



TRANSFER STATION POLICIES AND PROCEDURES

General Policies

The Hudson Transfer Station services both the Town of Hudson residents and commercial customers. The facility has a small operational footprint with residential and commercial vehicles, heavy equipment and pedestrians, all unloading waste and recycling materials. Our goal is to have a safe experience for everyone. It is imperative for all our customers, residents, and employees to follow these procedures to ensure everyone's safety. Anyone behaving in an unsafe manner will be asked to stop or leave the facility.

HOURS OF OPERATION

- **Hudson Residents drop off:** Monday – Friday 8:00 am to 4:00 pm, Saturdays 8:00 am to 2:00 pm
- **Commercial Customers:** Monday – Friday 8:00 am to 4:00 pm, Saturdays 8:00 am to 2:00 pm

DO NOT LINE UP IN FRONT OF THE GATE, ON COX STREET OR SURROUNDING STREETS PRIOR TO OUR POSTED OPENING TIME. VIOLATORS WILL NOT BE ALLOWED TO DUMP.

DRIVING

- **The JL Mulready Elementary School is our neighbor. Please use EXTREME CAUTION AT ALL TIMES while driving on Cox Street and DO NOT exceed the posted speed limits.**
- All vehicles must reduce speed when entering and exiting the facility and obey posted speed limits and traffic signs. Speed limit on property is 5 MPH.
- All vehicles must stop at scale house for instructions. Reduce speed before approaching the scale house, come to a complete stop and only proceed onto the scale when the vehicle in front of you is completely off the scale and when instructed to proceed onto the scale or when light is green.
- All haulers must verify company affiliation with scale house attendants.
- **Vehicle idling for more than 5 minutes is not permitted. While waiting to unload, turn your engine off.**
- All vehicle closing, latching, cleaning out, covering and/or uncovering loads must occur in designated areas.
- All vehicles must yield to operating machinery and pedestrians.
- Transfer Station equipment operators have the right of way at the facility.
- All vehicle closing, latching, cleaning out, covering and/or uncovering loads must occur in designated areas.
- All vehicle loads must be secure, before entering and exiting the facility to prevent litter
- **All vehicles should not use the truck's Jake Break while driving in Hudson as it is unlawful to do so.**
- **The Bridge over the Assabet River on Cox Street has the following posted weight limits: Single axle-16 tons, Double axle & Tractor Trailers-17 tons and should not be crossed with any vehicle that exceeds these limits.**

WASTE AND RECYCLING DISPOSAL

- Customers may only dump in the building (door 1 & 2) as directed by B-P employees.
- Certain waste may only be dumped in specific areas – follow the signs or ask.
- All solid waste shall be transported in appropriate vehicles that are able to secure their contents to prevent waste from falling, leaking, and spilling.
- Restricted or Banned materials shall not be disposed of in any portion of the facility.
- B-P employees are prohibited from assisting with the unloading process.
- B-P reserves the right to reject any load.
- Scavenging is not allowed.



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RESIDENTIAL AND GENERAL PUBLIC CUSTOMERS

- All people and vehicles entering the facility do so at their own risk.
- Except for emergencies, the use of cell phones is prohibited while at the facility.
- No smoking
- All people not involved in unloading waste or recycling must remain inside the vehicle at all times.
- Children must remain inside the vehicle at all times.
- All pets must remain inside the vehicle.
- Customers must stay within five feet of their vehicle/trailer while onsite.
- Riding on the outside of the vehicle/trailer while onsite is forbidden.
- Personal Protective Equipment (PPE) Reflective clothing, hard hat, safety boots, and other personal protective equipment are recommended.

COMMERCIAL CUSTOMERS (in addition to the rules listed above)

- Only the driver may be outside of the vehicle while on the tipping floor. Helpers must remain in the vehicle.
- All commercial vehicles must have an operational backup alarm.
- Commercial customers should wear Person Protective Equipment (PPE) while on tipping floor: Reflective high-visibility vests and/or clothing, hard hats, and safety boots while outside of their vehicle.
- Tarps/Covers, all trucks, containers or trailers should remain tarped until just prior off-loading. Any vehicle that is not clean after dumping should be tarped before leaving the tipping floor.
- Dumpsters and Compactors will not leave the tipping floor before doors are closed and debris is cleaned from the frame and rear of the truck.
- The vehicle's rear hopper (i.e. door) must be closed on the tipping floors before pulling away.
- Roll off vehicles that need to turn around a compactor or container should do so on the concrete pad that is on the access road 75' in from the gate.
- Cleaning your truck will be at the discretion of the tipping floor operator. No trucks will clean out without permission and will do so in an area designated by the operator. Turn off truck prior to cleaning out and make sure that all hatches are secure before leaving the floor to prevent leachate from escaping after leaving the floor.
- Under no circumstances should liquids be discharged outside the tipping floor. All liquids should be drained before exiting the tipping floor.
- No driver shall open turnbuckles prior to entering the tipping floor.
- Blowing of air horns other than for safety reasons is strictly prohibited.
- Banging Compactors or Roll Off Boxes on the floor will not be allowed due to the damage it causes to the floor.



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Tipping Floor Procedures

The following procedures should be followed by all personnel using the Tipping Floor.

- 1) All vehicles should wait in the line at the building door they were instructed to use and stay behind the yellow line until directed to enter by the Loader operator. If the building is clear you must stop at the yellow line and wait for permission to enter. The loader operator will sound their horn signaling the driver to enter.
- 2) Tipping Floors are known to be slippery when wet. Extreme caution should be used when maneuvering your vehicle around other vehicles. Also use caution when exiting and entering your vehicle to prevent slips and falls.
- 3) Prior to unloading, drivers are required to always securely latch open their tailgates to prevent swinging while the load is being dumped.
- 4) Remove your tarp only after safely parking your vehicle and prior to entering the building.
- 5) Small residential vehicles, contractors, or landscapers should not park directly next to a commercial hauler whenever possible.
- 6) All customers should maintain a safe distance between themselves and the next vehicle.
- 7) All passengers or helpers must remain in the vehicle while dumping. If you are hand unloading and need help then only those helping should exit the vehicle. Children and pets must remain in the vehicle.
- 8) All persons will remain within close proximity of their vehicle at all times. Do not wander away from your vehicle.
- 9) All customers should remain vigilant and aware of their surroundings. Look out for the vehicle next to you.
- 10) Operators of the loader and excavator will not assist with freeing a stuck load. You will have to leave the transfer station to free the load and then return to dump.
- 11) Operators will not assist in opening or closing of dump truck, tailers, box truck, compactor or roll off doors. If they are defective the driver should have them repaired before coming back to the transfer station.
- 12) After dumping your load, please remember to lower your dump body before existing the building.
- 13) Please exit the tipping floor in a safe and timely manner.

**Violators of any of these policies or procedures will be reported to their company and our Corporate Office.
Repeat Offenders may be denied access to the transfer station.**