



# Appendix C

## Municipal Solid Waste Facility Operation Policies

Administrative Record Keeping  
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Wash Up Policy

## HAMLET OF CAMBRIDGE BAY

<b>Policy No.</b>	
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>
<b>Policy:</b> Administrative Record Keeping	<b>Page:</b> 1 of 1

### PURPOSE:

To outline the requirements for administrative record keeping.

### POLICY:

Records shall be kept of all operational activities including:

- Daily Log
- Waste Screening / Load Records
- Random Load Visual Inspection Reports
- Monthly Site Operations Inspection Record
- Hazardous Material Load Checks
- All annual reports.
- All incident reports.
- All sampling reports.

Records shall be kept in the Municipal Services Office for at least the current and previous water licence. Digital copies are preferred and will be backed up regularly.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>	
<b>Policy:</b> After Hours Policy	<b>Page:</b> 1 of 1	

### PURPOSE:

To maintain control of access to the site after hours in order to minimize liabilities to the landfill.

### POLICY:

1. Customers requesting access to the landfill outside of the established operating hours shall arrange for the time of access with the Municipal Services Manager.
2. The Landfill Operator shall be present at all times, when afterhours access is provided, they will remain on-site until the customer has left the site.
3. Customers requesting afterhours access shall pay an hourly rate of \$ \_\_\_\_\_ to the Hamlet for the period of time the employee is required at the site, with a minimum charge of 1 hour per entry, and shall pay the landfill tipping fee as set out in the Tipping Fees Policy.
4. The customer shall notify the Landfill Operator at least **4 hours** in advance of requiring access to the site outside the established operating hours.

### RESPONSIBILITIES:

1. The Landfill Operator will be responsible for scheduling any after hour access times with the customer and shall maintain a record of the customer and time incurred.
2. The Municipal Services Manager will be responsible for reviewing and updating this policy.
3. The Municipal Services Manager will be responsible for revising and authorizing this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

<b>Policy No.</b>	
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>
<b>Policy:</b> Asbestos Handling Policy	<b>Page:</b> 1 of 3

### PURPOSE:

To provide guidance for acceptance and handling of asbestos.

### POLICY:

The receiving and handing of asbestos waste shall be carried out in accordance with the following:

1. Asbestos waste must be handled in accordance with *Canada's Dangerous Goods Transportation Act and Regulations* (DGTA/R).
2. Asbestos waste shall only be accepted upon prior notification of the Municipal Services Manager.
3. Asbestos may only be deposited in the area that has been prepared for the purpose of receiving asbestos wastes.
4. Every person directly or indirectly involved in the transportation, handling, or management of asbestos waste should take all precautions to prevent asbestos fibers from becoming airborne. Persons handling asbestos waste must wear protective disposable coveralls while handling the waste.
5. Asbestos should only be accepted as follows:
  - (i) Non-Friable Asbestos - Asbestos which is non-friable need not be packaged for disposal
  - (ii) Friable Asbestos - All friable asbestos must be:
    - Placed in a rigid, impermeable, sealed container of sufficient strength to accommodate the weight of the friable asbestos waste; or
    - Be double bagged within two six-mil polyethylene bags.
6. All containers and bags referred to above must be free from punctures, tears, and leaks and should be clearly labeled to identify the contents as asbestos.
7. Bulk asbestos should be handled according to the following:
  - (i) Vehicles transporting bulk asbestos should be lined with six-mil polyethylene and covered in such a way as to prevent asbestos fibers and particulate from escaping;
  - (ii) Bulk friable asbestos should be moistened to prevent the escape of asbestos fibers;
  - (iii) The polyethylene liner used in the transportation of bulk friable asbestos waste should be disposed of along with the asbestos wastes; and
  - (iv) Carriers must ensure when discharging a bulk load of asbestos from a vehicle that the polyethylene liner is completely discharged with the asbestos waste and that the liner remains closed so as to not allow any loose asbestos waste material to escape the disposal cell.
8. Unloading of friable asbestos should be carried out so that no loose friable asbestos waste or punctured, broken, or leaking containers or bags are landfilled. Any loose asbestos or broken, punctured, or leaking containers or bags should be double bagged in two six-mil bags immediately upon discovery.
9. At least 25 cm of cover material, other than garbage, must be placed over the asbestos waste in such a way that direct contact with the compaction equipment or other operating equipment is avoided. A final cover, which may include garbage, of at least 125 cm should be applied.
10. The surfaces of vehicles and reusable containers which have been in direct contact with friable asbestos waste should be thoroughly cleaned prior to leaving the disposal site. Only a minimum amount of water, as necessary to wet the asbestos fibers, should be used during cleaning.

