

PLAN OF OPERATION

KAYENTA TRANSFER STATION

1. The owner of the Kayenta Transfer Station located at Kayenta will be Kayenta Township Commission (KTC). The KTC will provide land with two compactor units, perimeter fencing with all-weather access road. The operator will be a contracted vendor who will be responsible for obtaining, renewing, and complying with all necessary operational permits from the Navajo Tribe or other relevant authority.
2. A caretaker employed by the contractor will be present during all hours of operation. The Caretaker's duties will include:
 - a) controlling prohibited wastes
 - b) monitoring for hot ashes and prohibiting all burning
 - c) collecting use of the transfer station by undesignated parties
 - d) monitoring need for pick-up of solid waste for disposal
 - e) supervising safe use of the transfer station by customers
 - f) securing site during non-operating hours
3. The operator will provide the caretaker training necessary to assure compliance with this Plan of Operation. Included in the training will be procedures needed to adequately screen hazardous materials from entering the transfer station.
4. Prohibited Wastes shall include:
 - a) hazardous wastes
 - b) medical/infectious waste still recognizable as medical/infectious waste
 - c) hot ashes
 - d) asbestos
 - e) other solid wastes as designated by the owner and operator or restricted by a contractor providing transportation and/or disposal (i.e., large appliances, dead animals, construction wastes, etc.,)
5. Solid Wastes to be accepted by the transfer station include:
 - a) household solid waste
 - b) institutional solid waste
 - c) Eventually, a recycling program may be developed to minimize trash load, but this will require considerable education.
6. Operating Hours
 - a) Initially, the days and hours of operation will be as follows: a five day schedule will be established 10:00 am to 7:00pm, Tuesday, Thursday, Friday, Saturday and Sunday. This may need to be revised to accommodate daily generation for Monday and Wednesday.
7. The owner and operator will familiarize customers and community with days and hours of operation.
8. The caretaker will be present during all hours of operation. The fenced enclosure of the transfer station will be locked during all non-operating hours.
9. Transportation
 - a) Transportation of solid wastes to a landfill (disposal site) will be contracted. The operator and transportation contractor could be one and the same.

- b) The transportation of compacted solid waste will be financed by minimal fees collected, KUSD, and the balance offset by KTC from tax revenues if necessary.
 - c) The contractor will provide the necessary containers.
 - d) Solid waste containers will be insect-proof, rodent-proof, leak-proof, and covered during transportation.
 - e) Collection of full container(s) and replacement with empty container(s) in clean and sanitary condition will occur at a frequency necessary to deter insect and rodent harborage and/or offensive odor.
 - f) Initially, the pick-up schedule will be one load/day, but as other District 8 communities begin to participate the schedule will be change to accommodate full loads.
10. Disposal
- a) Solid Waste will be transferred to a disposal facility in compliance with relevant tribal, state, and /or federal laws.
 - b) The White Mesa land fill is the preferred disposal site.
 - c) The White Mesa Landfill is Utah state certified.
 - d) The Navajo Area IHS/OEH monetarily assisted with the development of the White Mesa Landfill, thus communities from the Navajo Reservation have use free of charge.
11. Insurance policies including public liability and property damage will be the responsibility of the contractor(s).
12. Changes to this Plan of Operation will be the responsibility of the Kayenta Township upon approval by the Kayenta Township Commission.
13. Outline of financial procedures related to transfer station including:
- a) The contractor will collect fees following a fee structure, maintain records of estimated volume (bags) dumped and fees paid on volume.
 - b) Accounting procedures pertaining to transfer Station.
 - c) Individuals responsible for fee collection and/or accounting procedures.
 - d) Utilization of any fees collected.
 - e) Proposed customers, revenue, and expense lists.