



# ROGUE TRANSFER & RECYCLING

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## HOT ZONE PLAN

JUNE 2023

# OVERVIEW

This plan was developed to manage the active areas at Rogue Transfer and Recycling (RTR) in a safe and orderly manner. Safety is our number one priority in all of our operations.

Hot Zones are identified at RTR as high traffic areas around the recycling drop-off and waste disposal site. The Hot Zone Plan is a living document and will be adjusted, as needed, to meet the ongoing safety needs at RTR.

As safety is our primary concern in all our operations, it's essential that we heighten the awareness to our staff, general public, and third-party vendors by providing the information necessary to follow our safety protocols within the Hot Zone.

The Hot Zone Plan will be followed by everyone who enters the Transfer Station site.

Three major classes of vehicles use the Transfer Station:

1. **Commercial waste transporters** (front-load, automated, and dump trucks)
2. **Self-haul vehicles** (including cars and pickups towing small trailers)
3. **Construction demolition transporters** (dump trailer or box with a capacity of 30 cubic yards or less)

# HOT ZONE DESCRIPTIONS AT ROGUE TRANSFER & RECYCLING

## **Entrance and Exit**

All vehicles enter the site from Table Rock Road on the east side of the property, where a left turn lane has been built. Please see the RTR Site Plan Hot Zone Map on page 13.

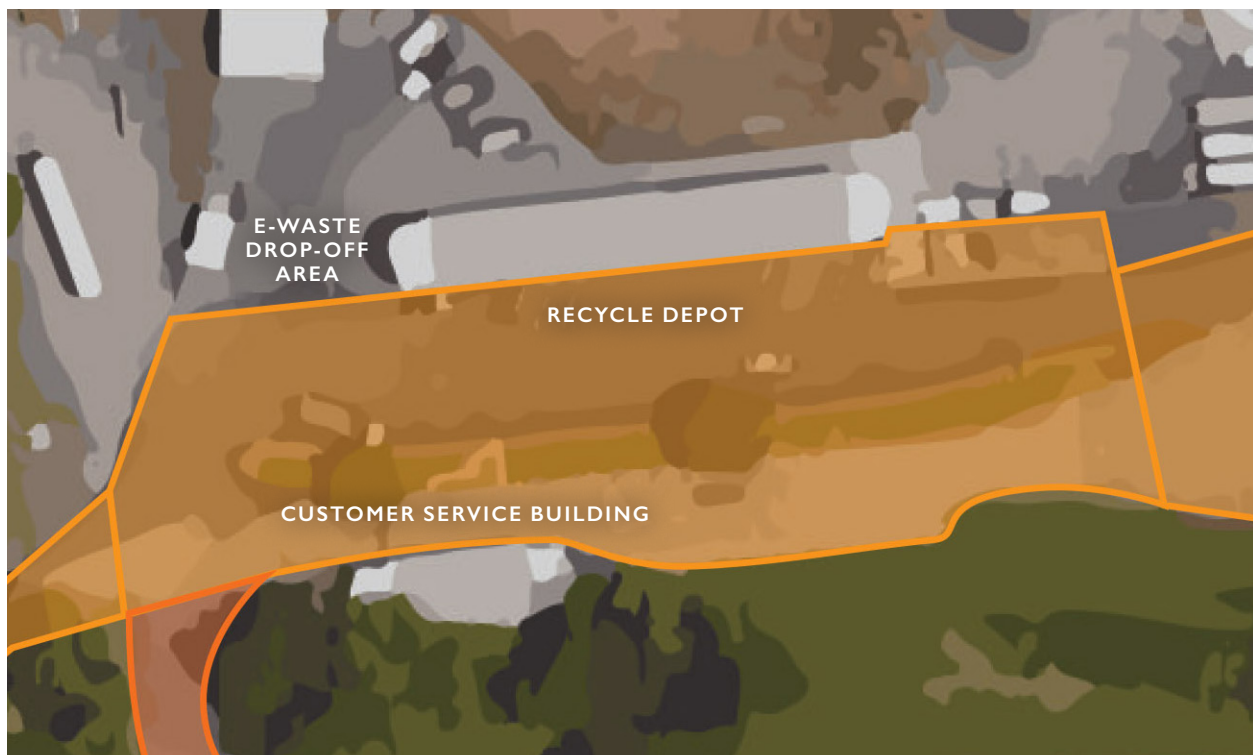
## **Recycling Depot and Customer Service Building**

The Recycling Depot is a paved area running parallel to the Customer Service Building (CSB). All customers entering RTR have access to the Recycling Depot. Signs indicate the location of the Recycling Depot (veer right instead of driving by the CSB), materials accepted, and the hours of operation.

