The final chapter of the incredible journey of the chicken (or egg) is clean, rich compost for your lawn or garden.
Executive Summary

The Region of Peel, which is comprised of the Cities of Brampton and Mississauga and the Town of Caledon, is seeking to maximise waste diversion through the introduction of the organics recycling program. On April 2, 2007, the Region launched its weekly organics recycling program to 300,000 single-family households receiving curbside waste collection services. Household organic material, such as food scraps and soiled paper products, are collected and processed by the Region and turned into a beneficial, renewable resource – finished compost.

Co-collection vehicles designed with two separate compartments are used to collect both Blue Box recyclables and organics to ensure efficiency and to minimise the number of waste collection vehicles on Regional roads. Collected organic material is then processed at two Regional facilities: the composting plant at the Peel Integrated Waste Management Facility in Brampton, and the Caledon Composting Facility at the Caledon Community Recycling Centre. Once the finished compost is produced, it is sold to a variety of users such as gardening centres and landscape companies. Residents can also purchase compost at the Region’s Community Recycling Centres.
Design of Composting System

The composting process is carried out by a diverse population of predominantly aerobic micro-organisms that decompose organic material. The activity of these micro-organisms is encouraged through management of carbon-to-nitrogen (C:N) ratio, oxygen supply, moisture content, temperature, and pH of the organic material. The composting process as practiced in Peel can be divided into two main periods: (1) primary composting carried out at our two-box composting facilities and (2) curing. Primary composting is the period of vigorous microbial activity during which readily degradable material is decomposed as well as some of the more decay-resistant material, such as cellulose. Curing follows primary composting and is characterized by a lower level of microbial activity and further decomposition of the products of the active composting stage.

**Primary Composting Process:**

Residents use the kitchen container provided to collect indoor organic material, such as food waste and soiled paper products. For their convenience, residents can line the kitchen container with newspaper, paper bags or certified compostable plastic bags. Non-compostable plastics, such as grocery bags and food warps, are not permitted in the green bin because they contaminate the finished compost. There are a number of acceptable liner products available in retail outlets across our Municipality.

Green bins are collected every week on regularly scheduled waste collection days. Curb side yard waste and organics are collected from 285,000 Peel households that receive weekly curbside waste collection in the Cities of Brampton and Mississauga and the Town of Caledon.

Collected organic material is processed at two Regional facilities: the composting plant at the new Peel integrated Waste Management Facility in Brampton that can process 60,000 tonnes per year, and the Caledon Composting Facility at the Caledon Community Recycling Centre that can process 12,000 tonnes per year.

**Secondary Composting Process:**

The location of the curing pad is on a 4 hectare parcel in the northwest portion of the site. The pad is located on an existing high point of the site (elevation 304 m) and 100 metres from the nearest property line. The pad was constructed with the addition of 60,000 m$^3$ of clay material to provide a firm foundation for the asphalt pad. The pad provides a centralized location for curing and screening composted materials from the Region of Peel composting facilities located at the Caledon Sanitary Landfill Site and at the Peel Integrated Waste Management Facility in Brampton. The immature compost is weighed at these facilities and transported by transfer trailers to the PCF.

The water runoff associated with the pad is directed to an on-site lined retention pond, which is then discharged to the on-site sanitary pumping station and transported off-site. Water in the
pond is monitored to evaluate the ability of the facility to meet the design projected level of sixty percent removal of Total Suspended Solids (TSS) in storm water prior to discharge from the management facility. The water may be discharged to the existing surface water system upon testing and obtaining appropriate water quality test results and approvals.

_Description of the Gore™ Cover System:_

The Gore™ Cover System typical operating model is to produce stabilized compost in eight weeks. During that period the material is moved through three phases of operations, in which the process is optimized through the GORE™ Cover System resulting in the appropriate temperatures as required to meet regulatory requirements. After the eight weeks of curing, the material is ready to be screened and stockpiled for further maturation.

