

**PHILLIPS
SOLID WASTE MANAGEMENT FACILITY
OPERATIONS MANUAL
Update - 2021**

I. INTRODUCTION

The Town of Phillips operates the Solid Waste Transfer Facility consisting of recycling areas, a transfer station for the disposal of general refuse, a white goods/metals storage area, a tire storage area, a CDD waste drop-off area, a Swap Shop, a Universal Waste storage area, and appropriate traffic movement areas. The facility is located on Park Street Extension and is for the use of the towns of Phillips and Avon and Madrid Township residents.

The facilities will be open to year-round and seasonal residents for the disposal of a solid waste generated within the boundaries of Phillips, Avon and Madrid Township. Transportation of solid wastes from the generation point to the facility is the responsibility of the waste generators.

Use permits are required by all; the terms and conditions of such permits are established by the Phillips Board of Selectmen.

The recycling collection and storage will be accomplished in using containers most suitable for the product and ultimate recycling site. Roll-off containers will be the primary means of storage, but glass, tin cans and higher value metals may be stored in other containers ranging from 55 gallon drums to a stationary tractor trailer bodies.

The general refuse will be handled by a stationary compactor and compacted into a 40 cubic yard roll-off container for transportation to a licensed disposal facility. Construction and demolition debris and metals will be placed into a 40 cubic yard roll-off container which is adjacent to a 5' retaining wall; the CDD container is covered with a roof which helps to keep rain and snow out. Tires are stored on gravel pads. Brush and small limbs are stockpiled on a pad and burned under appropriate conditions. Brush may also be stored and chipped by the highway crew when burning is not prudent due to extended periods of drought. Chipped brush is stored in a small pile for use by residents and the road crew for various projects requiring mulch.

A Swap Shop and Universal Waste area share a building which is divided by a wall.

II. USE OF FACILITY

A. Traffic Movement

The facility has a separate gated entrance and an exit to assist with traffic flow. Internal traffic movement will be controlled by signs. The site Attendants shall be the ultimate authority over traffic movement within the site.

All traffic will approach the facility from Park Street Extension, which is a two-way road, and proceed in a counter clockwise direction through a one-way loop. Traffic will first approach the unloading areas for cans and plastic in the direction of the Universal Waste Building to unload recyclables. At the compactor, the Attendant will monitor or inspect the load before it is deposited into the compactor. General solid waste (mixed or general refuse) will be deposited in the compactor bin as instructed by the Attendant. Traffic may then proceed to the other designated waste disposal areas and recycling bins or exit.

1. **Recycling Traffic:** Vehicles pull to the right after entering to drop off glass, cans, and plastic. Vehicles can then proceed straight ahead to the Swap Shop, UW area, or higher value metal area, or bear left to the refuse compactor and roll-off containers for corrugated cardboard and newspaper. Adequate space is available for traffic to move by stopped vehicles. Vehicles using the Swap Shop, UW and higher value metal areas turn around in that area and return to enter the loop traffic flow at the compactor/roll-off recycling area.
 - a. **Swap Shop:** Only reusable items that are serviceable and in good repair shall be left in the swap shop. Determination of condition to be determined by the Attendant. Examples include unbroken windows, doors, reusable lumber, plastic toys, furniture and small appliances.
 - b. **Universal Waste:** Fluorescent bulbs, ballasts and other mercury containing devices will be collected as will CRT and flat panel computer monitors and TV's. The town may accept other electronics for disposal with UW as determined by market conditions.
2. **Transfer Station Traffic:** The sides of the compactor hopper have been designed for unloading drive-by automobile and light truck traffic. Once waste has been deposited in the transfer station bin, vehicles will progress to another waste area or to the exit.
3. **Metals and Construction and Demolition Debris:** Traffic may back into the metal or CDD roll-off area or pull up beside it to deposit material.

Unloading vehicles shall not be permitted to block the travel way.

- a. Appliances containing freon require proof of removal of the freon prior to disposal or a fee is imposed.
- b. The CDD container will accept CDD as well as furniture and other "brown goods."
- 4. **Tire Storage:** Vehicles disposing of tires will be directed to the area along the southerly property line of the site by signs and the Attendant after proper payment and instruction by Attendant to pile neatly.
- 5. **Brush:** Vehicles can drop off brush on the pad designated for that purpose.

