	<b>Standard Operating Procedure</b>	<b>SOP-WM042</b>
	<b>Date: January 18, 2017</b>	<b>Revision: 1</b>
	<b>Created By: Kate Brown</b> <b>Approved By: Heather Dzurko Waste Management Operations Supervisor</b>	
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	Fenelon Reuse Center	
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**PURPOSE:** To outline the operation of the Reuse Center at the Fenelon Landfill Site.


**TRAINING:**

- Review of this SOP

ACTIONS	DETAILS
<b>Acceptable Reuse Items</b>	<b>Bulky Items</b> <ul style="list-style-type: none"> <li>- Dressers, desks, chairs, cabinets, bed frames, mirrors, tables, outdoor furniture, etc.</li> </ul>
	<b>Houseware/Kitchenware</b> <ul style="list-style-type: none"> <li>- Plates, pots and pans, glasses, mugs, utensils, teapots, etc.</li> <li>- Paintings, pictures, serving bowls, decorative accessories, small mirrors, etc.</li> </ul>
	<b>Construction/Demolition Materials</b> <ul style="list-style-type: none"> <li>- Doors, windows, used wood, sinks, framing, etc.</li> </ul>
	<b>Outdoor equipment</b> <ul style="list-style-type: none"> <li>- Skis, golf clubs, snowshoes, bicycles, rollerblades, ski/snowboard boots, shovels, seed spreaders, non-motorized grass mower, etc.</li> </ul>

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


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	Childrens toys  Books  CDs, VHS, DVDs, records, etc.
<b>Unacceptable Reuse Items</b>	Electronics  Mattresses  Power tools  Clothing/Footwear
<b>CUSTOMER ARRIVES WITH MATERIAL FOR REUSE DROPOFF ONLY</b>	<ul style="list-style-type: none"> <li>• Customer to scale in - obtain customer weight and provide with a ticket. The standard tipping fee will be applied.</li> <li>• Customer to drop off material at reuse center. For dropoff, customers should park on the east side of the reuse center to avoid disrupting incoming traffic.</li> <li>• Customer to scale out - obtain final customer weight and charge standard waste tipping fee.</li> <li>• Transaction complete.</li> </ul>
<b>CUSTOMER ARRIVES WITH WASTE, RECYCLING AND REUSE DROPOFF</b>	<ul style="list-style-type: none"> <li>• Customer to scale in - obtain customer weight and issue ticket.</li> <li>• Direct customer to the appropriate dropoff locations within the landfill, including the reuse center.</li> <li>• Customer to scale out - obtain final customer weight               <ul style="list-style-type: none"> <li>○ charge standard waste tipping fee for reuse items. This includes the \$5 minimum charge, effective March 31, 2017.</li> <li>○ charge applicable fees for other materials (i.e. leaf and yard)</li> </ul> </li> <li>• Transaction complete.</li> </ul> <p><b>Note: If customer has material for disposal at the landfill site AND wants to take items from the Reuse Center home, they may only do so after all other transactions have been</b></p>

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	<b>completed and when they are exiting the site. This will ensure residents cannot offset their weight by collecting reuse items beforehand.</b>
<b>CUSTOMER ARRIVES TO PICKUP MATERIAL FROM REUSE CENTRE</b>	<ul style="list-style-type: none"> <li>• All items in the reuse center can be taken by residents <b>free of charge.</b></li> <li>• No action is required from landfill attendants to track, record or process payment for customers <b>ONLY</b> taking materials from the reuse centre.</li> <li>• <b>Note: residents participating in the paint reuse program are still required to complete the paint reuse customer information sheet and provide a signature.</b></li> </ul>
<b>MATERIAL TRACKING</b>	<p>A voluntary reuse item checklist will be posted in the Reuse Center. This checklist will be completed by residents taking materials from the Reuse Center home. The list will allow staff to determine an estimate of material type and weight diverted from landfill. Landfill attendants and equipment operators <b>are not required</b> to complete the checklist. <b>Please inform residents using the Reuse Center, when possible, of the list and ask them to complete on their way out.</b></p> <p>A copy of this form is saved in the S Drive.</p>

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