

# PROCEDURE MANUAL

## Montgomery County Transfer Station Facilities



**Montgomery County  
Procedure Manual for Solid Waste Delivery**

## **Facilities**

Facilities, locations, telephone numbers and hours of operations are as follows:

### **Amsterdam Transfer Station**

1247 Route 5S

Amsterdam, NY 12010

¼ mile east of Route 30

**Hours:** Monday – Friday 7:00 am – 3:00 pm

Saturday 8:00 am – 11:30 am

Closed Sunday

**Telephone:** 518-843-3335

### **Western Transfer Station**

4583 Route 5S

Sprakers, NY 12166

3 miles east of Route 162

**Hours:** Monday – Friday 7:00 am – 3:00 pm

Saturday 8:00 am – 11:30 am

Closed Sunday

**Telephone:** 518-673-4884

### **Montgomery County Contact**

20 Park Street, PO Box 1500

Fonda, NY 12068

**Hours:** Monday – Friday 8:30 am – 4:00 pm

July and August Monday – Friday 9:00 am – 4:00 pm

**Telephone:** 518-853-8174

**Fax:** 518-853-8344

**e-mail:** csimonds@co.montgomery.ny.us

### **The facilities are closed for the following holidays:**

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Day

Christmas Day

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**Montgomery County Rules and Regulations**

The following rules and regulations shall apply to any person using solid waste facilities operated by Montgomery County:

1. All persons must follow transfer station supervisor/operator's instructions at all times. Montgomery County is under no obligation to accept solid waste from persons or vehicles not complying with the identification system or with the delivery procedures established by this procedure manual.
2. Visitors are required to report to the scale house and sign in and out on a visitor's log. Visitors will be accompanied at all times by facility personnel and wear a high visibility vest, hard hat and safety glasses.
3. No smoking in buildings or while in contact with trash (i.e. un-tarpping).
4. When chains are in place access to tipping floor is prohibited. Chains across tipping floor entrance will only be removed by staff.
5. Yield right of way to transfer station equipment and vehicles at all times.
6. All vehicles must comply with posted traffic signs, with special attention to posted speed of 5 MPH.
7. All persons must abide by facility signage at all times.
8. No one under the age of 16 is permitted outside of vehicles at any time.
9. Pets will remain in vehicles at all times.
10. All vehicles entering the facility shall have the refuse covered or otherwise appropriately secured so as to keep such refuse securely within the hauling body. This applies to the hopper at the rear of garbage compactor trucks. **All uncovered loads will be charged double.**
11. All commercial solid waste vehicles entering the facility shall be equipped with external audible back up alarms; a minimum 85 dBa alarm must sound whenever the vehicle is in reverse.
12. All vehicles must stop prior to pulling on scale.
13. All vehicles entering the facility shall stop at the scale house and receive instructions from the scale operator before using the facility.

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14. Only one person can exit the truck/vehicle or the tipping floor (except for hand unloads). The person who exits the vehicle must stay within 6 feet of the vehicle.
15. At no time will an individual throw material directly into the trailer. All material will be placed on the tipping floor, minimum four (4) feet from curb. This does not apply to vehicles that are able to dump directly into a trailer.
16. Tailgates and hoppers will not be manually opened next to tipping floor curb. All persons must be at least four (4) feet from edge of tipping at all times.
17. Cleaning underneath opened hoppers is not permitted without proper safety mechanisms being engaged.
18. When closing or opening swinging doors, the driver is to stay with the moving door until it is properly secured. Conforming safety chains must be used to hold open roll-off container doors while unloading. Use of bungee cords, wire, ropes, etc. will not be permitted.
19. Tailgates, bodies, and hoists will be lowered before exiting the building.
20. All vehicles dumping at a facility shall either present their driver's license or Customer Vehicle Registration (CVR) provided by Montgomery County. Applications must be made through the Treasurer's Office to obtain CVR's.
21. Scavenging of waste and/or recycling material from the waste/recycling stream is prohibited once the material has arrived on any property owned by Montgomery County. Customers are not allowed to sort through delivered material either while it remains in its delivered container or once it has been placed on the tip floor or in another receptacle to facilitate movement.
22. Credit and monthly billing privileges will be extended only to holders of Customer Vehicle Registrations (CVR's).
23. All customers and residential users are required to sign the ticket/signature pad before leaving site. By signing you are verifying accuracy of information submitted. **Please be advised:** Verification by subscription and notice under penal law section 210.40 – It is a crime, punishable as a class "E" Felony under the laws of the State of New York for a person to knowingly, with intent, in and by a written instrument as a false statement to mislead a public servant in the performance of their official function.

