

**CITY OF NORWICH
DEPARTMENT OF PUBLIC WORKS**

**SOLID WASTE / RECYCLING
REGULATIONS**

Issue 7-1-90

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Revised issue approved by:

Director of Public Works

Date

CITY OF NORWICH
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SECTION I - PURPOSE AND SCOPE, RESPONSIBILITIES, AUTHORITY

A. Purpose and Scope

To provide regulations for the day to day administration of the solid waste / recycling program in the City of Norwich.

B. Responsibilities

1. The Director is responsible for the approval, implementation, and administration of these regulations.
2. The Recycling Coordinator is responsible for the implementation of the recycling program and the administration of the Solid Waste and Recycling Contracts.
3. The Superintendent of Public Works is responsible for the operation of the Rogers Road Transfer Station.

C. Authority

Authorization for these regulations is found in Chapter 9 of the Code of Ordinances, Section 9-21 (a) and Section 9-24 (a) (see Appendix IA & IB).

SECTION II - INTRODUCTION

- A. The City of Norwich provides curbside collection to all residential and commercial properties that do not use dumpster service. All property owners must use this service and they are billed through the Assessor's Office for this service. Property owners using private dumpster service may be exempt from this fee.

Rates are established by the City Council through resolution and are updated from time to time. This regulation contains the current rates.

All municipal solid waste generated in the City of Norwich whether collected under City contracts or by privately contracted haulers must be delivered to the SCRRRA incinerator in Preston, CT.

The City also provides curbside recycling service to all residential property owners. This weekly service collects paper, bottles and cans. All property owners who do not use City contracted refuse collection must recycle paper, bottles and cans.

All residential property owners are entitled to two bulky waste pickups per unit dwelling per year. These pickups must be scheduled as spelled out in this regulation.

The City operates a transfer station at 73 Rogers Road where Norwich residents and property owners can drop off waste. The transfer station handles MSW, bulky waste, C & D waste, paper, bottles & cans, electronics, scrap metal, lead acid batteries, tires, waste oil, antifreeze, leaves, and brush. The fees vary for these materials and are established by the City Council.

SCRRRA sponsors one-day household hazardous waste collections at various sites throughout the region. Residents of all SCRRRA communities are eligible to use these services at any of these locations. One of these collection dates is usually at the Norwich Public Works Department garage.

Construction and demolition (C & D) waste from small renovation projects will be accepted at the Rogers Road Transfer Station. Commercial operators must make arrangements for dumpster service through private haulers.

SECTION III - DEFINITIONS

Definitions of terms as used in this regulation are as follows:

- A. Bulky Waste (Class 2)** - oversized bulky items including, but not limited to, furniture, wood, scrap metal and branches.
- B. City**- shall mean the City of Norwich.
- C. Director**- shall mean the Director of Public Works of the City of Norwich.
- D. Haulers/collectors**- shall mean any City permitted, and SCRRRA registered person, firm or corporation engaged in the business of collecting and transporting solid waste for hire within the city.
- E. Hazardous wastes**- shall mean solid and liquid wastes in the following classifications:
 - 1. Explosives.
 - 2. Pathogenic or pathological wastes.
 - 3. Radioactive wastes.
 - 4. Cleaning fluids, acids, poisons or other chemical wastes which either create an immediate safety hazard to persons disposing of the waste or which by the virtue of their chemistry and / or the method of disposal present a threat to the quality of ground or surface waters.
 - 5. Medical wastes.
 - 6. Or other, as defined by state or federal regulations.
- F. Manager**- shall mean the City Manager of the City of Norwich.
- G. Recyclable materials**- materials, which are suitable for reuse or reprocessing for further use and must be recycled under this regulation. (See Section V for current list of recyclable materials.)
- H. Municipal Solid Waste MSW (Class 1)**- means unwanted and discarded solid materials. Does not include:
 - 1. Liquid wastes including, but not limited to, semisolid liquid materials collected in sewage or a septic system.
 - 2. Hazardous waste.
 - 3. Bulky waste or recyclable materials.
 - 4. Any other material, which may not be lawfully, disposed of in a landfill or an incinerator.

- I. **Southeastern Connecticut Regional Resource Recovery Authority (SCRRRA)**
Regional authority that operates the Preston resource recover facility and manages regional recycling and household hazardous waste programs.
- J. **Residential waste** is defined as solid waste generated **by a resident** of the City at the individual's **place of residence** in Norwich.
- K. **Commercial waste** is defined as solid waste generated within the City that does not meet the definition of residential waste.
- L. **Generator** – resident/business who is generating the waste.
- M. **C & D Waste** – Construction and demolition waste.

