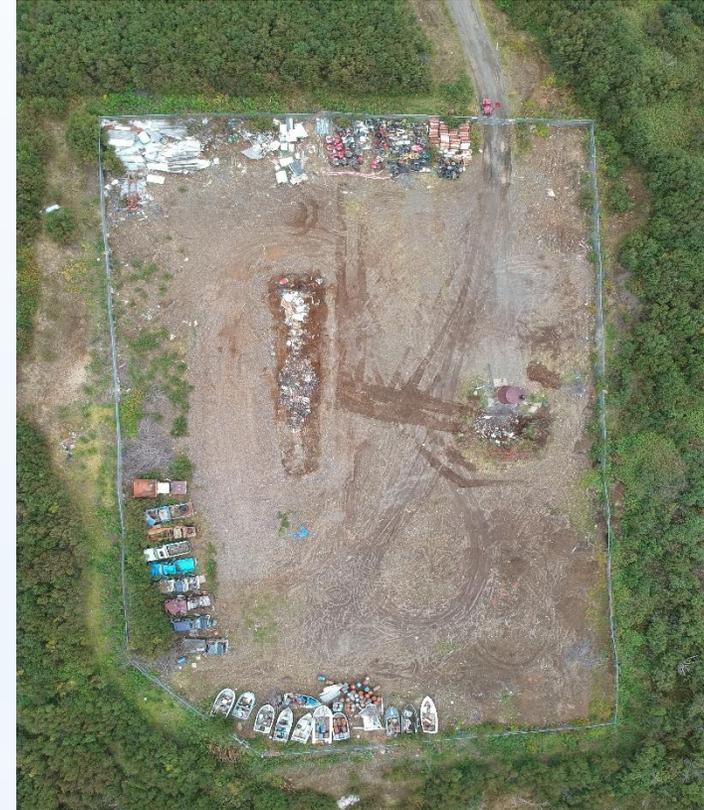




# Landfill Operators and Administrators: How are they different?

ADEC Solid Waste Program



# Landfill Administration

How is This Different from Operation?

## Common Administrator Roles

### Example Duties:

- ➔ Assist with Landfill Budget and Funding
- ➔ Keep paperwork in order
- ➔ Work on permit for landfill
- ➔ Educate community on solid waste practices
- ➔ Work with councils to improve landfill
- ➔ Assist to develop training plan for operator
- ➔ Attend a Rural Alaskan Landfill Administrator Training (RALA)
- ➔ Manage manifests or coordinate with barge/plane for backhaul