This technology consists essentially of 4 components:

- GORE™ Covers;
- Aeration System: This system consists of in-floor aeration ducts serving to deliver air and remove leachate from the windrows (2 per windrow), water traps to separate the aeration trenches from the leachate collection and transport system (2 per windrow), aeration trench covers and aeration blowers (1 per windrow);
- Control System: This consists of oxygen and temperature sensors, controllers and computer and software;
- GORE™ Cover Handling Machine (Winder);

The GORE™ Cover System utilizes positive aeration and a specially designed cover to create an enclosed system that optimises the curing process, controls odours and micro-organisms, separates leachate from the storm water and creates a consistent process unaffected by outside environmental conditions. Medium-pressure aerators connect to in-floor aeration ducts. Stainless steel probes inserted into the pile monitor oxygen and temperature parameters. The data is relayed to and stored in a computer. This data controls the aerators to keep the pile conditions consistent. These components are brought together to produce a unique economical and reliable composting system. In order to provide oxygen, the essential basic requirement for aerobic microorganisms, medium pressure blowers are connected to in-floor aeration trenches under the windrow. The blowers supply air to the windrow and are controlled by means of data obtained from an oxygen sensor placed through the Gore™ cover. A second sensor also placed through the Gore™ cover collects temperature data. Data from the oxygen and temperature sensors is fed into a computer which controls the process accordingly. The material is laid on the aeration trenches using wheel loaders forming a windrow. The Gore™ cover is immediately pulled over the windrow. The Gore™ cover consists of a Gore-Tex membrane, developed specifically for the curing process. It is laminated between two highly robust layers of polyester. The membrane has a specific pore size designed to benefit the composting process. The Gore™ cover not only protects the curing material from the elements, it also allows spent process air to escape the pile at the same time. It also serves to manage odours by providing a physical barrier that prevents gaseous compounds from leaving the windrow. In addition a thin film of condensation forms on the inner surface of the cover during curing captures other odour compounds and gaseous substances. These gases and odour compounds are partly dissolved in the condensed water film, which drops back into the curing material where the compounds are
broken down by microorganisms. Each windrow has an oxygen and temperature control module. This feeds information back to a central computer system as well as controlling the aeration fan. The “Kompmaster” attached to the system is a unit specially designed to control and log the curing process by means of connected temperature and oxygen measuring sensors. The “Kompmaster” control unit is used to control the curing process and to log the temperature values and the oxygen content. The current measured values of all the connected and active control units are displayed on the PC. The setting and the control unit setup required can also be carried out for all active control units using the PC software.

**Merits of the System:**

The Gore Cover System at the Peel Composting Facility enables Region of Peel to minimize odours, ensure an ideal curing environment for the material, monitor oxygen and temperature levels as well as record the collected data. This enables staff to monitor the material through the eight week curing process and address issues should they arise (i.e. prevent the curing process from turning anaerobic.)

**Environmental Benefits:**

Household organic material makes up approximately 30 per cent of household garbage. Our Organics Recycling Program allows residents to divert this material from disposal. By participating residents can divert an additional one-third of their household waste from disposal, on top of what they are already diverting through the Blue Box program and yard waste recycling. Recycling organic material will decrease Peel’s dependency on landfill from disposal and help the Region reach its goal of diverting 70 per cent of waste from landfill by 2016.

The environmental benefits of the new organics program are measured by the number of tonnes of organic material diverted from disposal, and recycled into compost.

Another environmental benefit of the program is reduced GHG emissions. Co-collection trucks reduce the need for additional vehicles. Furthermore, the Region uses aerobic technology to process the organic material. In the presence of oxygen, the organics produce CO2. When this material is landfilled and deprived of oxygen, it produces methane, which is over twenty times more potent than CO2.

