

**To'Hajiilee Navajo Chapter/Canoncito Band of Navajos  
Transfer Station Plan of Operation**

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## **To'Hajiilee Navajo Chapter/Canoncito Band of Navajos Transfer Station Plan of Operation**

### I. Establishment

By To'Hajiilee Navajo Chapter Resolution Number \_\_\_\_\_, the To'Hajiilee Navajo Chapter hereby established this Plan of Operation for the efficient operation of the solid waste disposal, herein referred to as Transfer Station, to ensure the environment is protected from any pollution.

### II. Purpose

- A. To provide the public with a location to dispose of solid waste.
- B. To protect all aspects of the environment, this includes but is not limited to, all life forms, air, water, and soil.
- C. To eliminate illegal dump sites within the To'Hajiilee Navajo Chapter Community.
- D. To comply with all the Navajo Nation Solid Waste Code and Regulations.
- E. To provide community awareness for the To'Hajiilee Navajo Community.

### III. General description of solid waste disposal operation

- A. The To'Hajiilee Navajo Chapter is designated as the owner/operator of the solid waste disposal facility located at ¼ of mile from To'Hajiilee Navajo Chapter House on Tribal Road N56.
- B. The To'Hajiilee Navajo Chapter, as the Owner/Operator shall be responsible for managing and maintaining the Transfer Station.
- C. The Transfer Station shall be operated in compliance with the requirements of the Navajo Nation Solid Waste Code.

### IV. Facility personnel

- A. To'Hajiilee Navajo Chapter shall have financial responsibility of the operation and maintenance of the Transfer Station.
- B. To'Hajiilee Navajo Chapter shall be designated as the fiscal agent for the Transfer Station.
- C. To'Hajiilee Navajo Chapter shall have the responsibility in the hiring of the Transfer Station Attendant.
- D. The To'Hajiilee Navajo Chapter shall provide the Transfer Station Attendant with proper and necessary training and instructions to ensure compliance with the provisions of this Plan of Operation.

- V. Transfer station attendant(s)
- A. The To'Hajiilee Navajo Chapter shall employ the Transfer Station Attendant(s), herein referred to as Attendant(s).
  - B. The Attendant(s) shall work a maximum of sixty (60) hours per week during established operating hours. Hours may be expanded dependent upon funds availability.
  - C. The duties and responsibilities of the Attendant are as follows, but are not limited to:
    - 1. Monitor solid waste and recycling disposal.
    - 2. Monitor for hot ashes and prohibit open burning of solid waste.
    - 3. Maintain the facility by keeping the area litter free.
    - 4. Operate in a safe manner, by protecting the user's property and equipment.
    - 5. Lock gate(s) and secure the Transfer Station upon closure, each day or during non-operating hours.
    - 6. Assist the customer by unloading bagged solid waste for disposal. The customer will be asked to remain in the vehicle.
    - 7. Disseminate educational information, brochures, pamphlets, and booklets on solid waste and recycling.
    - 8. Collect tipping fees from customers and issue receipts.
    - 9. Maintain daily log of waste volume, compiled daily.
    - 10. Monitor the need for pickup by the contractor.
    - 11. Promote the sale of the Transfer Station coupon to customers.

- VI. Prohibited waste/acceptable waste
- A. Prohibited Waste not accepted at the Transfer Station, shall be referred to other solid waste disposal sites. The types of waste not accepted are listed below, but are not limited to:
    - 1. Hazardous waste of any kind
    - 2. Medical/Infectious waste or anything suspected medical and/or infectious waste
    - 3. Hot ashes
    - 4. Asbestos
    - 5. Dead Animals
    - 6. Used Oils
    - 7. Construction Debris (dirt, rock, asphalt and cured-concrete)
    - 8. Commercial Solid Waste
    - 9. Auto Parts (metal, fiberglass, etc.)

