



# MILWAUKIE

*Dogwood City of the West*

City of Milwaukie  
Public Works Department

## RECYCLING & DISPOSAL OF MATERIALS

Standard Operating Procedure #70.01

September 6, 2013

By

Ronelle Sears  
Public Works Supervisor

Approved:

Public Works Director

7-7-16

Date

Stormwater/Wastewater Supervisor

7-7-16

Date

## Table of Contents

1.0	Purpose and Applicability.....	p.3
2.0	Method Summary.....	p.3
3.0	Definitions.....	p.3
4.0	Health and Safety Concerns.....	p.3
5.0	Personnel Qualifications.....	p.3
6.0	Equipment and Supplies.....	p.3
7.0	Procedural Steps.....	p.3
8.0	Records Management.....	p.3
9.0	References.....	p.4
10.0	Recycling/Disposal of Materials from Milwaukie Public Works Maintenance.....	p.5-6

## **1.0 PURPOSE & APPLICABILITY**

The purpose of this Standard Operating Procedure (SOP) is to establish uniform procedures pertaining to the practices of Recycling and Disposal as performed by the City of Milwaukie Public Works department. This procedure provides guidelines and goals for implementing and maintaining a successful recycling of materials generated from Public Works maintenance activities.

The operator or inspector may deviate from these procedures when necessary due to unexpected or unique circumstances that may occur in the field. Any deviation must be discussed with supervisory personnel prior to implementation.

## **2.0 METHOD SUMMARY**

This procedure states that waste and recycling management are part of the City of Milwaukie broader mission to sustainability. This procedure describes how Vactor waste, ditch debris, vegetation trimmings, wood materials, fallen trees, concrete, asphalt, untreated lumber, treated wood, rock, dirt and rock from shoulder maintenance, wet waste, galvanized materials and metals are recycled. This procedure is written and implemented to insure employees are storing and recycling all materials in an environmentally friendly process.

## **3.0 DEFINITIONS**

3.1 Vactor: truck mounted vacuum cleaning unit with debris storage tank.

## **4.0 HEALTH & SAFETY CONCERNS**

Personal protective equipment such as safety glasses for splashing material and gloves for handling possibly contaminated material. Hard hat may be required when using over-head equipment to load recycle bins.

## **5.0 PERSONNEL QUALIFICATIONS**

Personnel must have a Class B Commercial Driver's License and must have a valid CDL to operate the dump truck or Volvo-12 yarder to haul the drop boxes.

## **6.0 EQUIPMENT & SUPPLIES**

Equipment used will consist of a Volvo-12 yard dump truck, 12 yard drop boxes, hard hat, safety glasses, gloves, back hoe or loader, tarps and ropes.

## **7.0 PROCEDURAL STEPS**

See pages 5 & 6 - Recycling/Disposal of Materials from Milwaukie Public Works Maintenance

## **8.0 RECORDS MANAGEMENT**

If any records or invoices are created or obtained for this procedure, they will be retained in accordance with the current City of Milwaukie records retention policy and Oregon Administrative Rules 166-200-120.

**9.0 REFERENCES**

- 9.1 City of Milwaukie Stormwater Management Plan (2012) Brown & Caldwell and City of Milwaukie
- 9.2 NPDES MS4 Discharge Permit # 101348 (March 16, 2012) Oregon Department of Environmental Quality
- 9.3 City of Milwaukie Citywide Safety Manual (2002)

