



ALABAMA

Standard Operating Procedure				SOP #:		PR-11714		
Description:		Trash Receptacles						
Department:		Parks Maintenance			Date Revised:		4/8/2017	
Reviewed By:		Dan Otto	Approved By:		Matthew Capps	Effective Date:		Immediately
Previous Revision Date: 4/10/2014				Original Date Prepared: 1/17/2014				
Job Classification: All Parks Maintenance Personnel								

OPERATIONAL OVERVIEW: All parks maintenance personnel will adhere to the procedures detailed in this document. Parks that are used by the public will have trash receptacles.

STANDARD OPERATING PROCEDURES:

1. Place trash receptacles in concentrated areas within each park that experience the greatest use and in specific areas where trash is expected to be generated.
2. Specific areas where trash may be expected in parks include: near picnic tables, pavilions, bleachers, benches, athletic fields, and concession stands.
3. When placing trash receptacles in parks consideration will be given to the equipment used to empty the trash receptacles. For example, if a side-arm garbage truck is used to empty the receptacles, the receptacles may be placed in a location accessible to this equipment.
4. Recognizing that many factors, such as the weather, seasonal athletic events, and public and private events cause the amount of park use to fluctuate, the number of receptacles and placement location will be evaluated and adjusted to account for these fluctuations. Trash receptacles will be monitored for use and more will be added if the existing receptacles are determined to be insufficient. Receptacles may be removed or relocated if the existing receptacles are experiencing infrequent use.
5. When a pattern of litter is observed in certain areas within a park, a trash bin will be placed in that area.
6. Extra trash receptacles may be added for large events. The number of receptacles added will depend on the expected activity. Activities in which food will be served or waste is expected to be generated will require more receptacles. The expected size of the crowd will also be a key in determining the number of receptacles needed.
7. Recognizing that trash receptacles are occasionally removed without permission, receptacles will be replaced as necessary.
8. Trash receptacles with lids are preferred as lids deter animals and help prevent wind from blowing the trash.
9. Trash bins will be emptied by a trash truck assigned to the Eastern Maintenance Division and the Western Maintenance Division.
10. Each division will determine the appropriate schedule for emptying the trash cans in their respective areas.



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11. The schedule will be based on many factors including: seasonal athletic schedules and events and the general amount of usage of the particular park. The weekly event schedule will be consulted when determining the route.
12. Priority may be given to high use and high visibility parks.
13. The goal is to empty trash receptacles so that all of the trash is contained and there are no receptacles overflowing or full to the degree that loose trash falls or is blown out of the receptacle.
14. The garbage trucks will be used on weekends when necessary, recognizing that the transfer station is only open for limited hours on the weekend and the truck may not be able to be emptied.
15. During the emptying of trash receptacles if trash is accidentally spilled onto the ground, employees will pick up the trash. Additionally, for trash receptacles that have liners, on occasion trash will fall between the liner and the receptacle. This trash will also be emptied.
16. If cooking grease/oil is discovered in a large quantity at a park, the supervisor must be notified. The supervisor will coordinate with the Oil Spill Crew for pickup and proper disposal.

EMPLOYEE TRAINING

1. Ensure employees are trained in above procedures.
2. Ensure employees know how to determine where to place trash receptacles to best deter littering.

RECORD KEEPING AND DOCUMENTATION

1. Keep a copy of all employees trained in above procedures.
2. Keep a copy of the trash receptacle emptying records.