

# WINNEBAGO COUNTY DEPARTMENT OF SOLID WASTE FACILITY RULES AND HAULER GUIDELINES

*Please distribute and review these rules/guidelines with your staff.*

## FACILITY LOCATION

- The Winnebago County Solid Waste Landfill Office and Scale are located at 100 W. County Rd Y, Oshkosh.
- The Winnebago County Solid Waste Transfer Station and Administrative Office is located at 105 W. County Rd Y, Oshkosh.
- **All** Facility and Transfer Station customers and visitors must check-in at the Landfill Scale Office.

## HOURS OF OPERATION

- Scale operations are from 7:00 AM to 3:00 PM Monday through Friday and 7:00 AM to 12:00 PM on Saturdays.
- Special Holiday Hours will be posted at the Scale Office informing users of any changes.

## FACILITY FEES

- The Winnebago County Solid Waste Landfill and Transfer Station Facility are operated by the Winnebago County Solid Waste Management Board. Operations of the Facility are funded by user fees. Refer to the Standard Tipping Fee Rate Schedule for disposal fees. Standard Tipping Fee Rate Schedules are available at the Landfill Scale Office and online at [www.WinnebagoCountySolidWaste.com](http://www.WinnebagoCountySolidWaste.com).

## GENERAL FACILITY RULES

- Per Winnebago County General Code 15.51(3) - *Any person, firm or corporation, or agent or employee thereof, transporting solid waste of any kind whatsoever within Winnebago County or to the Winnebago County Solid Waste Management facilities by motor vehicle or trailer attached to a motor vehicle shall provide cover or covers secured to said motor vehicle and trailer to prevent blowing, bouncing, leaking, falling or spilling of the solid and recyclable waste materials being transported. Actual leakage or spillage of such solid waste and recyclable materials is not necessary to constitute a violation of this section of the Code. This means that your vehicle must be tarped from your point of origin, not just prior to entering the landfill. Untarped loads will be denied access to the unloading areas.* Tarps are available for purchase at the Landfill Scale Office.
- All facility roads have a speed limit of 15 MPH. Please drive with caution as this is a heavily congested area with variably sized vehicles, heavy equipment and pedestrian access. Do not pass other vehicles in the landfill facility unless instructed to do so.
- Facility equipment and vehicles always have the right-of-way over private vehicles and haulers.

- Users of this Facility may not smoke (including e-cigarettes) while outside of their vehicles. This includes vehicle operators and passengers. Cigarette butts should be disposed of properly.
- Alcoholic beverages are not allowed on the premises.
- Children and pets must remain in vehicle at all times.
- SCAVENGING is not permitted anywhere within the Facility.
- Safety vests must be worn in the Facility's Transfer Station.
- Facility employees are not permitted to assist with unloading materials, disabled vehicles or equipment malfunction.
- Should you incur damage to your vehicle or damage Facility property during your visit, you must immediately report the damage to Facility Staff. This Facility is under video surveillance.

### **ACCESS TO FACILITY**

- **All** Facility and Transfer Station customers and visitors must check-in at the Landfill Scale Office prior to unloading
- Haulers with automated scale badges should proceed through the gates to the left-hand scale. Use the telephone handset to speak with the Scale Operator. Once contact is made, follow the Operator's instructions or wait for a scale ticket.
- General public or haulers without automated badges must use the right-hand scale. **Wait your turn and stay in line.**
- Park the entire vehicle (or vehicle and trailer) on the scale and enter the Scale Office to speak with the Scale Operator.
- Cash, check and credit cards (MasterCard/Visa) are accepted payment methods.
- If you are unsure of where to unload, ask the Scale Operator during weigh-in/check-in.
- Before leaving the scale, check for vehicle traffic in other lanes, then proceed to the Facility unloading area.
- Unload your vehicle only in designated areas.
- Incoming vehicles have the right-of-way to the scale. If your vehicle needs to be re-weighed, return to the end of the line of incoming vehicles and proceed to the scale in order.

