

# Green Yard Waste Recycling Center

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## Standard Operating Procedure

Updated

September 16, 2016

## **GREEN YARD WASTE DROP OFF NEW RULES**

### **ELIGIBLE GREEN YARD WASTE**

Acorns, Bark, Branches, Brush, Bushes, Flowers, Foliage, Kindling, Knots, Leaves (not fall tree leaves), Limbs, Plants, Roots/Rootballs, Sawdust, Shrubs, Twigs, Wood chips

### **NO TREE TRUNKS – NO LOGS**

#### **DO NOT DUMP LARGE PIECES OF WOOD**

The Borough will no longer receive tree trunks that exceed the size and weight limits below

No individual item may weigh more than 30 lbs

No individual item may be longer in length than 6 feet  
No individual item may have a diameter in excess of 6 inches

Organic material may need to be chopped or chipped prior to delivery to the site to meet these requirements

In general, logs and trunks must be cut down in order to meet size/weight limits

### **NO GRASS CLIPPINGS**

The Borough will no longer accept grass at our facility. Grass may be considered trash or composted.

Per Pennsylvania DEP, grass can be recycled on your property. Grass can be mulched and left on your lawn to help it grow or deposited in a backyard compost heap. Grass overwhelms our yard waste program.

<http://tinyurl.com/kzm54h6>

Grass might be placed in trash bags or cans and left out with your municipal solid waste for collection and disposal.

### **FALL LEAVES COLLECTED CURBSIDE**

The Borough will continue to collect fall leaves at both our new facility and when we collect fall leaves curbside at your house. We encourage you to let the Borough collect and recycle fall leaves through our separate collection program.

Property owners should sweep and rake fall leaves loose to the curb line/wind row for on street collection by the Borough. Leaves do not need to be placed in bags; they should be left loose for collection. If you want to bag leaves, please use Kraft style paper bags, which are available through home improvement retailers.

### **NO PLASTIC BAGS**

#### **DO NOT DUMP PLASTIC BAGS**

The Borough cannot receive any plastic bags as the plastic is not recycled by our program. Eligible waste should be dropped at the facility either loose or in Kraft style paper bags, which are available through home improvement retailers. Waste in plastic bags will be rejected

### **NO TRASH OR CONSTRUCTION DEBRIS**

#### **DO NOT DUMP CONSTRUCTION WOOD**

Beams, block, brick, concrete, construction wood, decking, dirt, dowels, grime, gypsum, metal, nails/tacks/fasteners, pallets, paneling, plastic, plywood, shale, shingles, siding, soil and stone are all ineligible waste

## In effect as of July 1, 2014:

**Category 2.a Permit:** residents who are either renters or property owners and who live inside the Borough of Chambersburg, as their primary residence, and who pay a Borough residential trash bill (are a Borough Sanitation customer) without exception

**No Security Deposit**

**\$12 prepaid for 12 visits to the Green Yard Waste Recycling Center**

**Category 2.b Permit:** Commercial and professional landscapers (or similar contractors) for the disposal of yard waste/green waste/brush regardless of their residency or from where the yard waste/green waste/brush originates: Any commercial or professional landscaper, or tree service, or contractor, or construction company, or commercial entity, whether for profit or non-profit, who works on or services any property either within the Borough of Chambersburg or in Franklin County may pre-register as an authorized Category 2.b permit holder

Each permit holder must pay a **security deposit of \$1,000** to obtain a Category 2.b permit (*no security deposit required until the scales are operational*)

**\$40 per ton** to be invoiced for each ton of eligible waste deposited at the Green Yard Waste Recycling Center

**Category 2.c Permit:** Landlords, property owners, commercial property managers, and government/non-profit entities who own or manage property within the Borough of Chambersburg, regardless of their residency, but only for yard waste/green waste/brush which originates inside the Borough of Chambersburg: Any property owner or property manager who is dropping waste generated inside the Borough from a property in which they have a real estate interest (i.e. own or lease), but not from their own domicile as under a Category 2.a permit but, rather from another property that they own or manage inside the Borough; and, not as a professional landscaper, or tree service, or contractor, or construction company, or commercial entity (as under a Category 2.b permit); or because they do not have a residential sanitation account (because for whatever reason the account is not in their name); or because they are another government entity or institution with property in the Borough of Chambersburg may pre-register as an authorized Category 2.c permit holder

**No Security Deposit**

**\$40 per ton** to be invoiced for each ton of eligible waste deposited at the Green Yard Waste Recycling Center

In all cases, the Public Works Director shall determine eligibility for each permit category and may determine, at their discretion, which category is most applicable to an applicant, given the facts that present themselves. The decision of the Public Works Director is final.