**Innovative and Unique Aspects:**

In preparation for the roll-out of this program a new composting facility was designed and constructed at the Peel Integrated Waste Management Facility located in Brampton that, along with the existing Peel Composting Facility located at the Caledon Landfill Site, would handle the composting requirements associated with the Region Wide Organics Collection program. In addition there was a need for a location to cure the composted material. The former Chinguacousy Landfill site was selected as the optimum location for siting an outdoor compost curing facility. As a result, the Peel Curing Facility was established at the former landfill site. The Peel Curing Facility is located at 4400 King Street, the northwest corner of King Street and Dixie.
Road in the Town of Caledon, Ontario. The site operated as a landfill between 1964 and 1980, during which time approximately 28 hectares of the 42 hectare property were landfilled. Adjacent properties to the north, east, west and southwest of the site are used for agricultural purposes. The wetland areas on site are classified as Provincially Significant Wetlands and belong to the Campbell’s Cross Wetland Complex. Residential properties are located along the western side of Dixie Road to the south and north of the site.

Regulatory Compliance

The Region of Peel in accordance with our Certificate of Approval Waste Disposal Site Number 3932-6F4PPY and Certificate of Approval Air Number 1737-7PYGX3 from the Ministry of the Environment must meet specific guidelines regarding compost quality. The Ministry of Environment conducts annual inspections to ensure that it is operating under the conditions described in the Certificate of approval. In addition to these guidelines our compost must also meet Canadian Council of the Ministry of Environment guidelines and we have obtained Composting Quality Alliance certification for the production of our compost.
The Compost Quality Alliance is a voluntary program established by the Composting Council of Canada and compost producers that utilizes standard testing methodologies and uniform operating protocols to improve customer confidence in compost selection and utilization.

**Stormwater Management Pond:**

Operation of the Peel Curing Facility requires that stormwater from the curing pad be effectively managed to minimize impacts to surface water and groundwater at the site. This stormwater retention pond operates in accordance with the Provisional Certificate of Approval Number 1625-6DCK2S. The stormwater management pond is located in the south-east corner of the property. All stormwater from the runoff from the compost curing pad is directed to the pond via a lined drainage channel. The design of the curing pad directs the pad runoff to be discharged uniformly across the east edge. The goal of this design was to avoid any points of concentrated flow and to discourage erosion. Until statistical data generated over years of monitoring may suggest otherwise, all water entering the stormwater management pond is considered to be sanitary sewage. The outlet for the pond is through a gravity fed pipe to the leachate pumping station located near the entrance of the site. The available storage volume is in excess of the volume required to attenuate the post development flows from a 100-year design storm while discharging from the sanitary pumping station at an average rate of 0.00314 m$^3$/sec.

**Water Monitoring Program:**

The Region has incorporated a monthly Water Quality Monitoring Program to ensure there is no impact on human or environmental health. These reports are reviewed by a Region Hydrogeological Technical Analyst and then submitted to the Ontario Ministry of the Environment.

**Weather Impacts:**

Many types of weather conditions can influence odour, noise, or dust migration off site of the Peel Curing Facility. We will be monitoring weather conditions, wind speed and direction frequently at the facility through the use of:

- Environment Canada website www.weatheroffice.gc.ca
- Meteorological stations (2 existing)
- Online weather monitoring for Region of Peel sites (developed by RWDI) providing forecasted weather reports 48 hours in advance as well as storing all historical data
**Odour Monitoring at Peel Curing Facility:**

Designated staff have received Odour Detection Threshold Certification through RWDI Air Inc. The acceptable detection range for certification between 1.3ppm and 5ppm, measured with 1-butanol in water solution. The designated staff are required to renew their certification annually. Air sampling program being developed with RWDI to effectively monitor for odour at the facility.

