

OLMSTED COUNTY  
MINNESOTA

## OWEF



301 Energy Parkway NE, Rochester, MN 55906

# Safety Responsibilities

## Employer Compliance:

- Your employer is mandated to adhere to all relevant OSHA (State and Federal) regulations concerning your occupational safety and health. This includes providing the necessary protective equipment and training to perform your job safely and effectively.

## County's Duty to Inform:

- The County is responsible for furnishing your employer with comprehensive information regarding the hazards associated with the County's Solid Waste Facilities. This information enables your employer to train and equip you for your tasks properly.

## Sharing Safety Procedures:

- The County is obligated to communicate safety procedures to your employer, ensuring that your employer can adequately brief you on the safety protocols specific to the County's Solid Waste Facilities.

## Provision of Safety Equipment:

- The County has supplied essential safety equipment, including gates, long-handled tools, and fall protection attachment points to enhance safety. You must use this equipment and any additional equipment your employer provides when required.

## Adherence to Safety Procedures:

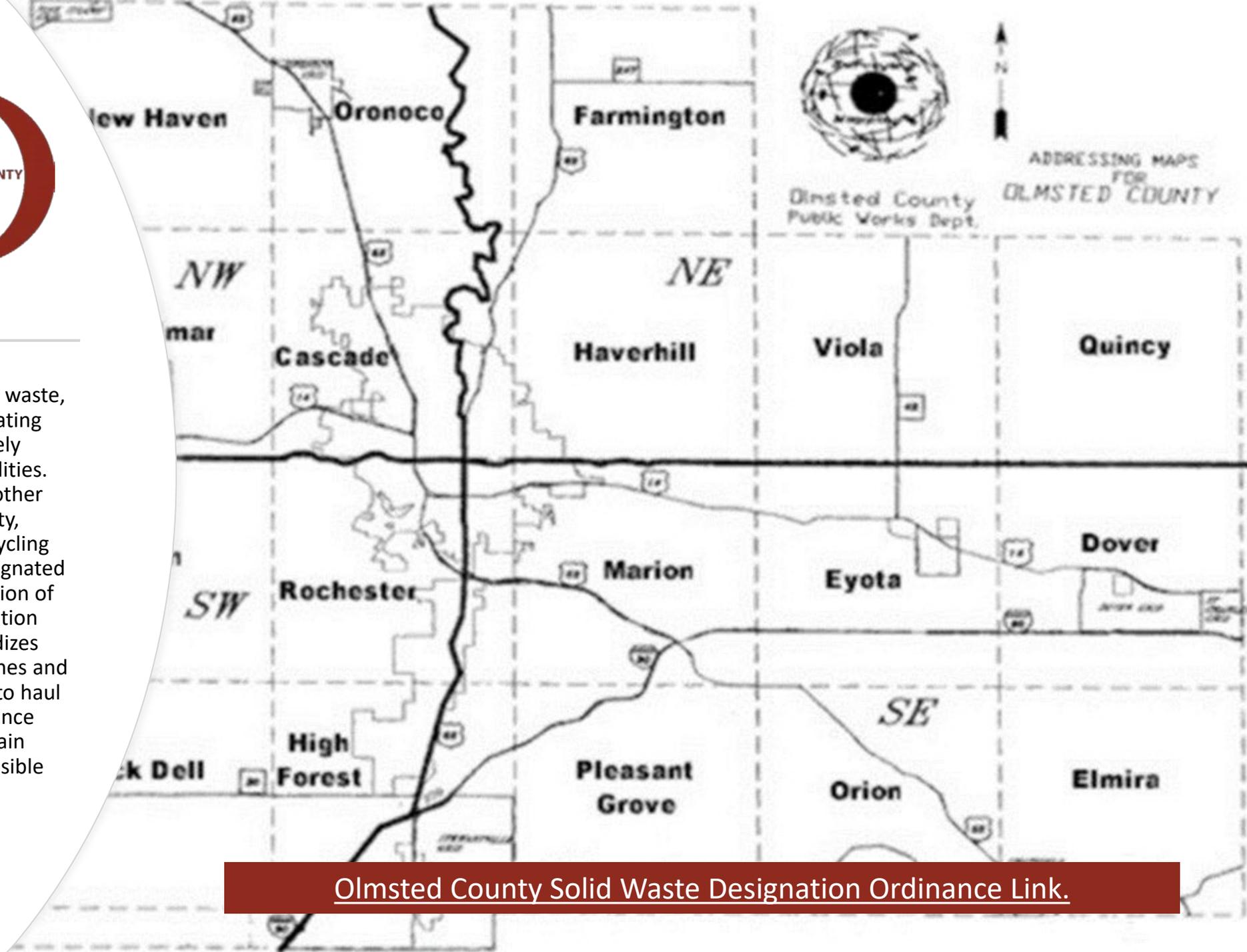
- As part of your responsibility, you must diligently follow the safety procedures outlined in this presentation, promoting a safe working environment within the County's Solid Waste Facilities.





## Designation

Olmsted County mandates that ALL solid waste, commonly referred to as garbage, originating within Olmsted County must be exclusively directed to Olmsted County disposal facilities. Any diversion of such waste to facilities other than the Olmsted Waste-to-Energy Facility, Kalmar Landfill, the Olmsted County Recycling Center, or any other facility officially designated by Olmsted County is considered a violation of the Olmsted County Solid Waste Designation Ordinance. Furthermore, this act jeopardizes your employer of incurring substantial fines and the potential revocation of their license to haul garbage within Olmsted County. Compliance with this directive is imperative to maintain regulatory adherence and ensure responsible waste management practices.

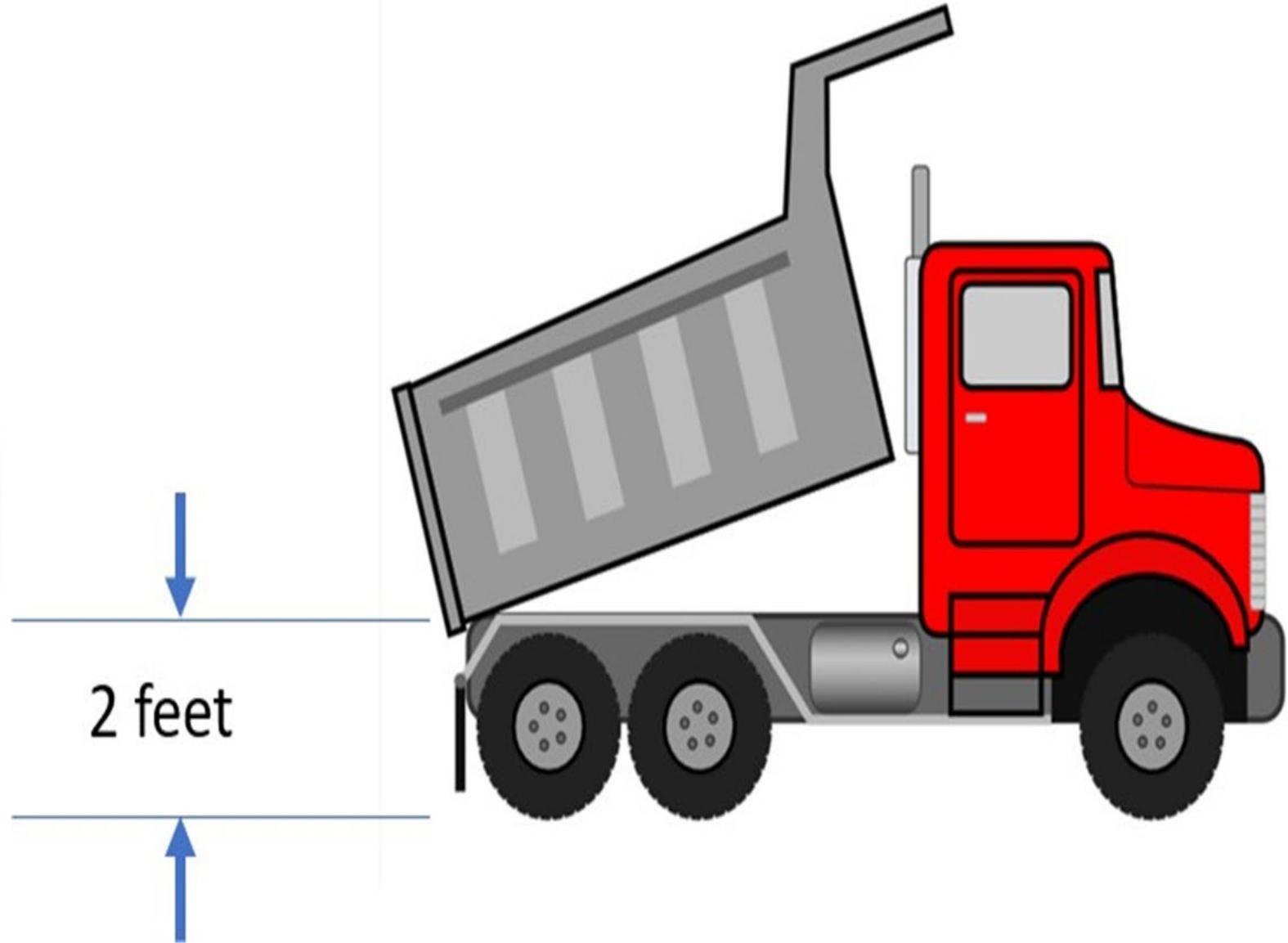


[Olmsted County Solid Waste Designation Ordinance Link.](#)



## Required Vehicle for OWEF

To access the OWEF, licensed hauler vehicles must possess the capability to mechanically elevate and discharge waste directly into the designated pit. When this equipment is activated for dumping, the vehicle's rear end must maintain an elevation of at least two (2) feet above ground level.