After unloading recyclable materials, if customers have waste to be disposed of at the disposal site, they will exit the Recycling Depot and enter the Pay Station line (behind the CSB) to pay for refuse disposal. If the customer does not have refuse for disposal, they can exit the way they entered the Transfer Station. However, they will remain in the bypass lane and will not enter the Transfer Station building but will exit directly onto Table Rock Road.

This area of the Recycling Depot and Customer Service Building are shown below in Figure 1.

**Figure 1.** Recycling Depot and Customer Service Building



## Pay Station

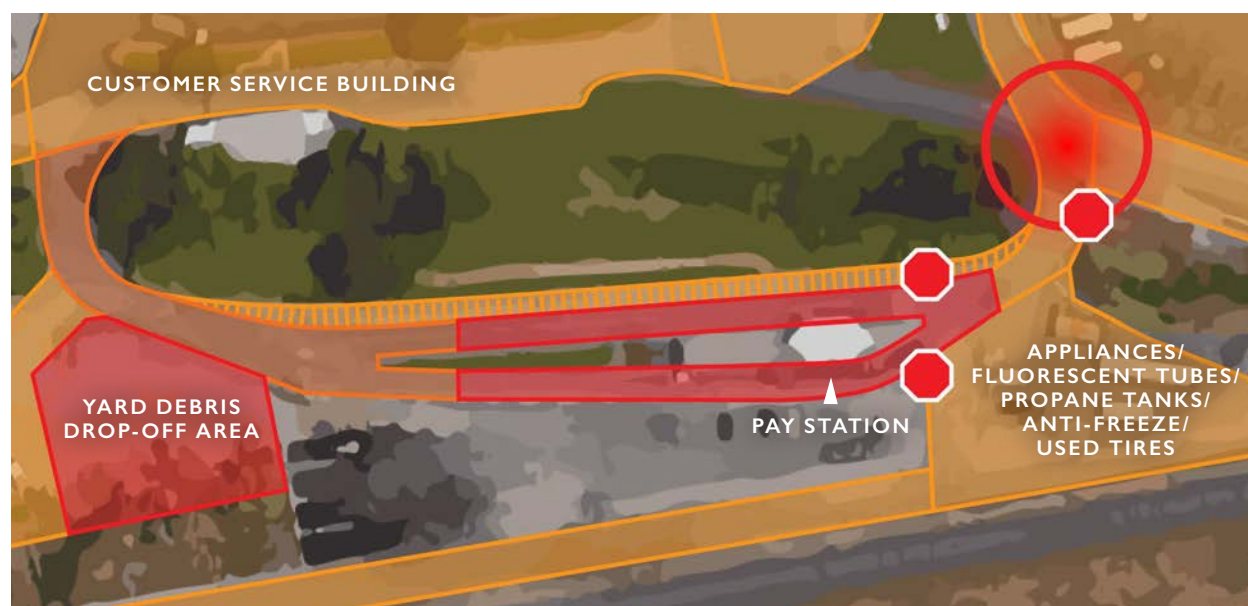
Self-haul refuse customers stop at the Pay Station to pay their fee for disposal based on a measured load volume. The customer is given a receipt that will be reviewed by a Transfer Station attendant upon entering the waste disposal site inside the building.

## Yard Debris Drop Off / Compost Sales / Pay Recyclables Drop Off

The yard debris drop-off area is accessed after payment is made at the Pay Station. From there, customers will be directed, by a Pay Attendant employee, on where to go to drop-off material. The yard waste is periodically ground up with a grinder, loaded into a transfer trailer and transported to Rogue Compost near Dry Creek Landfill.

Some types of materials are accepted for recycling at the Transfer Station for a fee. An example of the materials includes fluorescent tubes, toilets, appliances, and tires. The customer will proceed to the drop-off area for these items after payment is made at the Pay Station. If assistance is needed for larger items, Pay Attendant employees will contact a recycling attendant.

**Figure 2.** Pay Station and Yard Debris Drop-Off



## Tipping Floor

The central portion of the Transfer Station building is used to receive waste brought on-site by the general public and commercial entities. A Transfer Station attendant (spotter) directs all vehicles entering the building through the door at the northwest corner to one of 16 disposal bays. The drivers will back their vehicles into a twelve-foot-wide stall, then off-load their waste onto the tipping floor. A front-end loader driven by an RTR operator pushes the off-loaded waste onto a conveyor system. Once on the conveyor, the waste is lifted into a transfer trailer.