**Average Odour Strength**
- Maximum at R1: 0.9 Odour Units
- All receptors: less than 1 Odour Units

**Maximum Odour Strength**
- Maximum at R1: 1.5 Odour Units
- Events over 1 Odour Unit: 0.5% of time at R1

**Waste Screening Procedures**

**Complaint Response Procedures:**

If at any time, the Region of Peel receives complaints regarding the operation of the Site, the Region of Peel shall respond to these complaints according to the following procedure:

a. The Region of Peel shall record and number each complaint, either electronically or in a separate log book, along with the following information:

- the nature of the complaint,
- if the complaint is odour or nuisance related, the weather conditions and wind direction at the time of the complaint;
- the name, address and telephone number of the complainant (if provided); and
- the time and date of the complaint;

b. The Region of Peel, upon notification of the complaint, shall initiate appropriate steps to determine all possible causes of the complaint, proceed to take the necessary actions to eliminate the cause of the complaint and forward a formal reply to the complainant; and

c. The Region of Peel shall complete and retain on-site a report written within one week of the
complaint date, listing the actions taken to resolve the complaint and any recommendations for remedial measures, and managerial or operational changes to reasonably avoid the recurrence of similar incidents.

Primary Screening Process:

Waste screening begins when the Waste Collection Contractor visually screens the green bin prior to emptying the organic material into the collection vehicle. The collected organic material is delivered to two Regional facilities: the composting plant at the Peel Integrated Waste Management Facility in Brampton or the Caledon Composting Facility located at the Caledon Community Recycling Centre.

Prior to processing in the in-vessel systems material is inspected for ash wood products (ie branches, stumps) by Emerald Ash Borer Inspectors. If ash wood is found, it is removed and the remaining organic material is placed in a shredder for shredding and then loaded into the primary composting system. The material is then processed for approximately seven days.

Secondary Screening Process:

When immature compost arrives at the Peel Curing Facility it must be inspected to ensure that it is not highly odourous. Compost that is very odourous must be redirected back to either the Peel Integrated Waste Management Facility or the Caledon Composting Facility for further processing. After material has been has cured for approximately eight weeks, this material is then screened again on a ½ inch minus resulting in three streams: residue, overs and finished compost.

PLANNING

A great deal of consideration was taken with the planning of the Peel Curing Facility. A convenient location, which was not close to the Region of Peel’s suburban community, was essential as it must be accessible from both of the Region’s primary composting facilities located in the City of Brampton and the Town of Caledon.

The facility design was fashioned to create efficient material flow. It was designed so that tractor trailers would have a great enough turning radius to unload material directly into the windrow currently under construction. The screen equipment was set in place with a conveyor system that is accessible from the centre of the curing pad, resulting in minimal material movement onsite. One conveyor system is used to mechanical sort residue, compost-overs and finished material. The reside line is loaded directly into a compaction trailer that is set on a flow timer and compacts and loads material automatically. The finished compost material is loaded directly off the conveyor system into a finished pile for aging, and is located beside the loading dock, adding to minimal material handling. The compost-overs are sorted into a separate pile, which is also located near the loading dock, this is essential as the overs are sent back into the composting
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process and are loaded into the empty tractor trailers that deliver the immature compost to the facility initially.

Downtime:

The Region has incorporated two mechanisms to aid in keeping downtime to a minimum so that it will not disrupt day to day operations. The first mechanism implement is to ensure that regularly scheduled preventative maintenance in performed as instructed by the equipment manufacturers and when possible performed during non-operational hours at the facility. The second mechanism is the implementation of a Contingency Response Plan. This Plan outlines various actions to be undertaken in the vent of specific equipment failure, weather conditions or complaints that could disrupt the normal operating conditions.

PERFORMANCE ECONOMICS AND COST EFFECTIVENESS

Composting organics costs the Region more per tonne than sending this material to landfill for disposal. However, Regional Council recognizes that the environmental benefits of this important waste diversion program justify the higher processing costs. However, the processing of the organic material takes place at Region-owned facilities within Regional borders, making it a 'made-in-Peel' approach to waste management.

Organics recycling costs less per tonne than incineration, but more than landfill disposal. As part of a comprehensive waste diversion strategy, the environmental benefits associated with composting organic material justify the higher processing costs.

