The Transfer Station Management (TMS) course addresses factors in planning, design, operation and management of a transfer station. You will learn how a well-planned, designed and operated transfer station provides advantages and flexibility to a waste management system. Discussion of how effective communication with the public and regulators helps mitigate challenges in planning and operating a transfer station, and how planning and design affect construction and operation.

SWANA offers Transfer Station Management as preparation for the Transfer Station Management certification exam and as a standalone course.

**COURSE OBJECTIVES**
After completing this course, learners should be able to:

- Understand and discuss the steps, factors, local requirements in site selection and development and conceptual design
- Describe site specific characteristics such as building design, peak flows, waste processing and hauling technologies
- Implement procedures in protecting transfer station property, identifying problematic waste and compliance requirements
- Minimize risk to personnel, maintain and properly use diverse equipment
- Understand regulatory compliance requirements and develop a comprehensive recordkeeping program are incorporated.
- Employ proactive communication with employers, customers, and general public

**WHO SHOULD ATTEND**
Solid Waste directors/supervisors, Transfer Station managers, developers, and consulting engineers will benefit from this course.

**COURSE CONTENT**
The course consists of lectures, discussion, class activities and exercises, and an optional facility tour. The text for the course, *Transfer Stations Management*, also serves as an on the job reference. The following topics with supplemental images, graphs, examples and exercises are included.

- Siting and Conceptual Design
- Large Transfer Station Design
- Small Transfer Stations and Convenience Centers
- Efficient Operation and Maintenance
- Equipment Operation and Maintenance
- Emergency and Contingency Plans
- Regulatory and Permit Compliance
- Environmental Concerns
- Health and Safety
- Record Keeping
- Communication