

**OXBOW TRANSFER STATION
POLICIES AND PROCEDURES**

(In the case of differences between this statement and the terms of the Approval to Establish, Construct and/or Operate a Transfer Station the terms of the Approval shall prevail.)

Purpose

The purpose of the Oxbow Transfer Station is to temporarily store solid waste before that solid waste is transported to a treatment, recycling, recovery or disposal facility. The station may be used to burn clean, non-painted and non-treated wood. The station does not store solid waste in a receptacle, bin or container that prevents that waste, or any liquid in that waste from leaving the container.

Hours of Operation

The Transfer Station is open:

- April 1 to October 31:
 - 1-5pm Monday, Wednesday, Friday and Sunday
 - 4-7pm Thursday
 - 9-12noon and 1-5pm Saturday
- November 1 to March 31:
 - 2:30 to 4:30pm Friday
 - 10:30am to 2:30pm Saturday

Fees (Bylaw 1074)

- | | |
|--|---------|
| • Sedan | \$20.00 |
| • Truck under one ton and utility trailers | 30.00 |
| • 1 ton truck | 40.00 |
| • Over 1 tone and under 3 ton truck | 100.00 |
| • More than 3 tons | 175.00 |

All vehicles must be charged and all payments receipted. All monies and receipts must be brought to the town office weekly. A numbered receipt book is provided by the town office.

Trucks over one ton must pay at the town office and declare items to be disposed of. The receipt from the town office must be shown to the site operator before disposal.

Items That May Be Taken To The Transfer Station

- Clean wood for burning (not mixed with household refuse). This includes trees/branches, shrubs, untreated wood. **This does not include sorted or unsorted demolition debris. This is not to be accepted. The owner/person wishing to dispose of this material should be told to contact Regen's Disposal in Estevan.**
- Recycling items: paper, cardboard, tins, bottles. These are deposited in the appropriate recycling bins.
- Household garbage which is deposited in the appropriate bin(s).

Items Not Accepted

- Electronic devices including microwaves.
- Liquid domestic waste (sewage)
- Hazardous substances or dangerous goods
- Petroleum products, remains or by-products
- By-products of a slaughterhouse
- Biomedical waste
- Shingles
- Tires
- Cement and rubble

Site Maintenance and Procedures

1. All vehicles will be inspected at the gate. At this time the site operator will approve/disapprove the material to be disposed. If the site operator approves part of the load but not all, the full cost of the vehicle as per the schedule of fees shall apply.
2. If approved the site operator will receive the appropriate payment, issue a receipt and inform the driver where to 'dump'.
3. If not approved, the site operator will tell the driver to contact Regens Disposal.
4. If partially approved, the site operator will inform driver where to 'dump' the approved materials; tell the driver to contact Regens Disposal regarding the unapproved materials.

Bins

The site operator will arrange for the removal of bins by Regens as frequently as necessary to ensure there is no 'overflow' of bins.

Burn Pile

1. No burning shall take place without the approval; firstly of the SK Ministry of Environment and then the Fire Chief and the Chief Administrative Officer.
2. When a pile is to be burned, the Oxbow/Enniskillen Fire Department and members of the fire department shall conduct and/or monitor the burn.
3. Prior to a burn, the burn pile shall be inspected to ensure no household garbage or items that should not be burned are in the pile.

Maintenance

Weekly, or more frequently as required, the site operator will:

- collect loose refuse and dispose of it accordingly;
- ensure the burn pile is neat and non-burn materials have been removed;
- ensure overall neatness and cleanliness of the site.

Log Book

The site operator will maintain a daily/weekly/monthly log of usage of the site in the manner prescribed and attached. The log book shall be kept at the Transfer Station and the monthly log submitted at the end of each month to the Town Foreman and CAO. The log book will include number of disposals, type and comments.

Items Kept at Transfer Station Site

- Permit to Operate
- Log Book
- Policies and Procedures as approved by the Council of the Town of Oxbow

Copies of the Permit to Operate, Policies and Procedures, and the monthly summary of the log book shall also be kept at the Town Office and Town Public Works Shop.

TRANSFER STATION LOG BOOK
MONTH STARTING
MONTH ENDING

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	TOTAL
SEDAN					
½ TON OR UTILITY TRAILER					
1 TON					
MORE THAN 1 TON					
BURN					
RECYCLE					
HOUSEHOLD					
TURNED AWAY					
SITE CLEANUP (WALK AROUND)					
RECYLCLE BIN REPLACEMENT (NUMBER OF BINS)					
30 YARD BIN REPLACEMENT					
PUSH BACK/CLEAN BURN PILE					
BURN					
TOTAL					