Compost Curing Process/Stabilization:

Windrows are built from immature compost received from the Caledon Composting Facility and the Peel Integrated Waste Management Facility. Immature compost is transported to the Peel Curing Facility by transport trailer. As immature compost is received at the facility it is formed into the correct dimensions by rubber tired front end loaders and the Gore™ cover is advanced accordingly through the use of the Gore™ tarping equipment. The temperature probe in 1 metre in length and monitors the temperature at 0cm, 25cm, 50cm, 75cm and 100cm. The oxygen probe captures air being pumped through the windrow from the ventilator and in floor aeration channels. The amount of air moving through the windrow is analyzed by the oxygen probe for the specific oxygen content of that windrow. Windrow turning is completed using an ALLU windrow turner. The windrows are turned at week 3, 5 and 7 of the curing process to ensure that the moisture of the windrows are maintained and that the curing compost is properly mixed. At the end of the curing process, the compost is stabilized and microbial activity decreased as a result low concentration of readily degradable substrate, not suppressed from temporary parameter limitations, e.g. low pH, moisture content, oxygen, and etc. Any residual substances originally present in the compost pile which can be easily metabolised have been fully consumed during the primary and curing process. This is an important phase in the composting process as it helps to further decompose and stabilize potentially toxic organic acids and resistant
compounds. Once cured, the compost is screened to obtain a fine and uniform texture of the product for the target markets.

**Fostering Customer Service:**

The [National Quality Institute (NQI)](http://www.nqi.ca) is an independent, not-for-profit organization with a vision of “Inspiring Excellence in Canada” and a mission “to assist Canadian organizations improve performance” through the adoption of quality principles and practices in all sectors of the economy.

- [Canadian Quality Criteria for Public Sector Excellence](http://www.nqi.ca/criteria)
- [Canada Awards for Excellence (CAE) Program](http://www.nqi.ca/cae)
- [Progressive Excellence Program (PEP) Certification](http://www.nqi.ca/pep)

Although the Region of Peel has always had a rich continuous improvement track record, it is the NQI framework and its Progressive Excellence Program (PEP) that we wanted to use as our roadmap to formalizing continuous improvement across the organization. For the Region of Peel, NQI's excellence framework became the foundation to consolidate and align existing initiatives within the organization and create an organization-wide standard of excellence.

**The Excellence Journey:**

Our journey officially began in 1999 when Peel joined NQI. Most recently, our journey reached two significant milestones. In March 2004 the Region received the PEP Level 3 Award and in November 2004 we received the CAE Silver Level Award. In September 2006, the Region received the PEP Level 4 award and in October 2006 we received the CAE Gold Award. In all cases we were the first government in Canada to receive these awards.

**Citizen/Client/Customer Focus:**

Citizen/Client/Customer Focus (CCCF) is one of the four corporate key improvements under the Excellence Initiative. Several key projects relating to Access to Regional services, Service Improvement Initiatives and citizen involvement have been aligned under the CCCF Key improvement. The CCCF SSBP developed by the [CCCF Steering Committee](http://www.nqi.ca/cccf) outlines the objectives and actions that will guide the implementation of the projects.

The Mandate of the CCCF SSBP is: The Region of Peel will have an integrated, citizen/client/customer focused approach to planning and delivering programs and services.

The objectives of service improvement initiative are summarized as follows:

- Provide enhanced service for clients
- Determine the drivers of client satisfaction
- Develop a consistent approach to measuring client satisfaction
- Develop a consistent approach to process reviews
- Identify barriers and obstacles to increased client satisfaction
Customer Service Training:

The Region of Peel’s Waste Operations section has developed their own customer service training course that deals specifically with the necessary skills and various factors that may be encountered in the front line that are specific to our operational requirements and experiences.

Utilization of Equipment/Systems and Technologies

Equipment on Site:

A variety of equipment is required to operate the Peel Curing Facility. The Region of Peel staff ensures that all equipment required for the operation of this facility are kept in good state of repair and in a fully operational condition. A maintenance program in accordance with the manufacturer’s specifications is strictly followed.