## Common Operator Roles

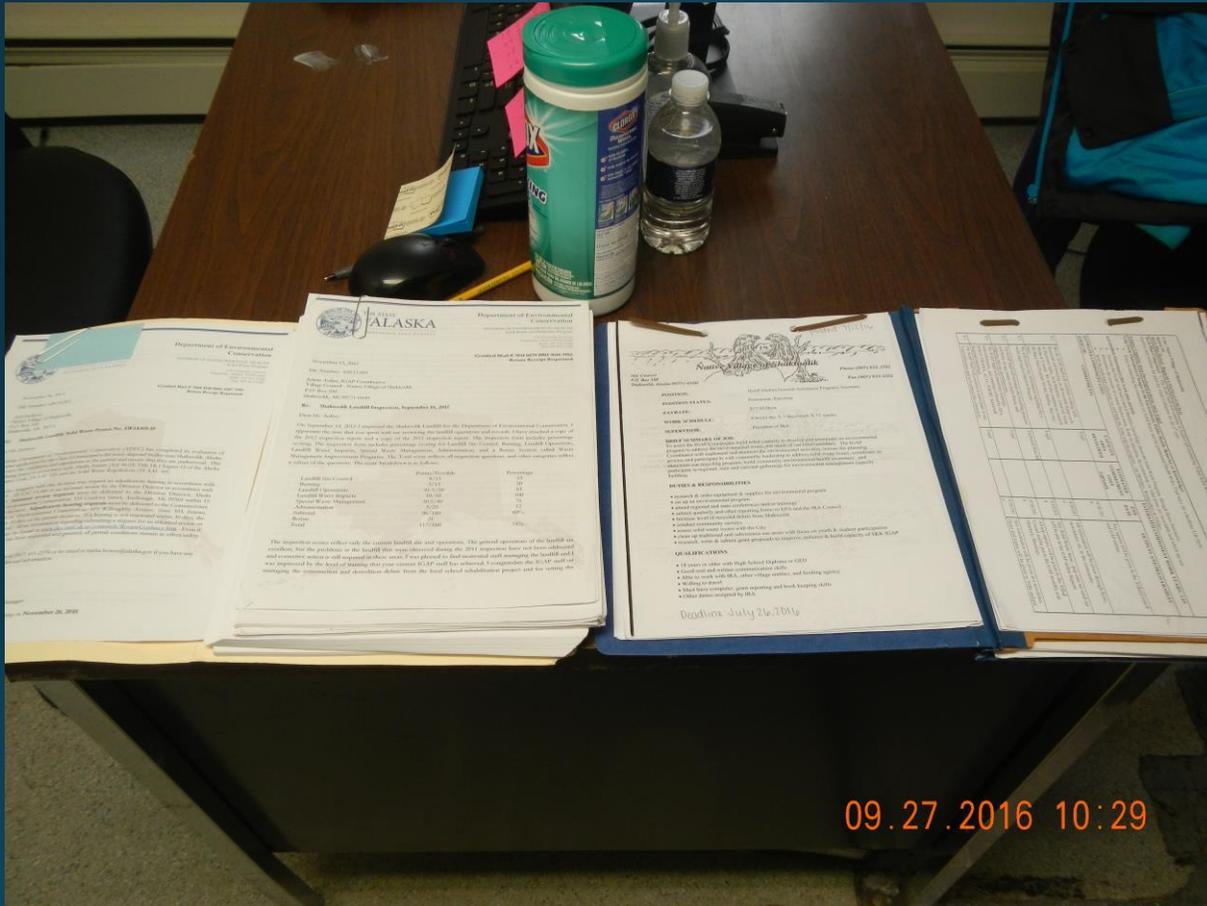
### Example Duties:

- ➔ Waste collection program
- ➔ Burn box operator
- ➔ Operate heavy equipment
- ➔ Landfill access control and hours of operation
- ➔ Waste screening
- ➔ Apply landfill cover
- ➔ Monthly landfill inspection
- ➔ Landfill equipment maintenance
- ➔ Landfill safety spokesperson
- ➔ Water and snow control
- ➔ Updating landfill operations and site plans
- ➔ Assist with backhaul

