

# WASTE AND RECYCLING

## Guidelines, Rules, and Regulations

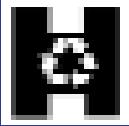
2006 Edition



**City of Hartford**  
**Department of**  
**Public Works**

*Hartford*

***New England's***  
***Rising Star***<sup>SM</sup>



## Introduction

This pamphlet provides information on Hartford’s trash and recycling collection services as provided by the city’s Public Works Department. It is regulatory and sets forth the city’s policies on trash presentation, defines what items the city picks up, recycling collection and other statutory requirements necessary to maintain the city’s overall appearance, quality of life and control of its rodent population.

Each Hartford resident creates an estimated one ton of trash per year. Tips, reminders and other information within this guide, along with specific rules and regulations, provide you with everything you need to know to help make Hartford a better, cleaner place to live and enhance local quality of life issues.

Managing and disposing of garbage is paid for by our taxpayer dollars, just like other important municipal services such as fire, police and education. The best way to reduce this disposal costs is to generate less garbage. There are lots of ways each of us can help, like putting trash in its proper place and recycling in our home, school and business. Recycling removes trash from the main-stream reducing the city’s cost. We all need to continue to do our part to dispose of trash properly and increase recycling efforts by recycling only acceptable items.

All of the city’s efforts to reduce, reuse and recycle have helped save taxpayer dollars. It makes good environmental sense to keep our city clean and save our natural resources. Let’s all continue to do our part to keep Hartford a clean and beautiful city.

## Table of Contents

- Introduction .....1
- Guide to Hartford’s Waste and Recycling Programs .2
- Rules Regulating Recycling and the Collection and Disposal of Municipal Solid and Hazardous Waste ..5
- Enforcement of Rules and Regulations .....7
- Frequently Asked Questions .....8
- Directory .....9





# Guide to Hartford's Waste and Recycling Programs

The following is a reference to key waste and recycling information.

## Solid Waste

### Rubbish and Garbage

Service is provided on a weekly basis. All rubbish and garbage should be drained of liquids, placed in plastic bags and in city issued trash containers. Residents are not allowed to place trash at the curb outside of the container for collection.

### Scrap Metal and Bulky Items:

Items are collected periodically or weekly, curbside only, from residential properties. Metal must be placed separate from other items. Examples:

- Major and small appliances
- Tire rims
- Furniture
- Lawn mowers
- Metal bed frames, box springs
- Mattresses
- Rugs and carpets (must be folded in half and tied)
- Branches (must be cut to lengths of four feet or less, bundled and tied and weigh less than fifty pounds). Branches will be collected twice yearly.

**NOTE:** Construction/house renovation debris must be taken to the landfill by the resident or hauled through an arrangement with a private commercial service. The city does not provide curbside service for the pick-up of construction material.

### Grass

Grass clippings have been prohibited from disposal at solid waste landfills by State law since October of 1998. You can have an attractive and healthy lawn by leaving grass clippings on the lawn after mowing. For more information about grass recycling programs, please call the city's Recycling Coordinator at 543-8609.

### Waste Motor Oil and Automotive Batteries

Drop-off site for non-commercial entities is the Public Works Yard, 40 Jennings Road.

### Household and Hazardous Waste

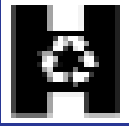
Hartford residents may bring their household hazardous waste to Metropolitan District Commission (MDC) collection sites in the city, as scheduled, or to other participating towns. Normally, two collection days are scheduled in Hartford proper annually, one in the spring and one in the fall. A pamphlet is available from the MDC with specific dates and locations.

#### Examples of acceptable items:

Gasoline, antifreeze, oil based paint, turpentine, paint stripper, household batteries, transmission fluid, ammonia, floor care products, drain cleaners, disinfectants, oven cleaners, polishes, brake fluid, glues, insecticides, cleaning solvents, moth balls, pool chemicals and epoxy products.

#### Examples of unacceptable items:

Latex paint, explosives, propane tanks, biological waste, tires, medicines, drugs, computers, commercial waste.



## Recycling Guide

Placing the following items in your recycling bin instead of in the trash helps achieve recycling goals and reduces the city's trash disposal costs.

### **Newspapers and all inserts, magazines and catalogs, junk mail:**

Must be in stacks less than 12" tall. Tie stacks with string or put in brown paper bags.