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Asbestos Handling Policy	Page: 2 of 3	

### Transportation of Dangerous Goods (TDG) Requirements for Shipments of Asbestos Wastes

The requirements for the shipments of asbestos wastes are as follows:

1. A shipping document (weigh bill or bill of lading) must include:
  - Date;
  - Shipping document identification number;
  - Name and address of consignor;
  - Name and address of location of receiver (i.e. landfill site);
  - Name of carrier (i.e. transporter of the waste);
  - Description of dangerous goods in the following order:
    - ◊ Shipping name (i.e. waste asbestos, White);
    - ◊ Primary dangerous goods classification (i.e. Class 9.1);
    - ◊ Product identification number (PIN number) (i.e. UN 2590 for chrysotile, UN 2212 for all others);
    - ◊ Packing group (i.e. III);
  - Total mass or volume of asbestos wastes;
  - Number of bags (if bagged);
  - Type of placards;
  - Number of placards;
  - Emergency information; and
  - Special handling instructions.
2. The classification information, shipping name, Class, PIN number and packaging group must be in the exact order (listed above) on the document.

Other possible classifications for asbestos waste are:

- Asbestos, Blue, Class 9.1, UN 2212, packing group II; and
  - Waste asbestos, Brown, Class 9.1, UN 2212, packing group II.
3. Placarding of the vehicle is required for shipments of more than 500 kg.
  4. The vehicle operator must have a valid Certificate of Training issued by the vehicle operator's employer.
  5. Asbestos is not to be transported with any other cargo in the same vehicle.
  6. Asbestos is not to be mixed with other types of wastes.
  7. Asbestos is not to be transported in a compaction type of waste haulage vehicle.

#### NOTES:

Asbestos cannot be shipped as a "consumer commodity". Blue asbestos cannot be shipped as "limited quantity" or in a passenger vehicle. The maximum net quantity per package of White asbestos that can be transported on a passenger vehicle is 200 kg.

## HAMLET OF CAMBRIDGE BAY

<b>Policy No.</b>	
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>
<b>Policy:</b> Asbestos Handling Policy	<b>Page:</b> 3 of 3

### RESPONSIBILITIES:

1. Municipal Services Manager is to:

- i) Ensure that all employees are properly trained and equipped to carry out their tasks and responsibilities according to this procedure;
- ii) Maintain a record of related training;
- iii) Liaise with those carriers or consignors who are in contravention of any Regulations;
- iv) Fulfill any reporting requirements of the Federal and Provincial Acts and Regulations; and
- v) Ensure that all employees carry out their tasks and responsibilities in accordance with the Guidelines and Regulations, Nunavut Occupational Health and Safety (OH&S) Regulations, Environmental Legislation, and this Policy.

2. Landfill Operator is to:

- i) Visually inspect vehicles entering the landfill to determine contents for proper completion of documents as required by the Transportation of Dangerous Goods Act, confirm proper placarding of the vehicle carrying quantities of more than 500 kg of asbestos, and confirm that the asbestos is properly secured and/or packaged;
- ii) Refuse acceptance of any loads where the asbestos is improperly packaged and shipping documentation is incomplete or incorrect;
- iii) Refuse acceptance of any load of asbestos that may create a danger to the health or safety of landfill employees or the public;
- iv) Direct accepted loads of asbestos to the designated disposal area on the landfill;
- v) Report any accidental release;
- vi) Direct vehicles loaded with asbestos to the designated asbestos disposal area;
- vii) Remain at least 100 metres from the discharge area when a vehicle is unloading asbestos;
- viii) Ensure that public vehicles do not access the designated asbestos disposal area; and
- ix) Ensure vehicle drivers properly discharge asbestos wastes.

3. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>	
<b>Policy:</b> Automobile Batteries Policy	<b>Page:</b> 1 of 1	

### PURPOSE:

To establish the storage and management of automobile batteries for recycling.

### POLICY:

1. Automobile and lead batteries will be accepted at the landfill from residents for recycling purposes.
2. Batteries will be placed at the hazardous wastes temporary storage area.
3. Batteries will not be accepted at the landfill from commercial businesses.
4. All efforts will be made to encourage landfill customers to separate batteries from other waste.
5. Batteries accepted for recycling will be stored:
  - a. On wooden pallets placed over a lime pad;
  - b. In a sheltered area; and
  - c. Covered with a tarp or plastic or placed in a weather-proof structure.
6. Recycling of automobile batteries will be coordinated by the Municipal Services Manager in accordance with contractual agreements.

### RESPONSIBILITIES:

- .1 The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility		Effective Date:
Policy: Clean Burn Policy		Page: 1 of 1

### PURPOSE:

To define those materials that can be burned in the controlled burning area and to establish burning procedures.

### POLICY:

- Only those wastes which are considered "burnable debris" may be deposited in the controlled burn area, and burned. This generally includes wood products only such as:
  - Untreated wood and lumber;
  - Paper product;
  - Paperboard packaging; and
  - Natural fiber textiles
- Prior to burning, the Landfill Operator will inspect the pile and will remove any "non-burnable" debris including, but not limited to:
  - Plastic containers, bags, or films;
  - Metal containers or metal objects;
  - Treated lumber (i.e. treated fence posts, rail ties, poles);
  - Asphalt shingles;
  - Rubber products (i.e. tires, hoses, etc.);
  - Manmade fabric textiles
  - Coated wire; or
  - Commercial or household garbage.
- Prior to starting a burn, the Landfill Operator will notify the Hamlet of Cambridge Bay Fire Department, and advise Municipal Services / Public Works at 867-983-2782 or 983-2186.
- Burning will not be allowed during periods of dry weather conditions where a fire hazard exists.
- Burning will not be allowed during wind speeds above 15 km/hr.
- Burning will only occur under supervision of Landfill Operator.

### RESPONSIBILITIES:

- The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Contaminated Rags Policy	Page: 1 of 1	

### PURPOSE:

To define acceptable procedures for acceptance and disposal of oily rags.

### POLICY:

2. Contaminated rags generally means cloth materials that have been used in industrial applications for cleaning or spill clean up purposes.
3. This policy does not apply to small quantities of rags that are normally deposited in waste receptacles at a household or business, but applies to large quantities that are generated as a result of a spill clean-up or that have been stored at an industry or business separately from the normal waste stream.
4. The waste generator must provide a full and complete description of the contaminant and include a waste analysis.
5. If the contaminated rags contain a prohibited waste (i.e. hazardous waste), then they must not be accepted at the landfill.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Empty Container Policy	Page: 1 of 1	

### PURPOSE:

To provide direction to the Landfill Operator for acceptance and management of empty containers.

### POLICY:

1. Empty containers include:
  - a. 45 gal drums;
  - b. Grease and oil containers; and
  - c. Other industrial containers.
2. Empty containers will only be accepted if:
  - a. The top of the container has been removed; and
  - b. The container has not been sealed.
3. Containers will not be accepted that:
  - a. Are closed and sealed; and
  - b. The container holds any liquids.
4. The waste generator or hauler must provide a description of the previous contents of the container and identify if the container has been properly rinsed in accordance with the Nunavut Environmental Guideline for the General Management of Hazardous Waste.
5. The Landfill Operator may refuse acceptance of any container if the previous contents are not known or if the container has not been properly cleaned.
6. Empty containers that are recyclable will be stored in appropriate storage areas.
7. Empty containers that are not recyclable may be disposed in the landfill.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Environmental Policy	Page: 1 of 1	

### PURPOSE:

To apply "best management" practices with regards to environmental protection.