SECTION IV - SOLID WASTE PROGRAM

1. General

All MSW generated in the City of Norwich must be delivered to the SCRRRA Resource Recovery Facility in Preston, CT. Haulers must register with the SCRRRA prior to initiating service. (See Appendix IV-A). Haulers must notify the attendant at the weight scale at the Preston RRF that the waste being delivered is from the City of Norwich. Waste delivered to the Preston RRF must be free of recyclable materials and bulky waste.

All waste haulers operating in the City of Norwich must obtain a permit from the City prior to initiating service. (See Appendix IV-B).

Waste haulers collecting waste in the City of Norwich will be billed by the Comptroller's Office for waste delivered to the Preston RRF. The rate charged is established by the City Council and is included as part of his regulation.

2. Curbside Collection

The City will provide refuse collection to all residential and commercial addresses within the City that are serviced with small containers (garbage cans). The owners of each property will be charged for that service as established by resolution of the City Council.

If the owner of a property chooses to contract with a Norwich permitted hauler for a larger container service (dumpster, etc.), the City fee may be waived or refunded. The fee will not be waived or refunded if the proposed collection is similar to the City provided service or if the proposed hauler is not permitted in the City.

All refuse collected under City contracts must be in metal or non-brittle plastic containers with a maximum capacity of approximately 30-35 gallons and a minimum of 15 gallons. Containers must have handles, a tight fitting cover, and a gross weight (container and refuse) not to exceed 50 lbs. The street address of the container's storage location shall be marked (painted, etc.) on the container. The maximum size and weight limits may be waived at the collector's option.

Refuse must be placed on the sidewalk at the street line (curbside) in substantially the same location for each collection. If no sidewalk exists, the containers must be placed where a sidewalk would normally be constructed. The containers must not obstruct pedestrian or vehicular traffic. If an unusual problem should exist, the Director may allow the refuse containers to be placed behind the street line

Containers must be placed at curbside by 6:00 a.m. on the day of collection. Residents must assure that the containers are at curbside not more than 24 hours before the time of collection. All containers must be removed from curbside within 24 hours of collection.

A generator wishing to dispose of additional refuse items, may do so by placing the refuse in a sealed, watertight, heavy duty, plastic bags. The bags must not be over stressed. The bags must be placed at curbside, by the generator, prior to 6 a.m on the day of collection.

The City is not responsible for bags or containers ripped open by animals or vandals. The owner/generator is responsible for the clean up of any litter not generated by the action of the collector. If City crews must be used for the clean up of this type of litter, the owner of the property will be billed the City's cost.

Materials unacceptable for collection:

- A. Recyclable materials. All refuse presented for collection must be free of recyclable materials. Substantial amounts of recyclables in the refuse (as determined by the Director or his designee) could be cause for denial of service. The collector will inform the Recycling Coordinator if significant amounts of recyclables are noticed in the refuse. The Recycling Coordinator will attempt to assure that the refuse is purged of recyclables in the future. If City crews must be used to clean up accumulated materials, the owner will be billed for the cost of the additional City effort. Continuous or repeated violations will lead to fines as established in this regulation.
- B. Hazardous Waste. Hazardous wastes include, but are not limited to, medical wastes and household hazardous wastes (oil paint, cleaning fluid, dry batteries, etc.)
- C. Bulky waste is not included in refuse collection. This is oversized waste such as furniture, brush, wood, scrap metal, etc.
- D. Construction and Demolition Debris. Examples: sheetrock, roof shingles, lumber, tree limbs, rocks, bricks, etc.
- E. Hot ashes or coals.
- F. Liquid wastes of any kind are not acceptable.
- G. Any material which by law or facility regulation, may not be disposed of at the Preston RRF.

The City reserves the right to require a generator to provide for their own collection, if in the opinion of the Director the service would cause an undo burden on the City. Examples are, but not limited to: volume too large, type of waste not acceptable (ie: medical waste, etc.)