10. Old Appliances (toasters, washing machines, refrigerator, typewriters, etc.)
  11. Electronic Waste (televisions (TV), computers, monitors, printers, DVD players, VCR players, cd players, radios, etc.)
  12. Old Furniture (sofas, chairs, beds, mattress)
  13. Old Tires
- B. Acceptable Waste must be in a trash bag. Includes, but not limited to:
1. Household Waste: Food, cans, paper, glass bottles, and plastic
  2. Aerosol Cans
  3. Yard Waste (leaves, boxes, etc.)
  4. Clothes

VII. Fee schedule for solid waste disposal

- A. The following fees shall be accepted from customer(s) upon delivery of solid waste to the facility:
1. Per visit
 

a. 1 bag (4-35 gallons)	\$ 2.00 [\$1.88 + \$0.12]
b. 1 bag (Construction sized)	\$ 4.00 [\$3.76 + \$0.24]
c. Truckload (up to 15 30-gallon bags)	\$ 7.00 [\$6.58 + \$0.42]
d. Coupon (5 truckloads)	\$30.00 [\$28.30 + \$1.70]
- B. All other debris from major commercial construction must be delivered to a certified landfill by the contractor.
- C. The fee schedule may be amended as deemed necessary by the To'Hajiilee Navajo Chapter.

VIII. Hours of operation

- A. Scheduled hours of operation shall be posted at the Transfer Station and Chapter House.
- B. The time of operation is:
1. Monday - Friday 8:30 am to 12:00 pm and 1:00 pm to 2:30 pm
  2. Closed on Federal and Navajo Nation Holidays.
- C. The To'Hajiilee Navajo Chapter shall be responsible to submit a Public Service Announcement to social media, transfer station, and community bulletin board when the facility shall be closed.
- D. During non-operating hours, community members can take their solid waste to another facility (Albuquerque) or take it home until the Transfer Station is re-opened.

1. If the community member(s) leave their solid waste on the premises; the Attendant shall make a report to the Police Department, or Navajo Environmental Protection Program.
  2. Should this occur, the community member(s) shall be charged for illegal dumping.
- E. The Attendant Supervisor is responsible for locking the Transfer Station during non-operation hours.

IX. Transportation of solid waste

- A. Full bins/containers shall be collected in a timely manner to assure the facility is maintained.
- B. Transportation of the solid waste shall be coordinated with the contracted vendor.
- C. To'Hajiilee Navajo Chapter is responsible to contact the contractor for bin pickup once the Attendant Supervisor makes the report the bin is almost full.

X. Insurance

- A. Workers Compensation coverage of the Public Employment Worker(s) shall be paid by the chapter.

XI. Accident reporting

- A. All accident reports shall be submitted immediately to To'Hajiilee Navajo Chapter.
- B. To'Hajiilee Navajo Chapter shall file the accident report accordingly.
- C. Navajo Nation Risk Management and Navajo Nation Workers Compensation Program shall be notified of any work-related injuries and/or property loss reports within the designated time frame of each office.
- D. If there is an accident with the Attendant, the To'Hajiilee Navajo Chapter will rotate other PEP staff to keep the Transfer Station operational.

XII. Uncontrollable fire

- A. In cases of uncontrollable fire, it shall be the responsibility of the Attendant to call 9-1-1 immediately.
- B. The Attendant shall inform To'Hajiilee Navajo Chapter of the fire.
- C. An Incident Report shall be filed with To'Hajiilee Navajo Chapter for Insurance purposes.
- D. There shall be no smoking on the premises.

XIII. Financial procedures

- A. To'Hajiilee Navajo Chapter is designated the Fiscal Agent of the Transfer Station.
- B. Transfer Station Coupons shall be sold at the Transfer Station and at To'Hajiilee Navajo Chapter.
- C. Transfer Station revenue shall be submitted to the To'Hajiilee Navajo Chapter Administrative Office every week along with a duplicate copy of receipts to verify the totals match.
- D. Expenses shall be paid by To'Hajiilee Navajo Chapter in a timely manner.

XIV. Inspection of facility and solid waste

- A. Inspections shall be conducted by the Navajo Nation Safety and Loss Program/Navajo Environmental Protection Agency every six (6) months in accordance with the Navajo Nation Solid Waste Code and Regulations.

XV. Amendments

- A. This Plan of Operation shall be amended from time to time and it shall be the responsibility of the To'Hajiilee Navajo Chapter to revise the Plan of Operation, reviewed by the Chapter Officials during a Planning Meeting and approved by a majority vote by To'Hajiilee Navajo Chapter membership during a duly called Chapter Meeting.