B. Deposit of Refuse:

The site Attendant shall have the ultimate authority over the disposal of various types of refuse and the location of the deposition area.

- 1. **Prohibited Wastes:** The following is a list of waste which cannot be accepted by the Phillips Solid Waste Transfer Facility.
 - a. Hazardous waste, which for the purposes of this facility, shall include substances listed by the EPA and/or DEP as hazardous wastes or which are flammable, toxic, corrosive or reactive by themselves or in combination with other wastes when generated by other than households in the communities served;
 - b. Hazardous substance containers, unless adequately cleaned, and approved by the attendant;
 - c. Large pressurized containers (over one quart capacity);
 - d. Liquid or viscous wastes;
 - e. Animal wastes or carcasses;
 - f. Automobile or vehicle bodies or parts from same;
 - g. Stumps; and tree parts that are more than 3" in diameter or thorn bearing bush and vines;
 - h. Asbestos;

- i. Special wastes.
 - 1) oil, coal, wood and multi-fuel boiler and incinerator ash;
 - 2) industrial and industrial process wastes;
 - 3) wastewater treatment plant sludge, paper mill sludge and other sludge waste;
 - 4) debris and residuals from nonhazardous chemical spills and cleanup of those spills;
 - 5) contaminated soils and dredge spoils;
 - 6) sand blast grit and nonliquid paint waste;
 - 7) medical and other potentially infectious or pathogenic waste;
 - 8) high and low pH waste;
 - 9) spent filter media residue;
 - 10) shredder residue; and
 - 11) other waste designated by the Board of Environmental Protection.

2. **Recycled Wastes:** Residents are encouraged to recycle materials for which recycling facilities are provided. All recycled products are determinate of market acceptability; whereas at any time the items may not be accepted as a recyclable and will be disposed of in the compactor. The Attendant will encourage recycling. Materials which are currently recycled include:

- a. newsprint;
- b. corrugated;
- c. glass-clear, green and brown; with market acceptability;
- d. tin cans; and
- e. #2 plastic or what is market accepted;
- f. high value metals including copper, aluminum, and brass
- g. metals and white goods
- h. Universal Wastes

The Selectmen reserve the right to add additional items to the list of recyclables.

3. **Wastes to be separated:** Wastes requiring separation from the general refuse are listed below.

- a. white goods, major appliances and bulky metals including wheel rims;
- b. vehicle tires which must have rims removed and be reasonably clean;

- c. brush; and
 - d. construction/demolition debris, including wood, furniture, and other bulky household materials and items.
4. **Wastes** must be handled as directed below, observing the fee that apply.
- a. **Recyclable Glass:** Only bottle glass will be accepted. Glass should be rinsed and all caps and rings removed.
 - b. **Newsprint:** No waxed, plastic covered or wet paper permitted.
 - c. **Corrugated:** Waxed or dirty corrugated is not permitted. Boxes are required to be flattened.
 - d. **Ferrous/Tin Cans:** All cans must be cleaned.
 - e. **White Goods/Bulky Metals:** White goods and bulky metals including wheel rims will be placed in the designated roll-off container. Refrigerators will have doors removed prior to disposal. Freon will be removed prior to transport from the site, and charges apply, and all cooling and air conditioning appliances shall be clearly marked that the freon has been removed. Door should be thrown in the metal box upon arrival. And plastic drawers, etc need to be put in the OBW.
 - f. **Tire Storage Area:** A tire storage area is designated on the site. All rims will be removed from tires being placed at the temporary storage area. Tires at the storage area will be neatly stacked by the individual disposing of them.
 - g. **CDD:** CDD, including wood, sheetrock, insulation, furniture, and other bulky household materials and items, shall be deposited in the roll-off container as directed by the Attendants.
 - h. **General Refuse:** General refuse will be deposited in the bin of the transfer station as directed by the Attendants or appropriate signs. Refuse which spills to the ground is the responsibility of the individual dumping the refuse and shall be cleaned up by the individual.

