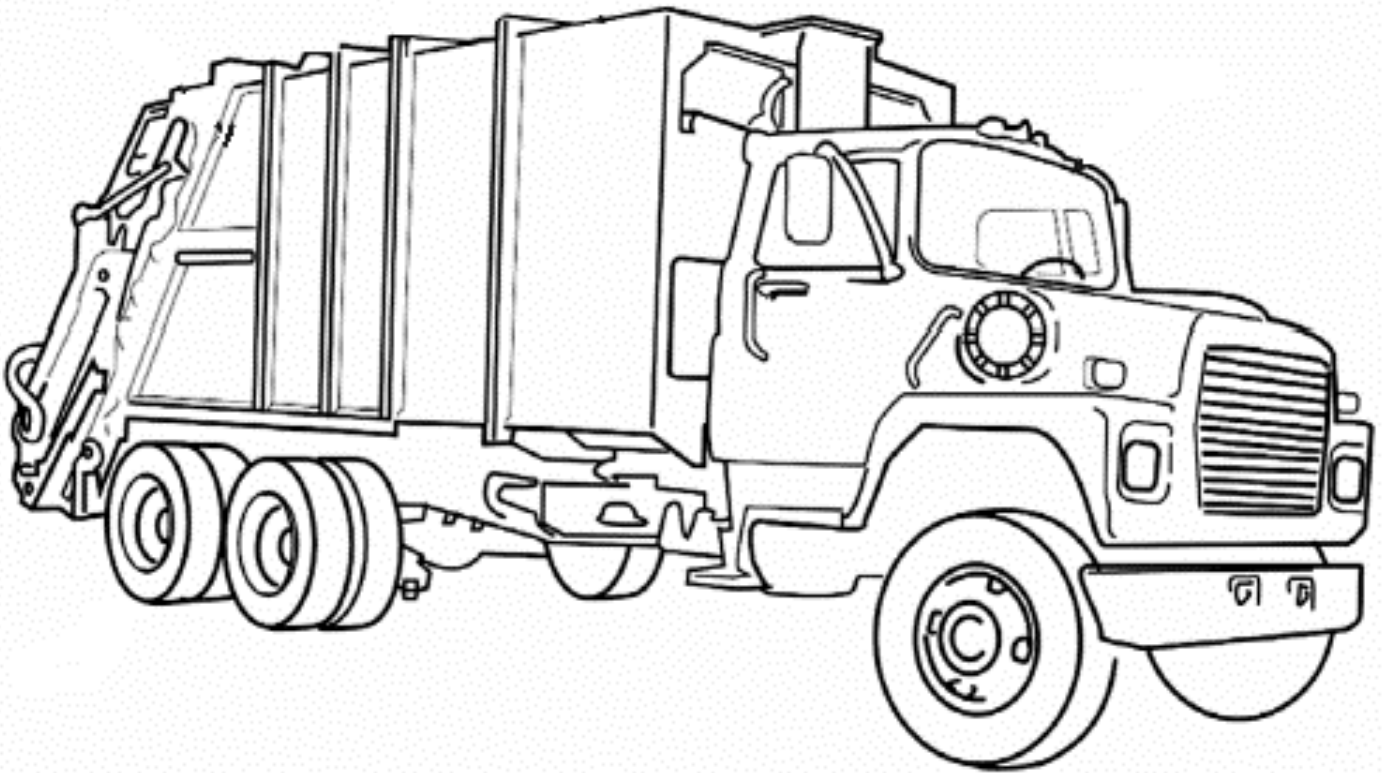


Commercial Hauler PROCEDURE MANUAL

**MONTGOMERY-OTSEGO-SCHOHARIE
SOLID WASTE MANAGEMENT AUTHORITY
TRANSFER FACILITIES**



**Montgomery-Otsego-Schoharie Solid Waste Management Authority
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FACILITIES

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

MONTGOMERY COUNTY

AMSTERDAM TRANSFER STATION

(City of Amsterdam, Southside)
5S, 1/4 mile east of Route 30
HOURS: Mon-Fri } 7:00 am - 3:00 pm
Saturday } 8:00 am - 11:30 am
PHONE: 518-843-5990

WESTERN TRANSFER STATION

(Randall, Town of Root)
Route 5S, 3 miles east of Route 162
HOURS: Mon-Fri } 7:00 am - 3:00 pm
Saturday } 8:00 am - 11:30 am
PHONE: 518-673-3262

OTSEGO COUNTY

NORTHERN CONVENIENCE STATION

(Outside Cooperstown, Route 28)
Route 28, 1.5 miles north of Cooperstown
east site of road
This facility accepts only residential waste
No Trailers allowed
HOURS: Wed & Sat } 8:00 am - 2:30 pm
PHONE: 607-547-5967