**Revision Record**

Revision	Date	Author	Description of change

## 10.0 Recycling/Disposal of Materials From Milwaukie Public Works Maintenance

Material or Waste	Environ. & Reg. Concerns	Temp. Stockpile Locations	Permanent Destination
<b>Vacuum Truck Waste</b>	<ul style="list-style-type: none"> <li>• Potential for high levels of copper, zinc, lead and Poly-Aromatic Hydrocarbons in roadside environments.</li> </ul>	<ul style="list-style-type: none"> <li>• Dewater in decant facilities, bunkers #3, 4, 5</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to a municipal solid waste landfill.</li> <li>• Route effluent to settlement facility, then to sewer system.</li> </ul>
<b>Ditchings</b>	<ul style="list-style-type: none"> <li>• Studies show high levels of lead in roadside environments.</li> </ul>	<ul style="list-style-type: none"> <li>• Bunker spoils pile #6.</li> <li>• If wet, dewater in bunkers #3, 4, 5</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycling facility</li> </ul>
<b>Vegetation Trimmings from Maintenance of Stm/w Facilities (including ditches)</b>	<ul style="list-style-type: none"> <li>• Vegetation cleared from ditches is considered municipal solid waste if mixed with litter or ditching.</li> <li>• Soft vegetation from stm/w treatment ponds may contain pollutants.</li> </ul>	<ul style="list-style-type: none"> <li>• Suck up with vacuum truck.</li> <li>• Screen out litter, if possible.</li> <li>• Separate from ditchings and put wood debris box.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave small, soft vegetation on site to decompose if the decomposing matter will not enter the stm/w system.</li> <li>• Haul to composter/recycler.</li> <li>• Haul to municipal solid waste landfill if mixed with ditchings or litter, or if the vegetation has been removed from a stm/w treatment pond.</li> </ul>
<b>Woody Material from Ditch Cleaning</b>	<ul style="list-style-type: none"> <li>• Considered solid waste if mixed with litter or ditchings, such as in a vacuum truck.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep woody material separate from ditchings and litter if possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycler.</li> </ul>
<b>Fallen Trees in Water Bodies</b>	<ul style="list-style-type: none"> <li>• Wood in water bodies is an essential factor in the ecosystems that support the threatened and endangered fish in the region's rivers &amp; streams.</li> </ul>	<ul style="list-style-type: none"> <li>• Leave large wood in stream, unless to do so would present a flooding or public safety hazard.</li> <li>• If removed, put in wood box at yard.</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycler.</li> </ul>
<b>Concrete Breakout</b>	<ul style="list-style-type: none"> <li>• Lime, crystal silica, dust, oils.</li> </ul>	<ul style="list-style-type: none"> <li>• Bunker #6.</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycler.</li> </ul>
<b>Asphalt Breakout</b>	<ul style="list-style-type: none"> <li>• Poly-Aromatic Hydrocarbons, oils, metals, other chemicals.</li> </ul>	<ul style="list-style-type: none"> <li>• Bunker #6.</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycler.</li> </ul>

Material or Waste	Environ. & Reg. Concerns	Temp. Stockpile Locations	Permanent Destination
<b>Lumber (untreated wood)</b>	<ul style="list-style-type: none"> <li>• Tannins, other.</li> </ul>	<ul style="list-style-type: none"> <li>• Re-use or put in wood box.</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycler.</li> </ul>
<b>Treated Wood</b>	<ul style="list-style-type: none"> <li>• Chemicals used to treat lumber can be environmental and health concerns.</li> </ul>	<ul style="list-style-type: none"> <li>• Segregate treated timbers from other wood waste.</li> <li>• Store under cover.</li> </ul>	<ul style="list-style-type: none"> <li>• Re-use or take to hazardous waste landfill.</li> </ul>
<b>Rock</b>	<ul style="list-style-type: none"> <li>• May be mixed with dirt, asphalt, vegetation . . .</li> </ul>	<ul style="list-style-type: none"> <li>• If mixed, put in bunker #6 and, depending on how "clean" it is ⇒</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycler or to landfill.</li> </ul>
<b>Dirt/Rock from Shoulder Maintenance.</b>	<ul style="list-style-type: none"> <li>• Materials bladed from roadsides may have elevated levels of lead, copper, zinc, PAHs and other pollutants.</li> </ul>	Same as above.	Same as above.
<b>Wet Wastes</b>	<ul style="list-style-type: none"> <li>• Municipal waste landfill will not accept wet earth materials.</li> <li>• Wet wastes may drip in transit, contaminating the roadside drainage system, and, potentially, wetlands and streams.</li> </ul>	<ul style="list-style-type: none"> <li>• Before hauling wet spoils, line tailgate with plastic, or mix wet load with dry dirt or chips.</li> <li>• Dewater wet <b>excavation</b> spoils in bunker #2.</li> <li>• Dump <b>sweeper</b> spoils in bunker #1.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Excavation</b> spoils to recycler.</li> <li>• <b>Sweeper</b> spoils to contractor.</li> </ul>
<b>Galvanized Metals</b>	<ul style="list-style-type: none"> <li>• Zinc and mildly acidic stormwater are a bad combination. Many aquatic species are VERY sensitive to zinc in runoff.</li> </ul>	<ul style="list-style-type: none"> <li>• Store covered.</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycler.</li> </ul>
<b>Metals</b>	<ul style="list-style-type: none"> <li>• Best to keep metals separated from stormwater.</li> </ul>	<ul style="list-style-type: none"> <li>• Store covered.</li> </ul>	<ul style="list-style-type: none"> <li>• Haul to recycler.</li> </ul>