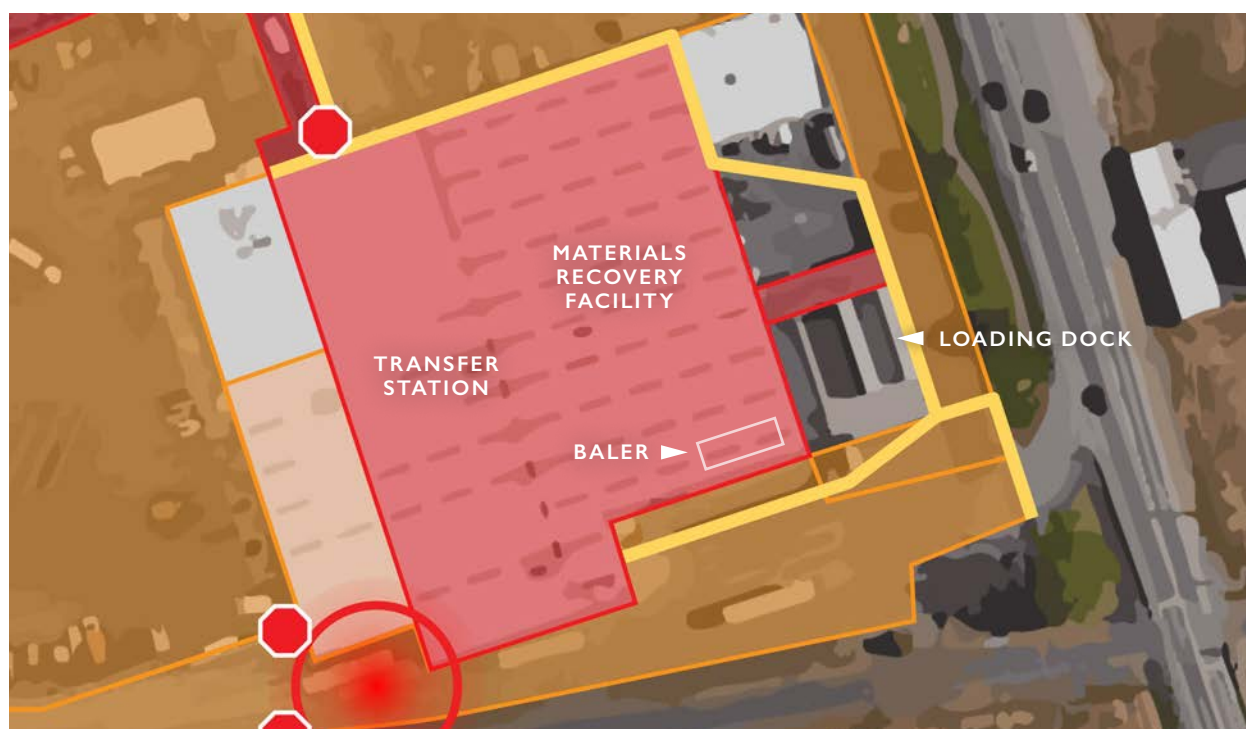
## Materials Recovery Facility (MRF) and Baler

Authorized trucks should enter the MRF site through the main entrance, take an immediate left turn, and follow the signs directing them to the loading dock (located on the east side of the building). To check-in, drivers need to ring the bell to get the attention of the MFR operators so that they can be weighed in at the scale. Once weighed, trucks should proceed around the building and back into an open stall at the loading dock. Drivers can either remain in their vehicle, step outside to the outdoor break area, or follow the designated walkways to use the restrooms.

**Lift-truck operators** will be responsible for placing wheel chocks on every trailer. They are also responsible for placing trailer jacks at the front of empty trailers being loaded, as well as lowering/raising the dock plates before and after loading. **Truck drivers** may be accompanied by an operator in order to remove load-locks from the trailer before loading. **The lift-truck operator** is to sound their horn before entering or exiting the trailer and the building.

**Rogue Materials Recovery bales** are to be stacked inside the building, no more than four bales high (approximately 14'), with backstop walls used at the start of each row of bales. Any row without a backstop must begin with a graduating stack of one-two-three, then four bales to prevent the row from being pushed over. **Smaller bales from commercial customers** are unloaded in the southeast corner of the facility. These bales will be weighed and stacked in the fenced yard on the south side of the MRF. Stacking is to be no more than three bales high (approximately 7'). **Baler operators and skid steer/loader operators** are to follow all standard safe operating procedures in the MRF area.