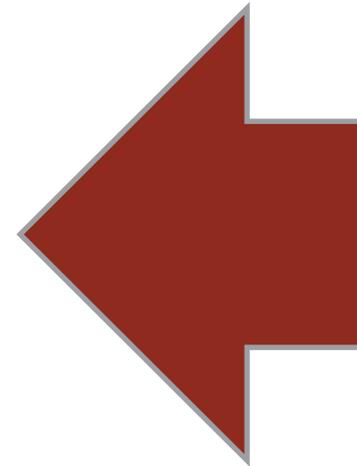


# What OWEF will Accept

- The OWEF will gladly accept Mixed Municipal Solid Waste (MMSW) if it meets the specified sizing requirements.
- Please be aware that the OWEF does not accept the following items:
  - Recyclables
  - Bulky items exceeding 3' x 3' x 3' in dimensions or 5' in length.
  - E-waste
  - Appliances
- Any unauthorized material brought to the facility is subject to special handling fees.



# Speed Limits



It is imperative that all drivers strictly adhere to the posted speed limits for the roadways within our facilities and follow directional signs as posted. Your cooperation ensures the safety and efficiency of operations on site.





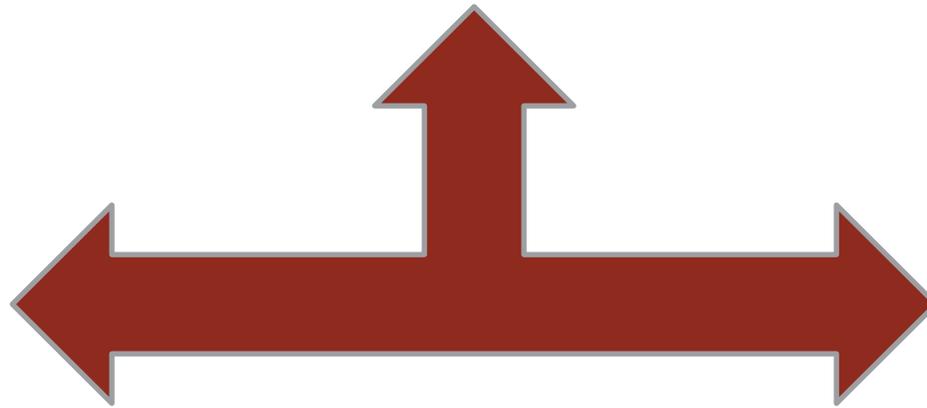
## Follow Signals & Staff Instructions

All drivers are required to promptly comply with any directives issued by Olmsted County staff, including guidance on selecting the appropriate tipping area when unloading materials. Additionally, drivers must follow the directional lights on the OWEF tipping floor as part of their duties. This commitment to following instructions and guidance ensures the safe and efficient operation of the facility.



# No Cell Phone Use on the Tipping Floor

The use of cell phones is strictly forbidden when on or close to the OWEF tipping floor area.



# Smoking

No smoking or open flames are allowed on or near the OWEF tipping floor.



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# Hot Loads

## Hot Load Prohibition:

### **Strict Hot Load Policy:**

Our facilities have a strict policy, and **we do not accept hot loads under any circumstances.**

### Fire Prevention Measures:

#### **Preventing Fire Hazards:**

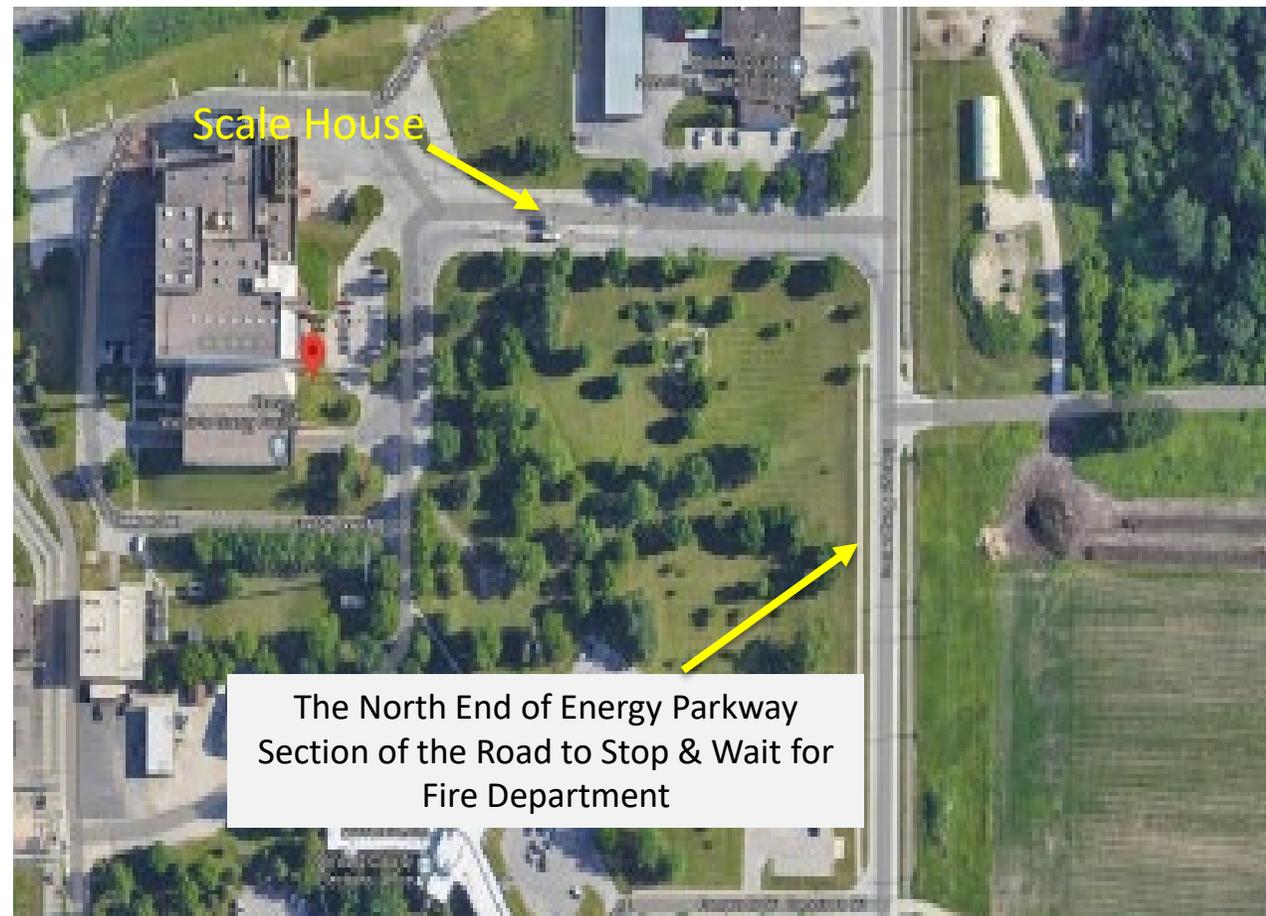
To ensure fire safety, it is imperative that you **do not attempt to drive a burning load into our facilities.**

### Emergency Procedure for a Burning Load:

#### **Immediate Action Required:**

If you detect a burning load while at the OWEF, please follow these immediate steps:

- Proceed **without delay** to the **north end of Energy Parkway.**
- **Dial 911** to report the fire.
- Follow your company's established policies and training protocols until the Fire Department arrives.
- Prioritize personal safety by distancing yourself from the fire hazard.
- As appropriate, Notify the County, OWEF operations, or the scale operator.
- Your safety and the safety of everyone involved are of utmost importance to us, and we appreciate your cooperation in adhering to these guidelines.



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A photograph of a yellow and green roll-off dumpster with its lid open. A person's legs, wearing dark shorts and black shoes, are sticking out of the dumpster. The dumpster is on a paved surface with a yellow line. The background shows green grass and trees.

# No Scavenging

- Haulers are not allowed to pick through material dumped on the floor or in a roll-off container. All material dumped becomes the property of Olmsted County

## Personal Protective Equipment (PPE)



### Tipping Floor Safety Attire:

For safety reasons, all individuals entering the tipping floor area must wear, at a minimum, the following protective gear:

