

Steamboat Wharf Marina

Standard Operating Procedures

Solid Waste Management and Recycling

Department:	Marina Operations	
Procedure:	Solid Waste Management and Recycling	
Date Issued:	May	2006
Date Revised:	November	2015

Purpose of Procedure:

Create an orderly process for trash removal and recycling at Steamboat Wharf Marina to keep the premises clean, prevent littering the environment, and recycle as much waste as possible.

Steps of (SOP) Standard Operating Procedure:

1. Covered trash and recycling bins are located at (1) the Guest dock entrance/head of the pier, (2) the North dock entrance, (3) the West dock entrance and (4) the South dock entrance. No trash containers shall be placed on docks.
2. Twice daily, once in the morning when work shift begins, and in the evening before work shift ends, (more if needed) all barrel liners are to be emptied and placed in the appropriate dumpster. Dumpster locations have signage indicating items acceptable for disposal.
3. New barrel liners are to be replaced immediately into all trash receptacles.
4. E.O.M.S. Recycling Inc (Brockton, MA) supplies us with a trash dumpster which is scheduled to be emptied twice weekly, depending on seasonality and volume of trash generated. Call E.O.M.S., 508-587-9686 if dumpster needs to be emptied before scheduled pick up.
5. E.O.M.S. also supplies us with a single-stream recycling dumpster which is scheduled to be emptied once per week, depending on seasonality and volume generated. Call E.O.M.S., 508-587-9686 if dumpster needs to be emptied before scheduled pick up.
6. There is a separate dumpster for shrinkwrap recycling. The dumpster is delivered to the marina annually in early Spring. Once all shrinkwrap has been removed from the boats, E.O.M.S. needs to be called to remove the dumpster and its contents for recycling. Only the shrink warp film can be placed in the shrink-wrap dumpster. All line and strapping must be separated from shrink wrap film and the shrink wrap must be rolled and bundled as tight as possible to maximize space in dumpster.
7. All marina personnel shall be on the lookout for and ready to pick up any stray trash on the marina premises.

8. If, at any time, you notice that any of the dumpsters need to be emptied, please either inform your supervisor or call the appropriate company for removal as soon as possible.
9. In the event of a significant storm, the dumpster shall be removed from the wharf and all trash and recycling barrels shall be emptied and secured.
10. Used battery storage and disposal: used batteries are stored in a single layer on pallets until they can be recycled. If a battery is leaking it must be disposed of as hazardous waste and stored in the Hazardous Material Containment Area.
11. Signage at each dock entrance provides guidance to customers regarding appropriate places for trash disposal and recycling.
12. Slip and boat storage contracts include guidance to customers regarding trash disposal and recycling.

Materials or Tools Needed:

Trash cans, Barrel liners, Dumpster,

Personal Protection Equipment:

Safety glasses, gloves

Evaluation of Procedure: The Dockmaster will inspect all trash and recycling procedures on a daily basis to ensure trash barrels and dumpsters are being kept in a neat fashion. This SOP shall be evaluated annually to conform to best practice and applicable regulations. A copy of this SOP shall be available for the Conservation Commission's agent.