**Figure 3.** MRF and Baler



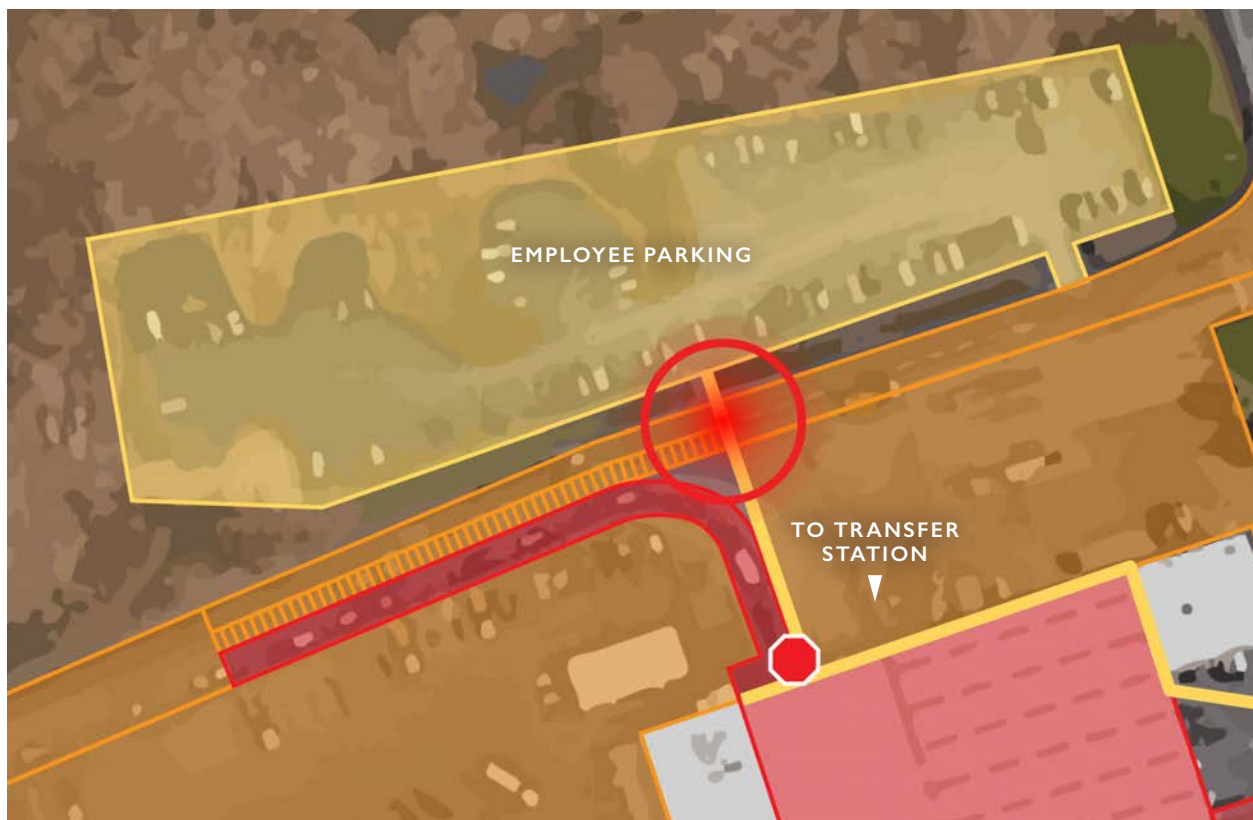
## Trailer Loading and Shipping

Empty tractor/transfer trailers enter the facility through a separate entrance south of the main entrance and proceed directly into the building from the east. Any spare empty trailers are parked in the staging area to the south of the building. When needed, the empty trailers are pulled into the building to be loaded. Loaded trailers are then hauled direct to Dry Creek Landfill for unloading.

## Employee Parking

Employee parking is located north of the Transfer station. A pedestrian walkway connects employee parking to the Transfer Station office and breakroom.