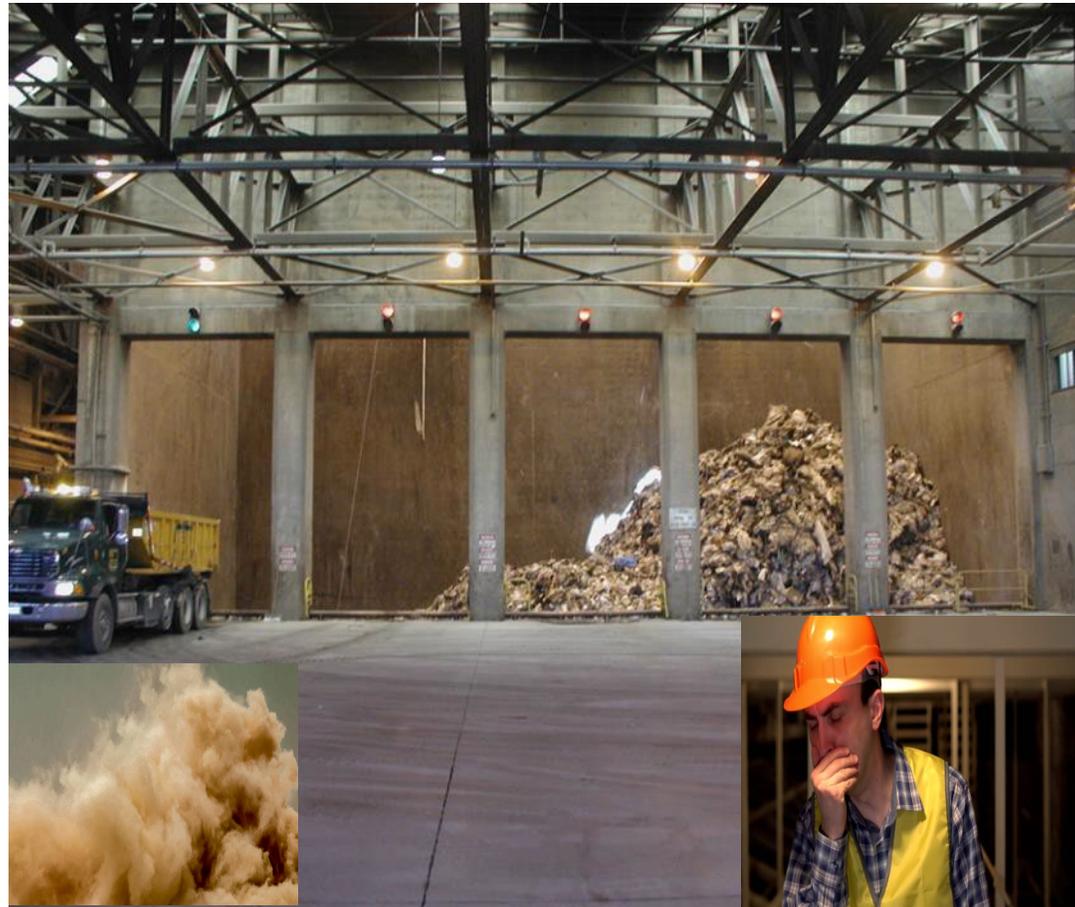
- Hard hat
- Safety glasses
- Sturdy work boots
- High-visibility vest
- Hearing protection, if necessary.



# Dust on the Tipping Floor

Given the potential for dusty conditions on the tipping floor, drivers need to anticipate and effectively address such situations. Your employer is responsible for supplying you with appropriate PPE as they deem necessary to mitigate the impact of dust exposure.

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# Drugs, Alcohol, and Firearms

Olmsted County strictly prohibits the presence of alcohol, illegal substances, or firearms on county property. If a driver or assistant is suspected of being under the influence of drugs or alcohol, their respective company will be promptly contacted for necessary action.



# Headlights On

It is mandatory for all trucks to have their headlights turned on while operating within the tipping floor areas.

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# Dumping in the Wrong Place



Do not dump loads on pavement, tipping floor, or in areas that are not explicitly designated for dumping, unless directed to do so by OWEF staff.

# Clean Your Own Trucks

As the driver, you are responsible for thoroughly removing all trash from your truck body while conducting discharge operations into the pit.

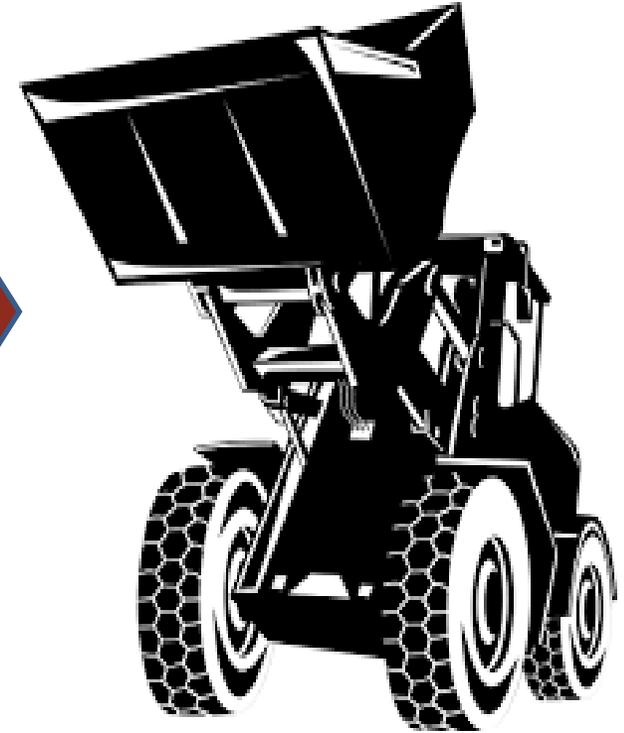
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# Management of Spillage

If you encounter spillage that cannot be readily pushed into the pit while maintaining a safe distance outside the laser line, please utilize the long-handled tools provided on the floor.

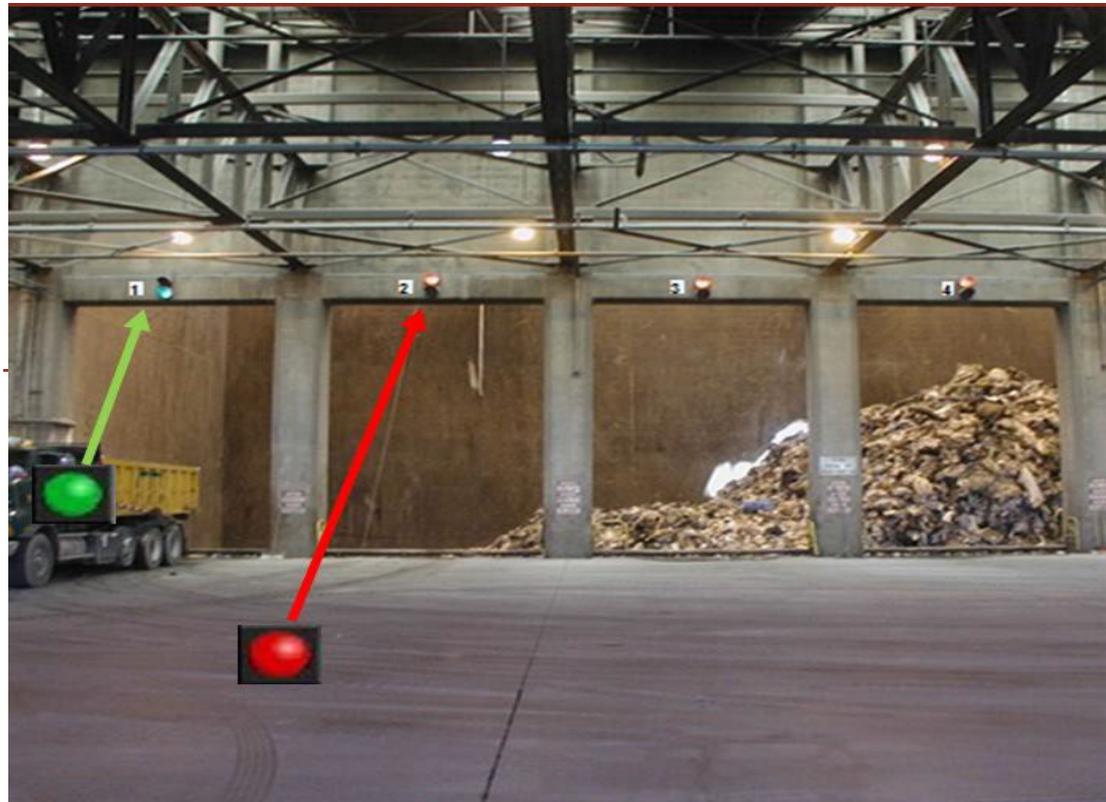
However, if the spillage remains unmanageable, contact the front-end loader/excavator operator for assistance in pushing it into the pit.



## OWEF Tipping Floor Protocol

- Five (5) bays are available—the speed limit while on the tipping floor is **10 mph.**
- To ensure your safety, utilizing only the bays displaying a **green** light above them is crucial.
- If you encounter a bay with a **red** light, it signifies that it is either unprepared to accept waste or that crane operations are underway in that area.

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# OWEF Tipping Floor Protocol (more signals)

- Signal lights are additionally positioned along the **south wall** of the tipping floor.
- Their purpose is to assist haulers in ascertaining the status of a tipping bay, particularly when they cannot view the light directly above the bay they are using.
- It's important to note that these lights can change **unexpectedly**, so please ensure you regularly monitor the signals to prevent any inadvertent collisions with the crane grapple.



# OWEF Tipping Floor Protocol (danger on red)

## **URGENT NOTICE! EXERCISE EXTREME CAUTION!**

It is imperative to grasp that the "green light" status of the tipping bay in use may alter during your unloading procedure. Therefore, it is crucial to remain vigilant and consistently monitor the status of the tipping bay lights while on the tipping floor. Your safety is paramount.



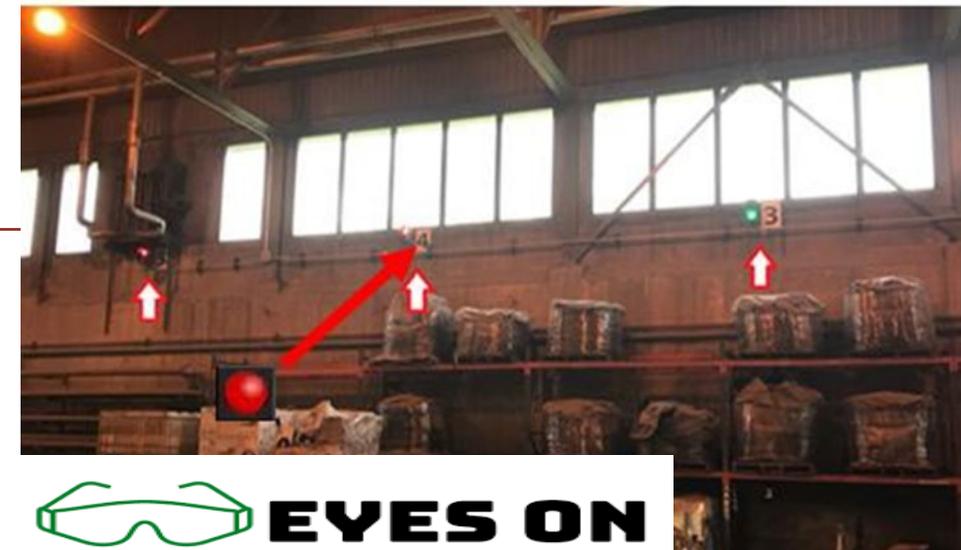
Keep an eye on the lights to avoid this!

