

**Ace Carting – Fort Ann, NY**  
**www.AceCarting.com**  
**Transfer Station Policies & Procedures**

May 23, 2018

Please find below the policies and procedures for County Waste & Recycling's Transfer Station. Our goal is to make a safe experience for everyone. It is very important for all of our customers, residents and employees to follow these procedures to ensure everyone's safety.

**General Policies**

1. **Hours of Operation.** Check our website for hours or weather related closures.
2. **Speed Limit.** At all times, customers must obey the posted speed limit and traffic signals for the road ways at the site.
3. **Cell Phones.** Cell phone use is strictly prohibited on site: at the scale, while driving and unloading.
4. **Smoking.** Smoking is not allowed at any time on site.
5. **Scavenging.** No person is allowed to pick through the material dumped on the tipping floor. All material dumped on the floor becomes the property of Ace Carting.
6. **Personal Protective Equipment (PPE).** All drivers, passengers and visitors will wear the required PPE at all times while on site. This includes a hard hat, safety glasses, sturdy shoes, high visibility vest and ear protection if applicable.
7. **No Alcohol.** is permitted on site at any time.
8. **Tarps.** All trucks, containers or trailers should remain tarped until on the tipping floor. DO not remove the tarp while waiting in line. Any vehicle that is not clean after dumping should be tarped before leaving the tipping floor.
10. **Dumpsters and Compactors.** Dumpsters and Compactors will not leave the tipping floor before doors are closed and debris is cleaned from the frame and rear of the truck.
11. **Turnbuckles.** No driver shall open turnbuckles prior to entering the tipping floor.
12. **Clam trucks.** All booms will be lowered, doors closed and debris cleaned from the rear of the truck before exiting the floor.
13. **Banging Compactors or Roll Off Boxes** on the floor will not be allowed due to the damage it causes to the floor.
14. **Vehicles.** Do not leave vehicle unattended.

## Tipping Floor Procedures

The following procedures should be followed by everyone using the Tipping Floor.

1. All vehicles should wait in line until the scale is open.
2. Speed limit. The speed limit for all tipping floors is a maximum of 5mph.
3. Tipping Floors are known to be slippery when wet. Extreme caution should be used when maneuvering your vehicle around other vehicles. Also use caution when exiting and entering your vehicle to prevent slips and falls.
4. All unnecessary equipment and helpers should not enter the tipping floor. No one should try to unload ladders or any other equipment on the floor before dumping.
5. Prior to unloading, drivers are required to always securely latch open their tailgates to prevent swinging while the load is being dumped.
6. Remove your tarp only after safely parking your vehicle. Do not un-tarp while waiting at the entrance.
7. Small residential vehicles or landscapers should not park directly next to a commercial hauler whenever possible.
8. All customers should maintain a safe distance between themselves and the next vehicle.
9. All passengers or helpers must remain in the vehicle while dumping. If you are hand unloading and need help then only those helping should exit the vehicle. Children and pets must remain in the vehicle.
10. All persons will remain within close proximity of their vehicle at all times. Do not wander away from your vehicle.
11. All customers should remain vigilant and aware of their surroundings. Look out for the vehicle next to you.
12. Operators will not assist in opening or closing of compactor or roll off doors. If they are defective, the driver should have them repaired before coming back to the transfer station.
13. After dumping your load, please remember to lower your dump body and the boom as some of the transfer stations have low exit door heights.
14. Please exit the tipping floor in a safe and timely manner.

Violators of any of these policies or procedures will be reported to their company and our site managers. Repeat offenders may be denied access to the transfer station.