The following is the summary of the equipment that is operational on site:

- Rubber tire front end loader and one of the dump trucks utilized.
- An Allu Windrow Turner efficiently turns and mixes windrows. Equipment with an irrigation system to maintain proper moisture content and to minimize dust. Windrows will be turned in 60 minutes as opposed to six hours using a front-end loader.
Gore™ computerized monitoring system.

Gore™ cover applicator.

Gore™ cover.

Part of the Gore™ aeration system.
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Hopper that material is placed.

Another hopper that puts materials on the conveyors.

Compactor in which the residue to placed.

Tractor trailers

All equipment at the Peel Curing Facility are maintained in good working order and all defects recorded and reported to the immediate supervisor. Maintenance schedule and instructions provided by the equipment supplier are strictly followed.
HEALTH AND SAFETY

Training:
The development of workplace safety procedures enables employees to perform their assigned duties and functions in a safe and healthy manner so as not to endanger themselves or others. A safety program that includes proper employee training is important for developing accident-free operations. Many accidents are preventable because they result from errors in judgement, working without the proper protection, or employing unsafe operating practices.

Training will be documented by the Supervisor and the Administrative Assistant in charge of tracking section wide training and recorded in employee files.

<table>
<thead>
<tr>
<th>Required Staff Training</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Health &amp; Safety Orientation</td>
<td>Within first 6 months of employment</td>
</tr>
<tr>
<td>2 Day First Aid Course</td>
<td>Within first 6 months of employment &amp; every 6 years</td>
</tr>
<tr>
<td>1 Day First Aid Refresher Course</td>
<td>Every 6 years – in between the 6 year gap of the 2 day course</td>
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<tr>
<td>Customer Service Training</td>
<td>Within first 6 months of employment</td>
</tr>
<tr>
<td>*TDG Training</td>
<td>Every 3 years</td>
</tr>
<tr>
<td>WHIMIS Training</td>
<td>Within first 6 months of employment</td>
</tr>
<tr>
<td>WHIMIS Refresher</td>
<td>Annually</td>
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<tr>
<td>Emergency Response Training</td>
<td>Within first 6 months of employment - refresher every 3 years</td>
</tr>
<tr>
<td>Lockout Tagout Training</td>
<td>Within first 6 months of employment – refresher annually</td>
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<tr>
<td>**Fall Arrest Training</td>
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*Required for Supervisors, Forepersons, Sub-Forepersons, Truck Drivers, HHW Staff and Designated Support Staff.  
**Required for select staff (designated by Supervisor, Team-Lead and/or Foreperson) who will be performing job duties requiring such training

Personal Protective Equipment (PPE):

In accordance to the Region of Peel’s safety policy, all employees working at the Peel Curing Facility have been provided with the personal protective equipment that is required for their position. These items include:

- Regional hard hat
- Safety vest
- Safety glasses
- Work gloves
- Safety boots – CSA approved class 1 with steel plated toes and soles.
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- Coveralls as protective clothing
- Seasonal Jackets & outer wear
- Rain Gear
- Dust Mask*

*This is not a required piece of equipment, but can be made available if working in a dusty area

It is required that all employees on site wear the appropriate safety apparel for their position at all times. Failure to comply with safety practices may result in disciplinary action.

Staff is to inspect all personal protective equipment and clothing prior to utilizing, and have a co-worker inspect personal protective equipment for defects once a month. It is mandatory that all malfunctioning protective equipment, clothing be reported and replaced before commencing work. Malfunctioning devises and machinery must be tagged out as unsafe for use and reported immediately to the closest Supervisor. It is the Foreman or the Site Supervisors responsibility to order and maintain an adequate stock of appropriate equipment and supplies needed.

Safe Lifting Techniques:

It is essential to practice proper lifting techniques to avoid injury. Working at the CRC’s requires constant lifting of items of various shapes, sizes and weights; therefore, safe lifting techniques are of the utmost importance.