III. PERSONNEL RESPONSIBILITIES

Two Attendants will be on site during operating hours. The Attendants shall report to and be directly responsible to the Town Manager.

The Attendant's duties will include the following:

- A. Directing traffic and refuse deposition at the facility;
- B. Coordinating facility operations with the public as necessary;
- C. Operating and maintaining facilities, grounds and equipment;
- D. Coordinating transportation and disposal arrangements with the transfer and disposal company;
- E. Site record keeping;
- F. Ensuring adequate controls to protect the safety and health of personnel and users and to protect the environment; and
- G. Ensuring operations occur in accordance with this manual.

IV. OPERATIONS/MAINTENANCE

A. Equipment

1. **Availability:** The transfer station is equipped with a stationary compactor and two 40 yd. roll-off transfer containers. The recycling area is equipped with 30 to 40 cu.yd. roll-off units either of the closed design or if open top, equipped with plastic lids to keep out precipitation. The CDD area is equipped with a 40 cu. yd. roll-off container as is the metals area. Other containers including 55 gallon drums and a box trailer will be used for recycling materials such as glass and higher value metals.
2. **Maintenance.** The Attendant will check all equipment at the beginning of each day, including all lines and connectors on the compactor. Attendants shall follow equipment lubrication schedules as described in the equipment manuals. The equipment check/maintenance will begin a half hour prior to facility opening.
3. **Operations.** The Attendant will give particular attention to loads being placed in the bin to ensure prohibited wastes are not compacted. Attendant will compact the waste to maintain a reasonable amount of available bin volume for incoming traffic. The transfer station will be supervised at all times during operating hours.

B. Facility

The Attendants shall be responsible for overall facility operation and maintenance.

1. At the end of each operating day, the Attendants will ensure that the grounds are free of litter and the facility properly secured.
2. The Attendants will perform such minor maintenance on the facility and grounds as may be required.
3. The Attendants will make arrangements with the Town Manager for major maintenance and shall assist with the maintenance if directed.
4. The Attendants will direct traffic, inspect loads and direct disposal procedures.
5. The Attendants will maintain the grounds in a neat and environmentally sound manner and perform such minor site maintenance as equipment allows. Attendants shall inspect the pads weekly during the growing season for the metal, tire, burn and chip piles. They will ensure that grass, weeds, brush etc. are removed from a 30 foot mineral strip from the edge of the burn pad (not from the outside foot of the containment berm).
6. Major maintenance on roads and other site features including drainage ditches, dust control, culverts and utilities will be conducted by the Town of Phillips Road Department upon notification to the department.
7. Each June, the Attendants, in consultation with the Town Manager, will ensure that pads for the metal, tire and chip piles have a minimum depth of two feet to groundwater.

C. Record Keeping

1. The Attendants will keep records on equipment and facility maintenance, facility use and waste hauling. The Attendants will make up forms and files as necessary to keep adequate records. All blank forms will be kept in a looseleaf notebook with this manual. All other equipment and operation manuals will also be kept in the notebook.

2. The Attendants will log all Universal Wastes into the building on logs in accordance with DEP procedures. For residential waste, the log will identify the type and amount of waste and log it under residential. UW coming from any businesses shall be logged in with business' name.
3. The facility will also maintain a safety manual and MSDS sheets for any chemicals stored on site.

D. Transfer of Waste

On the average, a roll-off container will be hauled once each week. During the peak summer months, more waste may be generated causing a slightly increased haul frequency.

E. Daily Procedures

Below is a list of typical routine procedures, specific operating and maintenance checklists are attached to this manual.

1. Work will start one half hour prior to opening. An Attendant will be on duty. The road gates will remain closed until actual opening time.
2. The Attendants will perform the necessary equipment checks and maintenance.
3. The facility will be prepared for opening and the security gates will be opened.
4. At closing, security gates will be checked and the compactor ram extended. Daily records will be completed and filed.
5. Hopper and lower floor should be swept regularly to minimize refuse and/or leachate build-up. The hopper shall be left in the closed position when facility is not operating.

