



## Site Information for Drivers

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### Incoming Traffic Process:

- When you drive through ECCO's front gate turn left to access the designated un-tarped area. **ALL** loads must be un-tarped **PRIOR** to weighing on the scale.
  - Pull up to the scale. Enter the left lane for the attended scale if using cash or credit.
  - Account holders can use the right lane for the semi-attended scale.
  - **IF** the gate in front of the right lane is **open**, please go to the **SHORTEST** lineup.
  - Inform Scale Attendant of load contents and origin. The Scale Attendant will generate a Scale Ticket for you and direct you to your delivery destination on our Site Map: Landfill, or Materials Recycling Facility (MRF). Please see attached Acceptable/Non-Acceptable Materials list.
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### Materials Recycling Facility (MRF) Traffic Process:

- **Lining Up** - As you pull up outside the MRF, an ECCO Traffic Director will greet you and take your scale ticket. When there is a free lane on the tipping floor, the traffic director will provide you with instruction to back into the MRF, through Door 1 or Door 2.
  - **Required Safety Equipment** - When inside the MRF you must have all required Personal Protective Equipment (PPE): hard hat, hi-vis vest, steel/composite toe boots, safety glasses and gloves.
  - **Load Inspection** - Once backed in, open your bin door. An ECCO employee will inspect your load to ensure the contents are acceptable materials. If we cannot accept your load in the MRF for recycling, we will photograph the load and scale ticket, then direct you to the landfill. We will contact the Scalehouse, so your ticket can be adjusted accordingly.
  - **Frozen Loads** – If your load is frozen and some waste or recyclable materials remain in the bin, we will do our best to assist you. If removing the waste is going to require extra time, we will direct you to an adjacent station and help remove the remainder of the load with our equipment.
  - **LEEDS Loads** - If you require a LEED certificate for your load, an ECCO employee will take photos of your load and ticket, document the types of materials contained in your load and estimate the respective quantities. If the load is deemed non-recyclable, we will still take photos, create the estimate, and direct you to the landfill for disposal.
  - **Damage Prevention** - When you have finished unloading, please lower your bin and close your door before leaving the MRF to prevent damage to your vehicle and our building.
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## Landfill Traffic Process

- **Line Up at Scale** – ECCO's Scale House Attendant will determine the nature of arriving loads including, but not limited to; Construction and Demolition (C&D), bulk, hand-unloaders, clean fill, wood etc., generate a scale ticket and direct you to the appropriate unloading location, as per the current Site Map.
- **Required Safety Equipment** - When outside of your truck you must have all required Personal Protective Equipment (PPE): hard hat, hi-vis vest, steel/composite toe boots, safety glasses and gloves.
- **Unloading Instructions** – Once at the landfill, an ECCO Traffic Director will direct you to the appropriate unloading location. Please follow all instructions provided by our Traffic Director to ensure seamless operations at the disposal location and, importantly, for your safety and the safety of others.
- **Frozen Loads** – If your load is frozen and some waste remains in the bin, we will do our best to assist you. If removing the waste is going to require extra time, we will direct you to an adjacent area and help remove the remainder of the load with our equipment.
- **Load Inspection** – ECCO Employees will inspect each load after discharge for any unacceptable waste including but not limited to; paint, tires, closed containers, spent chemical containers, MSW, grass, leaves, or batteries etc. Please refer to our Acceptable and Unacceptable Materials list for more information.
- **Landfill Assistance Process** – If you have a flat tire, dead battery or need a tow from our facility, ask for assistance from the landfill staff. If they cannot assist, you will be required to call a tow truck or mechanic and have your vehicle removed from the landfill at your own risk and cost.

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## General Site Safety Rules

- The Speed Limit on site is **30 km/hr**.
- Obey **ALL** Traffic signs.
- ECCO Equipment has the Right of Way.
- All PPE must be worn when outside your vehicle: **Hard Hat, Hi-Vis Vest, Steel/Composite Toe Boots, Safety Glasses and Gloves**.
- No Cell Phones.
- When backing up follow the directions of the Traffic Director. **If you lose sight, STOP and establish line of sight.**
- Backing into the building can create visibility problems as your eyes adjust to the lower light. **Look for the Traffic Director in a Hi-Vis Vest to help guide you in.**
- When opening the doors to your bin, stand to the side, NOT BEHIND.
- **Please do not step away from the vicinity of your vehicle as ECCO's mobile equipment is not expecting you to be away from your vehicle.**
- ECCO Recycling and Energy Corporations has a strict **NO SMOKING** policy.
- No Salvaging.

**Welcome to ECCO, we look forward to  
working with you!**