### POLICY:

1. The Senior Administrative Officer will manage the landfill using due diligence towards development and operations of the landfill in accordance with regulatory requirements and best management principles.
2. Utilities and Environment employees and Contractors will endeavour to work according to the operating principles as set out in this policy.
3. "Due diligence" is defined as "the taking of all reasonable steps as part of the due care and attention to prevent the occurrence of an accident or mishap, as well as having a contingency plan to control an incident and limit any consequential damage". This includes: policy development, checking and corrective action, and management review.
4. Best management practices include:
  - a. Good housekeeping;
  - b. Preventative maintenance;
  - c. Inspections and record keeping;
  - d. Security;
  - e. Employee hiring and training;
  - f. Reporting of incidents;
  - g. Operations procedures;
  - h. Emergency response planning;
  - i. Identification and assessment of risks; and
  - j. Review and corrective action.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible to conduct, or arrange for, routine inspections of the landfill, operating procedures, and records in regards to this policy
2. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

Policy No.	
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:
Policy: Fire Policy	Page: 1 of 1

### PURPOSE:

To set out emergency procedures for responding to a fire.

### POLICY:

- Upon discovery of fire at the landfill, the Landfill Operator shall call:
  - The Fire Department @ (867) 983-4016 immediately to report the fire, its location, and the materials that are burning.
  - The Landfill Operator shall call the Municipal Services Manager immediately.
  - Contact adjacent property owners, particularly if it appears the fire will go off-site.
- Remove all operating and non-operating persons to a safe location. All non-operating persons shall be escorted to the gates, and the entrance gates are to be closed.
- Maintain access to the site for Emergency Vehicles throughout the duration of the emergency.
- Clear the Fire area of all persons, vehicles, and equipment with due consideration to safety.
- For small fires (i.e. little or no flame present and capable of being extinguished by a portable fire extinguisher), if safe to do so, isolate the burning material from other waste, then extinguish or otherwise contain the fire to one area.
- If the fire is isolated from other wastes, the fire may be extinguished by either covering it with sand or other soils, or by dousing it with water and covering it with soils.
- If safe to do so, move flammable materials and wastes away from the fire **OR** cover these materials with sand or other soils to minimize the potential for the fire to spread to these materials.
- Do not bury any fire into the working area under any circumstances.**
- Upon arrival of emergency response vehicles (Fire Truck, Ambulance) the senior staff members, e.g. Landfill Operator, on-site shall identify themselves to the Emergency Commander and offer full assistance as requested. Once the Fire Department arrives, the Fire Commander in is full control and landfill staff takes instructions from the Fire Commander.
- The landfill operating staff are to remain at the site unless otherwise evacuated or released by the Fire Commander.
- Following a fire, an incident report is to be completed and an investigation into the cause of the fire is to be conducted by the Municipal Services Manager.
- Once the fire is extinguished and it is safe to do so, the waste and debris is to be cleaned up and the site operations returned to normal conditions.

### RESPONSIBILITIES:

- The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>	
<b>Policy:</b> Key Policy	<b>Page:</b> 1 of 1	

### PURPOSE:

To maintain control of key distribution for the Hamlet of Cambridge Bay Municipal Solid Waste Facility

### POLICY:

1. Keys for access to the landfill will be distributed to:
  - The Landfill Operator, and
  - The Municipal Services Manager.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible for controlling distribution and use of keys.
2. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Last Man Out Policy	Page: 1 of 1	

### PURPOSE:

To maintain site control and the safety of site employees, customers, and visitors.

### POLICY:

- At the end of the day closure of the landfill, a "last man out" procedure shall be followed. The Landfill Operator or Landfill Operator shall:
  - Remain at the site until all other employees, customers, and site visitors have left;
  - Close and lock the entrance gates;
  - Complete a complete drive through of the recycling compounds, working area, composting area, inert disposal area, and equipment area; and
  - Check the working area and inert disposal area to make sure the area is secure and that no fires or other issues are present.
- The Landfill Operator shall check the visitor registry to make sure all visitors have signed out.
- Every effort will be made to make sure that no unauthorized vehicles or individuals remain at the site after it is closed for the day.

