

Disaster Response

Temporary Transfer Station (How to set-up)

Disasters can strike with little to no warning leaving communities scrambling to accommodate victims and maintain infrastructure all the while operating in circumstances that demand flexibility and on-going adjustments. This fact sheet is designed to be a pro-active, and if necessary, a reactive tool to aid community clean-up operations using Temporary Transfer Stations. Considerations are described below and include:

1. Waste haulers and roll-offs
2. Location
3. Physical design of Temporary Transfer Station
4. Communications

Waste haulers and roll-offs

Waste haulers:

- Arrangements for waste transportation should be made to ensure timely and permitted disposal. This also can be done prior to a disaster. Contact your local roll-off hauling companies before the disaster to discuss transportation and roll-off availability; how many roll-off boxes local companies typically have available as well as driver availability to transport roll-offs to disposal sites prior to a disaster to see what resources you have available to you. Local governments should consider roll-off companies that can support the transfer station and coordinate with local available landfills for proper end-point disposal.
- When coordinating with haulers to secure roll-offs, it is important to adjust for the length of the haul to a permitted facility and the ongoing hauling schedule of the waste haulers.

Roll-offs:

- Historically, one (1) or two (2) roll-off dumpsters per waste type has been successful. For example, five (5) roll-offs can be used to separate:
 - Flood debris (municipal solid waste and demolition debris can sometimes require two(2) dumpsters as large loads can fill a single dumpster)
 - E-waste
 - Household hazardous waste
 - Appliances/white goods
 - Metal
- In the past, having heavy equipment, such as a skid steer or a front end loader to aid in moving large amounts of materials, has been beneficial for an efficient operation and keeping staff and volunteers from burning out.

Location

A good location will create feedback loops for operations, either negative or positive, depending on where a Temporary Transfer Station is set-up. The following link will lead to a PowerPoint Presentation of a successful past Disaster Response Temporary Transfer Station for a further in-depth and historical look.

<https://www.pca.state.mn.us/sites/default/files/c-er3-81a.pdf>.

Accessibility – Allow for Heavy Traffic, including Large Vehicles

- Size – multiple disposal areas
- Traffic management – traffic patterns and volumes
- Neighboring communities – distance to residential or school areas
- Buffer zones – to abate concerns/impacts of dust, noise, traffic, smoke, etc.
- Necessities – food, water, restrooms, and shade

Also, when selecting a site, it is worth considering an area that has room to allow temporary “dumping on the ground” to give an option to trailers that have large loads so that flow and operations are not slowed or stopped at the dumpsters. Once a transfer station is open, it best serves the victims of the disaster to keep the lines and operation moving, reducing frustration and further suffering.

Physical design of Temporary Transfer Stations

Designing the Temporary Transfer Station with solid planning and foresight will enable the clean up to occur quickly and smoothly with as little disruptions or slowdowns as possible. Some items to consider include entrances/exits, traffic flow, cones, signs, stations for waste, staffing, etc.

- Design
 - Entrances and exits
 - Will there be staged operations?
 - How will waste flow through the Temporary Transfer Station?
- Equipment needed
 - Cones
 - Signs
 - Stations for waste
 - E-waste
 - Appliances
 - HHW
 - MSW/flood debris
- Personnel
 - Generally, several people depending on the scope of the clean-up are assigned to help accept waste. This individual, whether a local government employee or state government employee, will ensure that the waste accepted at their station does not contain prohibited materials and will aid the disaster victims.

Note: The following is an example of a past Disaster Response Temporary Transfer Station. Red signifies roll-off locations. Yellow signifies traffic flow. Orange signifies barriers. Blue signifies e-waste.



Communications

Communication is vital for a smooth operation and a quick clean up. Many types of communication also come with significant factors for consideration.

<ul style="list-style-type: none"> · Internal <ul style="list-style-type: none"> · Who are we talking to? <ul style="list-style-type: none"> ○ Local Government Units ○ Waste haulers ○ Landfills ○ Volunteers ○ MPCA staff · What message are we conveying? <ul style="list-style-type: none"> ○ Times of operations ○ Re-evaluations ○ Waste accepted · How do we do it? <ul style="list-style-type: none"> ○ Morning briefings ○ End of day briefings ○ Phone tree/contact list 	<ul style="list-style-type: none"> · External <ul style="list-style-type: none"> · Who are we talking to? <ul style="list-style-type: none"> ○ General public · What message are we conveying? <ul style="list-style-type: none"> ○ Times of operations ○ Location of transfer stations ○ Waste accepted · How do we do it? (with help from MPCA Public Information Officer) <ul style="list-style-type: none"> ○ Flyers ○ Posting in public location ○ Local radio/television ○ Social media ○ Public meetings
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It is important to establish hours of operation that allow for the start of shift preparations and for post shift site cleanup and material removal at the beginning of each day. In addition, for past operations, it served the community well to have a “day off” so that the victims can rest and gather their composure. It may seem small, but restricting waste disposal and demolition for a day can aid the community to focus on personal, family issues and has been advocated as a healing opportunity for the victims.

State government contacts

Minnesota Duty Officer: 651-649-5451 or 1-800-422-0798; TDD 1-800-627-3529; or
 Satellite phone 1-254-543-6490

***** Call 651-296-6300 or 1-800-657-3864 and be sure to ask for the MPCA Emergency Response on-call program staff. *****