# OLMSTED COUNTY MINNESOTA

## OWEF Tipping Floor Protocol (Important!)

- **Initial Unloading:** Pull your vehicle into a bay with a **green** light signal and begin unloading your materials.
- **Vehicle Relocation:** After unloading, position your vehicle forward so that you can walk back and visually inspect the truck to ensure it's empty.
- **Identifying Remaining Garbage:** During your inspection, if you observe any remaining garbage inside your vehicle that requires disposal, you must reverse back into the same bay for dumping.
- **Crucial Verification:** Confirming that the tipping bay light remains green before reversing into the bay again is paramount. Skipping this step could lead to a potential incident, as illustrated in the accompanying image.
- **Proceeding Safely:** If the tipping bay light is still **green** and the bay is accessible from crane operations, you may proceed with the dumping process.
- **Red Light Alert:** If the tipping bay light has turned **green** to **red**, immediately abort your current approach and locate a different bay with a **green** light signal for safe dumping.

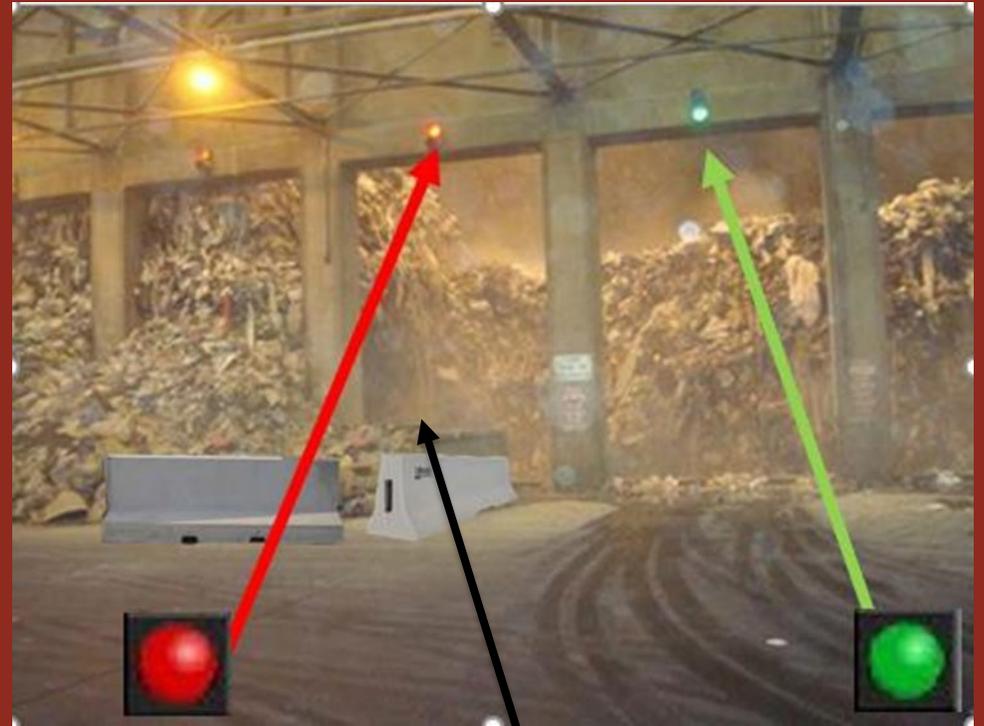
This comprehensive protocol ensures safety and efficiency during the unloading process, reducing the risk of accidents or disruptions caused by oversight.



 **EYES ON  
SAFETY**

# Tipping Floor Bays

From time to time, specific areas on the tipping floor are designated for storage. These areas will have clearly defined boundaries, and it is imperative to adhere to the availability of bays. As a fundamental safety measure, at least one unoccupied bay will always act as a protective barrier between the solid waste on the tipping floor and the bays designated for use. Compliance with these guidelines is mandatory.



Protective Barrier

Keep Safety In Mind

**THINK**  
**BEFORE**  
**YOU ACT**

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Keep safety in mind.  
It will save your behind.

# Stay Within 6-ft of Your Vehicle

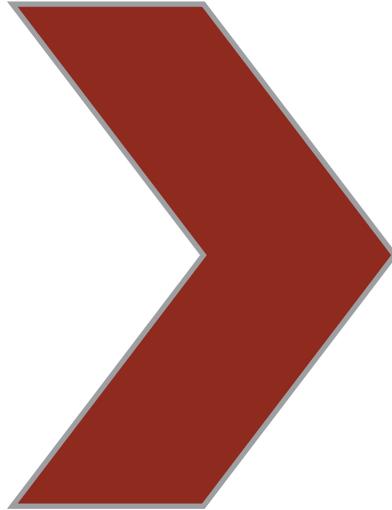
When traveling with an assistant, please ensure that only one person exits the vehicle at any time. The designated individual leaving the delivery vehicle should maintain a distance of no more than six (6) feet from their vehicle while on the tipping floor. It is essential to remain vigilant about the movement of other vehicles and exercise caution at all times, strictly adhering to the safety protocols in place at the facility.



Keep Safety In Mind

# Cautionary Zone – Fall Protection Required

- Users of the tipping floor are prohibited from approaching an unprotected tipping bay opening closer than a distance of six (6) feet unless they are equipped with the necessary personal fall protection or positioning (restraint) equipment, as outlined in 29 CFR1926.502 or OSHA 1926.502 regulations.
- A projected laser line delineates this cautionary zone. It is crucial to exercise caution when scraping or shoveling in this area to ensure that the laser line remains intact and effective. Safety is paramount, and compliance with these guidelines is imperative to mitigate potential hazards.



Keep Safety In Mind

# Tipping Bay **Yellow** Protection Gates

- Fall protection gates have been strategically placed at all tipping bays to prioritize your safety. In many instances, these **yellow** gates are designed to meet OSHA regulations, negating the necessity for a full-body harness or fall restraint system.
- To ensure the effectiveness of these gates, it is imperative to position your vehicle as closely as possible to the **yellow** gate. There should be minimal space between the **yellow** gate and your vehicle when the gate is fully extended and properly positioned. When this staging is correctly executed, the gate offers the required fall protection, rendering additional fall protection systems unnecessary.
- To safely extend the **yellow** gate into position, approach the concrete column, ensuring you are centered in the middle of the column, and carefully extend the **yellow** gate outward. This meticulous procedure guarantees the highest level of safety for all individuals involved.