### **Corrugated Cardboard and Boxes:**

Must be uncoated, flattened and tied with string. NO pizza, cereal, detergent, food or gift boxes (these items should be put in regular trash).

### **Glass Food and Drink Containers:**

Must be empty, clean and unbroken; may be any color. NO lids, mirrors, light bulbs, dishes or window glass.

### **Metal food and drink containers; cans:**

Must be empty, clean and uncrushed; foil must be flattened. Labels are okay.

### **Plastic Food and Laundry Containers:**

Must be empty, clean, uncrushed and marked with #1 or #2 symbol on containers. NO plastic bags.

### **Drink Boxes and Milk or Juice Cartons:**

Must be clean and empty; remove straws and caps.

### **Mixed Office Paper**

Drop-off service dumpster locations for small businesses and non-profit organizations only:

- 75 Laurel Street
- 40 Jennings Road

#### **Acceptable items:**

Any white or colored office paper, computer printouts, envelopes with windows, file stock (such as manila folders), glossy paper, junk mail.

#### **Unacceptable items:**

Carbon paper, paper cups or towels, tissues, labels or stickers.

### **Phone Book Recycling**

Drop off centers are set up by the telephone company March through May. Local newspapers print exact schedules and locations. You may also place phone books in your recycling bin for city collection.



## CRRRA Hartford Landfill

Hartford residents may take scrap metal and bulky waste to the Hartford Landfill. This landfill is run by the Connecticut Resources Recovery Authority (CRRRA) and is located at 180 Leibert Road (off Jennings Road). This service will be discontinued upon permanent closing of the landfill by 2008. Please follow these guidelines:

- Proof of Hartford residency is required.
- A maximum of four trips per year allowed.
- No more than one pick-up truck load per trip is accepted.
- No garbage or leaves are accepted.
- No dump trucks or trailers are allowed.

### Landfill Drop-off Times (until landfill is permanently closed):

6:30 AM. to 3:00 P.M. (Mon.-Fri.)

6:30 AM. to 2:00 P.M. (Sat.)

If you have questions, contact the landfill at 278-8626.

## Leaf Collection Program

State law requires that leaves be composted. The city provides collection service for residents seasonally. Exact collection weeks and areas are publicized in newspapers (and sometimes mailers) as the fall leaf season approaches. An additional time period is also specified in the spring when residents can place bagged leaves at the curb for city pick-up.

During the fall season, residents have three options for disposing of their leaves:

**Weekly curbside collection of bagged leaves.** Place leaves in biodegradable paper leaf bags (available from supermarkets, home centers and hardware stores) and place them at the curb on your trash collection day. As collection during leaf season can be quite heavy, leave the bags at the curb if

they are not picked up on your collection day. Leaf bags are the recommended disposal means to prevent leaves from blowing around and to facilitate pick-up during early snows when the vacuum trucks are not effective. The city does not collect leaves in plastic bags.

**Collection of loose leaves by vacuum truck.** Loose leaves can be raked to the curb (but not into the street). Rocks, branches and brush clippings are not allowed. Neighborhoods are scheduled for a given week so all leaves should be on the curb for Monday morning for pick-up by vacuum truck. Any bagged leaves on the curb will also be picked up as the trucks go through. Each neighborhood is scheduled for two pick-up periods, weather permitting.

**Drop off of bagged leaves.** During leaf season, residents may drop off leaves in biodegradable bags at 40 Jennings Road or at the city's green waste site on Tower Avenue. Proof of Hartford residency is required.

**Spring Leaf Collection.** The city provides residents with a two week period during in spring for curbside paper bag leaf pick-up only. Resident drop off of paper leaf bags at 40 Jennings Road (7:30 AM. to 5:00 P.M., Monday through Friday) is also an available option from April to May.

## Street Litter Receptacles

Street receptacles for the disposal of litter and small items of trash are provided on thoroughfares in the city for public convenience. Disposal of household or commercial trash or garbage in these containers is prohibited and considered to be illegal dumping subject to state mandated fines up to \$25,000.





## Rules Regulating Recycling and the Collection and Disposal of Municipal Solid Waste, Recyclables and Hazardous Waste

The Department of Public Works is required by the Municipal Code of Hartford to collect garbage, refuse and other waste materials from all private residential dwellings with six units or less.