### RESPONSIBILITIES:

- The Landfill Operator will be responsible to carry out this policy.
- The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>	
<b>Policy:</b> Litter Control Policy	<b>Page:</b> 1 of 1	

### PURPOSE:

To define litter control methods and responsibilities.

### POLICY:

In summary, the following litter control methods are to be followed:

- All delivered loads should be secured;
- Compact waste as soon as practical after being deposited;
- Position wind catchment fences according to the location and configuration of the working area and wind direction;
- Retrieve litter as soon as practical following high wind events;
- Collect litter twice a year, once in the spring and once in the fall;
- Immediately clean up and, if safe to do so, dispose of waste dumped illegally at the entrance gates or along access roads; and
- Regularly check ditches along adjacent roads and site access roads and pick up and dispose of spilled or blown litter as required.

### RESPONSIBILITIES:

1. The Landfill Operator is responsible for controlling and litter retrieval of litter escaping from the working area and cleanup of litter on the north side along roads.
2. The Landfill Operator is responsible for litter control and cleanup of litter in the recycling compounds.
3. The Municipal Services Manager is responsible for inspecting the landfill to monitor litter control and cleanup.
4. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

<b>Policy No.</b>	
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>
<b>Policy:</b> Ozone Depleting Substances Management Policy	<b>Page:</b> 1 of 1

### PURPOSE:

To prevent the uncontrolled release of Ozone Depleting Substances from appliances and equipment stored at the landfill.

### POLICY:

1. In this policy, the term "units" applies to all household and commercial appliances and equipment that may contain Ozone Depleting Substances (i.e. CFC's) and may include refrigerators, freezers, and air conditioning equipment, and may also include automobile air conditioners.
2. All units will be inspected prior to acceptance for storage or disposal at the landfill, and only those units that are tagged by a qualified technician indicating that the CFC's have been purged, may be accepted for storage and recycling.
3. Units that are NOT tagged by a qualified technician indicating that the ozone depleting substances are not purged, the site supervisor may:
  - a) Refer the customer to a qualified technician for purging of the ozone depleting substance and tagging of the unit; or
  - b) May accept the unit for storage and assess a tipping fee in accordance with the rate set out by the Municipal Services Manager for all untagged units accepted for storage at the landfill.
4. All untagged units accepted for storage at the landfill will be stored in an area separate from tagged units and will not be crushed, recycled, or disposed until they are inspected and purged by a qualified technician in accordance with the Ozone Depleting Substances Regulations and appropriately tagged.
5. Units that have been improperly deposited at the working area or at other locations at the landfill will be separated and inspected for appropriate tags and moved and stored in the appropriate area. In all cases where an untagged unit is identified, attempts will be made to identify the customer and if identified, the appropriate fee will be assessed.

### RESPONSIBILITIES:

1. The Landfill Operator will be responsible for inspecting all units delivered to the site.
2. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Prohibited Waste Policy	Page: 1 of 1	

### PURPOSE:

To define waste that is prohibited from disposal at the landfill.

### POLICY:

Prohibited waste is all substances and materials listed below:

- Any industrial or commercial hazardous waste;
- Materials contaminated by hydrocarbons that are resistant to, or preclude, biological treatment by landfill;
- Biomedical waste that is not rendered inert;
- Radioactive waste;
- Combustible waste;
- Explosives; and
- Bulk liquids, defined as any liquid transported in a vehicle tank or body that is not contained in barrels or other such containers, or wastes that do not pass the paint filter test.

1. The Municipal Services Manager reserves the right to determine if a waste is acceptable at the landfill for storage or disposal. The prohibited waste may include soils or materials containing non-hazardous materials, such as those containing high concentrations of chlorides or other such constituents.

