required to verify contents and quantities of special wastes that are prior approved by the Department.
- L. Scavenging of any material once on site is prohibited. Haulers observed scavenging will be subject to the fullest possible enforcement action by the County.
- M. All drivers/haulers exiting their vehicle must be wearing safety clothing (vests, shirts, jackets and a hard hat).
- N. Haulers may not park their containers overnight at the entrance or on County property.
- O. Haulers may leave empty containers in the designated area within the transfer station property. All containers must be neatly parked. The County does not accept any responsibility for containers left on site.



## **APPENDIX A – UNACCEPTABLE WASTE**

Unacceptable waste may be delivered in MINIMAL QUANTITIES and CONCERNTRATIONS found as part of normal residential collections. Unacceptable waste shall include the materials listed below, if present in concentrations or quantities that, in the sole judgment of Kent County would:

1. Pose a substantial threat to public health or safety.
2. Cause applicable air quality or water effluent standards to be violated by the normal operation of the Facility.
3. Have a reasonable possibility of adversely affecting the operation of the Facility.

**UNACCEPTABLE WASTE** includes but is not limited to the following:

- A. Explosives including dynamite, hand grenades, ammunition, blasting caps, ammunition, volatile gases/liquids or other explosive materials.
- B. Liquid Wastes (as defined by the MDEQ); includes seepage and untreated sewage.
- C. Pathological or Biological Waste (as defined by the MDEQ); unless sterilized and otherwise processed to permit disposal in accordance with applicable health and environmental requirements.
- D. Radioactive Waste
- E. Yard Waste (as defined by the MDEQ)
- F. Asbestos
- G. Polychlorinated Biphenyls (PCBs)
- H. Used Oil
- I. Sealed drums
- J. Beverage containers (as defined by the MDEQ)
- K. Hazardous Waste as defined under Federal, State and Local laws and regulations.



## **APPENDIX B – RADIOACTIVITY MONITORING PROCEDURES**

The purpose of this document is to set forth the procedures that will be utilized by Kent County personnel in responding to an alarm from the scalehouse radioactivity monitors. In addition to the procedures outlined below, a Radiation Detector Record will be prepared after every verified radiation event. The scalehouse has these forms and will be given to Kent County personnel.

### **ALARM TRIGGERED BY INCOMING VEHICLE**

- A. County Scalehouse Operator issues a weight ticket and records on the back of the ticket the radiation level (KCPM) of the incoming vehicle using the scale house detector. The Scalehouse Operator will direct the driver to park in the isolation area. A VEHICLE IS NOT ALLOWED TO LEAVE THE FACILITY AFTER A RADIATION ALARM. County representative will contact the police if any vehicle attempts to flee the site after triggering an alarm.
- B. Scalehouse Operator notifies the Site Supervisor and the Solid Waste Operations Manger that an alarm has been triggered by using the scalehouse radio or phone system.
- C. The Site Supervisor will proceed to the isolation area and scan the vehicle using the portable scanner unit that is stored in the scalehouse in order to confirm that there is a radioactivity event. The readings from the scalehouse and the portable scanner are not comparable. The scalehouse monitor output is (KCPM) while the handheld is rem/hr.
- D. If the readings are **greater than or equal to 2000 micro rem/hr.** as personnel approach the vehicle a physical barrier shall be placed at the location of where the 2000 micro rem/hr level is detected. State of Michigan Department of Hazardous Waste and Radiological Protection Section of the Waste and Hazardous Material Division shall be contacted at 517-335-2690 (contact is Kenneth Coble). The vehicle is not to be unloaded unless under the supervision of the agency representative. It should be noted while evaluating the vehicle at no point shall anyone approach the vehicle (source of the radiation) where the exposure level is 5,000 micro rem/hr. or greater.
- E. If the readings are **below 2000 micro rem/hr.** as personnel approach the vehicle, a complete evaluation should be performed using the hand-held scanner at approximately one foot away from the outside cargo shell. The evaluation should be completed until the approximate location (highest readings) of the contamination has been determined. The approximate location of the contamination, the detected radiation level and time of the day to the nearest minute will be written with grease pencil on the outside of the vehicle.
- F. Vehicles with detected radiation less than 2000 micro rem/hr. will be kept in the isolated area until the situation meets one of the following requirements:
  1. Reading are at background levels
  2. Radioactive material is removed by the original generator
  3. Kent County personnel has determined the proper means of assessing the situation leading to the eventual removal/processing of the material in accordance with accepted operating practices. Once measured radiation levels reach background the material can be disposed of in the refuse pit.
- G. In instances where radioactivity is confirmed, the driver of the vehicle will be questioned by County representatives as to the probable generator(s) and composition of his load. The hauler's dispatcher will also be notified of the incident. If the generator can be identified (such as an area medical facility), then County representatives will contact them. The generator will be requested to come to the Site and assist in evaluating the incident. Any questions should be director to Kent County personnel.