Keep Safety In Mind

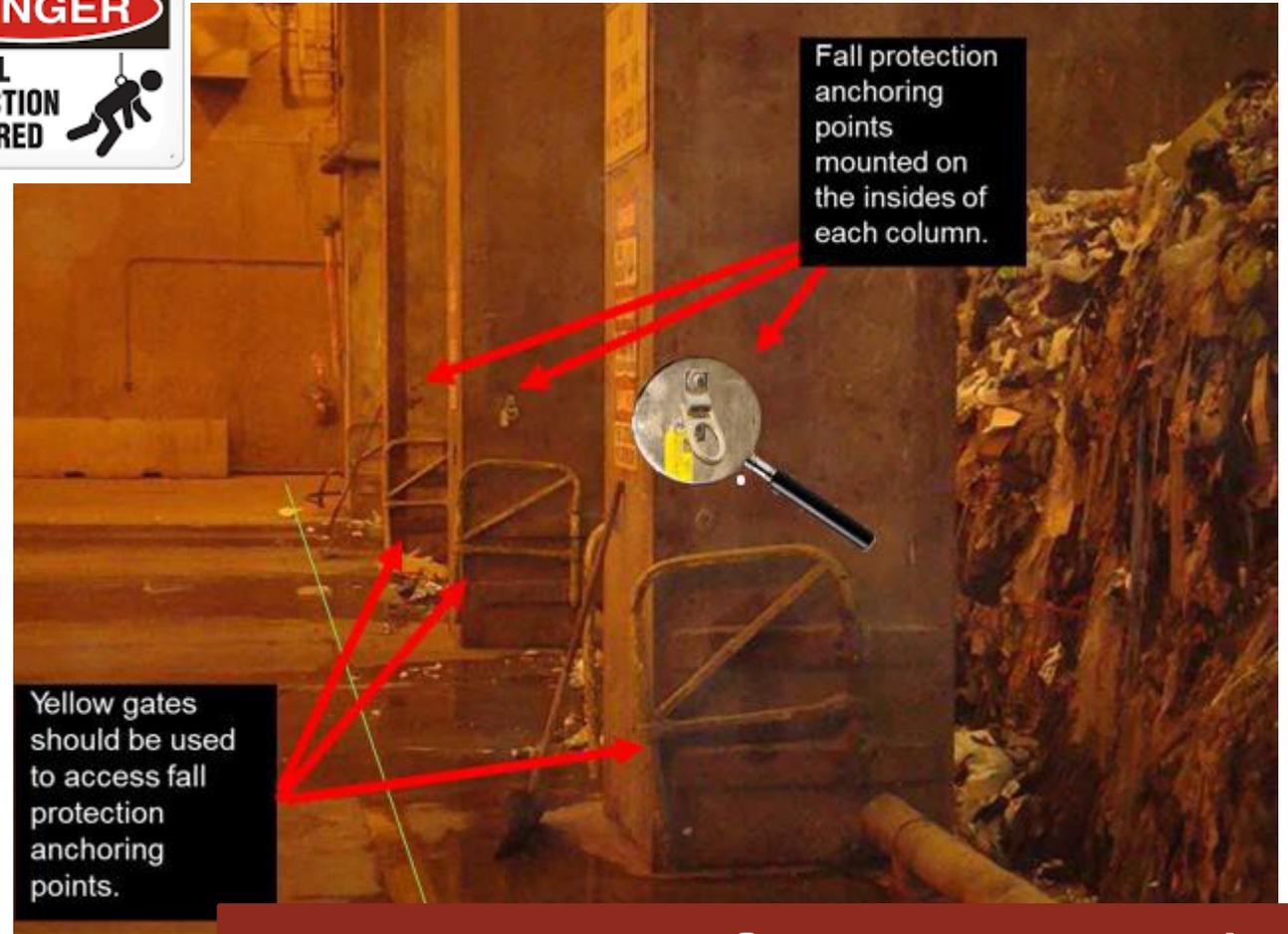
# Body Harness or Restraint System

When employing a full-body harness and lanyard as the chosen method for fall protection, the primary consideration is to utilize the certified anchorage system provided on the hauler's vehicle whenever possible. However, if such a vehicle-based system is unavailable, the fall protection anchorage point, affixed to the columns near each tipping bay, can be a viable alternative.

To safely access and utilize the anchorage point situated on each column, individuals should follow these steps:

- **Approach the concrete column, ensuring they are centered in the middle of the column.**
- **Carefully extend the yellow gate into position.**
- **Once the yellow gate is positioned correctly, it acts as a protective barrier, preventing potential falls into the garbage pit.**
- **At this point, one can securely attach the lanyard to the designated anchorage point.**

These procedures ensure a safe and effective approach to fall protection when using a full-body harness and lanyard, regardless of whether a vehicle-based or column-based anchorage system is employed.



Fall protection anchoring points mounted on the insides of each column.

Yellow gates should be used to access fall protection anchoring points.

Keep Safety In Mind

# Think Safety Near the Edge



The bay opening doesn't offer a picturesque view. Ensure your safety by utilizing personal fall protection or restraint equipment within six (6) feet of the pit's edge, as a fall into it could prove fatal. To use the **yellow** gate properly, position it between yourself and the pit. Remember to approach the concrete column, ensuring you are centered in the middle of the column, and carefully extend the **yellow** gate outward.



Keep Safety In Mind

# Think Safety When Cleaning Up



You must clean up the receiving bay after every use. But keep the six (6) foot safety zone in mind. Our primary concern is your well-being.



If a spillage cannot be safely addressed by staying outside the designated laser line and utilizing the provided tools, please leave it for the front-end loader/excavator operator to handle.



Keep Safety In Mind

# Never stand behind an elevated load.

**BE ALERT!!**  
**EXPECT THE UNEXPECTED**



**THINK**  
**BE AWARE OF YOUR SURROUNDINGS**

**Keep Safety In Mind**





Entering or standing on the top of your truck to remove garbage, perform repairs, or inspect a truck for issues is **EXTREMELY HAZARDOUS** and **STRICTLY FORBIDDEN** on the premises. Our facility actively monitors tipping floor activities, and any unsafe practices will be reported to your manager immediately

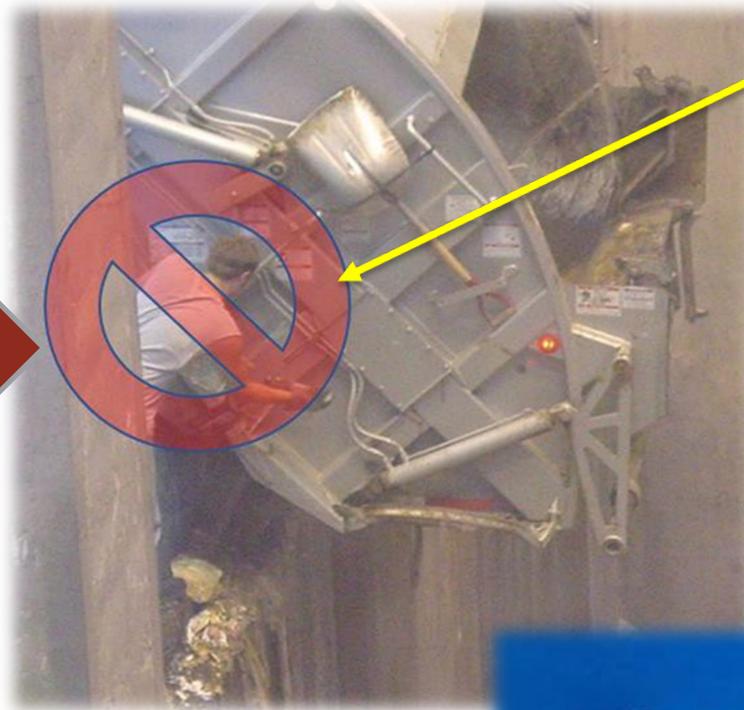


Keep Safety In Mind

# Think Safety While Tipping

Your manager will promptly receive notifications regarding any significant safety breaches.

Furthermore, in severe violations, a formal 'Notice of Violation' may be issued to your employer, potentially leading to the forfeiture of tipping floor access privileges.



Notice of Violation	
This notice is to inform you that you have not complied with one or many of policies and/or procedures (specific details are listed below).	
Organization/Department: _____	
Name of Contractor: _____	Date of Violation: _____ Time of Violation: <input type="checkbox"/> AM <input type="checkbox"/> PM
Contractor Employee: _____	Name of Passenger (if applicable): _____
Check the unsafe act/conditions that were violated:	
<input type="checkbox"/> No hard hat	<input type="checkbox"/> Failure to lock/block hydraulic system
<input type="checkbox"/> No ANSI Class II reflective vest	<input type="checkbox"/> Fall protection was not used
<input type="checkbox"/> Standing on top of vehicle	<input type="checkbox"/> Unsafe posture/position
<input type="checkbox"/> Other	
Describe activities in detail (tipping bay, number of trucks on tipping floor, PPE worn, events, etc): _____ _____	
Recommended corrective actions:	
<input type="checkbox"/> Re-training	
<input type="checkbox"/> Disciplinary Action	
<input type="checkbox"/> Other	
NOTICE: This form will be kept in your company's contract folder. This information will be reviewed during future contract negotiations and/or future violations that occur. Continued violations will not be tolerated.	
	Title: _____
	Date: _____



Keep Safety In Mind



# Tipping Floor Staging Area & Loadout Area

OWEF contracts with service providers who may need to position equipment such as trucks, tanks, protective tents, or other equipment on the tipping floor to complete their tasks. To facilitate safe operations, yellow boundary lines have been marked on the **western side** of the tipping floor to indicate designated equipment placement areas.

The overhead crane loadout bay is just north of the contractor staging area. Unauthorized access to this area is strictly prohibited unless expressly authorized by OWEF control room personnel.

Please exercise utmost caution in this vicinity, as the risk of falling debris is significantly elevated. The loadout area is secured with chains, and warning signs are prominently displayed to alert individuals to the hazard.



# OWEF Building Security

Our facility has implemented several security enhancements to safeguard our premises.

The facility is now under continuous lock and key. Individuals will need a key or key card to access the administration areas or the boiler house from the outside. This means that while working on the tipping floor, access to any area beyond it will require proper authorization.

For added safety and communication, a dedicated phone is mounted inside a **yellow** box on the **eastern wall** of the tipping floor. This phone will automatically connect to the OWEF Control Room when the handset is lifted. It should be used when immediate communication with Control Room staff is necessary. In case of an **EMERGENCY**, contact the Control Room **IMMEDIATELY** using this phone.

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# Think Safety If You Spill Oil



If you encounter a fluid leak from your vehicle while working on the tipping floor, it is crucial to promptly inform OWEF staff to initiate a cleanup process. Fluid spills on the floor pose multiple risks, including slip hazards, potential fire hazards, and the possibility of being carried outside, leading to stormwater violations.

If a fluid leak occurs on the tipping floor, immediately contact the control room by lifting the handset on the **yellow phone box** on the **east wall**.



Keep Safety In Mind

# Exit on the East

When leaving the tipping hall, please use the exit on the **east** side of the building or the door opposite the one you entered through. The exit door functions identically to the entrance door, opening automatically as you approach. As a reminder allow only **one** truck at a time through the exit and avoid tailgating.



# Exiting the Tipping Floor

When leaving the tipping floor, it is important to proceed cautiously and exit slowly. Ensure that you come to a complete stop at the YIELD sign positioned at the initial intersection. This practice is vital due to the ongoing movement of vehicles and pedestrians throughout the facility.



# Containers

Please ensure that containers are properly secured to prevent leaks or spills of liquids. Under no circumstances should liquid be discharged outside of designated areas.



Keep Safety In Mind



# Olmsted County Kalmar Landfill

On designated days, you may receive instructions to divert waste from the Olmsted Waste-to-Energy Facility to the Kalmar Landfill. This directive typically arises from instances of facility over-capacity or operational outage.

