

<b>COUNTY COLLEGE OF MORRIS</b> <b>Business and Finance Division Procedures</b>	
<b>Subject:</b> REFUSE CONTAINER AND DUMPSTER MAINTENANCE – STANDARD OPERATING PROCEDURE (SOP)	<b>Page:</b> 14.11.01
	<b>Date:</b> 3/9/2009
	<b>Rev:</b> 3/25/2022

**General**

This SOP contains the basic practices of refuse container and dumpster maintenance to be implemented at all on-campus locations. The purpose of this SOP is to provide a set of guidelines for the College County of Morris waste disposal operations.

This SOP applies to all refuse containers and dumpsters on campus used for waste disposal.

**Authority**

Vice President for Business and Finance  
Director of Plant and Maintenance  
Director of Public Safety

**Responsibility**

Associate Director of Plant & Maintenance  
Day Custodial and Grounds Supervisor  
Evening Working Custodial Supervisor  
Director of Auxiliary Services  
Plant and Maintenance Staff

**Procedure**

1. Waste Collection hauler to provide refuse containers and dumpsters to meet the minimum standards for the Public Complex Stormwater General Permit for the County College of Morris.
2. Refuse containers and dumpsters should be leak proof and be covered at all times.
3. Containers and dumpsters excluded are permitted temporary demolition containers, litter receptacles, and containers that hold large bulky items (e.g., furniture, bound carpet and padding) only.

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### **Spill Response and Reporting**

1. Provide spill containment dikes or secondary containment around refuse containers and dumpsters.
2. Conduct cleanups of any spills immediately after discovery.
3. Spills are to be cleaned using dry cleaning methods only. Spills shall be cleaned up with a dry, absorbent material (e.g., kitty litter, sawdust, etc.) and the rest of the area is to be swept.
4. Collected waste is to be disposed of properly.
5. Contact the County College of Morris **Department of Public Safety at 973-328-5550.**

### **Maintenance and Inspection**

1. Periodically check for leaks and damaged equipment and make repairs as necessary.