For an additional fee, set by the City Council, an owner may choose to have roll out service. All refuse set out for roll out service shall be in containers not to exceed 50 lbs. in weight. For rollout service:

1. The refuse cans must be placed in substantially the same reasonable location for each collection. They must be at approximately the same level as the ground and shall not be stored in buildings, sheds, porches, etc. Unless authorized by the director.
2. The owner/generator must be reasonably assure that walkways leading to and from the container storage area to the street are free of overhead, side, and ground hazards including ice and snow. A 3-foot wide clear path must exist between parked vehicles, shrubs, buildings, etc.
3. The “roll-out” of containers by the collector will not begin prior to 6:00 a.m.

SECTION V - RECYCLING PROGRAM

1. General

All residents and property owners in the City of Norwich must recycle those items listed below:

Cardboard – corrugated boxes and similar corrugated materials, which have a minimum of contamination by food, or other materials.

Glass food containers – a glass bottle or jar of any size or shape used to package food products suitable for human or animal consumption.

Natural HDPE food containers – plastic, non-colored, translucent liquid food container. Best described as a plastic “milk jug”. May be orange juice or water container also, etc.

Metal food containers – an aluminum, bi-metal, steel, tin-plated steel, or other metallic can, plate or tray of any size or shape used to package food products suitable for human or animal consumption.

Newspaper – used or discarded newsprint that has a minimum of contamination by food or other materials. Magazines are not included.

White office paper – used or discarded high grade white paper including, but not limited to, paper utilized for tab cards, writing, typing, printing, computer printing and photocopying, which is suitable for recycling and has a minimum of contamination. For the purpose of this regulation, office paper generated by households is excluded.

Scrap metal – used or discarded items which consist of predominantly ferrous metals, aluminum, brass, tin, copper, lead, chromium, nickel, or alloys thereof including, but not limited to, white goods and other metal products.

Scrap tires – discarded rubber or synthetic rubber tires used by or manufactured for vehicles including, but not limited to, automobiles, trucks, busses and trailers.

Storage batteries – lead acid batteries or other batteries used in motor vehicles such as automobiles, boat, tractors and like applications.

Waste oil – crankcase oil that has been utilized in internal combustion engines.

Yard waste - grass clippings, leaves.

Electronic Equipment - TVs, computer equipment, radios, DVDs, VCRs.

Small dry batteries - Nickel cadmium and lithium batteries.

2. Curbside Collection of Recyclable Material

The City provides curbside collection for the following recyclable materials:

Cardboard - Must not be contaminated by oil, paint, food waste, etc. All inner plastic packaging should be removed

Mixed food containers- all glass, metal, or “milk jug” type plastic food containers of any size used to package food suitable for human or animal consumption.

- must be a food container; if not, it is not acceptable
- must be made of glass, metal, or natural HDPE.
- mix glass, cans and “milk jugs” together.
- flatten “milk jugs”
- any color glass is ok
- no plastic other than “milk jugs” together
- no lids on glass jars
- must be free of food residue (rinsing is requested)
- no light bulbs, windows, plates, ceramics
- no paint cans, aerosol cans, or scrap metal
- do not put in bags or boxes of any kind

Newspaper and Magazines – used or discarded newsprint, just the way it is purchased, nothing more.

- may be placed in brown paper bags from food stores
- do not use brown fertilizer, lime, etc. bags
- do not use plastic bags
- tied with string, but no wire, nylon, belts, etc.
- no contamination by food, oil, paint, etc.

Office paper- used or discarded paper including typing, writing, tab cards, printing, computer printing and photocopying.

- shredded is acceptable
- no contamination by paint, food, chemicals, etc.
- white paper reports must have binders removed
- small staples are acceptable, but no paper clips

Materials not collected in the weekly curbside collection program must be taken to the Transfer Station on Rogers Road.

SECTION VI - TRANSFER STATION OPERATIONS

The transfer station operates under a permit from the Connecticut Department of Environmental Protection. Any change in operation, such as adding an additional waste stream, changing the number or location of dumpster boxes, or changing operating procedures requires modification of this permit. The Superintendent of Public Works and the Weighmaster at the Transfer Station shall ensure operations conform to the permit and the requirements of this plan.

