



## **RECYCLING AND EDUCATION CENTER RULES AND REGULATIONS**

### **I. FACILITY OPERATION**

#### **A. OPERATING HOURS**

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

#### **B. TELEPHONE CONTACT**

Facility Supervisor	Isaac Thaler	(616) 295-1121
Facility Supervisor	Kyle Shoemaker	(616) 250-1010
Operations Manager	Nic VanderVinne	(616) 632-7937

### **II. TRAFFIC MANAGEMENT**

- A. **Traffic flow.** Recycling and Education Center (REC) users shall proceed through the facility truck entrance on Wealthy Street. Please follow the directions provided by the floor attendant.
- B. **Speed Limit.** Speed limit on all facility roads is 5 mph. Inside the building the speed limit will be less than 5 mph.
- C. **Disabled Vehicles.** Vehicles with mechanical problems shall exit the facility, or if disabled, request towing immediately providing clear traffic lanes.

### **III. TIPPING FLOOR PROCEDURES**

- A. REC Transfer Station Operators manage tipping floor traffic. Drivers are required to follow instructions of the operator including tipping inside the facility.
- B. The Transfer Station Facility operator will screen material to determine if it is acceptable. Drivers unloading unacceptable waste will be required to reload such materials and remove from the facility.
- C. Drivers shall unload vehicles in a safe and expedient manner.
- D. Vehicles with hydraulic leaks will be allowed to unload but will require repair prior to tipping at the facility again. Vehicles with the repeated mechanical problems or deemed unsafe will be reported to the hauling company dispatch office.



## **KENT COUNTY DEPARTMENT OF PUBLIC WORKS**

### **IV. EMERGENCIES AND DAMAGES**

- A. Haulers who discover a fire in their truck (hot loads) shall be diverted to a designated area on the tipping floor to unload. Tipping area personnel shall use available equipment to extinguish any fire.
- B. In the event of accidents, which impair the flow of traffic or the ability to dispose of recyclables, the haulers shall follow directions and procedures from the REC operator.
- C. Any damage to the hauler's truck or equipment shall be promptly reported to the facility supervisor. Both the driver and the facility supervisor shall sign an incident report acknowledging such damage.

### **V. REJECTED LOADS**

- A. All loads consisting primarily of unacceptable recyclables will be rejected at the REC if delivery is attempted. It will be the hauler's responsibility to dispose of rejected loads at an authorized site. Facility personnel will assist in reloading the rejected waste at a charge to the hauler.
- B. The REC operator is authorized to reject total or partial loads being delivered to the REC 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 shall dispose of rejected loads at a site and in a manner prescribed by law.

### **VI. WEIGHING PROCEDURES**

- A. All vehicles are required to be weighed prior to entering the facility and tipping.

### **VII. DISPOSAL BILLING AND PAYMENT**

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



## **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 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.