### **TRANSFER STATION USE**

- Use of the Transfer Station is limited to customers with automatic/hydraulic dumping trailers, or as directed by the Scale Operator.
- Tarps must remain in place until you are at the Transfer Station.
- Back your vehicle into the Transfer Station bay and position it as close to the debris pile as possible. Unload directly onto the floor.
- Persons exiting their vehicle in the Transfer Station must wear an ANSI 1 vest or hi-visibility clothing.
- Always remain near the trailer controls while unloading.
- Items that are lodged or entangled must be freed by hand. Facility Staff are not permitted to assist in unloading the vehicle or trailer.

- Building post, columns and barriers may not be used as anchor points to secure “pull off” ropes.
- Lower automatic/hydraulic dumping trailers prior to exiting the doorway.
- Slowly exit the Transfer Station bay, check for other exiting traffic and return to the Scale Office if you are required to re-weigh.

### **SOLID WASTE LOSS, INCIDENT AND ACCIDENT REPORTING**

- Parties involved in an incident resulting in potential property damage or injury must stay on site and immediately contact the Operations Manager.
- The Operations Manager will investigate the incident, collect witness statements and take pictures to document the loss. A Winnebago County Loss Report will be completed for incidents or accidents that occur at the Facility.
- If outside assistance is needed from the Fire Department or Police Department, the Operations Manager’s investigation will take place after assisting agencies have completed their assignments.

### **RECYCLING SERVICES**

- General Household Recyclables and many other recyclable materials are accepted at the Facility. Please check-in at the Landfill Scale Office prior to unloading.
- Prior to dropping off recyclables, please empty and rinse all cans, bottles, jars and containers.
- Remove plastic liners from paperboard boxes.
- Flatten and cut cardboard to no larger than 2 feet x 2 feet.
- Plastic bags are not allowed in recycling collection bins. Please remove recyclables from plastic bags and dispose of the bags separately.

### **SPECIAL WASTES**

- Some wastes require special handling due to state and federal regulations or Solid Waste Department policies. The following items can be disposed of in designated areas. Refer to the Standard Tipping Fee Rate Schedule for disposal fees.
- **Batteries** - Lead-acid (bin located at the landfill unloading area), household rechargeable and non-rechargeable batteries (take to landfill office).
- **Tires** - Accepted from Winnebago County Residents only (no out-of-county or commercial sources).
- **Appliances** - Microwaves, air conditioners, dehumidifiers, freezers, refrigerators, soda machines, water fountains/water coolers, dishwashers, furnaces/boilers, stoves/ovens, washers/dryers, water heaters, etc.
- **Yard Waste** - Leaves, grass clippings, garden debris and brush less than 6” in diameter.
- **Scrap Metal** - Refuse fees apply.
- **Automotive Oil/Oil Filters** - No anti-freeze, water or other contaminants. User empties oil into landfill collection tank. (Residential Customers only - no commercial sources).
- **Antifreeze** - No oil or other contaminants. User empties into landfill collection tank. (Residential Customers only - no commercial sources).

- **Propane Tanks** - Must be empty and valve removed. (RV, gas-grill size accepted).
- **Computers/Electronics** - Television, monitor, laptop, CPU, printer, VCR (Residential customers only; no commercial sources. Limit 4 items per visit). Keyboards, mice, speakers, cords and cell phones are also accepted.
- **Bulbs** - Fluorescent, incandescent, tube, compact, circular, u-tube, flood, spot, metal halide, sodium vapor, etc. (Limit 50 bulbs per visit).

