

NOTE: This document contains the contents of the Program Guide, but has been reformatted to reduce PDF file size

***Program Guide:
Medford Residential Recycling and Trash Program***

Dear Fellow Medford Resident:

On November 1, 2010, Medford will move forward with a new trash and recycling program for all residences currently receiving curbside collection services. This exciting new system goes by many names: “single stream”, “containerized collection” or “mixed recycling”. No matter what you call it, it has been carefully designed to improve our community’s recycling rate, improve our shared environment, save taxpayer dollars and neaten our streets.

This guide is designed to give you the “what, when and how” of the new program and provides useful tips on how to “reduce, reuse and recycle”.

Please keep this Program Guide handy for reference, as it also contains important information such as the Recycling/Trash Pickup Schedule (Calendar) and special collection dates for Yard Waste and the Paint Shed.

Thank you for your enthusiasm and patience in the weeks ahead.

Each residence will receive two **free** carts, one for trash and one for recycling:



64 gal Trash



**96gal Recycle
(Green Wk)**



**96gal Recycle
(Blue Wk)**

Residents will receive either a “Blue Lid” or “Green Lid” recycling container and this will correspond to your current collection week (same as your current small blue/green bins).

This Program Guide is designed to provide you with all the necessary information needed to get the most from this new service.

This Program Guide includes Information on:

- 1. Schedule**
- 2. Solid Waste**
- 3. Tips for best service**
- 4. Leaves and Yard Waste**
- 5. Recycling**
- 6. Collection calendar**
- 7. Bulky items**
- 8. White goods/appliances & TVs**
- 9. Drop-off Recycling**
- 10. Extra Trash Options**
- 11. Frequently asked questions**

1. Schedule

Cart delivery:

Cart delivery should be concluded by November 5, 2010, please call 1-800-972-4545 if you have not received your cart by this date. Please do not use the new carts to set out materials prior to November 1st. After November 1st, provided you have received your carts, you will no longer be able to use your standard trash barrels or recycling bins. You will find information on recycling your old containers in the “Frequently Asked Questions” section (page 5)

Recycling and Trash collection:

There will be no changes to your regular collection days. Solid waste will continue to be collected weekly. Recycling will continue to be collected every other week. Recycling carts with blue lids will be picked up every other week on the “Blue Bin” schedule. Recycling carts with green lids will be picked up on the “Green Bin” schedule. (See photos to left).

Holidays and special collections:

Please see the Recycling/Trash Pickup Schedule (Collection Schedule) Calendar in this Guide (page 4), which highlights observed holidays as well as yard waste and other special collection dates.

In the event of observed holidays, your collection day will move to the following day, Friday collections would move to Saturday.



2. Trash

All regular household trash should be bagged and placed in the smaller 64-gallon green cart for collection. **Household trash outside of the cart will NOT be collected, unless in approved yellow “overflow” bags.**

Do not put **any** of these items in your trash cart:

- Recyclables
- Yard Waste
- Dirt, sod, concrete or rock
- Construction/demolition debris
- Household hazardous waste
- Hot ashes or flammable materials such as oil, gas or paint

Overflow Bags will be available at locations throughout Medford and the Treasurer’s Office at City Hall. These yellow bags are sold in rolls of 5 for \$9.99 and hold 33-gallons. These are needed only for extra trash that will not fit into your cart.

Preparing your solid waste:

- Trash should be bagged
- Bagging your trash will help to keep the cart clean and sanitary, and prevent litter on windy days.
- All trash must fit in the cart so that the lid is fully closed. No material may be sticking out of the cart.
- The placement of your cart is important, since the collection vehicle’s lifting arm requires clear-



ance: 3 feet on both sides, and 12 feet overhead. The cart should be no more than 3 feet away from the curb or road edge, and the arrows on the lid must point toward the street.

3. Tips for the best service

- ✓ Place the right items in the correct cart: Only trash in the 64-gallon cart and only recycling in the 96-gallon cart.
- ✓ Once service begins on November 1st, you may not use your old trash barrels for trash or recycling, unless you did not receive your new carts. Carts should be placed curbside by 7:00 am the day of your collection. Carts can be placed in the same general location where you currently leave your curbside trash & recycling. *You do not have to place carts on the opposite side of the street.*
- ✓ Make sure all materials fit inside your carts with the lids closed.
- ✓ Always keep the lid closed to keep rain, snow and animals out.
- ✓ Do not place any unacceptable materials in either cart.
- ✓ Containers remain property of Waste Management, and may not be removed from the property.
- ✓ Use the handle provided to move the cart. Tilt the cart on its wheels to roll it. It is easier to pull the cart uphill and push it downhill.