Once the security deposit is confiscated for nonpayment, the Borough may revoke and confiscate the permit. Once all past due charges are paid and a new security deposit is paid, the permit holder may request a new permit. If the security deposit is confiscated for nonpayment, the permit holder will be required to increase their security deposit in \$1,000 increments for each confiscation (i.e. \$2,000 for second security deposit, \$3,000 for third security deposit, etc.)

All rules available on line at [www.chambersburgpa.gov](http://www.chambersburgpa.gov) – click on Green Yard Waste SOP

## Chambersburg Borough Green Yard Waste Rules Have Changed for 2014

The Chambersburg Borough Green Yard Waste Recycling Center is located on W. Commerce Street, in Hamilton Township, just west of the Borough line, and just east of N. Franklin Street.

**Beginning sometime in 2014, the Borough's new Green Yard Waste Recycling Center will open on W Commerce Street, just off N Franklin Street, in Hamilton Township. Until that new site is operational, the old Borough Farm, off Dump Road and Hollywell Avenue is still operational. However, many of the rules and permits have already changed:**

### **Hours of operation: Tuesday through Saturday, 8am to 6pm**

During winter months, contractors may make arrangements with the Sanitation Department for site access; citizens will be authorized to use the facility after storms or when special drop off days are advertised by the Sanitation Department.

*These hours are subject to change so watch for postings and mailings.*



1. Who can use the site:
  - a. Those residents who are either renters or property owners and live inside the Borough of Chambersburg, as their primary residence, and who pay a Borough trash bill (i.e., are a Borough residential Sanitation customer) may use the site by obtaining a pre-paid Card (details below in Section 3)(to be known as “**Category 2.a**” permit holders) to recycle yard waste/green waste/brush which only originates inside the Borough of Chambersburg.
  - b. Commercial and professional landscapers (or similar contractors) may register with the Borough of Chambersburg to dispose of yard waste/green waste/brush at the facility regardless of their residency or from where the yard waste/green waste/brush originates (details below in Section 4)(to be known as “**Category 2.b**” permit holders).
  - c. Landlords, property owners, commercial property managers, and government/non-profit entities who own or manage property within the Borough of Chambersburg, regardless of their residency, but only for yard waste/green waste/brush which originates inside the Borough of Chambersburg (details below in Section 5)(to be known as “**Category 2.c**” permit holders).
  - d. Non-residents are not authorized to use the facility unless they fall into one of the categories above. For example, non-residents who neither live in the Borough nor manage property inside the Borough are fully prohibited; unless approved under Section j below.
  - e. Non-residents who wish to drop off waste “on behalf of” a Category 2.a permit holder need to bring the Category 2.a Card with them to the facility.
  - f. Non-residents cannot drop off yard waste/green waste/brush “on behalf of” a Category 2.c permit holder unless they are a Category 2.c permit holder and pay the Category 2.c fee.
  - g. Only vehicles with a Category 2.a Card, a Category 2.b permit, or a Category 2.c permit will be authorized to access the facility.
  - h. When open, the facility will have a gatekeeper and all vehicles must check in with the gatekeeper prior to accessing the site.
  - i. When in doubt, the gatekeeper is authorized to deny access to the site so as to insure that the Borough Sanitation Department does not violate any permit or legal requirement to operate the site. Ultimately, management of the site is the responsibility of the Public Works Director.
  - j. The Town Council reserves the right, through inter-municipal agreement, to sell or distribute Category 2.a Cards to residents of an alternate municipality, at a rate to be set by agreement with the other municipality. Other rules may apply.