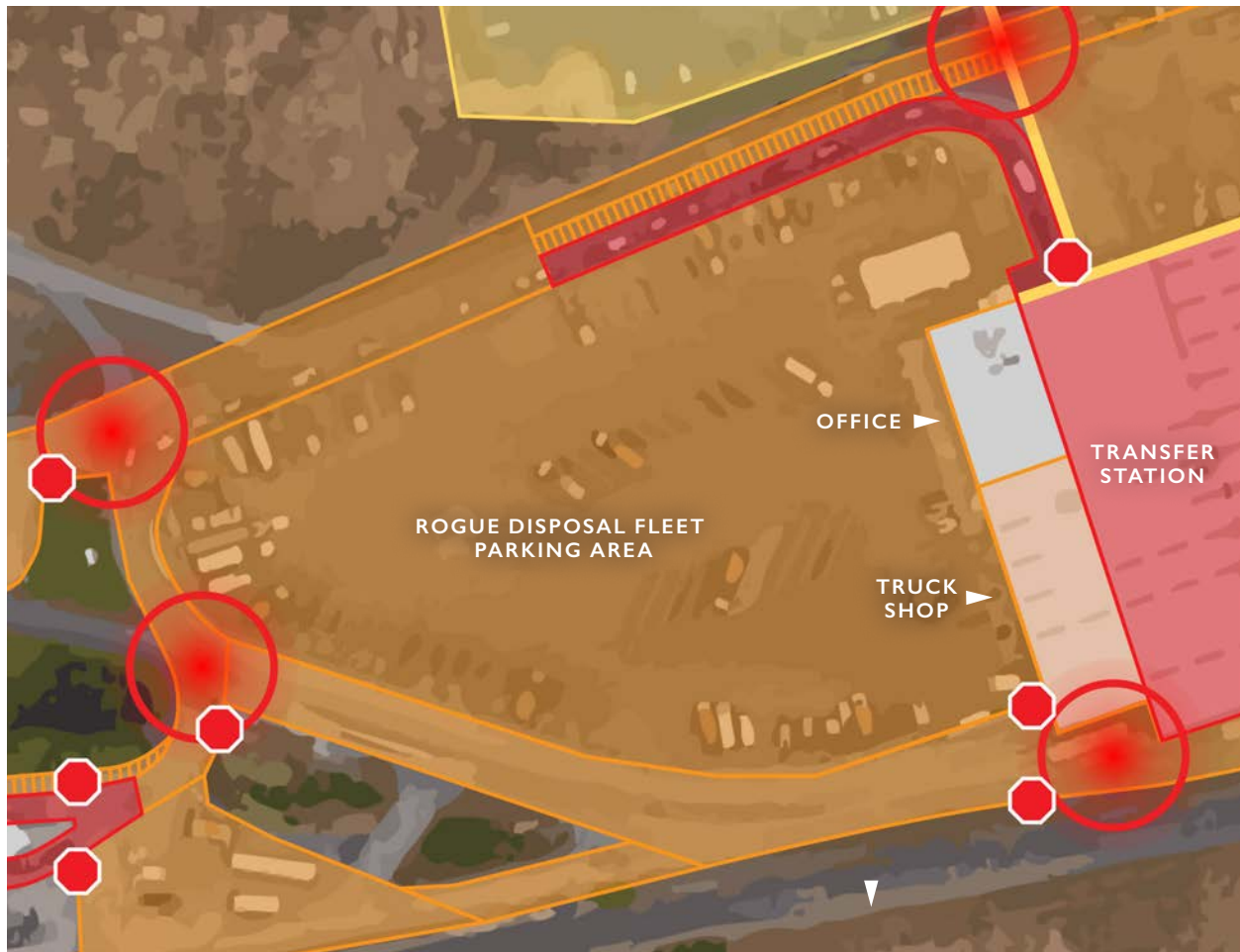
**Figure 4.** Employee Parking



## Rogue Disposal and Recycling Parking and Shop

The Rogue Disposal & Recycling fleet vehicles are parked to the west of the Transfer Station. When the drivers leave for their routes in the morning, this area is congested, however, there is no public access here. See figure 5 below.

**Figure 5.** RDR Parking and Shop Location



## TRAFFIC PATTERNS

Anyone working at, or visiting the Transfer Station site, must always exercise extreme caution and awareness when working or visiting the facility. Signage located throughout the property directs customers in regard to traffic flow, safety rules, and acceptance policies.

## ON-SITE COMMUNICATION

Personnel at Rogue Transfer & Recycling communicate using two-way radios with a specific radio frequency.

Drivers and operators should clearly communicate intentions to fellow operators and pedestrians. They can communicate by:

- **Horn** (example: honking horn on blind corner)
- **Lights** (example: flashing lights to communicate yield)
- **Radio** (example: radio for customer assistance)
- **Hand signals and eye contact**

If communication cannot be established, it's imperative that systems STOP immediately!

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Employees, customers, drivers, and vendors must wear Personal Protective Equipment (PPE) on the RTR property. This includes:

- **Hard hat**
- **Face shield, safety goggles or safety glasses**
- **Leather or rubber gloves**
- **Impenetrable boots** (steel-toe and shank)
- **Coveralls and reflective vests**
- **Hearing protection**

High-visibility vests are available at the Pay Station, and additional PPE can be found at the Customer Service Building.



# HIGH TRAFFIC AREAS

There are two main entrances to the Rogue Transfer & Recycling site – one for the public and one for commercial vehicles. Drivers and customers are directed by signage located throughout the site.

- **Observe the speed limits – 15 mph**
- **Follow all posted traffic directions and signs**
- **Safety belts must be worn by driver and all passengers in a moving vehicle**
- **Use of cell phones while operating a vehicle or equipment is not allowed**
- **DO NOT PASS moving vehicles**
- **Maintain spacing between vehicles when parking and in lines**
  - 6 ft for public vehicles
  - 10 ft for commercial vehicles  
*(Maintain visual of back tires of the vehicle in front of you)*
- **Honk your horn when you are prepared back up**
- **Maintain awareness of other vehicles (and drivers) when traveling in high traffic areas**
- **Pedestrians always have the right of way**
- **Employees should utilize the crosswalk when reporting to work and leaving at the end of their shift**
- **Visitors are not to leave the crosswalks/paths unless they are accompanied by an employee**
- **Vehicle parking is prohibited in the pedestrian walkways**
- **Trucks should honk before entering a building**

# HOT ZONE

Anyone working at or visiting the Transfer Station site must exercise extreme caution and awareness at all times. Rogue Transfer & Recycling has established a color-coded map to help identify the varying levels of danger within the facility.