- ✓ Remove your cart as soon as possible after collection to maintain the appearance of your neighborhood.
- ✓ Clean your carts periodically by rinsing them with water and letting them dry in the sun with the lid open.
- ✓ To limit trash tonnage in Medford and save taxpayer dollars, “Reduce, Re-use and Recycle” as much as you can.
- ✓ There are currently no restrictions on street parking on collection days. Since automated waste collection requires clearance for the vehicle’s lifting mechanism, any cars parked at the curb should be at least 5 feet from the cart.

4. Leaves and Yard Waste

Leaves and yard waste must be in paper bags or barrels only.

NO PLASTIC BAGS. Please keep yard waste at least 4 feet from your trash and recycling. A complete list of yard waste collections for 2010 and 2011 is included in Recycling/Trash Pickup Schedule in this Guide. Do not rake leaves into the gutter or street.

5. Recycling

Please use the comprehensive recycling guide on Page 3 to help maximize the amount you recycle, both in your recycling cart and through other parts of the program. Put all your recycling into the 96-gallon recycling container (blue or green lid) You do not have to separate recyclables: just toss into your recycling container! **DO NOT PUT TRASH IN YOUR RECYCLING CONTAINER.** Please be sure the cart’s lid is fully closed. Please recycle all the materials in the chart on the following page.








6. Collection Calendar

Single Stream or “Mixed” Recycling will be collected every other week on your regular trash collection day. Collection weeks will continue to be designated as “Blue” and “Green”, remember the color of the lid of your 96-gallon recycling cart (see photo on pg. 1) will correspond to your recycling collection week. Please refer to the calendar on pg. 4.

7. Bulk Items

Bulk items (goods) is any trash with will not fit into your trash cart, such as mattresses, box springs, mirrors, rugs, etc. Starting November 1, 2010, bulk items will only be picked up by reservation, and only during your recycling weeks. Please call Waste Management at 800-972-4545 to schedule a pickup. There is no fee for bulk items. No demolition or construction materials will be collected.

PLEASE CONSIDER DONATING OR RE-USING ITEMS BEFORE USING THIS SERVICE, as Medford pays for every ton of trash that goes to the landfill. Visit www.medford.org for additional tips on reducing your trash. **NOTE:** Bulk items are not regular trash; trash in plastic bags, white goods, appliances, CRTs (etc.) or Yard Waste. Bulk items are not recyclables – those belong in your recycling cart.

