

Organizing and Managing Transfer Station and Eco Depot Operations



The Organizing and Managing Transfer Station and Eco Depot Operations course is a comprehensive primer in the study of modern rural transfer stations and eco depots including fundamental areas of study such as operations, site design, regulations, health and safety, cost controls and other issues pertinent to planning and operating transfer stations and eco depots.

The course is interactive and includes Interactive lectures; case studies; discussions; work book and exercises; a site visit and demonstrations.

The objectives of this 2-day course include:

- Knowing how to organize the key components of waste management and waste reduction systems
- Understanding the practical considerations of setting up and operating collection/drop-off, storage, sorting/packaging/processing, of eco depot and transfer functions
- Learning how to put a Health and Safety Plan together and implement it
- Learning how to maintain and keep track of your equipment and site operations
- Improving efficiency and controlling costs by way of a budget review
- Understanding the roles and responsibilities of a supervisor.

WHO SHOULD ATTEND?

Transfer station/eco depot owners/operators, managers, and supervisors, as well as technical staff responsible for the transfer station/eco depot site operations and maintenance.

COURSE CONTENT

The course manual is *Organizing and Managing Transfer Station and Eco Depot Operations*. This operations manual covers the following topics, and more with supplemental images and examples for participants to discuss and serves as a must-have on the job reference tool.

- Collection Service
- Handling Material In- and Out-Bound
- Stewardship Program Requirements
- Equipment Operations & Maintenance
- Health and Safety
- Budgets
- Human Resources
- Program Operations & Maintenance

The course was originally designed and reviewed by First Nations and private sector representatives and sponsored by Indigenous and Northern Affairs Canada and the Canadian Plastics Industry Association for a BC audience but available for content revision for any Canadian jurisdiction.