### RESPONSIBILITIES:

1. The Landfill Operator shall be responsible to inspect loads for prohibited debris and to take necessary actions to prevent such waste from entering the landfill site.
2. The Landfill Operator shall be responsible for inspecting loads at the working area.
3. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Propane Bottle Policy	Page: 1 of 1	

### PURPOSE:

To provide guidance for the acceptance and handling of propane bottles.

### POLICY:

1. Propane bottles will not be accepted at the landfill unless the container has been purged or emptied of its contents and the operating valve is in an open position, or if it has been removed from the bottle.
2. If the operating valve is closed, the propane bottle will not be accepted.
3. Empty propane bottles will be stored in the metal recycling area.
4. Propane bottles will not be offered, given, or sold to any person for use, unless that person is qualified to refurbish and certify the propane bottle.
5. All valves will be removed from propane bottles for recycling.
6. Empty propane bottles with removed valves will be recycled through scrap metal dealers if possible, but will otherwise be disposed in the landfill.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Public Access Hours of Operations Policy	Page: 1 of 1	

### PURPOSE:

To limit public access to the landfill to a specified period of time.

### POLICY:

1. The landfill gates will only be open for public access during the hours of operations as set out in this policy.
2. The hours of operations are:

	Summer	Winter
	May 1 to Oct. 31	Nov.1 to April 30
Monday to Friday	08:00 – 19:00	Closed
Saturday	09:00 – 17:00	Closed
Sundays	13:00 – 18:00	Closed
Victoria Day, Labour Day and Thanksgiving Day	13:00 – 18:00	Closed
Other Statutory Holidays	Closed	Closed

### RESPONSIBILITIES:

1. The Landfill Operator will be responsible for opening and closing landfill gate to the prescribed hours of operations.
2. The Municipal Services Manager will be responsible for the review of this policy and provide recommendations to the Senior Administrative Officer for any changes.
3. The hours of operations will only be set by the Senior Administrative Officer.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Random Load Checking Program Policy	Page: 1 of 2	

### PURPOSE:

1. To randomly inspect loads of waste being disposed at the landfill;
2. To detect hazardous or other prohibited waste material and avoid their disposal in the landfill; and
3. To identify potentially recyclable material which could be diverted from the landfill in the future.

### POLICY:

1. Randomly select a load for inspection and ask the driver to stop in a designated area.
2. Record the following information on a Waste Inspection Form prior to allowing the driver to dump the load (see Waste Inspection Form):
  - Name of hauler;
  - Name of waste generator;
  - Type of waste;
  - License plate number;
  - Truck number;
  - Name of the driver; and
  - Signature of the driver.
3. Ask the driver to dump the load in the designated area. The driver is not required to stay on-site while the load is being inspected.
4. Spread out the waste, using a rake or front-end loader if required.
5. Record any potentially recyclable materials.
6. Inspect the load for hazardous or prohibited waste materials. If such materials are found, then do the following:
  - Isolate the waste and contact the Landfill Operator if the waste material poses an immediate risk to human health or the environment;
  - Record the information on the Waste Inspection Form;
  - Take photographs of the material;
  - Attempt to confirm information on the generator of the waste;
  - Contact the hauler or generator of the waste material and require them to remove the material from the Landfill Facility;
  - If the waste materials are considered hazardous, notify NWB telephone (867) 360-6338 and the Hazardous Waste Spill Hotline at (867) 920-8130.
7. Complete and sign the Waste Inspection Form.
8. Send a letter to the generators of the recyclable materials advising that the material could be recycled in the future.

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Random Load Checking Program Policy	Page: 2 of 2	

### RESPONSIBILITIES:

#### Record Keeping

1. A Waste Inspection Form will be completed for each load inspected and will be kept on file at the landfill and administrative offices.
2. If hazardous waste materials are identified, the Waste Inspection Form and a summary of the action taken will be forwarded to NWB, and the Cambridge Bay Conservation Office, Nunavut Department of Environment
3. Photographs of hazardous waste materials will be filed with the appropriate Waste Inspection Form.

#### Safety Considerations

1. The Waste Inspector will wear the following safety clothing during inspections:
  - Coveralls;
  - Safety boots;
  - Gloves;
  - Safety vest;
  - Area mask as required; and
  - Eye protection.