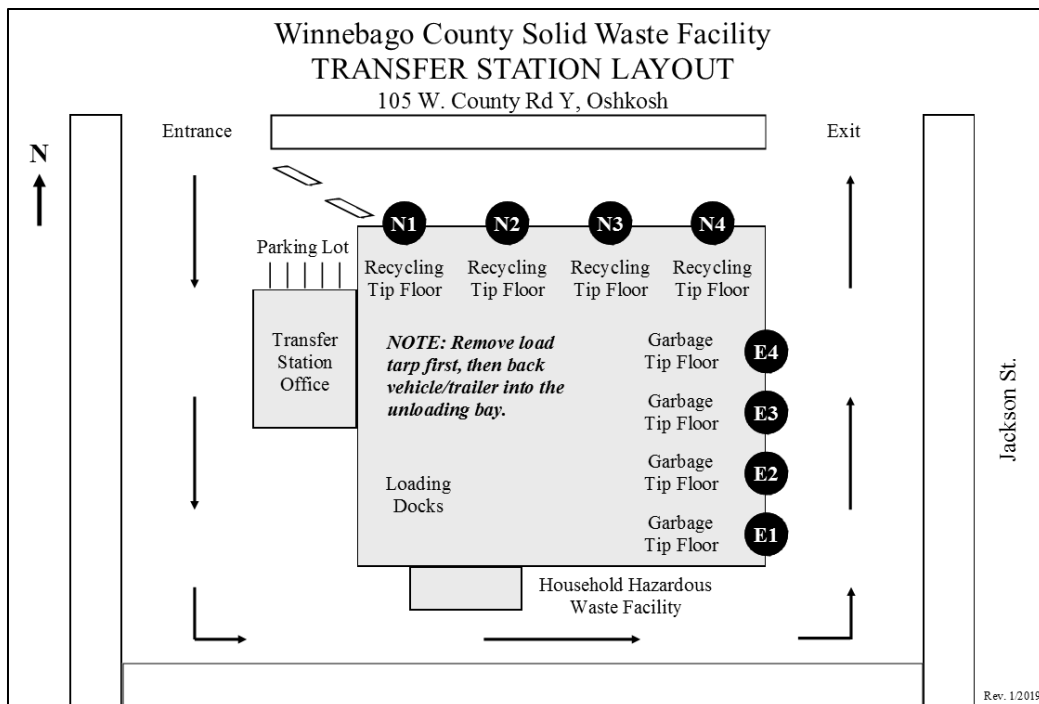
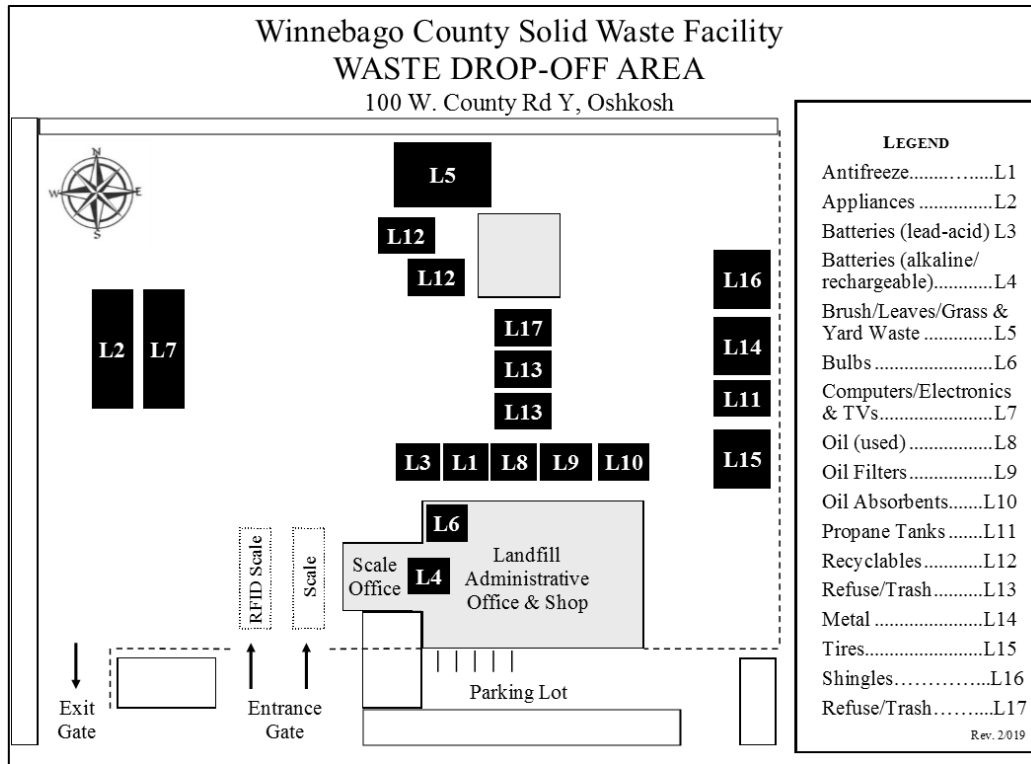
**HOUSEHOLD HAZARDOUS MATERIAL COLLECTION FACILITY**

