

	<b>City of Sallisaw Administrative Policies</b>	
	<b>Subject: Landfill Use Policy</b>	
	<b>Effective Date: July 1, 2014</b>	<b>Policy Number: AD-30010 Revision: July 1, 2016</b>

**Purpose**

The purpose of this policy is to provide guidance for the disposal of waste at the city's sanitary landfill facility.

**Background**

The City of Sallisaw operates a regional sanitary landfill facility that accepts normal household waste and non-hazardous industrial waste. Use of this facility is on a cash basis unless a charge account has been established with the City of Sallisaw.

The City of Sallisaw allows city residents to dispose of refuse and debris at no charge twice per month provided they meet the guidelines of this policy as outlined below.

**Definitions:**

- A. *City.* The City of Sallisaw, Oklahoma
- B. *Customer.* Any person, group of persons, association, partnership, firm or corporation who receives utility services from the City of Sallisaw or uses any of its facilities.
- C. *Residential Customer.* A person living in a single family or multiple family structure being utilized as a residence only and not primarily for commercial or industrial activity.
- D. *Commercial Customer.* Owner or tenant of any structure whose primary purpose is commercial or industrial activity. Medical facilities, educational facilities and governmental facilities shall also be classified as commercial.
- E. *Solid Waste.* The term "solid waste" means any garbage, refuse or rubbish resulting from Residential, Industrial and/or commercial activities, but shall not include any infectious waste, hazardous waste, radioactive, volatile, corrosive, highly flammable, explosive, biomedical, infectious, bio-hazardous, toxic or hazardous material, as defined by applicable federal, state or local laws or regulations ("Excluded Waste"), or any garbage, refuse or rubbish which is required by any governmental authority or by its general nature to be handled or disposed of other than in accordance with the Disposal Facility's normal operating procedures as exist on the date hereof.
- F. *Hazardous Waste.* The term "hazardous waste" means waste, materials, substances or sludges (a) listed or characterized as "hazardous" in the Resource, Conservation and Recovery Act of 1976, the Comprehensive Environmental Response, Compensation and Liability Act, the Toxic Substances Control Act, the Occupational Health and Safety Act, any comparable state or local law, and all rules and regulations promulgated under any of the foregoing, each as amended, including future amendments thereto, excluding minimal quantities of such material typically found in municipal and household refuse which are permissible for disposal at the Disposal Facility under applicable laws or (b)

otherwise restricted under all governmental licenses, permits and approvals required for the operation of the Disposal Facility as currently operated.

## **Section 1**

### **Landfill Use Policy/Procedure**

1. Use of the solid waste facility shall be during normal business hours. These hours are subject to change. Use of the solid waste facility outside normal operating hours may incur special use fees.
2. All vehicles entering the landfill facility must have their loads properly secured or they may be turned away. All trailers must be covered and have tailgates that will not permit any debris to fall out of the trailer.
3. All waste is subject to inspection by landfill personnel before being allowed to dispose.
4. All vehicles and trailers must be in good working order. Equipment not working properly may be turned away if unsafe.
5. While inside the landfill facility, drivers must obey all posted rules and directions of the landfill personnel. Drivers must stay with their vehicles at all times. The City of Sallisaw is not responsible for any damage sustained to vehicles or equipment while using the solid waste facility.
6. All vehicles must be weighed before and after dumping their waste unless operations dictate inbound or outbound weighing is not required.
7. Customers must notify the scale house operator if their vehicles or trailers are rigged for a pull off. Pull offs will be charged an additional fee.
8. Approved waste:
  - a. Normal residential household waste
  - b. Yard waste such as brush, dirt and lawn clippings.
  - c. Non-hazardous industrial waste. Requires proper documentation and prior approval.
  - d. Contaminated soil with proper documentation and prior approval.
  - e. Metal. All metal must be placed in appropriate bins as directed by landfill personnel.
  - f. Construction and Demolition waste as approved by the landfill supervisor.
  - g. Animal carcasses.
9. Unacceptable Waste:
  - a. The Sallisaw Solid Waste Facility does not accept hazardous waste, free flowing liquids, industrial or off road tires or tires mounted on rims; white goods such as refrigerators, air conditioners and freezers; Items with compressors containing Freon.
  - b. If customer delivers to our facility any material which does not conform to the definition of solid waste under this policy or to the requirements of any applicable governmental law, regulation, rule or order, or any special waste not approved for disposal by the City of Sallisaw, Customer shall, at the City of Sallisaw's request, promptly make available a vehicle suitable for transporting the nonconforming material and shall promptly load such nonconforming material on the vehicle and Customer shall promptly remove the nonconforming material from the facility.