#### Inspection Frequency

1. One in every 300 loads, a minimum of two loads per month will be inspected.
2. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Safe Work Policy	Page: 1 of 1	

### PURPOSE:

To protect employees from flying debris, dust, heat, noise, traffic, and other potential hazards.

### POLICY:

4. Employees are to be aware of safe work practices and must know how and when to use personal protective equipment.
5. Employees working at the landfill shall wear appropriate personal protective equipment for specific duties undertaken and in accordance with specific circumstances such as windy conditions, high dust conditions, or other situations that may arise.
6. Personal Protective Equipment to be worn by employees in accordance with the above includes:
  - a. Steel toed safety boots (for all field duties);
  - b. Safety vest (in the field when out of vehicles or landfill equipment);
  - a. Hard hat (where appropriate to specific duties);
  - b. Eye protection (in high wind or dusty conditions);
  - c. Ear protection (when operating or working around equipment);
  - d. Long pants and shirts (for all field duties); and
  - e. Hat (in hot weather).
7. All near misses and accidents must be reported and documented on the Accident and Incident Report Form.

### RESPONSIBILITIES:

1. All employees must take responsibility for their own safety and the safety of other employees, customers, and visiting public.
2. The Landfill Operator shall provide input into the Policy and is responsible for enforcing the Policy.
3. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

Policy No.	
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:
Policy: Spill Contingency Policy	Page: 1 of 1

### PURPOSE:

To establish appropriate procedures to follow in the event of a spill that occurs on the landfill site including the active operations area, storage areas, compost facility, or in buildings or parking areas. This Spill Contingency Policy shall be reviewed annually and revised as necessary to reflect changes in regulations, operations, and technology. Any proposed revisions shall be submitted to the Nunavut Water Board for approval.

### POLICY:

1. Immediately close off and isolate (with a barricade if appropriate) the area of the spill to the public and site employees who are not directly involved in the clean-up of the spill.
2. Identify, if possible, the material involved in the spill. If the material cannot be clearly identified, take note of the nature of the material (i.e. liquid or solid, colour, odour, original container, approximate amount, presence of vapours or fumes, or any other distinguishing features).
3. Direct traffic away from the spill area.
4. The Landfill Operator shall coordinate the clean-up of the spill.
5. Control the source of the spill first then work on containing the spill using earth berms or other appropriate means.
6. For large spills, berm drainage ditches in the vicinity of the spill to prevent release of the material off-site.
7. Recover the spilled material and contaminated soils and deposit into an appropriate container for proper disposal. **DO NOT HANDLE CHEMICALS.**
8. Conduct personal decontamination if a chemical is spilled upon a person:
  - Remove and dispose of contaminated outer coveralls or personal clothing;
  - Utilize emergency eye wash and shower station if required;
  - Re-dress in cloth coveralls or a change of clothes that is kept on hand; and
  - If contaminated clothing cannot be washed safely, discard it.
9. If uncomfortable or hazardous fumes, bioinfectious, or radioactive materials are involved, follow evacuation procedures immediately and call Municipal Services / Public Works at (867) 983-2782. Explain to the emergency operator the situation, identify the material (if possible) and provide as much information about the substance as possible such as liquid, solid, colour, quantity, or odours, and the location of the material on the site.
10. If outside fuel or oil storage tanks leak, contact a vacuum truck operator to vacuum up the free liquid product and use a spill kit to clean up any residue. Oil or fuel soaked soil should be excavated and properly handled through the biodegradation facility or other proper disposal.
11. Contact the Nunavut Department of Environment Cambridge Bay Conservation Office at (867) 669-2788

### RESPONSIBILITIES:

1. The Municipal Services Manager shall be responsible for the review and update of this policy.
2. The Landfill Operator shall be responsible for carrying out spill containment in the active landfill operating area.
3. The Municipal Services Manager shall be responsible for advising Environmental Protection Service, as necessary.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>	
<b>Policy:</b> Tipping Fees Policy	<b>Page:</b> 1 of 1	

### PURPOSE:

To establish tipping fees charged to customers for use of the landfill.

