



Municipal Transfer Policy

PURPOSE

The purpose of this policy is to delineate the Rhode Island Resource Recovery Corporation's (RIRRC) requirements for municipalities utilizing a Transfer Station for shipping materials to the RIRRC Facility located in Johnston, Rhode Island. This includes solid waste destined for disposal, recyclables destined for the Materials Recycling Facility (MRF), or any other materials to be received and processed by the RIRRC. This policy also establishes a standard procedure that Municipalities must follow to account for the transfer of materials.

SCOPE

The provisions of this policy apply to all municipalities utilizing Transfer Stations for the shipment of materials to the RIRRC facilities.

OBJECTIVES

The objectives of this Policy are to: 1) protect the public's investment in the RIRRC facilities, including the landfill and the MRF; 2) assist Rhode Island municipalities in the efficient collection and shipping of materials destined for the RIRRC facilities; 3) ensure that Municipally generated materials are being shipped to the RIRRC facilities; 4) ensure that recyclables delivered to the MRF are attributed to the appropriate municipality; and 5) maximize the return on the marketing of recyclables.

DEFINITIONS

For the purposes of this policy, all definitions contained in the RI Department of Environmental Management Rules And Regulations for Solid Waste Management Facilities and Organic Waste Recycling Facilities (DEM-OWM-SW09-07 Sec 1.3.00), April 2016 (or as amended), as well as the following definitions shall apply.

- “Municipal Transfer Station” - shall mean a Transfer Station accepting materials from one, and only one, municipality and no commercial entities. For the purposes of this policy, two or more municipalities may act as one municipal entity in the Corporation’s view, provided that the municipalities involved have a written agreement on file with the Corporation and signed by the appropriate officials from both municipalities, indicating the responsible party for billing and crediting purposes.
- “Regional Transfer Station” – shall mean a Transfer Station accepting materials from more than one municipality, or, any commercial entity.

- “transfer” – shall mean to take material from collection vehicles and ultimately place them in other transportation units for movement to another solid waste management facility.

POLICY

All municipalities utilizing Transfer Stations for shipping materials to the RIRRC facilities must have written approval from RIRRC and be signatory to a RIRRC Solid Waste and Recycling Services Agreement.

Municipalities requesting permission to utilize a Transfer Station to transfer materials must demonstrate that a significant cost savings can be achieved versus direct hauling the material to the Johnston facility.

PROCEDURE

All municipalities that transfer materials to the RIRRC via a Transfer Station shall submit a written request to the RIRRC Executive Director for approval. The municipality, or its designee, is responsible for developing a plan to ensure that all municipally generated material collected and deposited in the Transfer Station is transported to the RIRRC for processing or disposal.

All requests must contain the following information:

1. Names, phone numbers and addresses of the appropriate Municipal or Corporate officers, if applicable, responsible for the operation of said Transfer Station;
2. Copies of RIDEM license and operating plans for the facility;
3. If not included in the RIDEM operating plan, descriptions and specifications of all equipment including, but not limited to, compacting equipment, roll-off containers, and tipping ramps and platforms used in the handling and processing of materials.
4. A plan for the bi-annual calibration and certification of weighing facilities, if so equipped;
5. A plan describing means or mechanisms for keeping municipal materials separate from commercial and to insure that all municipally generated material is ultimately transported to the RIRRC for processing or disposal;
6. A plan describing the means or mechanisms for tracking the transaction weight information to accurately separate the municipally generated and collected materials from the commercial. Each material type and corresponding weights must be recorded and tracked separately for reporting purposes; and
7. A plan for the transfer of all weight transaction information to RIRRC, including a means for verification of weight transaction information by the appropriate Municipal official. The Municipality, or its designee, must transmit no later than the 1st business day of the following month, the weight transaction information to RIRRC for verification and accounting purposes.

Upon receipt of a request, the RIRRC Executive Director will arrange to inspect the facility (within 30 business days). The inspection will consist of, but not be limited to, visual inspection of the handling processes including the separation processes for the municipal and commercial material streams, and the verification of appropriate weighing facility calibration documentation.