F. Operating Hours

Operating hours shall be determined by the selectmen and are found in Appendix B.

V. HEALTH AND SAFETY

A. Vector and Odor Control

Both the receiving bin and the compactor floor may be subject to accumulation of waste "leachate" which could produce an odor and serve as a breeding ground for various insects. Therefore, the bin and floor should be cleaned with a dry sweeping compound as needed to prevent both vector breeding and odors. The used compound should be discarded into the roll-off unit. Washing of the facilities is not permitted. However, steam cleaning of the bin once or twice each year may be undertaken with a portable steam cleaner.

Timely removal of the waste will help to minimize the formation of odors and attraction of vectors.

B. Litter Control

Individual users will be responsible for preventing litter from escaping from their loads during transport and unloading. Users will clean any litter or other debris from the grounds. The Attendants will clean the facility and grounds of any extraneous litter each day.

C. Safety

Safety management of the facility must comply with the Maine Department of Labor rules (similar to those of the Occupational Safety and Health Act -OSHA) as pertains to personnel. In addition the following safety guidelines shall apply to the facility:

1. Do not allow unauthorized or untrained persons to use equipment. Attendants shall review this O & M manual annually and be offered the opportunity to attend training programs offered by Androscoggin Valley Council of Governments and the Maine Dept. of Environmental Protection.
2. Do not allow the public to salvage items from any area.
3. Do not work equipment in and around the public.
4. Do not allow unauthorized personnel in the enclosed areas of the facility or near operating equipment.
5. Do not allow the public to loiter in or around the site.

6. All white goods delivered to the site which have airtight doors such as refrigerators or freezers must have the doors removed.
7. A first aid kit shall be kept in the office and be fully visible. It shall be fully stocked at all times.
8. A telephone is located in the office. The telephone numbers of the fire department, ambulance, State Police, and Town Office shall be posted beside it. (Appendix C)
9. The gate to the site shall be securely locked when the facility is not operating.
10. The office door and the Swap Shop and Universal Waste storage areas shall be locked when the facility is not operating. The compactor ram shall be extended, and all containers shall be closed

D. Fire Protection and Prevention

The Attendants will be responsible for the overall fire safety program. The Attendants will check portable fire extinguishers and consult with the fire department in fire protection methods. The following guidelines will be used to ensure adequate fire safety.

1. **Equipment**
 - a. Maintain two 10 pound ABC fire extinguishers: one in the office and one at the Universal Waste Building. Check portable fire extinguishers weekly.
2. **Procedures**
 - a. Maintain supervision of waste disposal into bin at station;
 - b. Ensure hot loads or suspected hot loads are dumped in designated area;
 - c. Do not permit smoking on site. Ensure "No Smoking" signs are conspicuously posted;
 - d. Meet with fire chief at least every six months to review fire fighting procedures. Also, ensure fire department is familiar with facility;

- e. Post all emergency numbers near phone; and
- f. Call Fire Department for all fires.

E. Emergency Response Procedures

- 1. Procedures in the event of an accident, fire or spill:
 - a. clear affected area of nonessential personnel
 - b. notify Fire Department and Town Manager
 - c. put out fire with fire extinguishers if practical
 - d. contact DEP Spill Response.
- 2. In case of discovery of flammable solvent material spill:
 - a. extinguish all flames and spark sources in the area
 - b. notify Fire Department and Town Manager
 - c. contact DEP Spill Response

F. Hazardous and Universal Waste Containment and Spills

See Appendix A, Hazardous and Special Waste Exclusion Plan for details on handling these materials.

G. Security

The facility has locking security gates at the entrance and exit. The office doors will be locked as will compactor ram and Universal Waste Building.

- 1. Keys should be available to the following individuals or agencies only:
 - a. one set for a designated selectperson
 - b. fire department
 - c. town manager/town office
 - d. road gate keys only, to road maintenance supervisor
 - e. Attendants
 - f. road gate keys only, to waste transport vendors as needed
- 2. Closing Procedures
 - a. extend compactor ram
 - b. lock all doors and gates

H. Road Maintenance

The Town of Phillips will undertake the road and yard maintenance as well as snowplowing and ice control.