A. General – All Materials

All individuals entering the Rogers Road Transfer Facility will be subject to the following requirements:

1. All vehicles entering the transfer station will proceed to the scale. The individual presenting material is required to prove, to the satisfaction of the director or his designee, that the material being presented has been generated within the City. If an individual falsely represents the origin of the materials, that individual is subject to a fine. Material not generated in the City will not be accepted at the transfer station. Information concerning individuals who have falsely represented the origin of material will be forwarded to the Director for disposition.
2. Refuse must be free of recyclables in accordance with state and city regulations prior to being accepted.
3. Recyclable materials must be free of contamination in accordance with state and city regulations prior to being accepted.
4. The Weighmaster will determine the type of material and whether the material is acceptable. Hazardous or toxic wastes are not acceptable.
5. The Weighmaster will determine if the material is considered “residential”, if not, the material will be subject to “commercial” fees.
6. The Weighmaster will collect the appropriate fee for all waste received. Cash collected will be deposited daily. A daily report of materials accepted and fees collected will be forwarded to the PWD Admin Office daily.
7. Haulers may establish an account, in accordance with Finance Department requirements. For those haulers the Weighmaster will not collect fees but provide billing information to the Finance Department.
8. Any material violations which are noted after dumping, will be recorded by the attendant for collection of applicable penalty fees.

9. All materials coming into the facility and leaving the facility must be weighed and recorded by material type.

Guidelines for Acceptance of Material:

Scrap metal – used or discarded items which consist of predominantly ferrous metals, aluminum, brass, tin, copper, lead, chromium, nickel or alloys thereof, except metal food containers. White goods (stoves, refrigerators, etc.) and auto parts drained of fluids are acceptable. Junked automobiles or trucks are unacceptable. Metal drums or containers must be clean and have both ends removed.

Scrap tires – discarded rubber or synthetic rubber tires for vehicles such as automobiles, trucks, busses, trailers, etc. Must not be shredded or cut apart in any way. Tires can remain on their rims for disposal.

Storage batteries – lead acid batteries used in motor vehicles, boats, tractors, etc. Limited quantities may be accepted from commercial sources.

Waste oil – Crankcase oil that has been utilized in internal combustion engines. Engine oil only, no gasoline, kerosene, diesel fuel, etc. No transmission fluid. No chemicals. Only residential waste oil at the Rogers Road Transfer Station.

Antifreeze - Spent antifreeze drained from radiator.

Leaves – All leaves must be removed from bags as they are deposited in the city composting area.

C & D Waste – Small quantities of construction and demolition waste can be accepted. All C& D waste should be placed in the Bulky Waste dumpster.

SECTION VII - SOLID WASTE FEES, PENALTIES & FINES

A. Fees

Fees are established by the City Council. The current fee schedule is enclosed as Appendix VII-A.

B. Penalties and fines

1. Uncovered vehicles hauling solid waste – up to \$50.00
2. Dumping Class 1 or 2 not generated in Norwich - \$1,000.00
3. Littering on public property:
 - 10 lbs or less - \$50.00 plus clean up charge
 - Over 10lbs - \$250.00 plus clean up charge
4. Non compliance with recycling program
 - First incident – warning letter
 - second incident (and beyond)-
 - \$50.00 per incident – residential
 - \$100.00 per incident – commercial
5. Contaminated recyclable materials
 - Presenting contaminated materials- will not be allowed to drop off.
 - Contaminated materials dropped off into city containers
 - Fine three (3x) times the class 1 rate for the entire load
5. Hauling (commercial only) solid waste without a permit or in violation of a City Ordinance: -
 - loss of privileges to haul solid waste in the city and maximum fine allowed for violation of a city ordinance.
7. Violation of any solid waste regulation: -
 - subject to loss of all disposals and drop off privileges.

3. **Non-Residential Recycling Program**

The term “non-residential” is defined as commercial, business, governmental, industrial, or institutional. Each location/structure is classified by its use. An apartment building would be residential while a real estate office, a government office, or a hospital would be considered non-residential. The term “commercial” will be used in this section to mean non-residential. If so designated by the director, some multi-family residential units may be considered commercial.

A. **Separation and handling**

Each commercial generator must separate all recyclable materials from their solid waste stream. All recycled materials must be transferred to a hauler, processor, or transfer station that recycles these materials

B. **Commercial recycling plan**

Each commercial generator must identify which recyclable materials it generates and establish a plan to separate and handle these materials. If requested by the Director of Public Works a commercial generator (by location) must submit a plan to the Director of Public Works within 60 days of receipt of a request for such a plan. The plan must identify all recyclable materials the facility generates and how these materials will be handled and collected.

The Director or his designee will review the plan for compliance with Chapter 9 of the Code of Ordinances, approve or reject it, and notify the generator. If a generator’s plan is rejected, it must be resubmitted within 30 days of notice of rejection.

