



CITY OF
Saint Paul
ALASKA

**CITY OF SAINT PAUL, ALASKA
STANDARD OPERATING PROCEDURE
REFUSE UTILITY SCHEUDLE AND REQUIRED
DOCUMENTATION
MARCH 2023**

1. SOP VERSION CONTROL

Revision No Revision Date Page No(s) Description Approved by

2. STAFF ACKNOWLEDGEMENT

I certify that the requirements of this SOP have been communicated to me and that I am trained in its use. A copy of this page will be distributed to the employee training record file.

Name

Date

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3. APPROVAL SIGNATURES

Prepared by: Phillip A. Zavadil, City Manager

Date: March 23, 2023

Approved by: _____ Date: _____

4. DEFINITIONS AND ACRONYMS

5. KEY PERSONNEL AND RESPONSIBILITIES

5.1. Public Works Director of Designee

- 5.1.1. Oversee Refuse Utility and its staff
- 5.1.2. Determine and implement any follow-up activities

5.2. Landfill Operators

- 5.2.1. Collection of refuse based on established schedule
- 5.2.2. Landfill maintenance based on established schedule and solid waste management plan
- 5.2.3. Documentation of collection of refuse

6. SCOPE/PURPOSE

- 6.1. The purpose of this Standard Operating Procedure (SOP) is to outline the procedures for setting a schedule for the Refuse Utility services and the required documentation necessary for safe and efficient utility management and operations, as well as timely completion of documentation for billing purposes.

7. HEALTH AND SAFETY

- 7.1. Main repair often involves several types of hazards, including:
 - 7.1.1. Traffic Hazards: Staff should be aware of all traffic hazards while collecting refuse in the community and other operating areas.
 - 7.1.2. Heavy Equipment Hazards: Heavy equipment is used for landfill maintenance. Staff operating the equipment must have the proper training and licensure. Ensure proper distances from the equipment are maintained. Use hand signals / radios to communicate with the operator and spotters as needed when moving equipment. Make eye contact with the operator before coming in the vicinity of the equipment.
 - 7.1.3. Hazardous Chemicals: Staff should be trained in the use of the specific chemicals to be used and how to address any emergencies that may arise.
 - 7.1.4. Smoke: Staff should take precautions not to breath smoke from burning garbage.
- 7.2. Crews should be able to recognize and respond to the potential hazards, and must have the proper training, including knowledge of proper sanitary procedures during repair, and certifications to the complete the applicable tasks. In addition, proper PPE should be worn at all times and will vary depending on the specific repair activity. PPE may include:

- 7.2.1. Chemical resistance apron
- 7.2.2. Face Shield
- 7.2.3. Hard hat
- 7.2.4. High visibility safety vest
- 7.2.5. Knee pads
- 7.2.6. Safety glasses
- 7.2.7. Steel-toed boots
- 7.2.8. Work gloves and/or chemical resistant gloves

8. PROCEDURE

8.1. Refuse Collection and Self-Haul Schedule

- 8.1.1. Residential Collection: Once a week, on Mondays, must collect each residential garbage (*unless affected by holiday*).
- 8.1.2. Commercial Collection: Once a week, on Tuesdays, must collect each commercial garbage (*unless affected by holiday*).
- 8.1.3. Self-Hauls: On Thursdays and Fridays afternoons, be at the landfill for residential and commercial self-hauls (*unless affected by holiday*).

8.2. Landfill Maintenance Schedule

- 8.2.1. Burn Box: On Tuesdays, start fire in burn box. Wednesdays, maintenance and cleaning burn box.
- 8.2.2. Organizing/Cleaning Landfill: On Thursdays and Fridays mornings, clean and organize the landfill land to ensure a safe work environment.

8.3. Documentation

- 8.3.1. Residential Collection Logs: Must be filled out and completed each week and turned into Caitlin.
- 8.3.2. Commercial Collection Logs: Must be filled out and completed each week and turned into Caitlin.
- 8.3.3. Waste Tickets: Must be filled out when necessary and turned into Katrina for billing.