1. Roads and traffic movement areas will be maintained to prevent severe potholes and other hazardous road conditions.
2. Roads and gravel travel ways will be maintained to prevent excessive dust through the use of calcium chloride.
3. Snow will be plowed and removed from the compactor area and roll-off areas. Snow banks at the intersection of Park Street Extension will be pushed back after each storm to maintain site distances for vehicles leaving the site.
4. Traffic movement areas will be sanded and/or salted to control ice.

VI. WINTER AND SEVERE WEATHER CONDITIONS

A. Winter Operations

1. Roads and traffic movement areas will be plowed and sanded (salted) as required and as noted in the previous section.
2. Special attention will be given to the roll-off pads to ensure ice and snow build-ups do not occur. Build-ups would make docking dangerous and difficult.
3. Special attention should also be given to vehicle parking areas to ensure adequate "stops" are maintained.
4. Check hydraulic oil heaters and engine oil heaters and maintain in working order through cold weather periods.

VII. BACK-UP PROVISIONS

Back-up in case of equipment failures will be provided by various methods depending on the estimated down time.

- A. Short-term malfunctions during off peak periods can be handled by bin capacity.

- B. For long-term delays the Town will provide open top roll-off containers for disposal of all acceptable waste. One container may be located in place of the compactor roll-off next to the retaining wall and another container may be located in place of the CDD container. If the CDD area is used, acceptance of CDD material will be suspended during the need for back-up for refuse disposal. Open top roll-offs for refuse disposal will be covered by a tarp at the end of each working day.

APPENDIX A

HAZARDOUS, UNIVERSAL & SPECIAL WASTE HANDLING AND EXCLUSION PLAN

PHILLIPS SOLID WASTE TRANSFER STATION, PHILLIPS, MAINE

1. **Facility Safety Officer.** The Town Manager shall be designated as the facility safety officer. He/she, in conjunction with the Phillips Fire Chief, shall be responsible for ensuring that the facility Attendants have annual training on:
 - A. Detection of hazardous and special waste;
 - B. Appropriate notification procedures; and
 - C. Appropriate handling procedures.
2. **Identification/Notification of Unpermitted Wastes.** Unpermitted hazardous and special wastes shall not be accepted at the solid waste facility. To ensure this, the staff shall monitor all waste being deposited at the solid waste facility. The type of container and origin of the waste can help identify hazardous wastes and special wastes. Residents are allowed to deposit normal household quantities of household hazardous wastes with their general refuse. Hazardous wastes generated by commercial and industrial establishments, including municipal buildings, farm pesticides, etc. are not acceptable at this solid waste facility.

The town will participate in the regional (AVCOG sponsored) Household Hazardous Waste collection. Residents will be encouraged to send waste to the permanent Lewiston facility at 424 River Road in Lewiston or hold waste for a nearby annual collection day.

The following list will help with the identification and handling of materials of concern.

- A. **Asbestos:** Sources: Construction, demolition, remodeling. Friable insulation material but can take other forms. Can be combined with other materials to sometimes make non-friable siding, flooring, or other products. If suspected to be or contain friable asbestos, contact Department of Environmental Protection asbestos abatement program personnel at telephone number 207-287-2651. Avoid inhalation of particles.
- B. **Bio-medical Wastes:** May be red bag waste from hospitals, laboratories, clinics, nursing homes and occasionally doctor's offices. Includes blood, body parts, disposable instruments, linens, and other soiled items. Keep people away, follow

hazardous waste procedures including notifying the Department of Environmental Protection (DEP) and the Phillips Fire Department. If accidentally contacted, disinfect contact area with 1:3 bleach to water solution.

