

Maine Department of Environmental Protection
Bureau of Remediation and Waste Management
Division of Solid Waste Management
17 State House Station, Augusta, ME 04333



Transfer Station Operator's Training Program

- **Learn to better run your municipal facility**
- **Gain DEP Certification as a *Transfer Station Operator* or *Master Transfer Station Operator***
- **Join the program at any time**
- **Completely voluntary**



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Division of Solid Waste Management
17 State House Station, Augusta, ME. 04333
Phone: 207-287-2651 Fax: 207-287-7826

Why should I take this training?

The Department of Environmental Protection is offering this training to municipalities to help improve the operation and overall management of transfer stations. By taking this training, you will:

- gain a better understanding of Department regulations and concerns;
- learn methods of operation that achieve compliance, improve efficiency and possibly save money; and
- have the opportunity to become a Certified Transfer Station Operator or Master Transfer Station Operator.

Come and see what other towns have accomplished. Share your ideas, problems and concerns. Leave with ideas for improving management, operations, and efficiency that save money and raise personal expectations.

Transfer Station Operator Certification is not required. You can take training classes without requesting certification.

How do I find out when the Training Sessions are offered?

All workshops will be announced by mailings to individuals, town offices and private businesses by request. The announcement will contain a description of the training session, location of the training, hours of presentation, and a registration form. You must return the registration form if you want to attend the session. Refreshments and lunch will be provided throughout the day. Each course will have a registration fee to partially cover the cost of delivering the training and food. This fee may vary depending upon the topic and available funding.



Training sessions will be scheduled in 5 areas of the State: North/Downeast, Waterville/Bangor, Augusta/West, Mid-coast/East, and Portland/South. To offer this training we need a minimum number of pre-registrations. If we need to cancel any sessions, pre-registrants for cancelled workshops will have the opportunity to select another location.

ELECTIVE TRAINING SESSION 4:

Participants may choose from one of the following:

A. Leaf and yard waste composting for municipalities

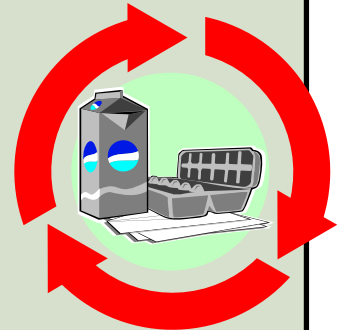
- Composting Defined
- Pile Formation and Mixing, Feed-stocks and Recipes
- Basic Compost Methods
- Problems in Process, what to do
- Regulation of Composting
- Selecting a Community Model/Selecting a Method
- Public Education
- Product Marketing and Distribution
- Technical Assistance
- Photo Field Tour of Facilities

B. University of Maine Compost School

- 4 days classroom, afternoon field trips
- 1/2 day final classroom
- \$ 495/ attendee

For a Compost School schedule and to register, contact:

Bill Seekins
Department of Agriculture
Natural and Rural Resources
28 SHS, Augusta, ME. 04333
207-287-7531
www.composting.org



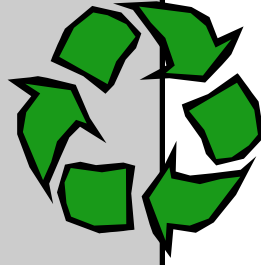
We are interested in your ideas for additional elective training sessions. Please contact Eric Hamlin at (207)822-6344 or by e-mail at eric.p.hamlin@maine.gov

Thank you for safely managing Maine's solid waste.

Elective Training Sessions

ELECTIVE TRAINING SESSION 1: **Managing Recyclables**

- Recyclable Wastes Defined
- Composting Residuals
- Electronics, Mercury containing products
- Education
- Equipment
- Clean Separation, Storage and Value
- Marketing and Record Keeping

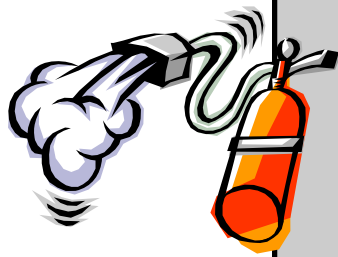


ELECTIVE TRAINING SESSION 2: **Universal Waste**

- Universal waste defined
- Managing UW at your facility
- Paperwork requirements
- TV & computer monitor management
- Removing mercury from appliances
- Dealing with breakage and spills

ELECTIVE TRAINING SESSION 3: **Safety**

- Operator protective equipment
- Public access and safety
- Hazard communication
- Waste handling
- Intro to OSHA standards
- Equipment Operation
- Bloodborne pathogens
- Flammables and Fire Safety



What are the Certification Requirements?

TO CERTIFY AS A TRANSFER STATION OPERATOR:

Complete 3 core-training sessions as sponsored by DEP Division of Solid Waste Management including *Transfer Station Operations, Reporting Requirements & Report Preparation, and Hazardous Waste and Special Waste* within a 5-year period; and

Successfully complete a certification exam. Successful completion requires a score of 75%. Exams will be administered independently (students take written exam on their own) and by request, interactively (use of slides and visual aids with questions read aloud).

TO CERTIFY AS A MASTER OPERATOR:

Complete requirements for certification as a transfer station operator above; and

Complete 2 elective training sessions (not previously attended) within the same 5-year period.

TO RENEW CERTIFICATION AS AN OPERATOR OR MASTER OPERATOR:

Complete 1 refresher-training session or 1 elective training session (not previously attended within the 5-year training period) every 2 years prior to certificate expiration date.

EXPIRATION OF CERTIFICATION:

All certifications will expire 5 years from the date of issuance, unless the certificate holder has completed re-certification requirements.

DOCUMENTATION:

A certificate of attendance will be issued to each individual who completes a training session. An individual who completes the requirements to be certified as a transfer station operator or master operator will be issued a Certificate indicating the level of accomplishment.

Contact information may be found listed on the front cover.

Which course do I take first?

You may begin attending training sessions at any point throughout the cycle of presentation of training topics. Note that it will likely be more than a year before a topic is repeated, so that every effort to attend a session of interest should be made when it is first offered. We welcome all interested in the topic offered whether you seek certification or not.

For those interested in certification, the training sessions are identified as *core training sessions* or *elective training sessions*. During the presentation cycle, core sessions will be mixed with elective sessions as topics are developed for presentation.

Information about currently planned session topics is presented on the following pages. We welcome suggestions for training topics and your creative ideas for presentation. Address your comments or questions about the program to the training program manager, Linda Butler at 207-287-2651.

Core Training Sessions

CORE TRAINING SESSION NUMBER 1:

Transfer Station Operations

- Operational records
- Waste Storage and Handling
- Storage Area Maintenance
- Access Control and Station Attendance
- Unloading of Waste
- Acceptable and Unacceptable Wastes
- Equipment
- Litter
- Dust and Odor Control
- Leachate Control
- Disease Vectors
- Fire Protection
- Operations Manual
- Volume Control on Site vs. Collection Vendors Requirements

CORE TRAINING SESSION NUMBER 2:

Reporting Requirements & Report Preparation

- DEP Annual Report Form
 - Changes in Collections or Design
 - Revising Operations Manual
 - Staff Training
 - Accidents/Spills/Incidents
 - Ongoing Record Keeping
- SPO Recycling Volumes
 - Ongoing Record Keeping
- MUNICIPAL Waste Volume Tracking
 - Recycling Volume Tracking
 - Financial Tracking
 - Management and Collection
 - Vendors
 - Planning for Future Needs



CORE TRAINING SESSION NUMBER 3:

Hazardous Waste and Special Waste

- Hazardous Waste
 - Defined, Household vs. Other
 - Potential Problems at Transfer Stations
- Special Waste
 - Defined
 - Potential Problems at Transfer Stations
- Exclusion Plan
 - Operator Safety
 - Identification of Waste
 - Handling and Temporary Storage
 - Notification and Getting Help
- Non-hazardous Waste Transporter's Rule
- Asbestos
 - Health, Regulation and Exclusion at Facilities