### POLICY:

Hamlet of Cambridge Bay shall establish the tipping fee.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible to review tipping fees and recommend alternate tipping fees to the Senior Administrative Officer.
2. The Hamlet of Cambridge Bay will be responsible for establishing the tipping fees.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Treated Wood Policy	Page: 1 of 1	

### PURPOSE:

To outline acceptance and handling of treated lumber.

### POLICY:

1. Treated lumber generally includes
  - Used power and telephone poles, pressure treated lumber;
2. Acceptance of treated lumber is to be done in accordance with the contaminated solid acceptance procedures outlined in the operations procedures manual.
3. Only non-processed (or whole units that have not been cut, shredded, or chipped) will be accepted for disposal.
4. Commercial volumes of treated lumber will not be accepted for disposal, whereby a commercial volume is no more than one power pole or telephone pole.
5. Treated wood is not to be deliberately burned.

### RESPONSIBILITIES:

2. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Vehicle Accident Response Policy	Page: 1 of 1	

### PURPOSE:

To establish appropriate response in the event of a vehicle accident at the landfill site.

### POLICIES:

All vehicle accidents should be reported and an investigation into the cause of the accident should be carried out. In the event of a vehicle accident, the following actions should be taken:

1. Alert the Landfill Operator of the accident.
2. If the damage to the vehicle(s) is minor, the Landfill Operator may instruct the individual(s) involved in the accident to report to the RCMP station.
3. If the damage is major, the Landfill Operator is to call the RCMP.
4. Secure the site for safety and for follow-up investigation.
5. Traffic is to be directed around the scene of the accident.
6. If the vehicle accident results in any injuries, the injured person(s) should be provided with any assistance required as set out in the Medical Emergencies Response Policy.
7. Assist Health and Social Services (HSS) and the Police with any investigation that is undertaken.
8. Complete the Incident Accident Form.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
<b>Facility:</b> Cambridge Bay Municipal Solid Waste Facility	<b>Effective Date:</b>	
<b>Policy:</b> Visitor Record Policy	<b>Page:</b> 1 of 1	

### PURPOSE:

To maintain a record of site visitors for site safety.

### POLICY:

1. In this Policy “visitors” means those persons that are non-customers and may include:
  - f. Hamlet employees and councillors;
  - g. Consultants;
  - h. Environmental Protection Service Inspector;
  - i. NWB Officer;
  - j. Scheduled tour groups; or
  - k. Other non-customers.
2. All visitors will report to the Landfill Operator at the landfill office and will sign a visitor registry that includes the person's name, time of entry, and purpose of the visit.
3. All visitors will report to the Landfill Operator upon leaving the site and will initial and enter the time of departure on the visitor registry.
4. Prior to departure from the site, the Landfill Operator will check the visitor registry to make sure all visitors have signed out.

### RESPONSIBILITIES:

1. The Landfill Operator will maintain the visitor registry.
2. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved:

## HAMLET OF CAMBRIDGE BAY

		Policy No.
Facility: Cambridge Bay Municipal Solid Waste Facility	Effective Date:	
Policy: Wash Up Policy	Page: 1 of 1	

### PURPOSE:

To establish appropriate hygiene for operations staff at the landfill.

### POLICY:

Hands **MUST BE** thoroughly washed before handling or consuming **ANY FOOD OR BEVERAGE**. Food and beverage is to be consumed only in the Maintenance Area, another area designated by the Landfill Operator, or **OFF-SITE**.

Hands **MUST BE** thoroughly washed before **SMOKING**.

Hands must be thoroughly washed **BEFORE LEAVING** the landfill site for any reason, except in the case of an emergency when the site must be quickly evacuated.

Exterior clothing worn while working around any special wastes, such as asbestos, **MUST BE** must be removed prior to leaving the site.

### RESPONSIBILITIES:

1. The Municipal Services Manager will be responsible for reviewing and updating this policy.

Approved By:	Date Approved:
Approved By:	Date Approved: