



NEW MEXICO HIGHLANDS UNIVERSITY RECYCLING CENTER
TOWN OF LAS VEGAS, NM, IN SAN MIGUEL COUNTY
OCTOBER 2017

- SITE OPERATING PLAN**
- ROUTINE OPERATING PLAN**
- GUIDELINES FOR FACILITY USE PLAN**

Table of Contents

Introduction	3
NMHU Recycling Center Mission Statement.....	3
Non-Household Hazardous Waste and Spills.....	3
Site Operating Plan for Recycling Center.....	4
4.1. Facility ID and Physical Address.....	4
4.2. Permit Holder, Property Owner, Operations.....	4
4.3 Type of Facility.....	4
4.4 Facility Capacity.....	5
4.5 Facility Service Type.....	5
4.6 Facility Service Area.....	5
4.7 Authorized Waste.....	5
4.8 Employee Training Program.....	5
4.9 Record Keeping and Reporting.....	5

4.10 Permit Number and IDS.....	5
Routine Operations Plan.....	5
5.1 Hours of Operation.....	5
5.2 Facility Access Control & On-Site Traffic Patterns.....	6
5.3 Waste Acceptance and Rejection Procedures.....	6
5.4 Received and Outgoing Waste Recording.....	6
5.5 Storage Time and Capacity Limits for All Received Waste.....	6
5.6 Collection, Storage, Transfer, Processing, Treatment, And Disposal Records.....	7
5.7 Facility Maintenance, Inspection, and Monitoring Plan.....	7
5.8 Contingency/Emergency Plan (see Safety Plan).....	7
Emergency Contact Information.....	7
6.1 Emergency Contact Procedure.....	7
Assisting Customers with Offloading.....	8
Revenue Collections.....	8
Customer Violations and Dispute Guidelines.....	8
Guidelines for Facility Use.....	9
10.1 Supervision.....	9
10.2 General Guidelines for Enforcement of Facility Rules.....	9
10.3 Customer Dispute.....	9
Acceptable Materials and Separation.....	10
Prohibited Waste.....	11
Check-In.....	11
Scrapping.....	11
Items as University Property.....	11
Off-Limit Areas.....	11
Scrap Metal Drop-Off.....	11
Origin of Acceptable Materials.....	11
Commercial Haulers.....	11

Trespassing.....	11
Unsafe Practices.....	12
NMHU Environmental Safety Director.....	12

1. INTRODUCTION

The purpose of this document is to provide clear information relative to the operation and use of NMHU’s Recycling Center. A Recycling Center has been authorized by NMHU’s Board of Regents.

The Site Operating Plan (SOP) section contains information about how the NMHU Recycling Center will conduct operations at the facility, but is not intended to be a comprehensive operating manual. The SOP represents general instruction for management and personnel to operate the facility in a manner consistent with public and organizational expectation, and also with careful consideration for the environment, public safety, and the health and safety of university employees. A more detailed state-mandated SOP is kept on file at the Recycling Center, and available upon request.

The Routine Operating Plan (ROP) section contains basic information relative to facility location and access, guidelines for authorized and prohibited wastes, records keeping, cash receipt and financial management policies, emergency and contingency plans, and protocols for dealing with customer disputes. The ROP represents general instruction for the routine operation of the facility.

The Guidelines for Facility Use (GFU) section establishes the basic rules of use for customers of the facility. As not every circumstance can be documented, this section is not intended to be a comprehensive list of all possible rules and regulations. Per university policies and procedures, discretionary authority has been granted to the Recycling Center Manager to ensure the facility remains a friendly, safe, and equitable operation. Many of the specific details in this section originated from a 2014 citizen led task force focused on establishing fair and impartial rules and guidelines for the facility.

2. NMHU RECYCLING CENTER MISSION STATEMENT

The NMHU Recycling Center’s mission is to serve the campus and general residents of Las Vegas, NM.

To protect human health, to protect the environment, and to conserve precious and dwindling resources through the proper and integrated management of solid waste:

- By diverting as much as possible from our municipal waste stream by means of recycling and public education;
- As market conditions allow, creating revenue to offset the operating costs of NMHU’s Recycling program.

3. NON-HOUSEHOLD HAZARDOUS WASTES AND SPILLS

WHAT TO DO IF NON-HOUSEHOLD HAZARDOUS WASTE IS BROUGHT TO THE RECYCLING CENTER:

- Isolate • Call Las Vegas Fire Department at (505) 425-6321 or 911
- Call Campus Police at 555 or (505) 454-3278
- Call NMHU Environmental Safety Director at (505) 429-1266
- **Keep everyone away from the Hazardous Materials.**
- Call Recycling Manager at (505) 429-9588
- Call Solid Waste Bureau at (505) 827-0197

WHAT TO DO IF A NON-HOUSEHOLD HAZARDOUS MATERIAL IS SPILLED AT THE RECYCLING FACILITY:

- Isolate • Call Las Vegas Fire Department at (505) 425-6321 or 911
- Call Campus Police at 555 or (505) 454-3278
- Call NMHU Environmental Safety Director at (505) 429-1266
- **Keep everyone away from the Spill Site.**
- Call Recycling Manager at (505) 429-9588
- Monday to Friday, 8am to 3:30pm at (505) 426-7788
- Evenings and Weekends, NH State Police at (505) 454-3260

ALL SOLID WASTE THAT IS UNAVOIDABLY COLLECTED IS PLACED IN THE **CITY OF LAS VEGAS SOLID WASTE DEPARTMENT'S (SWD)** TRASH BINS WHERE SOLID WASTE IS PICKED UP AND TRANSPORTED DAILY BY THE **CITY OF LAS VEGAS SWD**.

4. SITE OPERATING PLAN FOR RECYCLING CENTER

4.1 Facility Identification and Physical address:

NMHU Recycling Center **Physical address:** 1101 Reynolds Avenue, Las Vegas, NM 87701 **Phone:** (505) 426-7788 Fax: (505) 454-3120 **Mailing address:** NMHU Recycling Center, New Mexico Highlands University, Box 9000, Las Vegas, NM 87701

4.2 Permit Holder, Property Owner, Operators

New Mexico Highlands University (505) 426-7788

Permit #: T.B.D.

Operators: (1) full-time and (1) part-time. Ms. Carmen Lopez, Coordinator and Mr. Ben Riley, part-time technician. Operator's certificates are kept at the NMHU Human Resource Office's personnel file and are available upon request.

4.3 Type of Facility

Drop-off, collection, storage, and transfer facility.

4.4. Facility Capacity

Municipal Solid Waste is placed in 2 trash bins (6 yards each) and is picked up and transported daily if needed by the Las Vegas City Solid Waste Dept. to their facility for processing. The average weight of each haul is approx. 1,000 pounds.

Construction and demolition waste are rare because this facility only accepts this waste from its main campus. Construction and demolition waste, when collected, is placed in a 30 yard, open, construction-rated container when full that is transported by a local vendor, **Capital Scrap Metals, LLC** who picks up the NMHU Recycling waste and transports it to their recycling facility located in town. The waste is hauled away on a monthly basis or sooner if needed.

4.5. Facility Service Type

Limited public facility.

4.6. Facility Service Area

New Mexico Highlands University's Recycling Center primarily services its main campus located in Las Vegas, NM and the greater Las Vegas area within a 20-mile radius.

4.7. Authorized Waste

Source separated recyclables, university construction and demolition waste, metals (tin, copper 1&2, stainless steel, aluminum), paper (cardboard), plastics 1 and 2, and ballasts (accepted only from the university campus).

4.8. Employee Training Program

Training takes place annually or sooner if needed. In addition, operators are encouraged to take advantage of ongoing training programs offered by the university's Environment & Safety Director. Copies of employee certifications will be kept on file at the NMHU Human Resources department and are available upon request.

4.9. Record Keeping and Reporting

Bales of recycled material are recorded on a chart as they are ejected from the baler before being placed in a storage pallets. Solid wastes are picked up daily by the City of Las Vegas Solid Waste Department, so keeping a record of the date of this collection is not necessary. All monthly and yearly totals of all processed material are kept in the office and are available upon request. Names, operators, and certificates are kept on file at the NMHU Human Resources Office and are available upon request.

4.10. Permit Numbers and IDs

Operating Permit #: **T.B.D.**

5. ROUTINE OPERATIONS PLAN

5.1. Hours of Operation

Monday through Friday: 8:00am to 3:30pm

5.2. Facility Access, On-Site Traffic Patterns, and Control of Noise & Odors

Facility access is controlled by an entrance/exit gate that is locked during non-operational hours. A fence restricts access to the site from other points. From the entrance to the main facility, the first and only stop is for drop-off of recyclable items. The drop-off point allows for sufficient unloading capacity even during peak demand times. Scrap-metal and yard waste are deposited in designated locations behind the main facility. The facility is locked during non-operational hours. An aerial map showing parking locations and drop-off location can be found on Appendix 1.

The facility is located approximately 100 feet from the nearest residential property, and the only noise that comes from the Recycling Center is the noise of (2) vertical balers, which are semi-enclosed to minimize dust and noise.

5.3. Waste Acceptance and Rejection Procedures

Only authorized wastes, as specified on easy-to-read posters at the NMHU Recycling Center, are accepted at the facility. All unauthorized waste is rejected by the facility at the operator's discretion. Recommendations are made to any resident(s) with unacceptable waste by operators as to proper disposal methods and procedures for disposing of the waste in a safe and lawful manner. Unloading and sorting of recyclables is done by the residents in the designated areas for unloading and placed in the recycling windows for the operators to inspect and process. Any waste for the construction and demolition container is inspected prior to being weighed, as well as while it is being dumped into the appropriate container. All scrap metal is inspected before it is off-loaded as well as after.

All wastes are either transported by the City of Las Vegas Solid Waste Department and a local vendor named **Capital Scrap Metals, LLC** and re-inspected by these entities prior to disposal, which allows for an additional layer of sorting and inspection prior to disposal.

5.4. Received and Outgoing Waste Recording

Bales of recycled material are inspected at the time of drop-off, also prior to being baled, and as they are ejected from the baler before being placed in pallets. All wastes are contained in storage containers appropriate for the waste type to mitigate hazards, vector harborage, and spills. Furthermore, the facility works closely with the City of Las Vegas Solid Waste Department and Capital Scrap Metal, LLC (vendor) to remove and transport wastes within 24-hours of being received from the facility that can pose hazards, vector harborage, and spills. Universal wastes are recorded with date of collection; all recycling certificates for universal wastes from vendors and monthly and yearly totals of all processed material are kept in the office and are available upon request.

5.5. Storage Time and Capacity Limits for all Received Waste

The Recycling Center has the capacity to store up to 10 tons of recyclables. However, the storage time for baled recyclables varies depending on quantities and available markets. Most baled recyclables are shipped within 90 days after being received and processed.

Solid waste is stored for no longer than twenty-four hours.

Construction and demolition waste are only accepted from the main campus and are placed into a 30 yard, open-top container. When the container is nearly full, **Capital Scrap Metals, LLC** is called to pick-

up and transport this waste within 48 hours to their facility in town. Construction and demolition is stored no longer than fourteen (14) days or sooner if needed.

No mercury, e-waste, lead, or acid containing materials are accepted at this facility.

5.6. [Collection, Storage, and Transfer Records](#)

All records for collection, storage, and transfer records are kept on file in the Recycling Center office and available upon request.

5.7. [Facility Maintenance, Inspection, and Monitoring Plan](#)

Routine facility maintenance is completed by the facility's operators as well as the university's General Maintenance personnel.

The facility has two vertical balers that are serviced by the university's mechanics as needed or an external, licensed vendor. The facility also has a bobcat and a pellet jack. The bobcat is also serviced and maintained by the university's mechanics as needed, with regularly scheduled maintenance occurring semi-annually or sooner if needed.

Facility operating and supervisory staff are trained to inspect the facility and equipment for any malfunctions, problems, or dangers. During facility operation, staff are alerted to potential situations that may require their immediate attention and to ensure safe operating conditions and prevent adverse situations.

5.8. [Contingency/Emergency Plan \(See Attached Safety Plan\)](#)

Should an emergency occur inside or outside of the facility, the appropriate emergency services will be notified immediately. The public will be evacuated out of the facility and the gates will be closed so no unauthorized persons can enter. Only emergency personnel will be allowed on the site until the facility is determined to be safe enough to be re-opened to the general public.

6. EMERGENCY CONTACT INFORMATION

Fire, Rescue, Ambulance & Police 911

Las Vegas Alta Vista Hospital, Emergency Room (505) 426-3500

Las Vegas, NM Fire Dept. (non-emergency) (505) 425-6321

NMHU Police Dept. emergency 555 or (non-emergency) (505) 454-3278

NMHU Environmental Safety Director at (505) 429-1266

Poison Control Center (800) 222-1222

National Response Center to Report Toxic Poisoning (800) 424-8802

Chemical & Oil Spills EPA-Environmental Protection Agency (866) 372-7745

Environmental Services: (505) 425-6771, State Police (weekends and evenings)

6.1 Emergency Contact Procedure

IN THE EVENT OF AN EMERGENCY THE FOLLOWING SHALL BE NOTIFIED:

Las Vegas, NM Police Department (if applicable) 911

Las Vegas, NM Fire and Rescue (if applicable) 911

NMHU Police Dept. emergency 555 or (non-emergency) (505) 454-3278

NMHU Environmental Safety Director at (505) 429-1266

Recycling Center Coordinator or Manager as posted in the Recycling break room (505) 426-7788 or (505) 429-9588.

7. ASSISTING CUSTOMERS WITH OFFLOADING

Assisting customers with offloading of materials and debris will be carried out at the discretion of the NMHU Recycling Center Coordinator and/or Attendee/Operator. Employees of the facility have the right to refuse offloading of any material or debris if such offloading presents a reasonable risk of injury to the employee, damage to the facility, or for any other justifiable reason.

8. REVENUE COLLECTIONS

The NMHU Recycling Center does not accept cash at its facility. Solid waste is picked up daily, transported, stored, and disposed of by the City of Las Vegas Solid Waste Department. The City of Las Vegas Solid Waste Department does not reimburse the university; however, it does charge the university for this service. All other recyclables at this facility are picked-up, transported, stored, and disposed of by **Capital Scrap Metal, LLC** in town. **Capital Scrap Metal, LLC** weighs items and issues a check to New Mexico Highlands University for items based on the market conditions at the time of pickup. All checks from Capital Scrap Metal, LLC are delivered within 24 hours to the NMHU Facilities Services Accountant, who then deposits the check into the NMHU Recycling Center's account at the university. These revenues are used to offset costs generated by the Recycling Center.

9. CUSTOMER VIOLATIONS AND DISPUTE GUIDELINES

To maintain a healthy, safe, and equitable operation, the NMHU Recycling Center has a number of established rules and guidelines. As all potential infractions cannot be documented, employees of the facility, under the supervision and guidance of the Facility Coordinator or Manager, are granted some discretion in ensuring that the facility is being utilized in a manner consistent with the public's expectation regarding the continued health, safety, and equity of the facility. Initial authority regarding continued customer use of the facility will be informed by the Recycling Center Facility Coordinator, but determined by the Recycling Manager or his/her designee. Final authority over continued customer use of the facility resides with the university's Environmental Safety Director. Pending any initial decision by the Recycling Manager or designee regarding continued customer use of the facility, the Recycling Center Manager may temporarily suspend a customer's permit for a period of one-week, provided that any infraction(s) warranting the temporary suspension are properly documented. In the event of a violation, facility staff are required to document the following: the name of the person being written-up, license plate number, date of the occurrence, and a detailed description of the event. Facility staff should document any occurrence that: is in clear violation of the established guidelines and rules for

facility use; an occurrence that poses a risk to the health or safety of any patron, employee, or the environment; or, any event that impedes on the facility's ability to run a cost efficient operation. The facility staff must also file a police report with NMHU Campus Police. If a recommendation is made to the Recycling Center Manager and or their designee that a customer's use of the facility be revoked, that customer will be given the opportunity to dispute the decision through correspondence to the university Environmental Safety Director. The Facility Coordinator or attendant working with that customer will provide a handout that details the steps that the customer can take to dispute a decision relative to permit revocation. The specific steps that will be provided on the handout are detailed in part D, section 5 of this policy.