# Assist with Landfill Budget and Funding

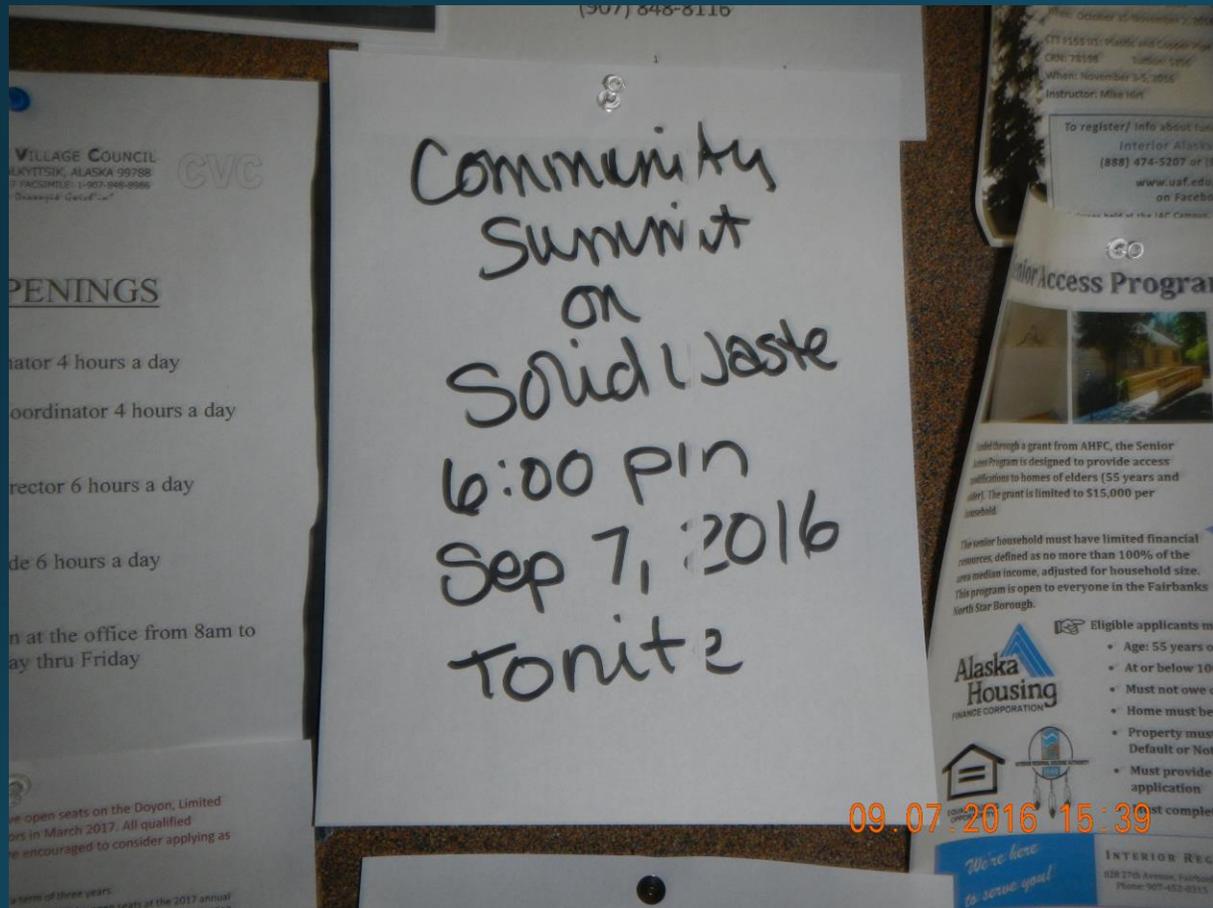
- Manage Community Collection and Landfill Fees
- Track budget costs to operate landfill (work with bookkeeper as needed)
- Stay up-to-date on landfill maintenance and infrastructure needs
- A user fee and annual cost calculating template is available on the ADEC website:  
<https://dec.alaska.gov/eh/solid-waste/waste-in-rural-alaska/>
- Seek outside funding sources such as grants as needed
- See the ADEC Solid Waste Program website for a tailored list with more information on each funder on our *Funding Resource Guide*:  
<https://dec.alaska.gov/eh/solid-waste/waste-in-rural-alaska/>

# Keep Paperwork In Order



Records should include the current permit, budgets, copies of ordinances, inspection reports, monthly inspection forms, and any other notes on the facility. Meeting with the operator regularly to keep operations and site plans up-to-date is highly recommended.

# Attend Council Meetings



Share up-to-date information on the landfill with council members

# Work With Councils to Improve Landfill

May 16, 2012

## NOTICE

For those of you participating in the trash haul program, the IRA Council held there monthly meeting last night and decided to increase the Trash Haul fee from \$15.00 a month to \$25.00. For those that have already paid in advance, we will not be charging \$25.00 until your next trash haul fee is due. Any questions stop by the IRA Office. Remember to have your trash ready for pick up Monday, Wednesday and Fridays! Quyanna

IGAP STAFF  
Jolene Auliye-IGAP Coordinator  
Ellen Hunt-IGAP Assistant  
Edgar Jackson Jr-Landfill Operator



# Community Outreach and Education



# Develop Training Plan For Operator



## Ways Administrators can help;

- What and when are the next trainings?
- Assist with travel bookings for operator
- Plan for trainings that work with current budget

Places to watch for landfill operator trainings;

ADEC Solid Waste Program website

Zender Environmental website

Alaska Forum on the Environment website

# Manage Recycling Program



## Ways Administrators can help;

- Assist to manage ALPAR grant
- Contacting transporters for backhaul
- Helping with transport manifests and paperwork
- Assist with future planning and budget
- Promote recycling and backhaul collection through outreach and education
- Assist with backhaul inventory records



Administrators and Landfill Operators work together to make good solid waste management work in their community!