The Director will assure that the generator is monitored for compliance to the approved plan. If the Director or his designee determines that a generator is not in compliance with Chapter 9 of the Code of Ordinances, the director may enforce the penalties provided.

The lack of an approved plan does not relieve the generator from compliance with the City’s Code of Ordinances or this plan.

C. Commercial Recycling Services provided by the City

The City will provide the following services to assist in the recycling effort by commercial generators. The generator is not required to use these services nor is the City required to provide the service if the Director or his designee feel that providing the service to a specific generator would place an undue burden on the City. (See service chart for quick reference.)

A. Curbside Collection Service

Public Works may provide weekly curbside collection. The Director or his designee will determine which commercial generators can be serviced by curbside collection. Conditions of collection include, but are not limited to:

1. Commercial generator must follow same basic program as residential generators.
2. Quantities for collection must be similar to residential generator.

Note: Large commercial generators may be charged for containers if determined appropriate by the Director.

B. Transfer Station

The City's Rogers Road Transfer Station accepts recyclable materials from commercial customers. It is the generator's responsibility to provide all transportation to the facility.

VIII. HAULER / COLLECTOR & SELF – HAULER REGULATIONS

All haulers/collectors of solid waste (refuse and/or recyclables) within the City will be subject to these regulations. Generators who haul their own solid waste (self-haulers) are not subject to paragraph A of this section. Self-haulers may be commercial, institutional, or residential generators.

A. Permit to haul / collect solid waste

Each commercial hauler collector of solid waste generated within the City must obtain a permit from the Director for each vehicle used to collect solid waste in the City. The commercial hauler must comply with the following to obtain and maintain a permit:

1. Show proof of and maintain liability insurance in an amount and type required by the City.
2. Provide and update a copy of their complete daily collection schedule (s) by day of week and address
3. Register their vehicles for delivery of Norwich refuse at the SCRRRA Preston Resource Recovery Facility (Preston RRF) in accordance with SCRRRA procedures.
4. Deliver all refuse generated within Norwich to the Preston RRF.
5. Maintain their financial obligation to the City within reasonable limits as determined by the City's Finance Department.

Violators will be subject to fine and/or loss of their permit to collect or haul solid waste within the city.

B. Hauling / collecting / disposal of solid waste

1. All loads of solid waste (refuse or recyclables) must be covered while being transported in or through the city. Violators will be subject to fine and/or loss of permit.
2. Solid Waste must be disposed of at the Preston RRF or another facility as designated by the Director of Public Works.
3. Violators will be subject to loss of permit, fine, and/or loss of privilege at the designated disposal facility.

4. The Director may designate where residential recyclable material, generated within the City, must be sent for transfer, processing, or further handling. If the Director so designates, violators will be subject to loss of permit, fine, and/or loss of privilege at the designated facility.
5. The hauler has the right to deny service to any generator who does not separate recyclable material from their refuse, or presents non-conforming refuse or recyclables for collection. The hauler will be responsible, to the City, for all additional fees, fines, and/or penalties resulting from the City or its designated facility accepting any type of non-conforming material.
6. A hauler who notices that a generator has not separated recyclable materials from their refuse or is presenting non-conforming materials for collection, should inform the generator and also the Director of Public Works. The Director of Public Works will assist the hauler in correcting the problem or take enforcement action against the hauler.

C. Reporting of recyclable quantities

Haulers must report quarterly on the types and quantities of recyclable materials collected and disposed at facilities other than the City's Transfer Station. Hauler must report these materials to the solid waste unit in writing within 10 working days after the quarter in which they were hauled. This report is required in order for the City to fulfill its obligation in reporting recyclable quantities to the Connecticut DEP.

The report must include:

- hauler name -
- period covered by report
- type of recyclable material
- quantity of material
- recycling facility where delivered.

SECTION IX - HOUSEHOLD HAZARDOUS WASTE PROGRAM

SCRRRA sponsors regional household hazardous waste collection throughout their service area in southeastern Connecticut. City residents are eligible to drop off their hazardous waste at any of these waste collections. Normally one is held in Norwich in the early fall.

Only household hazardous waste is eligible for this program. Businesses may not take waste material to these collections. Any transport or drop off of business waste may subject the generator to enforcement action by the Connecticut Department of Environmental Protection.

Items eligible for disposal by homeowners under this program include oil based paint, oil products, chemical cleaners, pesticides and mercury thermometers.