- **Never enter the tipping floor without permission from RTR personnel**
- **Pedestrians are not allowed in Level I Hot Zones unless otherwise communicated and authorized**
- **Follow the direction of RTR personnel at all times**
- **Customers are only allowed out of their vehicles if they are un-tarpping a load, unloading/loading materials, or visiting the Customer Service Building**
- **Children and pets must remain in the vehicle at all times**
- **Maintain awareness of all personnel within 15 ft. of your vehicle**
- **As a reminder, with equipment operators, if you can't see them, they can't see you**
- **Know your blind spots and ask for help if you are unsure of clearance**
- **Cell phone use is prohibited while on the tipping floor**
- **No salvaging or smoking on the property**
- **Never walk or drive behind a backing vehicle**
- **Vehicles parked too close together will not be allowed to tip material until the proper spacing is achieved. Maintain adequate space between vehicles within bays to safely dispose of tip material**
- **If a person walks away from their vehicle on the tipping floor, they will be stopped immediately by the spotter and directed to return to their vehicle**
- **If someone is found salvaging, RTR personnel will stop them immediately and will be directed to return to their vehicle**
- **All persons will be directed to stop cell phone use while in the Hot Zone. Violators will be subject to discipline**
- **Pedestrians are to wear PPE when walking throughout the facility**

## SPOTTER SAFETY

- The spotter is the designated individual responsible for directing traffic
- Drivers must maintain awareness of the spotter at all times when in tipping areas
- Spotters are equipped with two-way radios and will maintain communications with the operator group when coordinating tasks
- The tipping floor spaces are numbered. The spotter and operators will use these numbers when communicating with inbound vehicles
- If customers and/or vendors see a dangerous situation they will communicate with those around them by honking the horn and yelling out the window if appropriate
- If employees see a dangerous situation, they will proceed with an **ALL STOP**

## ALL STOP

When you hear honking and calls across the transfer station for “ALL STOP” this requires everyone to **ALL STOP IN PLACE** until communicated to proceed.

## YARD DEBRIS UNLOADING

Customers, vendors, employees, and visitors must exercise extreme caution and awareness at all times when unloading yard debris or loading compost materials.

- Follow the direction of on-site personnel at all times
- Customers are only allowed out of their vehicles if they are un-tarpping a load, unloading/loading materials, or visiting the Customer Service Building
- Children and pets must remain in the vehicle at all times
- Maintain awareness of all personnel within 15 ft. of your vehicle
- As a reminder, with equipment operators, if you can't see them, they can't see you
- Know your blind spots and ask for help if you are unsure of clearance
- Cell phone use is prohibited
- No smoking
- Never walk or drive behind a backing vehicle

# EMERGENCY PLAN

Depending on the type and location of the emergency, evacuation notification may be communicated via audible and visual alarm. For detailed evacuation procedures, see the Emergency Action Plan in the Rogue Waste, Inc. Operations Plan.

The general response to an emergency is as follows:

- Assess the situation and its impact upon human health, the environment, and operation of the facility
- Determine the immediate response required, with emphasis on public and operator safety
- Notify the appropriate services (911) and regulatory agencies as soon as possible

# SAFETY AND EMERGENCY PHONE NUMBERS

Should there be an emergency situation, such as an evacuation, you will be notified by site personnel for instructions. Please remain at your exact location until you receive instructions from site personnel.

All visitors approved to enter the Hot Zone must be accompanied by site personnel.

To report an emergency or safety concern, please contact:

- **RTR Operations Manager**  
Erin Malanche  
[emalanche@roguedisposal.com](mailto:emalanche@roguedisposal.com)  
541.841.6501
- **RTR District Manager**  
Scott Fowler  
[sfowler@roguedisposal.com](mailto:sfowler@roguedisposal.com)  
541.941.8257



# TOURS

RTR is a working facility and should be respected as such. Under no circumstances is a visitor allowed to engage in any activity that deviates from the safe environment that we create.

To ensure the safety of visitors to the site, it is required that they follow all instructions, both verbal and written.

- **Tours will be given by qualified Rogue Waste, Inc. employees that are familiar with site safety rules**
- **All visitors must sign-in prior to touring the facility and sign-out at their departure. This process allows us to account for all persons on site in the event of an emergency.**
- **Visitors must stay with their group, on the tour route, at all times.**
- **Dress for the weather. Avoid clothing that may impede walking and using stairs. Avoid clothing that may become entangled (such as scarves). Wear sturdy walking shoes or boots. Closed toe footwear is required.**
- **Attendees are required to wear high-visibility safety vests throughout the property for the duration of the tour. When on the tipping floor, attendees are required to wear protective eyewear and a hard hat in addition to their high-visibility safety vest.**
- **Cell phone use is prohibited. Photos may be taken only with prior approval by site management.**
- **There should be one Rogue Waste Employee for every 10 visitors, for those ages 13 and older**
- **Children under the age of 13 will not be allowed to go on the tipping floor without approval from the District Manager**
- **Site management reserves the right to cancel or suspend any tour at any time**