Recycling Chart	What to Recycle	Do Not Include <i>ANY items contaminated by food are not acceptable for recycling</i>
<p>Mixed paper</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Mail and envelopes (windows are OK) • Magazines and catalogs • Writing or ledger paper • Paperback books • Paper bags <ul style="list-style-type: none"> • Greeting cards • Wrapping paper • Shredded paper (Place in paper bag) • Fax paper • Computer paper 	<p>Mixed paper items not acceptable include:</p> <ul style="list-style-type: none"> • Paper towels, facial tissues, napkins • Cigarette packs • Candy wrappers • Waxed or plastic-coated paper • Wrapping tissue paper • Foil wrapping paper
<p>Thin cardboard</p>  <p>Newspapers (including all ads and inserts)</p>	<p>Examples include:</p> <ul style="list-style-type: none"> • Shoe boxes • Cereal boxes • Pasta boxes • Toilet paper rolls • Frozen food boxes • Gift boxes • Cake mix boxes • Toothpaste boxes • Tissue boxes • Paper egg cartons • Soda or beer packaging • Soap or laundry detergent boxes 	<p>Thin cardboard items not acceptable include:</p> <ul style="list-style-type: none"> • Boxes with silver or foil coatings • Anything dirty, greasy or plastic-coated
<p>Corrugated cardboard</p> 	<ul style="list-style-type: none"> • Boxes and other corrugated cardboard should be flattened and folded so they fit in the cart. • Pizza boxes (with greasy liner removed) 	<p>Corrugated cardboard items not acceptable include:</p> <ul style="list-style-type: none"> • Dirty or greasy cardboard
<p>Tin/aluminum, scrap metal</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Aluminum and tin cans • Foil and pie plates • Empty steel aerosol cans 	<p>Tin/aluminum, scrap metal items not acceptable include:</p> <ul style="list-style-type: none"> • Scrap metal • Hypodermic needles (Please contact the Health Department for proper disposal information) • Wire clothes hangers • Paint cans
<p>Glass bottles and jars</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Mayonnaise jars • Wine bottles • Beer bottles • Applesauce jars • Spaghetti sauce jars • Salsa jars • Vinegar bottles • Baby food jars 	<p>Glass bottles and jars not acceptable include:</p> <ul style="list-style-type: none"> • Broken glass • Cups, dishes, glass windows, plates, Pyrex®, ceramics, mirrors, light bulbs, crystal
<p>Plastic bottles, jugs and containers</p> 	<p>This includes all rigid plastic containers with symbols ♻️ through ♻️ on the bottom; examples include:</p> <ul style="list-style-type: none"> • Soda and juice bottles • Salad dressing bottles • Milk jugs • Detergent bottles • Juice bottles • Shampoo bottles • Window cleaner • Saline solution bottles • Fabric softener or bleach bottles 	<p>Plastic bottles, jugs not acceptable include:</p> <ul style="list-style-type: none"> • Plastic shopping bags • Plastic food wrap, potato chip and sandwich bags • Styrofoam® • Automotive fluid bottles (oil, antifreeze, brake fluid)
<p>Milk cartons, drink boxes</p> 	<p>Examples include:</p> <ul style="list-style-type: none"> • Milk and juice cartons • Juice boxes • Flavored milk boxes • Cream and creamer containers 	<p>Milk cartons, drink boxes items not acceptable include:</p> <ul style="list-style-type: none"> • Ice cream boxes • TV dinner containers • Margarine boxes • Cream cheese boxes

Container preparation






- Remove all plastic bags.
- Remove any non-acceptable items.
- Corrugated cardboard should be broken down so it fits inside the container without jamming, so the cart will empty completely.
- All containers (jars, bottles, cartons, etc.) must be rinsed and free of all contaminants.
- Remove and discard all corks, tops, rings, metal bottleneck wraps, and unacceptable items.
- Flatten containers whenever possible.

Collection Schedule for Recycling, Leaves and Yard Waste

G Green cart recyclables pickup week **B** Blue cart recyclables pickup week  Leaf and yard waste collection  Christmas tree collection **H** = Holiday **P** = Paint Shed

2010

November

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
G						
B				H		
G						
B				H		
G						

December

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
G						
B						
G						
B						H
G						

2011

January

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
G						H
B						
G						
B	H					
G						
B						

February

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
B						
G						
B						
G	H					
B						

2011



March

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
B						
G						
B						
G						
B						


April

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
B						
G						
B						P
G	H					
B						

May

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
G						
B						P
G						
B						
G	H					

June

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
G						
B						
G						P
B						
G						

July

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
G						
B	H					
G						P
B						
G						
B						


August

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
B						
G						P
B						
G						
B						




September

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
B						
G	H					
B						P
G						
B						

October

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
B						
G						
B						
G						
B						
G						

November

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
G						
B						H
G						
B						H
G						

December

Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.
G						
B						
G						
B						
G						
B						

2010-2011 Holiday Schedule

- Veteran's Day – Thurs 11/11/10
- Thanksgiving – Thurs 11/25/10
- Christmas, 2010 – NO DELAY
- New Years, 2011 – NO DELAY
- Martin Luther King Jr. Day – Mon. 1/17/11
- President's Day – Mon. 2/21/11
- Patriot's Day – Mon. 4/18/11
- Memorial Day – Mon 5/30/11
- Independence Day – Mon 7/4/11
- Labor Day – Mon 9/5/11
- Columbus Day – Mon 10/10/11
- Veteran's Day – Fri 11/11/11
- Thanksgiving – Thurs 11/24/11
- Christmas 2011 – NO DELAY

H - When a holiday falls on your regular collection day, collections will be delayed 1-day. Friday collections will be on Saturday
P - 2011 Paint Shed Dates: April 16, May 14, June 18, July 16, August 13, September 17 & October 15.