- The Winnebago County Household Hazardous Material Collection Facility is located at 105 W. County Road Y, Oshkosh.
- Household Hazardous Material is accepted on select dates only.
- Common Household Hazardous Materials are: Cleaners, degreasers, deodorizers, herbicides, pesticides, insecticides, fuel additives, varnish, stain, spray paint, paint strippers/thinners. Look for items labeled with: Caution, Warning, Danger, Flammable, Combustible or Corrosive.
- Tighten caps/lids and transport materials upright in a cardboard box. Your containers must be left at the collection site.
- For more information call the Household Hazardous Material Hotline at 920-232-1856.

**VEHICLE INFORMATION:**

**LICENSE#:** \_\_\_\_\_ **EMPTY WEIGHT:** \_\_\_\_\_

**FACILITY MAPS:**



**FOR YOUR CONVENIENCE OUR DROP-SITE BOXES ARE NOW COLOR CODED!**

**CURBSIDE RECYCLING**  
*reciclaje a la orilla de la banqueta*  
*curbside recycling*

**Paper** Papel Daim ntawv  
**Cardboard • Newspaper • Books**  
*cartulina • periódico • libros*  
*duab los qhia • ntawv xov xwm • phau ntawv*

**Plastic** Plastico Yas  
**Bottles • Jugs • Containers**  
*botellas • jarrones • contenedores*  
*fwj • ugs • thawv*

**Metal & Glass** Metal & Vidrio Hlau & iav  
**Cans • Bottles • Jars**  
*latas • botellas • jarros*  
*Tau • fwj • thawv*

**TRASH**  
*basura* *thoobkhibnyiab*

**No Appliances**  
*no electrodomésticos*  
*tsis muaj khoom vaj khoom tsev*

**No Electronics**  
*no electrónicos*  
*tsis muaj electronics*

**No Automotive Batteries**  
*no baterías automotrices*  
*tsis automotive roj teeb*

**No Scrap Metal**  
*no chatarra*  
*tsis muaj seem hlau*

**No Automotive Tires**  
*no neumáticos para automóviles*  
*tsis muaj tshab log tshab*

**No Yard Waste**  
*no desperdicio de jardín*  
*tsis muaj vaj pov tseg*

**METAL** *metal* *hlau*

**Bed Frame**  
*marco de la cama*  
*txaj ncej*

**Gutters**  
*canales*  
*txhob txhaws*

**Bicycle**  
*bicicleta*  
*tsheb kauj vab*

**Lawn Furniture**  
**Small Appliances**  
*toaster • blender • vacuum*  
*tostadora • licuadora • aspiradora*  
*lub ci qhob cij•rab•lub tshuab nqus tsev*

**Car Parts – No Fluids**  
*piezas de automóvil – sin fluidos*  
*tsheb qhov chaw – tsis muaj kua*

**Cast Iron**  
*hierro fundido*  
*cam khwb cia hlau*

**Swing Set**  
*columpio*  
*viav vias set*

**VEHICLE TIRES ONLY**  
*llantas de vehículos*  
*tsheb kauj vab log*

**No Bicycle Tires**  
*llantas para bicicletas*  
*tsheb kauj vab log*

**No Cow Mats**  
*alfombra de Hule*  
*kaw taw puas nyuj*

**No Chained Tires**  
*llantas con cadenas*  
*saw log tshab*

**No Shredded Tires**  
*llantas molidas*  
*dua log tshab*

**No Snowmobile • ATV Tracks**  
*Vehículos de Nieve • pistas de todo terreno ATV*  
*cav kau snow • ATV ciav hlau*