Tips for proper lifting include:

- Bend at the knees
- Grip object firmly and hold it as close to your body as possible
- Tighten your abdomen
- Keeping your back straight use your legs to get to a standing position
- Lift smoothly and under control
- Pace yourself to avoid fatigue when conducting heavy work for a long period

Safety Meetings:

Monthly Health & Safety talks will occur each month with every employee by the site/sectional Foreman/Team-Lead. These meetings will discuss pre-determined seasonal, job related issues and general safety reminders and tips. Each employee will sign in for attendance and will receive a handout of items discussed at the talks for future reference.

If a site employee has a safety item they would like to discuss it can be brought up during these meetings, or at an earlier date if requested.

Hygiene:

Protective equipment shall be removed prior to taking breaks, entering the office area or leaving the site. When removing protective equipment always remove gloves last. Uniforms are provided for each employee, with the exception of casual staff members. Uniforms should be changed on a regular basis. Any problems such as missing or damaged uniforms should be
reported to the Foreperson/Sub-Foreperson so it can be investigated for possible correction. It is recommended that at the end of the day uniforms be removed and not worn off-site.

Wash hands before eating, drinking, smoking or using the restroom. Wash hands before leaving the facility. Showers are provided on-site for showering at the end of the work day.

**Radios:**

All platform staff, scale houses, Household Hazardous Waste areas, truck drivers and Sub-Forepersons will have handheld radio communication on them at all times, with the exception of personal break time. All vehicles and heavy equipment will have radios installed in them as well.

**Phones:**

The Peel Curing Facility is equipped with telephones and a list of emergency telephone numbers. This listing includes numbers for Police, Fire, Ambulance, Spills Response Numbers, Joint Health and Safety Co-Chair, Site Supervisors and Occupational Health and Safety Manager.

The Peel Curing Facility is connected to the main server at 10 Peel Centre Drive, Region of Peel head office. Telephones can be found in the main office, the processing building office as well as in the lunchroom. Phone lines need to be kept open for business and/or emergencies, therefore personal calls are discouraged or to be kept to a minimum. Personal cell phones are not to be used on-site; they should be kept in an employee locker or vehicle during working hours and never used on the platform or in Regional vehicles.

### PUBLIC ACCEPTANCE, APPEARANCE & ASTHETICS

**Vehicle & Site Cleanliness & Maintenance:**

An inspection of the entire site and all equipment on the site shall be conducted each day the site is in operation to ensure that the site is secure; that the operation of the site is not causing any nuisances; that the operation of the site is not causing any adverse effects on the environment; and that the site is being operated in compliance with the site Certificate of Approval. Any deficiencies discovered as a result of the inspection shall be remedied immediately, including temporarily ceasing operations at the Site if needed.

**Vectors:**

A professional licensed pest control company maintains a pest control program at the Peel Curing Facility. The company is selected based on the current Region of Peel vendor. It is the site Supervisor’s responsibility to determine if the pest control company program is effective and implementation changes to manage vectors (e.g. rats, mice and insects) are required. Food in
lunchroom or the administrative office should be stored in air tight containers or in the refrigerator to prevent attracting vectors.

**Litter:**

It is the site Supervisor’s responsibility to maintain litter pick-up at the facility. The site is to be monitored daily to prevent windblown litter from leaving the site. All loads leaving the facility are to be covered. Empty vehicles coming to or leaving the site should be cleaned out to prevent litter.

**Public Relations & Education:**

The Region of Peel conducts Public Information Meetings for area residents as a form of communicating any major changes that may be scheduled for the facility. In addition any alterations to previous communicated information will be provided to the area residents in writing informing (letter format) them of the upcoming changes. These letters are hand delivered. As well, a Public Liaison Committee has been formed, consisting of the Division Manager, Supervisor and site Technical Analyst, as well as 4 volunteer residents.