# ROGUE TRANSFER & RECYCLING

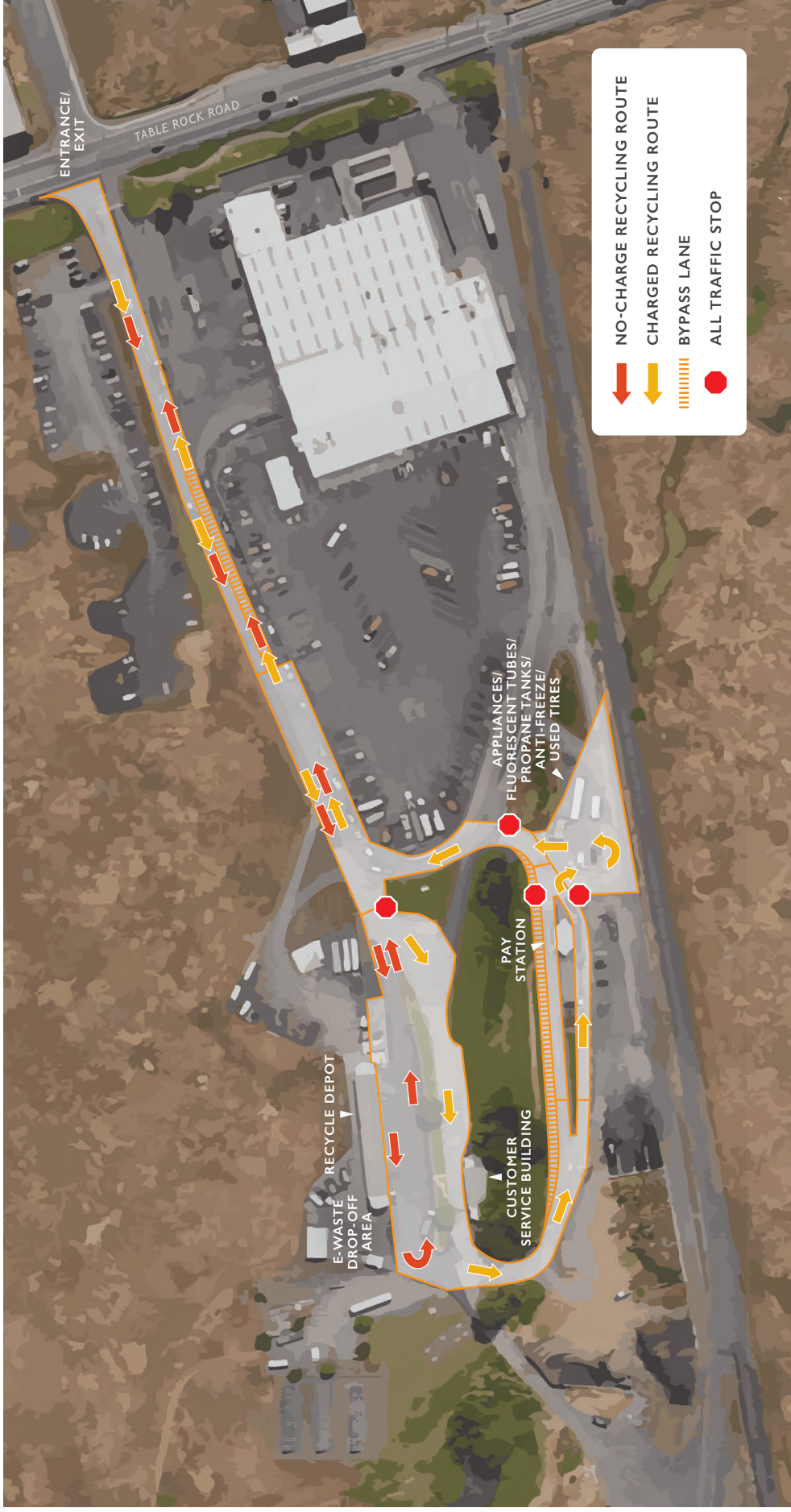
## Site Plan Hot Zone Map





# ROGUE TRANSFER & RECYCLING

## Recycling Traffic Flow Map



### PLEASE NOTE:

When you hear honking and calls across the transfer station for “ALL STOP” this requires everyone to **ALL STOP IN PLACE** until communicated to proceed.

Children and pets must remain in the vehicle at all times.

