

Draft Course Outlines for Statewide Standardized Backhaul Training

Backhaul Regulations and Their Role In Safely Transporting Waste Out Of Rural Alaska

Total UAF Credits: 1

Pre-Discussion

- Questions and issues people have, barriers that communities face.

EPA Hazardous Waste Regulations

- What is a hazardous waste and hazardous waste generator, and how do you keep in compliance with storage limits etc. to avoid fines, and to be small enough to avoid paperwork.
- Potential fine scenarios

DOT Regulations

- General Awareness Training, Safety Awareness, Security Awareness
- Unique requirements when shipping by air
- Out of state and international shipping complexities
- Packing to most stringent requirements where there are multiple modes of transport.
- *Regulations quiz*

Recordkeeping

- Spreadsheet tracking for reporting, accounting, documentation purposes.
- Graphics creation for presentations.
- *Activity 1: Excel spreadsheet and Bar and Pie Chart Practicum*

DOT Regulations Recordkeeping Requirements

- Includes hands-on practice with how to keep records and templates.
- *Activity 2: Employer training recording requirements*

Staging and Packing

The basics of staging and packing. Includes a ship at sea scenario to convey why packing is done properly.

Forms

- Instruction on all form types for shipping.
- *Activity 3: Forms Practicum*

Loading

Preparedness for arrival of transporter, what they might need, having to be available, preparing the site for their landing and loading, assisting transporter and lifting safety, real time loading.

Post-Discussion

Activity 4: Students are expected to participate in discussion of the following:

- Questions and issues people have, barriers that communities face.
- Group discussion on resources, what to do when confronting a problem, obstacles, unique situations, and other issues that surface.
- Changes in student perspectives post-learning.

Fundamentals of Rural Waste Backhaul

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Community

- Health risks & what is in the wastes.
- What are we dealing with and why are we hauling it out?
- How to get community involved.
- Community education and outreach.
- Public relations.

Collecting Materials From Community

- Types of Collection program - will call, voluntary drop, mandatory, subscription, household hazardous waste event days, etc.
- Basics of HHW collection programs – what practices will help your backhaul operation and what are the considerations.
- How to lift and how to know your limits, safety in collection considerations how to recognize a potentially safe situation.
- How to set up and monitor a location for community to drop off of waste.
- How to plan a safety meeting for all involved in a collection event
- How to handle miscellaneous materials, e.g., paint and other materials

Inventory Basics, *including Activity 1*

- Uniform Inventory sheet – introduction to its features, and prioritization structure.
- Legacy or other easily accessible wastes needing backhaul – where are the wastes and how do you count it? Volume or counts to weight conversion.
- Staged or collected/stored wastes inventory including inventory of connexes, pallets, etc. and how to count them.
- Performing an inventory using the uniform inventory sheet. Knowing exactly what you have is key to the whole process (determines supplies you need, where it needs to go, number of containers, shipping costs, etc).
- *Activity 1 – Inventory Form Practicum*

Storage

- Storage importance and ways to do it. What type of storage for each waste type - dependent on the total solid waste management system (e.g. landfill operations, salvage yard connexes, in town bins, household storage can all be used should be considered if it works).
- Staging/storing: what minimum state can you leave materials so they are safe until you are able to pack and backhaul? What waste types should be separated for safety? And how can villages provide that level of safety?
- How to obtain land, communicating with land owner (where the storage/connex will be).

DOT Regulations (“Function Specific”)

- Basic staging, packing, labelling, and loading 101: batteries, fluorescent lights, mercury devices, and E waste. Also how to identify transformers, and ensure no pcbs, how to pack, how to let vendors know about them. How to deal with other miscellaneous materials such as paint.

- Steps for each and do's and don'ts
- Packing to most stringent requirements where there are multiple modes of transport.

DOT Regulations ("Function Specific") – *Activity 2*

- Hands-on Testing on packing and labelling for each type of waste (above)

Supplies & Equipment – How, Where, And What To Get

- Connexes: buying, using, finding, leveraging.
- Other supplies like Pallets, pallet jack, banding, spill kits, scales, etc. (Go through a checklist. Show where to buy and avg costs. Talk about funding options for supplies).