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24. All haulers and vehicles must comply with the applicable rules and regulations currently enforced by:
- Montgomery County
  - NYS Department of Environmental Conservation (NYSDEC)
  - NYS Department of Motor Vehicles (NYS DMV)
  - NYS Department of Transportation (NYS DOT)
  - Occupational Safety & Health (OSHA)
  - Public Employees Safety & Health (PESH)
25. Commercial haulers hauling waste in roll-off containers and metal dump body vehicles may request assistance from transfer station personnel to remove **frozen material** from boxes so long as they have a signed material removal authorization on file and pay any applicable fee as designated on the current *Rate Schedule*. This service is **only provided for roll-off containers and metal dump bodies**. It is not intended for pick up boxes, rack or stake type body trucks or similar vehicles. Drivers and helpers must remain in vehicle during dig-outs. Removal of frozen materials is at the discretion of the site supervisor.
26. No roll-off/compactor boxes shall be stored on Montgomery County property.
27. All delivery vehicles weighed in must be weighed out. No tare weights shall be saved.
28. Compactor boxes need to be dropped and turned at the designated locations at all transfer stations.
29. Waste from outside Montgomery County may be accepted at the official Montgomery County tip fee unless application is made for reduced rates, if available. The customer will be requested to declare the source of each load of refuse as it is delivered to the facilities.
30. Payment for use of the facility shall be based on the current *Rate Schedule* as set by the County.
31. A minimum fee is charged for the use of facilities for waste delivered on a scaled basis. The minimum fee is based on the current *Rate Schedule*.
32. Montgomery County's bag rate is based on a thirty – thirty five (30 – 35) gallon bag/container size. All bags that are thirty-five (35) gallons or less will be charged by the bag count multiplied by the bag rate. All bags over the thirty-five (35) gallon size shall be charged by weight.

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33. Prohibited materials, unless exempted by Montgomery County, are as follows:

- a) All liquids;
- b) Barrels must be clean, have both ends removed and crushed;
- c) Dead animal carcasses, including rendering products, hides, fleshings and residues from meat packing facilities; (**accepted only by special application to the Treasurer**);
- d) Hazardous wastes as defined by NYSDEC Part 371;
- e) Industrial waste (**accepted only by special application to the Treasurer**);
- f) Regulated medical waste as defined by NYSDEC Part 360-17.2(h);
- g) Friable asbestos waste as defined by NYSDEC Part 360-1.2(b) (11);
- h) Radioactive waste;
- i) Junk vehicle bodies;
- j) Septage wastes;
- k) Sludges;
- l) Grits and screenings (**accepted only by special application to the Treasurer**).

34. Loads will be randomly inspected to determine customer compliance with the *Rules and Regulations* of Montgomery County. A notice of any rejected loads shall indicate the date of the rejection, the person that attempted the delivery and the reason for the rejection.

35. Chipped brush and trees, leaves, lawn and garden wastes will be charged as designated on the current *Rate Schedule*.

36. Some items such as tires and/or bulky waste items shall be paid for either on a per item basis, a tonnage basis, or both as designated on the current *Rate Schedule*.

37. Haulers and customers will not be allowed inside the break room without approval from the site supervisor.

38. Only authorized personnel will be allowed access to the scale house.

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- 39. Haulers and customers cannot access the transfer stations outside of normal operating hours without prior approval from the Treasurer.
- 40. Montgomery County assumes no liability for damages to vehicles or injuries to individuals on Montgomery County property. Report any accident immediately to the transfer station supervisor or designee.
- 41. Haulers will be responsible for damages they cause to Montgomery County property.

**FAILURE TO FOLLOW THESE RULES ESTABLISHED IN THIS  
PROCEDURE MANUAL MAY RESULT IN BEING BANNED  
FROM DISPOSAL FACILITIES.**