If conditions necessitate it, a 'Bypass' may be 'called off,' typically due to factors like adverse wind or other unforeseen circumstances. In such cases, you should revert to the standard waste delivery practice to the OWEF. Your employer will promptly inform you of these developments and will, in turn, communicate the necessary instructions.

Please refer to the 'Driver Information for Kalmar Landfill' presentation for comprehensive guidance on weighing and tipping procedures.



# Properly Covered Loads

It is mandatory for all loads bound for the OWEF to be securely covered. Every driver bears the responsibility of ensuring that their loads are adequately covered and that all materials are directed to the disposal facility. Neglecting to properly secure refuse loads or to address waste spillage during transportation or handling promptly may lead to the imposition of fines, special handling charges, or the actual expenses incurred for cleanup—whichever amount is greater.



# Unacceptable Waste

The following waste materials are strictly prohibited and categorized as 'Unacceptable Waste' at our facility:

1. Hazardous Waste
2. Motor vehicle fluids and filters
3. Fluorescent tubes or high-intensity discharge lamps
4. Liquid wastes of any kind in large quantities
5. Radioactive waste
6. Large quantities of animal remains.
7. Paint, solvents, gasoline, and flammable liquids."



# More Unacceptable Waste

In addition to the previously mentioned 'Unacceptable Waste,' the following materials are also prohibited:

1. Un-vented tanks and pressure vessels
2. Aerosol cans in large quantities
3. Mining wastes
4. Pesticides, insecticides, chemicals, or other toxic materials (except in household quantities)
5. Recyclable materials are separated for recycling.
6. Appliances



**UNACCEPTABLE  
WASTE**



# Need Prior Approval

## Important Notice: Disposal of Certain Items at County Facilities

It's crucial to be aware that some items may be classified as 'Unacceptable' at one of the County's facilities but may find acceptance at another, contingent upon further evaluation, potential testing, or unique circumstances. In such cases, it may be necessary to provide special documentation to accompany the load to the facility.

Please ensure prior approval and the essential documentation to avoid the necessity for removal, incurring additional charges, and potentially causing delays in your operational processes.

### The items under consideration encompass but are not limited to:

- Industrial waste stemming from manufacturing processes.
- Bio-medical waste, mainly if it is infectious, hazardous, flammable, or toxic, includes human remains.
- Sludges.
- Agricultural wastes.
- Yard waste and tree debris.
- Street sweepings.

**PRIOR  
APPROVAL  
REQUIRED**

We urge your employer to contact the appropriate authorities to secure approvals and documentation. This proactive approach will help prevent inconveniences and ensure these items' efficient and hassle-free disposal. If in doubt, **DO NOT HAUL**.



# Non-Processible Wastes at OWEF

- Steel banding
- Large items exceed 3' x 3' x 3' or 5' lengths.
- Auto parts, including gasoline tanks, engine blocks, drive shafts, etc.
- Large metal items
- Fencing materials
- Furniture
- Box Springs and Mattresses

If non-processible wastes are mistakenly included in a load, you may have the option to deposit them in the designated load-out container at the OWEF. However, please be aware that this action will incur a Special Handling fee and potentially other associated charges. Alternatively, you may be required to remove the item from the Facility.



# Container Staging Area



## Container Staging Area Guidelines

Several stationary compactor vessels require trucks to be reversed for proper emptying at our facility. We permit commercial haulers to manage containers on the OWEF premises. All container handling activities are restricted to the rear area of the facility, in the **northwest** corner of the grounds.

To ensure safety and smooth operations, we have installed posts or cones to maintain a clear traffic flow when containers are being reversed. Should container handling result in litter being released, the driver must promptly collect and deposit the litter in the designated pit. Please note that storing containers in this area is strictly prohibited.

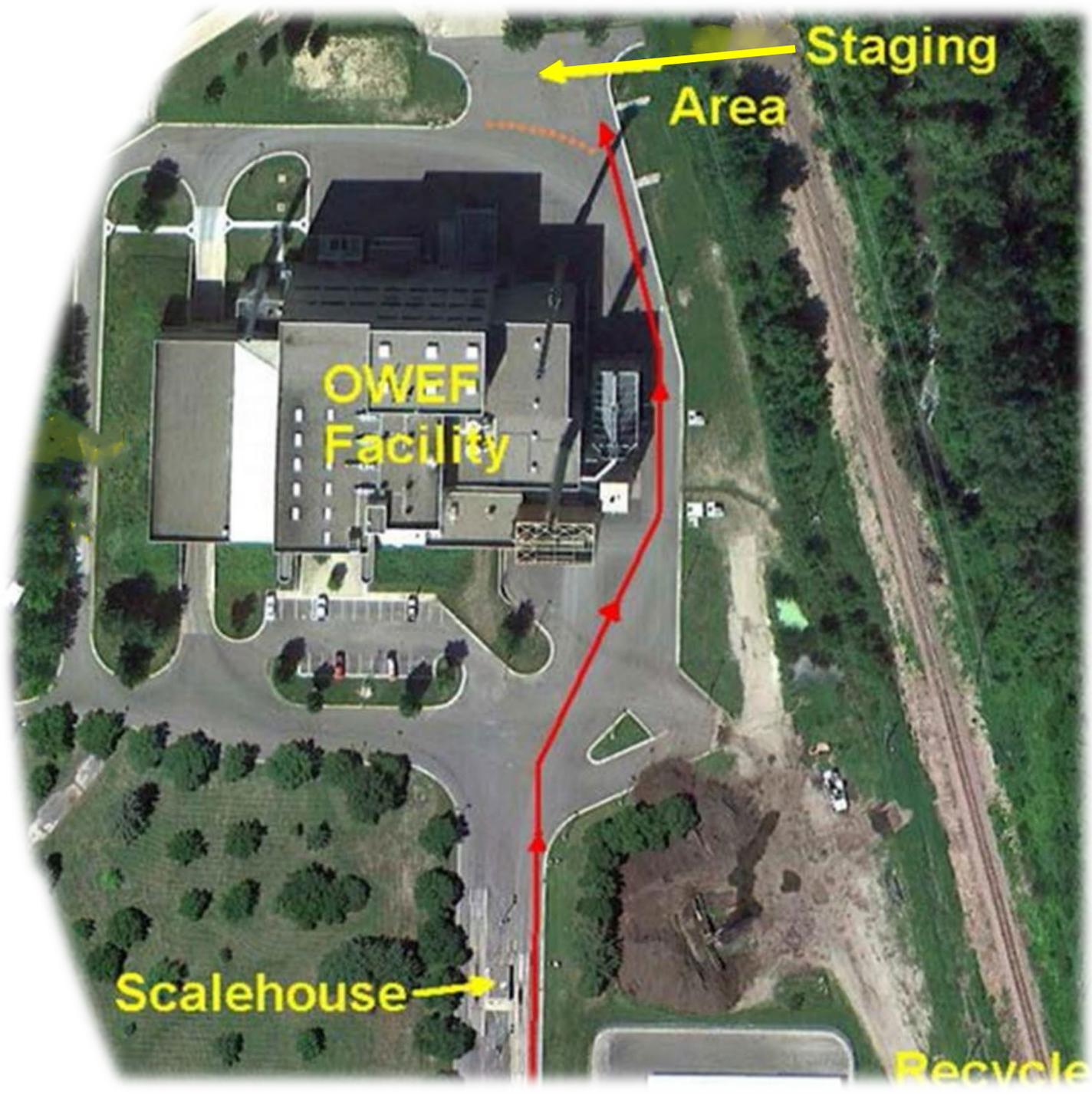
**IMPORTANT:** During container rotation, it is imperative that both trucks and containers remain within the designated area. Additionally, please be aware that the container staging area is exclusively intended for single-truck staging.





# Aerial Map of Container Staging Area

**CRITICAL:** During container rotation, it is imperative that both trucks and containers remain strictly within the designated area.



# Industrial Waste Form

## Special Inspection and Documentation for Industrial Wastes

Delivering industrial waste to our facility requires special inspection and documentation procedures.

When transporting industrial waste, it is essential to provide certification that you have collected the specified material from the address indicated on the form and have delivered it to the designated disposal site as specified.

Our Scale Operator will rigorously examine the delivery to ensure that it has received approval for acceptance, that the accompanying Tracking form is complete and accurate, and that the delivered waste aligns precisely with the description provided on the form.

**Tracking Form**

Evaluation ID: 116 Tracking Form ID: 33

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**1. GENERATOR INFORMATION**

Generator Name\* Grumpy Nete Sanitation Service

Address\* 111 Grumpy Lane SE

City\* Rocheste State\* VA ZipCode\* 55904

Generator's Representative Name\* Nate Green

Title\* Grumpy CEO

PhoneNumber\* 222.222.2222

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**2. WASTE INFORMATION**

Physical State\* Solid Color(s) (Describe)\* Black

Odor\* Mild Vessel\* Bulk

Anticipated Amount\* 400

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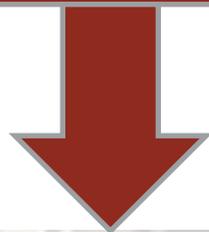
**3. TRANSPORTER INFORMATION**

Transporter\* Transporter, Inc.

Phone Number\* 123-456-9874

Date\* Driver Name\* Thomas Tester

## Periodic Random Inspections Conducted by OWEF or Environmental Resources (ER) Staff



# Spot Checks



As part of our commitment to maintaining compliance and ensuring waste quality, OWEF or ER Staff will conduct periodic random inspections, often called 'spot checks.'

During these inspections, you may be requested to unload your load onto the tipping floor at the OWEF. Our staff will handle the cleanup of all acceptable waste materials.

It is essential to note that the hauler must remove any unacceptable waste, and they may be subject to special handling fees for this service. The inspection results will be meticulously documented, with one copy provided to you, another to the solid waste assurance coordinator, and one retained at the facility for our records.

In instances where substantial amounts of unacceptable waste are discovered, there is a possibility that the load may be rejected, and your employer will be promptly notified of the necessary actions to address the delivery issue.

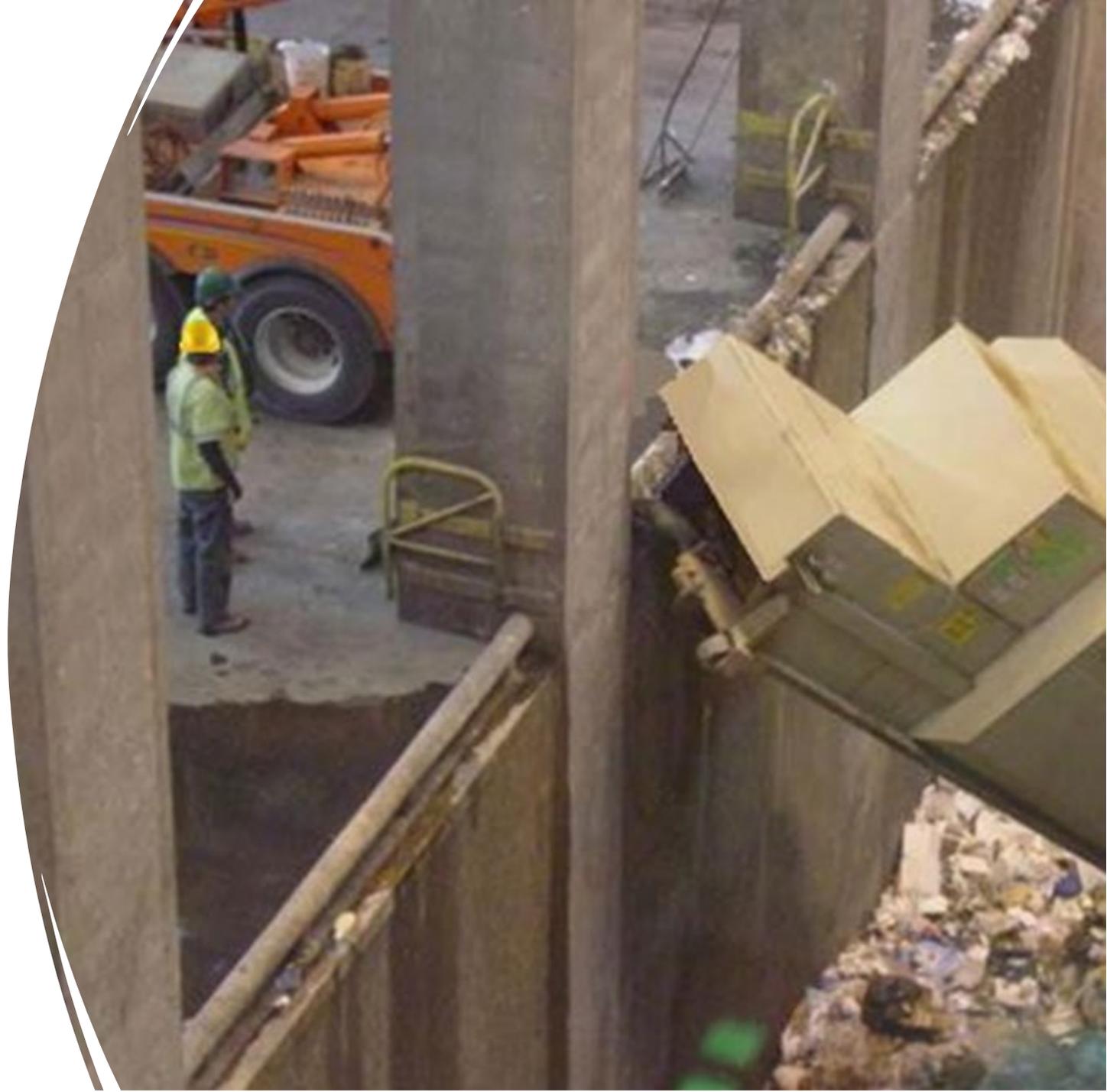


# Disabled Vehicles

## Prompt Removal of Disabled Vehicles

To ensure smooth traffic flow and efficient operations in and around our facilities, disabled vehicles must be promptly removed from main traffic lanes and disposal areas.

Please be aware that any vehicle obstructing a primary traffic route for an extended period exceeding one hour will be subject to removal by County staff or contractor personnel. All associated costs, including those related to special handling, will be billed to the vehicle owner.



# Automated Scale System at the OWEF Scale

## RFID Card Usage Guidelines:

In most instances, each truck is issued an RFID card when a credit account has been established with the County.

- This RFID card is a unique identifier for the specific truck it's assigned to and should **not be interchanged** with other vehicles.
- If you do not possess an RFID card for your truck, please request the Scale Operator's assistance to create your ticket.
- To prevent misplacement, securely clip the card to the visor or another designated area within the truck.
- Drivers must use this card at the kiosk for transaction processing.
- In the unfortunate event of card loss, contact the Scale Operator to arrange a replacement RFID card. **Please note** that there may be charges associated with obtaining a replacement card, which your employer could bear.
- Until you receive a replacement card, the Scale Operator must complete the transaction. Consequently, you can only access the scale during staffed operating hours.

It's **important** to emphasize that an RFID card is a prerequisite for using the OWEF scale during unstaffed hours.



# Hours of Operation for Tipping Floor Access

## **Without the RFID Card:**

(Scale house staffed)

8:00 AM to 4:30 PM Monday – Friday

**(Except Holidays)**

## **With the RFID Card:**

24-hour access seven (7) days a week.

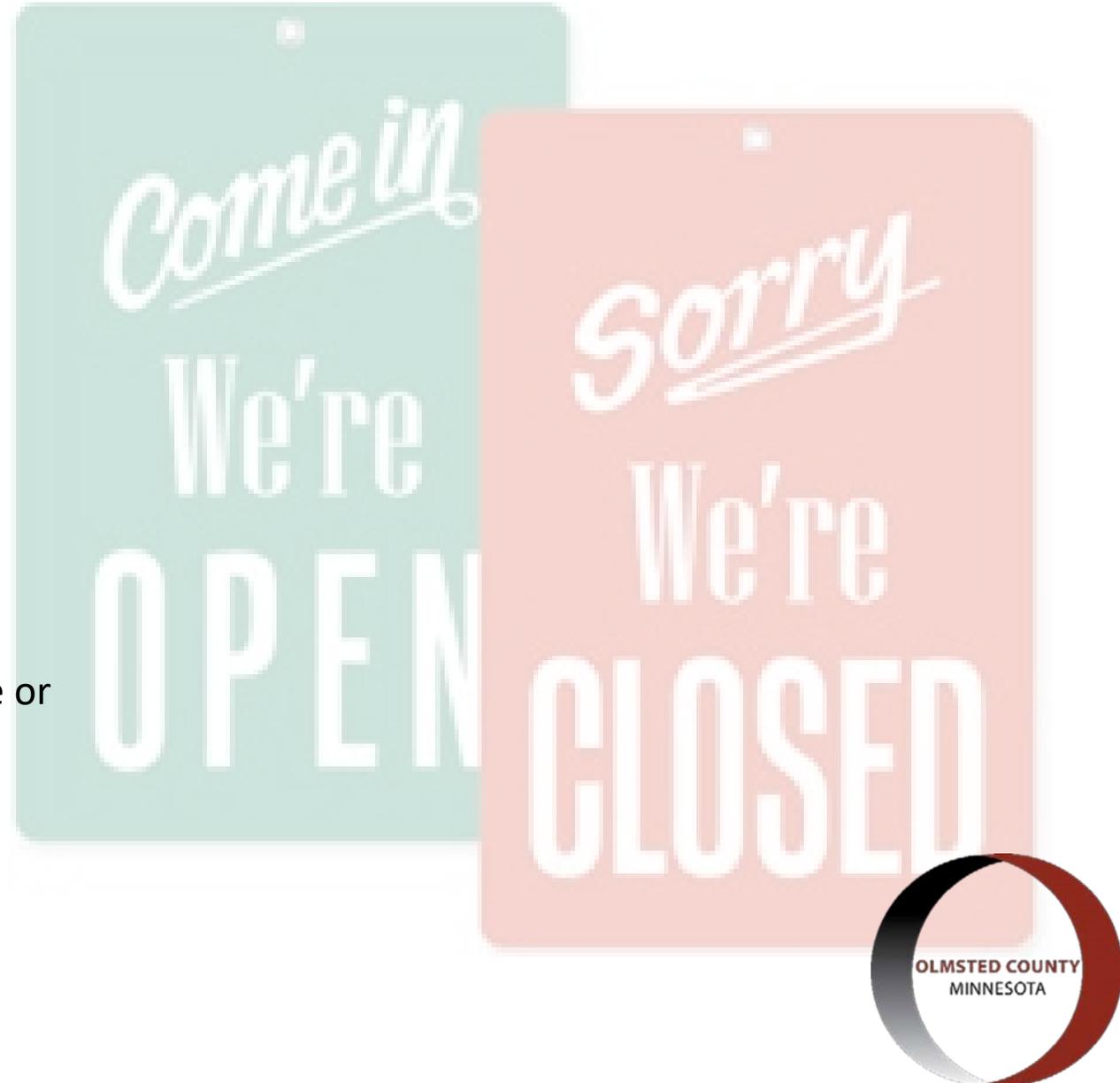
**Exception:** Loads requiring scale operators' assistance or temporary hour changes to facilitate maintenance.

