

TRANSFER STATION OPERATORS
TRAINING PROGRAM

TRANSFER STATION OPERATOR CERTIFICATION



The **Department of Environmental Protection - Division of Solid Waste Management** is offering training sessions to facility operators and municipal officials to help improve the operation and overall management of transfer stations. By taking this training, you will:

- gain a better understanding of Department regulations and concerns
- learn methods of operation that achieve compliance and improve efficiency

Come and see what others have accomplished while sharing your ideas, problems, and concerns...leave with ideas for improving your operations.

To earn your **TRANSFER STATION OPERATOR CERTIFICATION**, you must complete the **CORE TRAINING SESSIONS 1, 2 and 3** as sponsored by DEP Division of Solid Waste Management including

- Transfer Station Operations
- Reporting Requirements & Report Preparation, and
- Hazardous Waste and Special Waste

within a 5-year* period and successfully complete a certification exam.

Transfer Station Operator Certification is not required. You can take training classes without requesting certification.

You may begin attending training sessions at any point throughout the cycle of presentation of training topics. Note that it will likely be more than a year before a topic is repeated, so that every effort to attend a session should be made when it is offered.

CORE TRAINING SESSION 1: Transfer Station Operations

Operational Records · Waste Storage and Handling · Storage Area Maintenance · Access Control and Supervision · Unloading of Waste · Acceptable/Unacceptable Wastes · Equipment · Litter, Dust and Odor Control · Leachate Control · Disease Vectors · Fire Protection · Universal Waste · Operations Manual



CORE TRAINING SESSION 2: Reporting Requirements & Report Preparation

DEP Annual Report Form: Changes in Collections or Design · Revising Operations Manual · Staff Training · Accidents/Spills/Incidents · Ongoing Record Keeping

SPO Recycling Volumes: Ongoing Record Keeping · Waste Volume Tracking · Recycling Volume Tracking · Financial Tracking · Management and Collection · Vendors · Planning for Future Needs

CORE TRAINING SESSION 3: Hazardous Waste and Special Waste

Exclusion Plan · Non-hazardous Waste Transporter's Rule · Asbestos Management

ELECTIVE TRAINING SESSIONS

To certify as a MASTER OPERATOR, complete the core training sessions and 2 elective training sessions (see below, must not be classes previously attended) within the same 5-year period.

Managing Recyclables: Composting · Electronics · Mercury Containing Products · Education · Equipment · Record Keeping

Universal Waste: Universal Waste Management · Paperwork Requirements · TV & Computer Monitor Management
Safety: Intro to OSHA Standards · Public Access & Safety · Hazard Communication · Waste Handling · Equipment Operation

Moving to Zero Waste for Municipalities

University of Maine Compost School



TO RENEW CERTIFICATION AS AN OPERATOR OR MASTER OPERATOR: Complete 1 refresher-training session or 1 elective training session (not previously attended within the 5-year training period) every 2 years* prior to certificate expiration date.

EXPIRATION OF CERTIFICATION: All certifications will expire 5 years* from the date of issuance unless the certificate holder has completed re-certification requirements.

**Extensions may be allowed due to the suspension of classes during the COVID pandemic*

We welcome suggestions for training topics and presentations. Please contact Randee McDonald at 451-2554 or randee.mcdonald@maine.gov with your comments or questions about the program.

To sign up for training schedules: <https://www.maine.gov/dep/waste/solidwaste/#tso>

Classes will be held as hybrid in-person and live via Microsoft Teams.