10. GUIDELINES FOR FACILITY USE

10.1. Supervision

The NMHU Recycling Center Attendant(s) shall have the right to refuse the use of the facility to any person, business, or other user who, in the judgment of the attendant, is misusing the facility, violating ordinances, who does not have the proper permit, or who is violating the general guidelines for facility use. Any such user who refuses to obey the legitimate orders of the attendant shall be guilty of a violation of the university's Recycling Policies and Procedures.

10.2. General Guidelines for the Enforcement of Facility Rules

The facility will generally use a three-infraction guideline to determine continued use of the facility, although discretion is granted to the Recycling Center Facility Manager regarding continued customer use of the facility. The Facility Manager is authorized to prevent a customer from continued use of the facility regardless of the three-infraction guideline, depending on the severity of an infraction or violation of rule that jeopardizes the continued efficiency of the Recycling Center operation, or the health and safety of other customers and employees of the facility and the environment. The three infraction guideline will entail:

- First offense: Facility staff will help educate the customer as to the appropriate use of the facility.
- Second offense: Facility staff will provide a formal warning and document the occurrence through the NMHU Campus Police Dept.
- Third offense: Facility staff will document the occurrence. At the discretion of facility staff and depending on the nature of the infraction, the Recycling Center Manager may find it appropriate to temporarily revoke a customer's permit, and/or recommend that the NMHU Environmental Safety Director or their designee permanently revoke a customer's use of the facility. The customer can dispute this decision through the process outlined in section D, part 5 of this document.

10.3. Customer Dispute

In the event that a customer wishes to dispute any decision relative to formal warning or termination of the privilege to use the Recycling Center, the customer may utilize the following procedure:

10.3.A) Within 5 business days of the documented occurrence, the impacted customer may submit in writing to the university's Environmental Safety Director, an appeal that contains the following information: the customer's name, date the incident occurred, telephone number, email address

(optional), mailing address, and a concise description from the customer's point of view relative to the event or events that resulted in the Recycling Center Manager's decision to temporarily revoke the customer's use of the facility, and/or his or her recommendation for permanent use revocation.

10.3.B) NMHU and the Environmental Safety Director or their designee will review the information provided by both the Recycling Center and the impacted customer, and will make a decision based on the available information to uphold or overturn the recommendation made by Recycling Center Manager. A decision will be made within 5 business days of a dispute being filed with the NMHU Environmental Safety Director's office located on the 2nd floor at Hewett Hall, 1103 National Avenue. The NMHU Environmental Safety Director's decision is final.

11. ACCEPTABLE MATERIALS AND SEPARATION

All materials brought to the Recycling Center for disposal shall be separated into categories to be deposited in designated locations as the Recycling Attendant(s) directs. All materials brought in to the Recycling Center shall be cleaned and/or rinsed to the best of the customers' ability. Items and materials not properly separated or cleaned shall be refused by the staff. The specific locations and list of acceptable materials is as follows:

- A) Glass — Glass is not accepted at the facility.
- B) Metal Cans and Containers — empty tin, steel or aluminum containers of a size less than one (1) gallon. Large containers go to the scrap metal area. All cans (steel and aluminum) must be rinsed prior to disposal.
- C) Paper — is not accepted at this site, with the exception of cardboard. Cardboard is this facilities leading recycled material.
- D) Large metal objects — Shall have major plastic and non-metal parts removed (plastics, rubber, cords, etc.) prior to deposit.
- E) All refrigerants and tanks are not accepted at this facility.
- F) Fluids are not allowed to be drained at the facility.
- G) Tires — Tires are not accepted at the facility.
- H) Compost — Compost is not accepted at the facility.
- I) Tree Limbs & Brush — Tree limbs and brush are not accepted at the facility.
- J) Building Material — Demolition and construction waste only from the main campus are accepted at the facility.
- K) Dead Animals — Dead animals are not accepted at the facility.
- L) Used Motor Oil — Used motor oil is not accepted at the facility.
- M) Pallets — shall be stacked neatly by size as directed by the attendant.
- N) Industrial Waste — Not acceptable at the facility.