## **There are:**

**No 24 Hour Access** at Kalmar Landfill.

**No RFID cards** are used at Kalmar Landfill.

**No RFID cards** are used at OCRC+ (Recycling Center)



# When to Use Scale Operator Staff

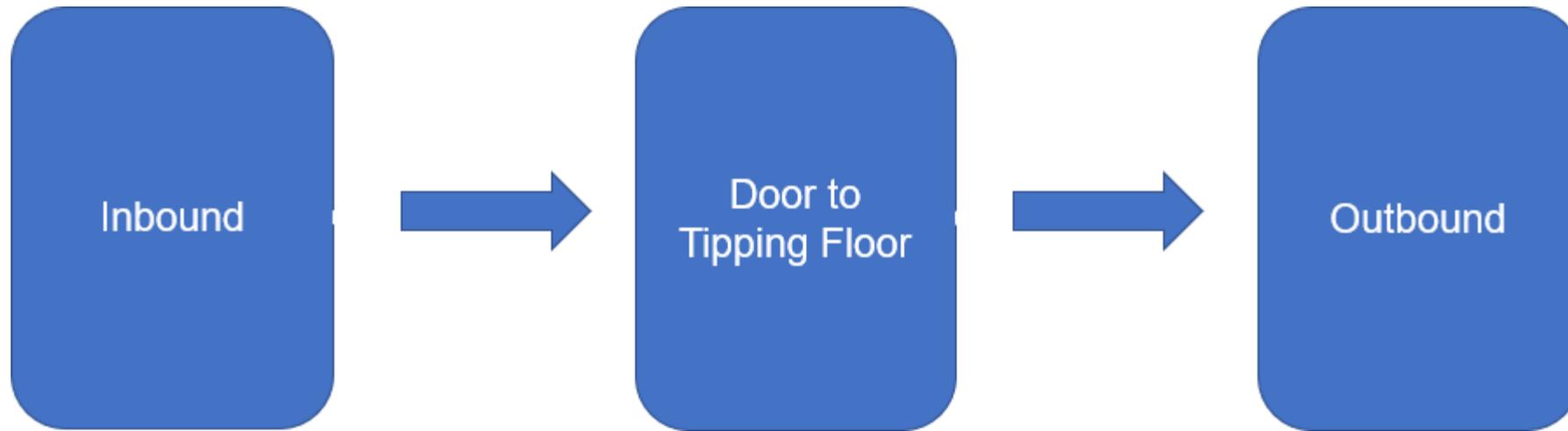
Seek Assistance from Scale Operator Staff (Available Only During Staffed Hours) in the Following Scenarios:

1. If your truck is not equipped with an RFID card (as not all trucks receive them).
2. When your truck does not bear an Olmsted ID sticker.
3. If the container you are using lacks an Olmsted County ID sticker.
4. For Industrial Solid Waste loads.
5. For truck weighments categorized under Material Code 5410.
6. For loads that necessitate a special handling fee.

When the kiosks are temporarily out of service due to maintenance (Please watch for posted notices on the scale house window and notifications sent to your employer).



# Automated Scale System: Sequence of Operation



Detailed Process On The Group Of Next Slides

# Inbound

## Inbound Scale Entry Procedure:

1. Ensure that the Inbound scale reads **zero (0)**.
2. Observe that the Inbound gate is closed.
3. Approach the gate and wait until it fully opens before proceeding.
4. Carefully drive onto the scale.
5. Continue driving forward until the traffic light changes to **red**.
6. Maintain awareness to keep tires clear of the curb.



The truck must be fully on the scale



# Inbound: Record Weight

1. Exit the truck safely.
2. Use the RFID card to scan at the inbound kiosk.
3. Confirm that the displayed truck ID matches the one on the scale.
4. If applicable, enter the Container # using the keypad (located on the Olmsted sticker on the container) and press Enter.
5. Select the type of waste material and press Enter on the keypad (5378 Combustible MSW for burnable MSW).
6. Choose the origin of where the waste was generated, and press Enter on the keypad.
7. Once you see 'Open Ticket' displayed and the signal light turns **green**, proceed to the Tipping Floor door.

No RFID Card? See the Scale Operator



**Truck ID not match?  
Container number doesn't  
work?**

**See the Scale Operator.**

# Inbound: Veit Drivers Only

## Efficient Entry Steps:

1. Scan your RFID card at the inbound kiosk.
2. Verify that the truck ID on the screen matches the truck ID on the scale.
3. If applicable, use the keypad to enter the Container # (located on the Olmsted sticker on the container) and press 'Enter.'
4. Select the relevant Job for which the ticket will be billed or the origin of the waste.
5. Select the type of waste material on the keypad and press 'Enter.' (Example: 5378 Combustible MSW for burnable MSW)
6. Choose the origin of where the waste was generated, and press 'Enter' on the keypad.
7. Once you see 'Open Ticket' and the signal light turns **green** on the display, proceed to the Tipping Floor door.

ISW, Truck Weighments, Comingled Waste Loads?  
See Scale Operator.

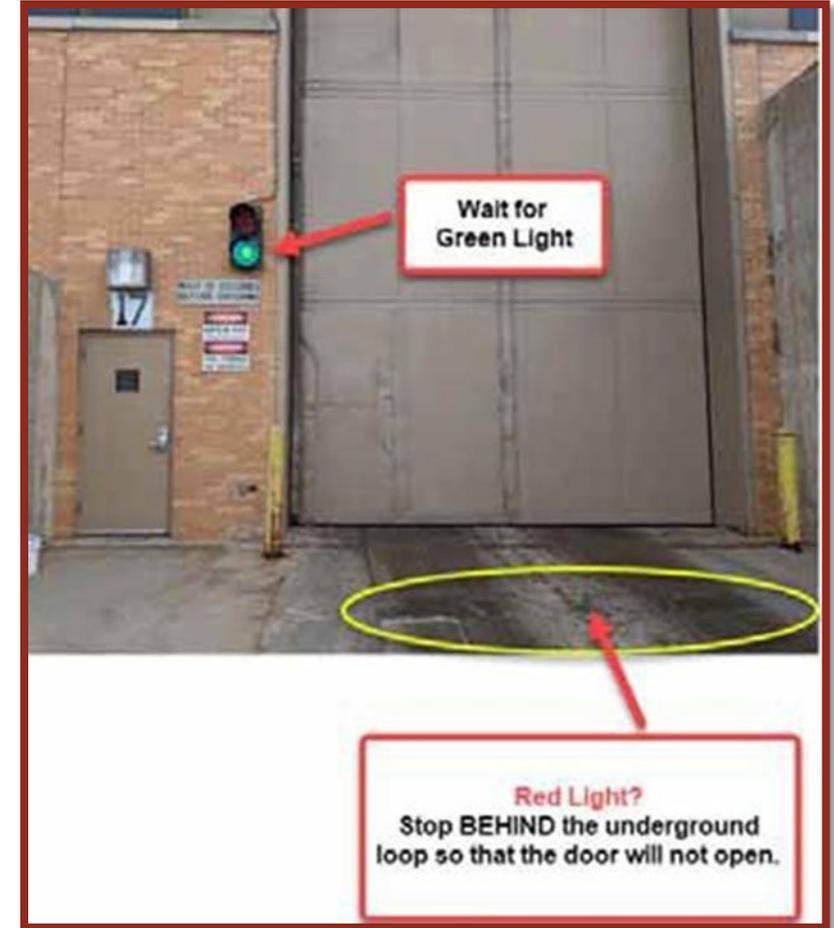


Not sure about the material code? See Scale Operator.

# Automated OWEF Scales: Door to Tipping Floor

## Before Entering the Tipping Floor:

- If the traffic light displays **red**, wait patiently for it to change to **green**.
- Once the light turns **green**, proceed slowly into the Tipping Floor.
- Adhere to the standard Tipping Floor procedures.
- If the traffic light remains **red** for a duration exceeding five (5) minutes, please take the following action:
  - Contact the control room at 507-328-7039.



# Outbound

## Exiting the Tipping Floor and Using the Outbound Scale:

1. Exit the Tipping Floor area and proceed to the outbound scale.
2. Ensure that the outbound scale displays **zero (0)**.
3. Verify that the outbound gate is closed.
4. Approach the gate and wait for it to open.
5. Carefully drive onto the outbound scale.
6. Continue driving forward until the traffic light changes to **red**.
7. Ensure that the entire truck is fully positioned on the scale.



**\*Do not proceed until the scale reads zero**

# Outbound: Record Weight

No RFID Card? See the Scale Operator

## Outbound Scale Process:

1. Safely exit the truck.
2. Use the RFID card to scan at the outbound kiosk.
3. If prompted, select any required information.
4. Retrieve the printed ticket from the kiosk for your records.
5. When the traffic signal turns **green**, proceed forward and exit the scale area.



# Important Kiosk Information

If one scale is out of operation:

- The gate arms for the operating scale are always open.
- Trucks must take turns
- Wait until the truck in front of you is off the scale and the scale reads **zero (0)** before moving on the scale.
- Use only the kiosk linked to the operating scale.



Ticket Errors:

- If you make an error, before you leave the facility, contact the scale operator or the control room
- The scale operator will help you get a new ticket or email one to your employer.

**Questions/Problems - Contact:**

- Scale operator (if staffed)
- Control room at 507-328-7039.



Thank you for taking the time to review this vital information, and please be safe.