Customer shall also be responsible for increased inspection, testing, study and analysis costs made necessary due to reasonable concerns of the City of Sallisaw as of the content of the waste following the discovery of potentially unacceptable wastes

10. All trailers and trucks hauling shingles must be swept out before leaving the landfill pit.

11. Customer Charge Accounts and Payments:

- a. Use of the solid waste facility is on a cash basis unless a commercial charge account has been established.
- b. Commercial customers only may apply for a landfill charge account. Approval of charge accounts will be based on use, tonnage and customer's credit history. All applications are approved through the Finance Department.
- c. Customers having charge accounts for landfill use must keep their accounts current or face suspension of use of the facility. All charge accounts must be paid as noted on the billing statements.
- d. The disposal rate based on tonnage shall be the actual weight of the material disposed of. This will be calculated using the in and out weights of the transporting vehicle or a previously entered tare weight of the vehicle.
- e. All items disposed of will be charged any required state or federal fees.
- f. All charge accounts billed by the City are due paid in full by the due date shown on the monthly statements. A late fee will be assessed for all charges not paid in full by the due date. The City of Sallisaw reserves the right to suspend services for nonpayment.
- g. Failure to pay all charges due, including late fees, can result in suspension and or termination of services and legal action to collect all fees and costs due the City of Sallisaw.
- h. Payments received on account will be applied to the oldest outstanding charge on record, including late fees.
- i. The City of Sallisaw reserves the right to adjust landfill rates and fees as needed without notice to customers. If possible, the City of Sallisaw will notify customers in advance of any rate modifications.
- j. The City of Sallisaw may require customers to place a deposit with the City for landfill services. If a deposit is required, it will be based on the estimated tonnage the customer brings to the facility. Additional deposit may be required if tonnage increases. At no time will a deposit be decreased based on decreased tonnage. When a customer ceases use of the facility, all deposits will be applied to any outstanding invoices, with any balances refunded to the customer.
- k. The City of Sallisaw may require a surety bond be deposited with the City by the customer. The amount of the surety bond will be based on the estimated tonnage the customer brings to the facility. If a customer fails to pay any invoices due, the city may file a claim on the surety bond.

12. All drivers are required to sign weigh tickets and obtain a copy before exiting the facility.

13. The City of Sallisaw reserves the right to suspend or terminated services at any time.

## **Section 2**

### **No Charge Policy for City Residents**

1. City residential customers will be allowed two (2) no charge dumps per month on any day during normal business hours. All other trips to the facility will be charged the posted fees.
2. If the city residential customer is disposing of items from their primary residence, there is no charge. If items being disposed of are coming from other locations, the posted fee schedule will apply.
3. All loads must fit inside a normal 1/2 ton pickup bed with no side rails (typically 5 ft x 8 ft x 4 ft high). Trailers up to 16 ft with side rails up to 4 ft. will be allowed to dump as well.
4. This policy does not apply to shingles. Shingles may be dumped, however, the resident will be charged the normal dump fee.
5. Dump trucks will not be allowed to utilize the no charge dumping.
6. Vehicles that display logos of businesses will not be allowed to utilize the no charge dumping.
7. Customer must present the following upon entering the facility:
  - a. A valid Oklahoma driver's license showing the place of residence as a location within the city limits.\*
  - b. An original copy of the most recent utility bill in the customer's name with the same service address as shown on their Oklahoma driver's license.\*
  - c. Vehicles must have Oklahoma tag.\*

\*Exceptions may be made for new city residential customers who can show documentation of a recent move to Sallisaw.
8. Waste from charities, churches, schools or other non-profit organizations may be accepted if approved by the Landfill Supervisor in advance.
9. Types of Refuse: City residential customers may dispose of the following types of refuse:
  - a. Normal household type waste coming from the customer's residence.
  - b. Yard debris such as leaves, dirt, grass clippings.
  - c. Brush
  - d. Demolition items only if it originated from the customer's residence and fits the dimensions of the truck/trailer noted above.

**References:** City of Sallisaw Master Fee Schedule

**Responsible Department:** Solid Waste

**Effective Date:** July 1, 2016

**Rescission Date:** NA

This policy shall remain in effect until rescinded or otherwise modified upon request and approved by the City Manager.



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Clayton E. Lucas II  
City Manager, City of Sallisaw

Date: 07/01/16

Revision History  
July 1, 2014  
July 1, 2016