- C. **Calcium Hypochlorite:** Primarily in solid (tablets) or granular form. Used for disinfecting swimming pools; is reactive when wet. **Can release chlorine gas and cause fire when wetted.** Treat as hazardous; prevent wetting or contact with moisture; if wetted, evacuate area. Keep away from petroleum and other organic materials.
- D. **Electrical Capacitors and Transformers:** May be removed from white goods, lighting fixtures, and other electrical equipment by individuals, scrap metal firms, or firms which work on appliances or motors. Avoid skin contact and breathing exposure; follow hazardous waste procedure.
- E. **Industrial Chemicals:** Generally, liquid in five-gallon or larger pails or drums of either plastic or steel. Occasionally lined cardboard barrels are used. Also, some solids, especially flakes or granular materials, can cause excessive corrosion or be reactive with liquids. Solids may be in any form of container, such as fibre drums or bags, including loose. Avoid skin contact and breathing exposure; treat as hazardous.
- F. **Laboratory Chemicals:** Usually in smaller containers of one pint to one gallon, glass or plastic bottles. Can be severe irritants, highly toxic or explosive. Avoid skin contact and breathing exposure; do not open containers. Treat as hazardous.
- G. **Sandblast Grit:** Generally fine sand or garnet mixed with paint, brick and/or masonry chips. Avoid breathing; handle as special waste.
- H. **Waste Oil:** Includes used motor oils, hydraulic fluid, and other lubrication oils from individuals, farm operations, and vehicle and heavy equipment repair firms. Avoid skin contact; treat as special waste.

Excluded items are not limited to the above specifically listed items.

- 3. **Finding and Reacting to an Unknown Waste.** When unknown material suspected to be special or hazardous waste is found at the solid waste facility, the attendant shall immediately notify the Phillips Fire Department and the Town Manager. Follow any instructions given by authorized Fire Department personnel. While using extreme caution, the Attendants shall attempt to identify the material.
 - A. While keeping a safe distance upwind from the material, the Attendants may attempt to determine the following, if safe to do so:

- (1) Look for container or waste labeling. Look for skull and crossbones symbol or words poison, corrosive, toxic, volatile, flammable, or danger;
 - (2) Determine the physical state of the material (solid, liquid, or gas);
 - (3) Estimate container size or amount of waste; and
 - (4) Determine the type and condition of the container or packaging.
- B. If the material is determined to potentially be hazardous, the Attendants shall:
- (1) If a material could represent an immediate threat to public health because it is ignitable or could release a toxic gas, evacuate and secure the area of the facility site. Otherwise, isolate the material by placing in a snap sealing plastic 55 gallon drum or 5 gallon plastic pail with lid designed to meet the safety requirements of hazardous waste regulatory agencies. Containers for this purpose will be available in the Universal Waste building.
 - (2) If safely feasible, determine if there has been a release of the material to the soil, water, or air;
 - (3) Undertake the appropriate notification procedure below.

4. Notification.

- A. When hazardous waste or suspected hazardous waste is found left at the solid waste facility, the attendant shall:
- (1) Notify the DEP anytime or the Maine State Police, and
 - (2) Notify the Phillips Fire Department
- B. If unpermitted special waste is found left at the solid waste facility, the attendant shall notify the facility's DEP inspector @ 287-7688 between 8 a.m. to 5 p.m., Monday through Friday, and the Town Manager to authorize qualified removal.
- C. If the attendant cannot identify the material, notify the Phillips Fire Department and DEP at the numbers listed below for assistance in identification. If sampling and further detection of hazardous or special waste is required, a qualified hazardous waste handling firm or solid waste contractor must be used, as appropriate.

5. Clean-up/decontamination.

- A. Small quantities (less than 5 gallons or 20 pounds, if dry) of hazardous materials found on site in physically sound containers or at the gate will be stored in a fire proof cabinet or container for collection by a licensed Hazardous Waste Transporter. Waste so stored shall be removed at least every 30 days. When more than one type of waste is to be stored, the Attendant will contact AVCOG or their contractor to insure storage of the two or more wastes in the same fireproof container is safe.
- B. For larger quantities of Hazardous Waste or for wastes in leaking or broken containers, only trained personnel shall handle hazardous wastes. Such training shall follow the guidelines of 29 CFR Part 1910.120. Such quantities shall be kept in a secure location on the site and spill containment will be provided.
- B. Unpermitted special wastes shall be removed from the area where found and transported to a special waste disposal facility licensed to accept that special waste within sixty days.