Yard Waste Collection

2010 Weeks: November 1, 8, 15, 22 & 29.

2011 Weeks: April 11, May 9 and 23, June 6 & 20, July 11, August 15, September 12, October 10 & 24, November 7, 14 & 21.

Christmas Trees will be collected the week of January 10, 2011 on your trash day. **NO PLASTIC BAGS PLEASE!**

8. Recycling of White Goods, Appliances, TVs, CRTs and other electronics

A City of Medford Appliance Disposal Sticker (\$25) must be purchased from the DPW Office for recycling of these items. To purchase a sticker: Go to the DPW office (Room 302, City Hall) or send a check and details on what you want recycled to: Donna Walsh, DPW, City Hall, Medford, MA 02155 (and the sticker will be mailed to you.)

9. Drop-Off Recycling

At the City Yard on James Street: All regular recyclables (paper, plastic, etc.); Scrap metals; Paint (Paint Shed)

At City Hall - Room 302: Mercury-bearing items (thermometers, etc.); batteries; cell phones. CLF bulbs; fluorescent bulbs (tubes)

10. Extra Trash Options

All household trash must go into your trash cart, with the lid closed — BUT, if you generate more trash than will fit in your cart, there are some options:

An *additional 64-gallon trash cart* may be rented for \$150 per year (prorated thru 6/30/11). Please visit or contact the Treasurer's Office –City Hall, to pay for and order an additional trash cart. *We strongly suggest you try using the first cart before renting a second cart!*

Overflow bags - are the *only approved bags for extra trash*. The yellow bags hold 33-gallons and cost \$9.99 for 5. Available at City Hall (Treasurer's Office) and at many stores in Medford (a detailed list is at: www.medford.org). Fill the bag and place next to your trash cart on pickup day. Trash in other bags outside the cart will *not* be collected.

11. Frequently Asked Questions:

Should I continue to bag my trash?

Yes. Bagging your trash will help to keep the cart clean and sanitary, and prevent litter on windy days.

What do I do with leaves and yard waste?

Leaves and brush will continue to be collected curbside in Yard Waste pickup weeks. See the Calendar.

I'm moving or cleaning out the garage and have a lot of refuse to get rid of right away; Where will I be able to dispose of it?

The new program is not intended to provide this type of service. For large projects you may contact Waste Management for information at 1-800-972-4545 or check your local Yellow Pages or online.

Will my collection day change?

NO, there will be no changes in the collection schedule.

Solid waste will continue to be collected weekly and recycling will be collected every other week. A Recycling/Trash Pickup Schedule (Calendar) has been included in this Guide (see page 4)

What should I do if I have a problem with the new cart?

Your carts are made of durable plastic and should give you years of maintenance free use. If a problem does arise (broken wheel or lid) you may call Waste Management at 1-800-972-4545. Proper storage of carts is the responsibility of the resident. If you move, please leave your carts behind.

What can I do with my old refuse and recycling containers?

Residents are encouraged to keep old barrels for Yard Waste. However, there will be a one-time drop-off recycling event on November 13, 2010 if you wish to recycle barrels or the small recycling bins. Bring your empty containers to City Hall rear parking lot between the hours of 8 a.m. and 2 p.m..

What about street parking on collection day?

At the present time, there are no parking restrictions. Remember, however, that automated collection requires that the cart be accessible to the collection vehicle, so any cars you park at the curb should be at least 5 feet from the cart.

For More Information:

You can get additional information and answers to your questions at:

- **The City's Website:** www.medford.org - Look for link on the Home Page

- **Waste Management:** 1-800-972-4545



Medford City Hall
 85 George P. Hassett Dr.
 Medford, MA 02155

IMPORTANT: PLEASE READ

**INFORMATION INSIDE ABOUT THE NEW
 TRASH AND RECYCLING PROGRAM
 INCLUDING 2010-2011
 COLLECTION CALENDAR**

IMPORTANT DATES*

OCTOBER 14:

CART DELIVERY BEGINS

November 1:

AUTOMATED COLLECTION BEGINS

***More Information Inside**

**Program Guide for
 Medford's New Recycling and Trash Program**
 Program begins November 1, 2010

“Single-stream” “Mixed Recycling”
 “Containerized”. ... No matter what you
 call it...it's good for Medford!

- Increased recycling in Medford to benefit the environment and the budget
- Cost savings from reduced trash tonnage
- Neater streets in our neighborhoods

*Please read and save this Program Guide
 for future reference.*

Thank you!

