**SOP 55 – Incident Involving Unauthorized Dumping or Waste Disposal in Common Areas** *Douglas Forest RV Resort LLC – 106 Douglas Road, Webster, MA*

1. If garbage, construction debris, furniture, appliances, or other waste is found dumped in unauthorized areas (e.g., woods, parking lots, laundry room, bathhouse), do not touch or remove it until documented.
2. Notify the General Manager or on-site lead immediately.
3. If the dumping includes hazardous materials (e.g., paint, chemicals, batteries, fuel), secure the area and call local authorities or hazardous waste services if necessary.
4. Inspect for any identifying information (e.g., packaging labels, reservation tags) that may indicate who is responsible, but do not dig through material by hand.
5. Take clear photos of:  
   * Dumped items
   * Location and surrounding area
   * Any signage or blocked access points
6. Record:  
   * Time and date discovered
   * Who found or reported it
   * Description and estimated volume of material
7. Complete an Incident Report including:  
   * Suspected source (if known)
   * Actions taken to secure the site
   * Whether additional services were contacted
8. Management will determine whether to issue a fine, pursue guest removal, or report to authorities if environmental laws are violated.
9. Only authorized staff or contracted waste vendors may remove and dispose of the materials.
10. Future prevention may include signage, locked dumpster areas, or guest reminder notices depending on frequency or severity.