ONEONTA TRANSFER STATION

(Oneonta, Silas Road)
Off Route 1-88, Exit 13. South of exit on Route 205,
turn right on Silas Road
HOURS: Mon-Sat } 7:00 am - 3:00 pm
PHONE: 607-432-9540

SCHOHARIE COUNTY

SCHOHARIE TRANSFER STATION

(Route 7, Howes Cave)
Next to Administrative Office. North side
of Route 7, about 3.5 miles east of Cobleskill.
Exit 22 off I-88, then .9 miles east of Route 7
Thruway exit 25A for I-88
HOURS: Mon-Fri } 7:00 am - 3:00 pm
Saturday } 8:00 am - 11:30 am
PHONE: 518-296-8856

ADMINISTRATIVE OFFICE

P.O. Box 160
Howes Cave, New York 12092
North side of Route 7, about 3.5 miles east of
Cobleskill. Exit 22 off I-88, then .9 miles east of
Route 7. Thruway exit 25A for I-88
HOURS: Mon-Fri } 7:00 am - 4:00 pm
PHONE: 518-296-8884

The facilities are closed on the following Holidays:

New Years Day
Memorial Day
Fourth of July

Labor Day
Thanksgiving
Christmas Day

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MOSA RULES AND REGULATIONS

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

1. All persons must follow transfer station supervisor/operator's instructions at all times. The Authority 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. This does not include Authorized Board Members.
3. No smoking in buildings or while in contact with trash (i.e. un-tarping).
4. When chains are in place access to tipping floor is prohibited. Chains across tipping floor entrance will only removed by staff.
5. Yield right of way to transfer 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.
14. Only one person can exit the truck/vehicle on the tipping floor (except for hand unloads). The driver who exits the vehicle must stay within 6 feet of the vehicle.

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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 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 if delivering their own waste or Commercial Vehicle Registration (CVR) provided by the Authority if delivering waste from more than one household, commercial establishment, store, hotel, motel, and/or industrial facility. Application must be made through the main 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 Authority owned property. 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 Commercial Vehicle Registrations (CVRs).
23. All customers and users are required to sign ticket/signature pad before leaving site. By signing ticket 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 his official function.
24. All haulers and vehicles must comply with the applicable rules and regulations currently enforced by:
 - MOSA
 - Montgomery, Otsego and Schoharie Counties
 - NYS Department of Environmental Conservation (NYSDEC)

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- NYS Department of Motor Vehicles (DMV)
 - NYS Department of Transportation (DOT)
 - Occupational Safety & Health (OSHA)
 - Public Employee Safety & Health (PESH)
24. Commercial haulers hauling waste in roll-off containers and metal dump body vehicles may request assistance from Authority 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.
25. No roll-off/compactor boxes shall be stored on Authority owned property.
26. All delivery vehicles weighed in must be weighed out. No tare weights will be saved.
27. Compactor boxes need to be dropped and turned at the designated locations at all Authority sites.
28. Wastes from outside the Counties may be accepted at the Official MOSA 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.
29. Payment for use of the facility shall be based on the current Rate Schedule as adopted/amended by the Governing Board.
30. 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.
31. MOSA's bag rate is based on a 30-35 gallon bag/container size. All bags that are 35 gallons or less will be charged by the bag count multiplied by the bag rate. All bags over the 35 gallon size will be charged by weight.
32. Prohibited materials, unless exempted by MOSA, are as follows:
- a. All liquids;
 - b. Barrels must be clean, have both ends removed and crushed;
 - c. Dead animals and carcasses, including rendering products, hides, fleshings and residues from meat packing facilities; **(accepted only by special application to the Executive Director)**;

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- d. Hazardous wastes as defined by NYSDEC Part 371;
 - e. Industrial waste (*accepted only by special application to the Executive Director*);
 - 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 Executive Director*).
33. Loads will be randomly inspected to determine customer compliance with the General Rules and Regulations of the Authority. Each County will be notified of any and all rejected loads. Such notice shall indicate the date of the rejection, the person that attempted the delivery and the reason for the rejection.
34. Chipped brush and trees, leaves, lawn and garden wastes will be charged on the basis of standard rates.
35. 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.
36. Haulers and Customers will not be allowed access inside break room without approval from Site Supervisor.
37. Only Authorized persons will be allowed access into the scale house.
38. Haulers and customers cannot access Authority facilities outside of normal operating hours without prior approval from the Executive Director.
39. The Authority assumes no liability for damages to vehicles or injuries to individuals on Authority property. Report any accident immediately to transfer station supervisor or designee.
40. Haulers will be responsible for damages they cause to Authority property.

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