All employees, customers, drivers, and vendors must wear Personal Protective Equipment (PPE) on the RTR property. This includes:

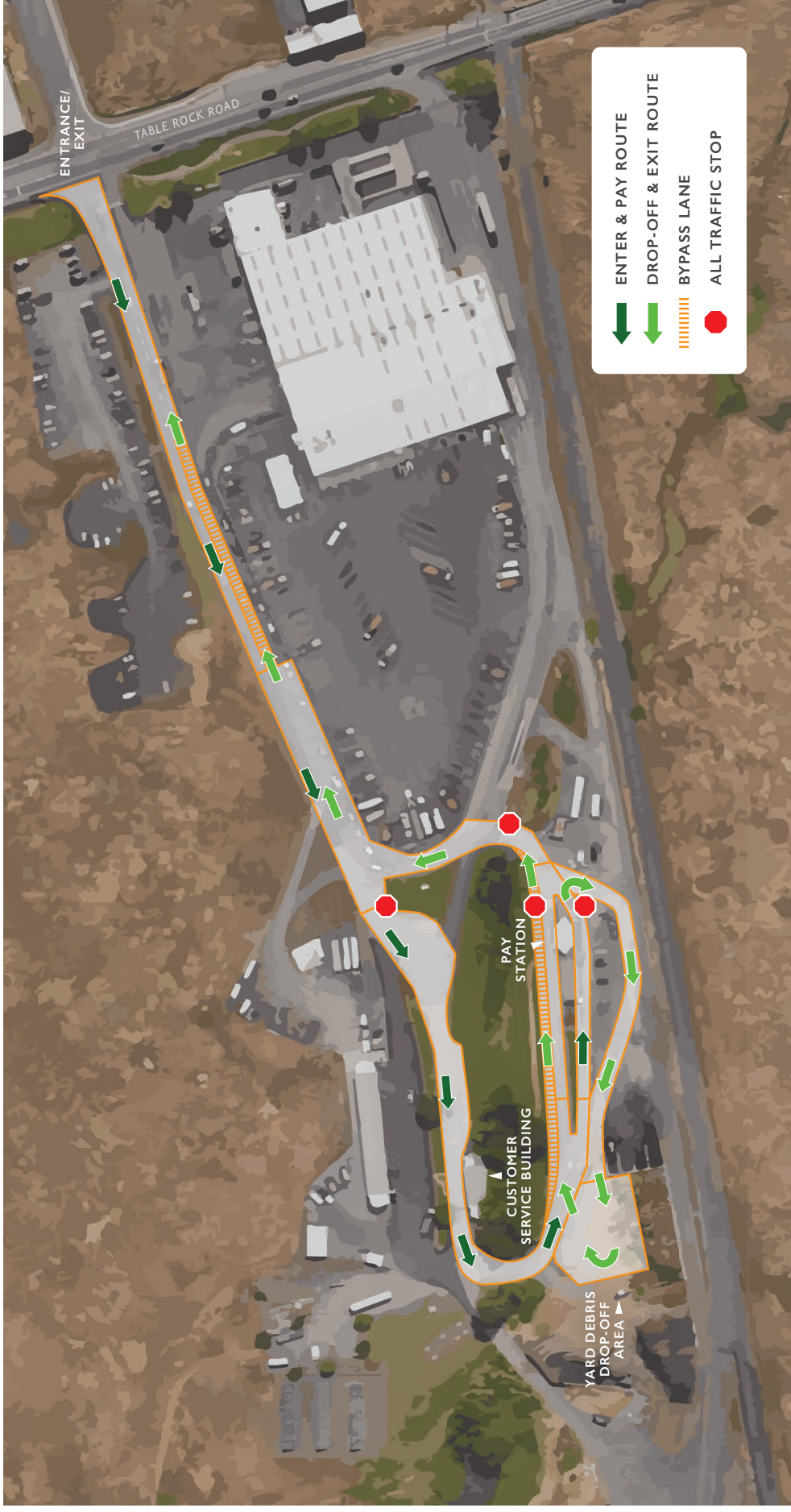
- **Hard hat**
- **Impenetrable boots (steel-toe and shank)**
- **Leather or rubber gloves**
- **Face shield, safety goggles or safety glasses**
- **Hearing protection**
- **Coveralls and reflective vests**

High-visibility vests are available at the Pay Station, and additional PPE can be found at the Customer Service Building.



# ROGUE TRANSFER & RECYCLING

## Yard Debris Traffic Flow Map



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- **Leather or rubber gloves**
- **Face shield, safety goggles or safety glasses**
- **Hearing protection**
- **Coveralls and reflective vests**

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# ROGUE TRANSFER & RECYCLING

## Disposal Traffic Flow Map



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- **Hard hat**
- **Impenetrable boots (steel-toe and shank)**
- **Leather or rubber gloves**
- **Face shield, safety goggles or safety glasses**
- **Hearing protection**
- **Coveralls and reflective vests**

High-visibility vests are available at the Pay Station, and additional PPE can be found at the Customer Service Building.