6. Emergency Information.

- A. The attendant shall have the following telephone numbers available at the solid waste facility to telephone notifications or radio requests for notifications to the dispatchers:

(1) DEP emergency spill number:	1-800-482-0777;
(2) Phillips Fire Department:	639-3473;
(3) Franklin County Sheriff :	778-2680;
(4) Ambulance, Police, Fire Emergency:	911
(5) Maine State Police: for reporting hazardous waste	1-800-452-4664
(6) Maine Poison Center:	1-800-222-1222
(7)Town Office	639-3561

- B. Emergency medical care is provided through Franklin Memorial Hospital which offers ambulance service and first responders. :

Franklin Memorial Hospital, Farmington

1-800-398-6031

- 7. **Written reports.** A written spill report shall be filed with the DEP, Bureau of Remediation & Waste Management within 15 days of any incident involving hazardous waste or material. The report must indicate:

- A. date, time and location of incident;
- B. type and amount of material lost or spilled;
- C. amount recovered;
- D. cause of the incident;
- E. corrective action taken;
- F. clean-up methods used;
- G. disposition of recovered materials;
- H. list of agencies notified;
- I. time agencies responded on site.

- 8. **Mercury Breakage/Spill Containment and Clean Up**

- A. If more than 10 bulbs are broken or a device containing liquid mercury is broken, notify DEP Response. If in UW building, close door, and turn on the ventilation fan. Place notice on door of incident and note door to remain closed. Obtain further directions from DEP personnel.
- B. For fewer broken bulbs, close door and turn on ventilation fan until next day. Clean up the mercury spill using materials from a mercury spill clean up kit. Broken bulb parts including glass may be placed in a mercury bulb carton and the carton sealed. Alternatively, the material may be placed in a 5 gallon or smaller pail rated for hazardous waste storage (gasketed, locking top). Do not further break bulbs to make them fit in any container.
- C. Put on safety glasses and latex (or nitrile) gloves. Where clothes that may be disposed if contaminated during the clean up process. "Tyvek" (or equal)

coveralls may be provided.

- D. Do not vacuum or sweep spilled or broken components. Use squeegee or stiff cardboard (paperboard) card to move mercury or broken components into dust pan or another piece of cardboard. Place the waste in the container. Use mercury absorbent pad from spill clean up kit to “scrub” area where spill occurred and pick up any remaining waste that could not be collected in dust pan or on card. Seal container and label as broken bulbs or mercury containing product.

9. CRT breakage

- A. If a Cathode Ray Tube is broken, clean up any broken glass using a dust pan and place in 5 gallon or smaller pail as for fluorescent bulbs and mercury above.
- B. Any part of the tube that remains intact shall be placed aside in a safe location where no further breakage is likely to result. Pack such remaining tube at top of gaylord and ensure that it is secure prior to moving gaylord.
- C. Treat broken screens on flat panel monitors as mercury breakage above.

APPENDIX B

OPERATING HOURS

Wednesday, Thursday, Saturday & Sunday - 8 a.m. to 1 p.m.

HAULING AND DISPOSAL

General household refuse is hauled by: _____

General household refuse is disposed at: _____

Recyclables are hauled by: _____

The vendor handling recyclables and responsible for their recycling is:

Tires are hauled by: _____

Tires are disposed by: _____

White goods/metals are hauled by: _____

White goods/metals are processed for recycling by: _____

Universal Wastes are hauled and processed by: _____

APPENDIX C

DEP emergency spill number:	1-800-482-0777;
Phillips Fire Department:	639-3473;
Franklin County Sheriff :	778-2680;
Ambulance, Police, Fire Emergency:	911
Maine State Police: for reporting hazardous waste	1-800-452-4664
Maine Poison Center:	1-800-222-1222:
Town Office	639-3561:
DEP Solid Waste:	287-2651

Emergency medical care is provided through Franklin Memorial Hospital which offers ambulance service and first responders. :

Franklin Memorial Hospital, Farmington 1-800-398-6031

Franklin Memorial Hospital is located on Route 4/2 south of downtown Farmington.