	Standard Operating Procedure	SOP-WM045
	Date: January 18, 2017	Revision: 1
	Created By: Kate Brown Approved By: Heather Dzurko Waste Management Operations Supervisor	
		Page 1 of 3

Lindsay Ops Reuse Item Drop Off – Pilot Project

PPE REQUIRED:	SAFETY VEST/CLOTHING 	SAFETY BOOTS 
------------------	--	--

PURPOSE: To outline the operation of the Pilot Reuse Partnership with Habitat for Humanity at the Lindsay Ops Landfill Site for May 1 to September 15, 2017.


TRAINING:

- Review of this SOP

ACTIONS	DETAILS
Acceptable Reuse Items	Bulky Items <ul style="list-style-type: none"> - Dressers, desks, chairs, cabinets, bed frames, mirrors, tables, outdoor furniture, etc.
	Houseware/Kitchenware <ul style="list-style-type: none"> - Plates, pots and pans, glasses, mugs, utensils, teapots, etc. (packed in boxes – no loose items) - Paintings, pictures, serving bowls, decorative accessories, small mirrors, etc.
	Construction/Demolition Materials <ul style="list-style-type: none"> - Doors, windows, used wood in good condition, sinks, vanities, tiles in good condition, etc.
	Outdoor equipment

This SOP is for review and guidance purposes. Every precaution reasonable must be taken.
Specific plans and response action may vary.


Uncontrolled document when printed
The most recent version is the electronic copy located on SharePoint

	Standard Operating Procedure	SOP-WM045
	Date: January 18, 2017	Revision: 1
	Created By: Kate Brown Approved By: Heather Dzurko Waste Management Operations Supervisor	
		Page 2 of 3

	<ul style="list-style-type: none"> - Skiis, golf clubs, snowshoes, bicycles, rollerblades, ski/snowboard boots, shovels, seed spreaders, non-motorized grass mower, etc. - Functioning Power tools
Unacceptable Reuse Items	<p>Electronics</p> <p>Mattresses</p> <p>Clothing/Footwear</p> <p>Infant Item: (Toys, Safety devices, furniture)</p>
Site Layout	<p>A 40 yard closed top roll off bin will be placed on the tarmac below the sawtooth area where the bins for boat and bale wrap are stored.</p> <p>Signs will be placed on the doors of the reuse bin do indicate that it is a drop off bin only. Items cannot be taken from the bin. Sign or indication of Habitat for humanities involvement and contact information can also be included.</p>
CUSTOMER ARRIVES WITH MATERIAL FOR REUSE DROPOFF	<ul style="list-style-type: none"> • Customer to scale in at the scalehouse and receive weigh ticket. The standard tipping fee will be applied to the load. • If sawtooth landfill attendant identifies a reusable item in the load they can direct the customer to drop off material at reuse bin on their way to scale out of the site. • The customer will be asked to place the item in the bin as far back as possible so not to block space for future items to be put into the bin. • Customer to scale out - obtain final customer weight and charge standard waste tipping fee. • Transaction complete.
REUSE DROPOFF BIN IS FULL	<ul style="list-style-type: none"> • If the reuse drop off bin is full the attendant will contact waste admin assistant to coordinate pick up with habitat for humanity. • The door for the reuse bin will be closed by equipment operator when they have the opportunity and no other reuse items will be

This SOP is for review and guidance purposes. Every precaution reasonable must be taken.
Specific plans and response action may vary.


Uncontrolled document when printed
The most recent version is the electronic copy located on SharePoint

	Standard Operating Procedure	SOP-WM045
	Date: January 18, 2017	Revision: 1
	Created By: Kate Brown Approved By: Heather Dzurko Waste Management Operations Supervisor	
		Page 3 of 3

	accepted until Habitat for humanity empties the bin.
HABITAT FOR HUMANITY CLEANS OUT BIN	<ul style="list-style-type: none"> Habitat for humanity will arrive onsite to review contents of the bin on a regular basis tbd (weekly or twice weekly). If the bin is full Habitat for humanity will be notified and may choose to come out more frequently. Items that Habitat for humanity can reuse and take to their store will be loaded into their truck first. Items that they cannot reuse will be loaded into the back of the truck and taken to the sawtooth to be properly disposed in the waste or scrap metal bins. The bin will be left empty by Habitat for humanity and the door left open to start receiving materials again.
MATERIAL TRACKING	<ul style="list-style-type: none"> An inbound and outbound weight will be taken of the Habitat for humanity pick up and logged in transfer station. (Item to be added).
POST PILOT PROJECT	<ul style="list-style-type: none"> At the conclusion of the pilot project on September 15, 2017 a review will be completed. Attendants will stop directing customers to the reuse bin. Customers wishing to have items resused may be directed to the ReStore until approval for a permanent drop off program in Lindsay is recommended and approved. The City will request input from Habitat for humanity throughout the project but the end of the project will be an opportunity to summarize any changes and options for program improvement from their end. The City will review diversion quantities, impact on staff and any additional material requirements for continued operation of a reuse drop off program. The City will make recommendations on continuation of the program to the Waste Strategy Task Force and Lindsay Ops PRC. Depending on the outcome staff will also prepare a report to

This SOP is for review and guidance purposes. Every precaution reasonable must be taken.
Specific plans and response action may vary.

Uncontrolled document when printed
The most recent version is the electronic copy located on SharePoint

	Standard Operating Procedure	SOP-WM045
	Date: January 18, 2017	Revision: 1
	Created By: Kate Brown Approved By: Heather Dzurko Waste Management Operations Supervisor	
		Page 4 of 3

	<p>Council to endorse continuing the program with or without changes. Approval for long term operation from MOECC will be sought if agreed to by Council and required.</p>
--	--

This SOP is for review and guidance purposes. Every precaution reasonable must be taken.
Specific plans and response action may vary.

Uncontrolled document when printed
The most recent version is the electronic copy located on SharePoint