If the request for certification and the facility meet the above criteria, a certification will be issued (within 30 business days) pending the signing of an agreement that allows RIRRC personnel access, at any time, to all facilities associated with the receiving, processing, storage, and transportation of materials destined for RIRRC facilities.

CERTIFICATION AND APPROVAL

Certification for the transfer of materials will be issued for a period of time consistent with the most current Solid Waste and Recycling Services Agreement or the expiration of the RIDEM operating license for the Transfer Station utilized by the municipality, whichever occurs sooner.

If, during the certification period, either the Municipality or the Transfer Station operator desires to alter any of the procedures or plans described in the RIDEM Operating Plan or the information submitted to the RIRC as part of the approval process, a request in writing to the RIRRC Executive Director must be made. A review and response to all such requests will be made within 10 business days. All approved alterations will be documented and amended to the original certification.

Certifications for the transfer of any materials may be revoked at any time if the Municipality, or any commercial entity responsible for the collection and shipping of the Municipality's material, is found to be in non-compliance with any of the provisions contained in the RIDEM Operating Plan for the said transfer station, this policy, or any plans submitted as part of the certification request. Such Municipalities will be notified immediately by RIRRC, in writing, of any such certification revocation, including a reasonable description of events or conditions which provide a basis for such revocation.

EXCEPTIONS

The above policy may have exceptions. Requests for exceptions from specific requirements and/or criteria, however, must be approved and supported by a reasonable written explanation and justification. The Municipality is responsible for the preparation of the explanation and justification for the exception.

Authority to Grant Exceptions:

Only the Executive Director or Deputy Executive Director are authorized to grant exceptions to this policy.

ATTACHMENTS

Attachment 1 – Sample Municipal Transfer Request – Regional Transfer Station

Request for Municipal Transfer Approval

Municipality:	Anywhere, RI
Contact:	Betty Miller, Director of Public Works Town of Anywhere (401)-555-1212
Transfer Facility:	Middle Rhode Island Regional Transfer Facility 65 Styx Pike Anywhere, RI
Transfer Facility Operator:	Bud Jones, Operations Director Haulit, Inc. Anywhere, RI
RIDEM Documentation:	See Attachments 1 – RIDEM Operating Plan, and 2 – RIDEM Solid Waste Transfer Station License (photocopy)
Facility Information & Equipment:	20,000 sf building facility for solid waste receipt & processing 2 – 40 yd roll-offs for recycling located under a permanent roof structure 1 – Elevated (12ft) ramp for Roll off access
Truck Scale Calibration Plan and Documentation:	Haulit Inc. currently maintains and operates a truck scale at the Middle Rhode Island Regional Transfer Facility. Haulit Inc. is under a contract (See Attachment 3) with ScalesRUs Ltd. To calibrate the truck scale by the 15 th of the 1 st and 7 th months of each year. All calibration documentation is kept on file and will be made available to RIRRC upon request.
Weight Transaction Transfer Plan:	Each month Haulit Inc. will deliver to the Anywhere Public Works Department a detailed list of scale transactions for all Anywhere solid waste and recyclables delivered to the transfer station. The Anywhere Public Works Director will then verify and send the information, no later than the 3 rd business day of the following month, to RIRRC detailing the breakdown in the tonnages delivered to RIRRC.
Municipal and Commercial Recycling Segregation Plan:	Solid Waste: Haulit Inc. will maintain separate areas on the tipping floor for municipal and commercial solid waste. All solid waste tipped at the Middle Rhode Island Regional Transfer Facility by the Town of Anywhere will be delivered to the Johnston Central Landfill for disposal. Recyclables: Haulit, Inc. will receive and commingle municipal and commercial recycling in the two 40 yd roll-off boxes. This material will

be kept clean and compliant with the RIRRC MRF receiving rules for recycling materials. Haulit, Inc. will haul these boxes to the RIRRC MRF when full and deposit these loads as commercial recycling. Consistent with the Weight Transaction Transfer Plan, the Anywhere Public Works Director will review the scale transactions then verify and sign a letter detailing the breakdown in the tonnages delivered to the RIRRC MRF.

Municipal Agent

Betty Miller, Anywhere Public Works Director

Facility Operator

Bud Jones, HaulIt Inc., Operations Director

SAMPLE