Rules have been established by the Director of Public Works to control the collection of waste materials. These rules may be changed or revised in the future as necessitated by changing conditions within the city. Authority for establishment of these rules is found in Section 15 of the Hartford Municipal Code.

A semi-automated collection system was established in Hartford in the year 2000 to control a growing rodent population. The goal of the program was to make food sources less accessible to rodents by getting loose plastic bags of trash off the ground and into rodent proof trash containers. These containers were distributed to properties receiving required service as defined above. Containers were also made available at cost to other properties that were receiving city services. Since that time, rodent proof city issued containers, nominally 95 gallon, are the only containers allowed to be presented for trash pick up in Hartford. Recyclables are not considered trash as they are not a potential food source.

### Collection and Presentation – General

Residents are required to put all trash into the city-issued, approved rodent proof container. Trash should be drained of excess liquids, bagged and tied. The container lid must be closed. The maximum allowable weight of the container is 250 pounds. No extra bags of trash may be placed at the curb or on the container.

Containers are not to be placed on the street for trash pick-up earlier than 4:00 P.M. of the day prior to pick-up nor later than 7:00 A.M. on the day of collection. Containers (including recycling bins) must be removed from the curb on the same day serviced.

Early presentation of trash containers at the curb, depositing of plastic bags of trash at the curb and failure to remove containers from the curb following collection are offenses that are subject to municipal citation.

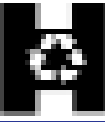
If a 95 gallon container is too large or cumbersome for your needs and a smaller size desired, notify Public Works and a 35 or 65 gallon container can be purchased.

Containers are issued to the property address; if you move, the container stays at the property to which it was assigned.

If you find, after separating the recyclables and other items from your trash, that one container (which is the equivalent of three normal trash cans), is not sufficient then you may purchase an additional cart from the city for \$70.00. This unit cost is the year 2005 cost and is subject to change based upon any price increase incurred by the city for containers purchased in the future.

It is the responsibility of the property owner to safeguard trash carts and recycling containers as they would any other personal property. Each 95 gallon container is imprinted with a serial number for identification purposes, which the property owner should record. A stolen trash cart should be reported to the Hartford Police Department as it is identifiable property, however stolen carts will not be replaced free of charge. Property owners may order replacements for lost or stolen carts from Public Works at cost (\$70.00 each) as per the preceding paragraph..





Public Works collection crews will tag damaged or unserviceable trash carts presented for collection to indicate that the property owner must procure a replacement cart. The property owner is responsible for purchasing replacement carts from Public Works at the above fee schedule within a reasonable time after tagging occurs to ensure continued trash service.

Anyone found to have a stolen trash or recycling container on their property is subject to a citation by the Hartford Police Department for being in possession of stolen property.

If your property has dumpsters, the preferred types are front end loaders with a capacity of six or eight cubic feet. Dumpsters should be kept reasonably clean and in good repair. They should be mounted on concrete pads and be accessible to the city's servicing trucks. Owners should ensure that no parked vehicles block access to their dumpsters on trash collection day. Snow should be removed to allow clear access during winter. Both lids and drains should be kept closed to deter rodent access. New dumpster installations or replacements require the pre-approval of the Waste & Recycling Division of Public Works.

### **Responsibilities of Property Owners and Tenants**

Property owners are required to maintain their containers in serviceable condition and to provide a sufficient number of containers for use by their tenants. Damaged containers or those allowing rodent access must be replaced. Property owners are also responsible for the placing of containers at the curb for collection by the city. If once a week collection is not sufficient and excess trash is a frequent occurrence, property owners must make their own arrangements for a commercial collection service to provide the additional pick-up.

Containers that have not been placed out for weekly collection will not be serviced until the following week. City employees cannot enter private property to effect collection. If collection cannot wait until the following week, the property owner must make

arrangements to have the containers serviced commercially for that week.

Property owners and/or tenants are responsible for cleaning up presented trash spilled by persons other than city collection crews (i. e., scavengers).

### **Recycling guidelines for multi-unit residences, small commercial businesses and non-profit organizations.**

Recycling collection is provided to all locations serviced by the city. Property owners are responsible for ensuring that residential occupants comply with the State/city's recycling requirements. Recycling removes trash from the mainstream and reduces the city's disposal costs. Provide at least two front end dumpster or 95 gallon recycling containers for residential use next to your regular trash containers. One container should be designated for paper products and the other for metals, glass and plastics. Each residential unit on the property should be provided with a six gallon blue recycling bin to hold and transport recyclable items. Recycling containers should be presented along with regular trash on your trash day for city collection.