O) Plastics — All plastics must be cleaned/rinsed prior to disposal. 1) “HDPE” shall mean milk jugs, juice jugs, detergent bottles, etc. (bottles and jugs only). 13 2) “PET” shall mean soda bottles, liquor bottles, etc.

P) All Batteries — All batteries are not accepted at the facility.

Q) Flea market — Flea market materials are not accepted at the facility.

R) Municipal Solid Waste (MSW) — Remaining material not covered above and not considered hazardous waste shall be deposited. All materials brought to the Recycling Center for disposal shall be separated into categories to be deposited in appropriate designated locations as directed by the Recycling Center Attendant(s). Items not properly separated or placed in the correct locations may be refused.

THE MOST CURRENT LIST OF RECYCLABLES ACCEPTED IS AVAILABLE AT THE RECYCLING CENTER.

12. PROHIBITED WASTE

Additionally, the following materials are not be accepted at the Recycling Facility:

- Stumps, trees and limbs greater than twenty-two (22) inches in diameter B) Harmful, hazardous or toxic substances C) Radio-active waste D) Bio-Hazard waste E) Sludge or Septic waste F) Any material which in the opinion of the Recycling Center Attendant(s) constitutes a serious hazard to other users of the Center, to the property of the university, or to the operation of the Recycling Center.
- Empty containers of 100 gallons or more that are not cut in half and cleaned out
- Explosives, firearms, and ammunition

13. CHECK-IN

All customers of the Recycling Center are required to check-in with an attendant prior to offloading or dumping of any materials. This is done to maintain the health and safety of patrons and employees of the facility, to protect the environment, and to maintain the orderly operation of the facility.

14. SCRAPPING/SCAVAGING

Scrapping and scavaging are not allowed at the facility.

15. ITEMS AS UNIVERSITY PROPERTY

After any item is checked-in and deposited in the appropriate designated area, that item or items become property of New Mexico Highlands University. As university property, any such item(s) disposed of, recycled, or placed at auction is done so at the discretion of NMHU Recycling Center employees.

16. OFF-LIMIT AREAS

Some areas of the facility are clearly labeled as being off-limits. Safety and informational signage are placed in key, designated areas. Customers are not permitted inside the fenced yard of the facility, unless express verbal authorization has been granted by a Recycling Center Attendant. Any customer

entering the facility inside the gated parameter or attempting to enter an unauthorized area will receive a warning, and may have their use of the Recycling Center permanently revoked.

17. SCRAP METAL DROP-OFF

A designated drop-off area for metal is clearly labeled. Access to this area is only permitted after checking-in with a member of staff. The permanent metal holding area/roll-off is completely off-limits; no admittance to this area is generally granted.

18. ORIGIN OF ACCEPTABLE MATERIALS

Only material collected within the limits of the NMHU Recycling Center shall be permitted to be disposed of at the Facility.

19. COMMERCIAL HAULERS

A) Commercial trash haulers may not dispose of recyclables at this facility.

20. TRESPASSING

The gate will be locked at all times when the Recycling Facility is not open to the public. Anyone entering the Transfer Station/Recycling Facility when the gate is locked is trespassing and shall be charged accordingly.

21. UNSAFE PRACTICES

Behaviors or acts that subject any customer or employee to risk of bodily harm are prohibited at the facility. Customers are expected to exercise good judgment in the use of the Recycling Center. Behaviors or acts that pose a risk to the facility itself or the environment are also strictly prohibited. Any individual engaged in a behavior that poses any such risk is subject to a warning or the revocation of their use of the facility. The authority to determine unsafe practices resides with the employees of the facility.

22. NMHU ENVIRONMENTAL SAFETY DIRECTOR

The NMHU Environmental Safety Director is hired by NMHU to • Review the recycling center's operations, including the evaluation of new recycling center and sustainability initiatives of ecological concern and the promotion of green practices; and, • Aid the NMHU Recycling Center in continuing its charge to be a model community with respect to sustainability and a leader with respect to mitigating climate change • Make recommendations to the Facilities Department as he/she deems necessary.

10/2/2017

1101 Raynolds Ave - Google Maps

Google Maps 1101 Raynolds Ave

APPENDIX 1



Imagery ©2017 Google, Map data ©2017 Google United States 50 ft