Local Technician And Public Safety, including *Activity 3*

- Mercury & acid spills – including hands on practice with cleanup & kits.
- Keeping the public safe during drop-off or other activities near the recycling work shed.
- Safety gear and how to get it.
- *Activity 3 – Looking up safety resources and spill response practicum*

Adopt A Backhaul Protocols

- Checklist, signing off on shipments, contact protocols, etc.

Job Ethics

- Timeliness key in making transporter schedule being responsible so vendors don't wait, team isn't let down, discussion on nepotism and hiring, action if program rules aren't followed.

Supplemental Assistance & Problem Solving

- Group Discussion on resources, what to do when confronting a problem, unique situations.
- Program recordkeeping and transition system protocols to address job turnover.

Coordinating Logistics For Rural Waste Backhaul

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Trailmap for Backhaul

- Trainees are introduced to a trailmap for backhaul which will be filled in through the course (there will be time at the end of the course to complete it and present it).

Vendors

- Who the vendors are, finding the right one(s), how to contact them.
- Information to give them, vocabulary, and timing.
- Communicating about discounts/costs.
- Comparing options.
- Understanding vendors motivation and needs. What you can give them.
- Explaining the market (price fluctuations, storage limitations they may have).
- How to best prepare the materials to maximize any reimbursement (or satisfy their requirements).
- *Activity 1 (role playing with example scenarios)*

Transportation

- Who transporters are, finding the best option(s), how to contact them.
- Information to give them and timing, asking about schedules (for possible stop overs), seasonal timing (water levels), infrastructure or equipment limitations or needs.
- Calculating shipping costs, configuring shipments, forecasting surcharges.
- Communicating about discounts/costs.
- Comparing options.
- What you can give them.
- How to best prepare the materials to satisfy their requirements.
- *Quiz 1*

Supervising / Managing Your Team

- Management 101 – Looking out for conflicts and preventing escalation, recognizing motivations for each individual, teambuilding.
- Leading by example (being a good leader and setting a good example).
- *Activity 2 (Role-play of managing conflict and motivating team)*

Other Coordination

- Coordinating with other villages, MOA's/role definitions, lessons learned, sharing equipment such as Freon removal.
- Buying/finding connexes for storage and/or shipment. Calculating volume and weight of supplies ordered in connex to achieve free shipment of connex.
- Managing public access to workspace/sheds. Examples of sign-ins, release of liability, best practices.
- Hosting a HHW event, (e.g. e-waste recycling event).
- Preparedness for arrival of transporter, what they might need, having to be available, preparing the site for their landing and loading, assisting transporter and lifting safety, real time loading.
- *Quiz 2*

Public Relations

- Donor appreciation strategy plan (How to plan so as to attract/retain discounts). Example MOA's.

- Developing MOA's with vendors/transporters.
- Getting the community involved. Letting the community know how important it is to thank the vendor.

Technology Overview

- How to use program tablets (including installed software), resources available on the tablets, required reporting/training via the tablets, word/excel/ppt overview

Budgeting & Funding

- How to figure out what you can afford and how much it will cost. Practice by hand or spreadsheet.
- Budgeting and timing (working within fiscal years and negotiating flat fees when needed). Scenarios if the barge doesn't come on time and options for Plan B.
- Resources for Budgeting.

How To Motivate Or Otherwise Convince Your Base So They Pay, Includes Strategies Such As Contracts, In-Kind, Etc.

- Residents & Businesses (e.g. paying a fee for backhaul).
Outside agencies & contractors (e.g. partnering with projects that are coming to town – borrowing equipment, using materials from projects to build a recycling center, ensuring that outsiders are rightfully paying for waste disposal or backhaul (setting up contracts if need be) and piggybacking on those opportunities).

Final Exam - Putting it all together.

Finalizing and presenting a trailmap plan of the backhaul process. Trainees leave with a game plan for backhaul for a selected community.