Small commercial businesses and non profits receiving city collection services may be provided with at least two 14 gallon recycling bins or two 95 gallon recycling containers. The bins and containers can also be purchased on the open market. They should be placed at the curb along with regular trash containers on your collection day for city servicing.

### **Regulated Hazardous Waste**

No hazardous waste will be collected by the Department of Public Works. The owner must transport and dispose of hazardous waste at a hazardous waste disposal collection area sponsored and scheduled periodically by the Metropolitan District Commission (MDC) in either Hartford or at any MDC sponsored collection area in neighboring member towns. Contact the MDC for scheduling information.





## Special Trash Collection Program

Residential properties with more than six units, mixed use properties, commercial properties and non-profits, who were receiving trash collection services from the city as of January 1, 2000, fall under the Special Trash Collection Program until ownership of the property changes. Under this program, the city provides properties with continued trash service for an annual fee, payable and due July 1 st. Property owners must purchase trash containers from the city for continued service. Properties are subject to removal from the program for lack of payment, delinquent property taxes and/or receipt of frequent municipal citations.

## Enforcement of Rules and Regulations

Section 15 of the Hartford Municipal Code gives the Public Works Director authority to establish rules and guidelines for trash presentation and collection and to effect their enforcement. This section also gives the Public Works Director the authority to terminate properties that do not follow these rules and guidelines from city collection services.

Trash violations under this Code section result in a citation issuance of a \$99 dollar fine to the offending property owner. Each day the violation continues is considered a separate offense and additional \$99 fines can be assessed. The city's Human Services (Health) Department and License and Inspection Division also issue citations for trash on commercial and private property, both as a matter of cleanliness and as part of the city's rodent control program. Fines and penalties can lead to termination of city collection services. Aggrieved property owners have the right to file an appeal to the citation as provided for in the Municipal Code. Citations contain instructions on how to do this.

Residents who do not have their recyclables separated from their other solid waste may be fined \$50 for the first offense and \$99 for subsequent offenses within the same year. Fines for small businesses and non-profits violating recycling rules range from \$100 to \$500.

Commercial trash haulers who knowingly mix recyclables with other solid waste are subject of \$99. Each incidence constitutes a separate violation.





## Frequently Asked Questions

*What happens if a resident's trash and/or recyclable containers are blocked and inaccessible for collection due to a parked automobile?*

Every effort will be made to collect from this location if time and resources permit. Otherwise, trash and/or recyclables will be collected on your next scheduled collection day.

*When will trash and recyclables be collected if a holiday falls on a weekday (Monday through Friday)?*

Regular trash and recyclable collection will be delayed one day for that week (to include a Saturday collection) unless otherwise announced.

*How soon can trash, bulky waste, scrap metal and recyclables be brought to the curb for collection?*

The earliest trash or recyclables should be placed at the curb is 4:00 P.M. the day before collection. The items should be placed at the curb no later than 7:00 A.M. on the day of collection. The frequency and schedule for bulky waste and scrap metal may change depending on the policy changes.

*What should be done with grass clippings?*

Leave your grass clippings on the lawn where they fall. The clippings will decompose and act as a fertilizer, helping to produce a healthy lawn. Call the city's Recycling Coordinator at 543-8609 or the State DEP recycling office to find out more about grass recycling.

*How is residential medical waste (such as syringes and needles) disposed of?*

Dispose of syringes and needles by placing them in hard plastic or metal containers with screw on or tightly secured lids. Then bag with trash and place in your trash container.





## Directory

### Department of Public Works

- Sanitation (trash pick-up questions, bulky waste, etc.) .....543-8750
- Trash and Recycling Enforcement .....522-4888 ext. 5901
- Public Works Dispatch (leaf collection, pothole repair, snow, sweeping, etc.) .....543-8765

### Licenses and Inspection

- (Housing Code violations, tall grass, litter, board-ups) .....757 -9200

### Department of Health and Human Services .....543-8800

### Connecticut Resources Recovery Authority (CRRA)

- Hartford Landfill, 180 Liebert Rd. ....278-8626
- Visitor's Center, 211 Murphy Road .....757-7765

### Hartford Police Dispatch .....527 -6300