2. Category 2.a Pre-Paid Resident Card:

- a. A Card is available only to those residents who are either renters or property owners and who live inside the Borough of Chambersburg, as their primary residence, and who pay a Borough residential trash bill (are a Borough Sanitation customer) without exception. A Card can only be used for yard waste/green waste/brush which originates inside the Borough of Chambersburg (presumably at the permit holder's domicile).
- b. A Card can be obtained by visiting City Hall, 100 S Second Street, during business hours, presenting photo identification, and confirming that you pay a Borough trash bill (are a Borough Sanitation residential customer) by presenting a copy of your bill.
- c. A Card will cost \$12 (due at the time the card is issued) and will afford the card holder to twelve visits to the Green Yard Recycling Facility
- d. A Card will not be replaced if lost or stolen
- e. A Card should not be transferred or resold but may be lent to a friend or relative who wish to drop off waste "on behalf of" a Category 2.a permit holder (rules apply)
- f. Non-residents are not authorized to use the facility unless they qualify under a Category 2.b or Category 2.c permit, and those caught using a Card for non-approved Category 2.a waste may be banned from the facility (i.e. using a Card to drop off yard waste/green waste/brush from a property in a township).
- g. A Card cannot be used by those who qualify for either a Category 2.b permit or a Category 2.c permit (i.e. a Category 2.a permit holder cannot lend their Card to their professional landscaper to drop off their yard waste/green waste/brush)
- h. Staff will punch each Card upon visit to the facility. Once a card is punched twelve times, it may be destroyed.
- i. A Card is not available for sale at the facility, only at City Hall, and only during business hours. There are no transactions at the facility.
- j. A Card may be confiscated or revoked should the Category 2.a permit holder not follow the facility rules, dispose of or dump unauthorized waste, or create a dangerous situation. This decision shall remain the responsibility of the Public Works Director.

3. Category 2.b Permits: Commercial and professional landscapers (or similar contractors) for the disposal of yard waste/green waste/brush regardless of their residency or from where the yard waste/green waste/brush originates:
  - a. Any commercial or professional landscaper, or tree service, or contractor, or construction company, or commercial entity, whether for profit or non-profit, who works on or services any property either within the Borough of Chambersburg or in Franklin County may pre-register as an authorized Category 2.b permit holder.
  - b. Only those pre-registered Category 2.b permit holders may use the facility.
  - c. A Category 2.b permit is not available for sale at the facility, only at City Hall, and only during business hours. There are no transactions at the facility.
  - d. A Category 2.b. permit holder may deposit non-resident yard waste/green waste/brush at the facility.
  - e. Pre-authorization includes the completion of a form at the Borough Codes office, submission of a letter on company letterhead requesting a permit, the name of the owner(s) and contact information for the company, and a 24 hour per day contact name for the business operation.
  - f. Each permit holder must pay a security deposit of \$1,000 to obtain a Category 2.b permit. The security deposit will be held on account (similar to utility deposits) and will be returned when the permit is revoked or returned to the Borough of Chambersburg Codes Office; less any outstanding fees or charges.
  - g. The Category 2.b permit must be present in the lead vehicle and presented to staff to gain access to the facility. Failure to show a Category 2.b permit may result in the permit holder being denied access to the facility. The permit is important for billing the fee.
  - h. The Borough is not responsible for a lost or stolen Category 2.b permit and any vehicle presenting a Category 2.b permit will be given access to the facility and their waste fees charged to the Category 2.b permit holder. Report lost permits immediately to prevent unauthorized use of the permit and assessment of charges.
  - i. Waste fees: each category 2.b permit holder will be invoiced for each ton of eligible waste deposited at the facility; in pound increments, at a rate to be set by the Borough of Chambersburg equal to the lowest qualified bid received for the disposal of municipal solid waste in the Borough's trash contract (to be known as "the tipping fee").  
For 2014: \$40 per ton (2000 pounds)
  - j. The tipping fee for disposal of eligible waste will be invoiced to the permit holder per the information provided to the Borough of Chambersburg Codes Office.

- k. The tipping fee is due and payable upon receipt of the invoice.
- l. The Borough may apply the security deposit to cover outstanding tipping fee expenses not paid on the first business day following 15 days after the date on the invoice, including a 10% administrative expense should it be necessary to confiscate the security deposit for unpaid tipping fee expenses.
- m. Once the security deposit is confiscated, the Borough may revoke and confiscate the Category 2.b permit. Once all past due charges are paid and a new security deposit is paid, the permit holder may request a new permit. If the security deposit is confiscated for nonpayment, the permit holder will be required to increase their security deposit in \$1,000 increments for each confiscation (i.e. \$2,000 for second security deposit, \$3,000 for third security deposit, etc.)
- n. A Borough resident who owns or manages real estate outside the Borough limits (i.e. a landlord of a rental property in the townships) but who otherwise lives for his residency inside the Borough, would be a Category 2.b permit holder for yard waste/green waste/brush originating outside the Borough and a Category 2.a or Category 2.c permit holder for waste originating inside the Borough. Only Category 2.b waste can originate from outside the Borough limits.
- o. A Category 2.b permit may be confiscated or revoked indefinitely should the holder not follow the facility rules, dispose of or dump unauthorized waste, create a dangerous situation, or demonstrate a pattern of late or inconsistent payment of tipping fees. This decision shall remain the responsibility of the Public Works Director.

4. Category 2.c Permits: Landlords, property owners, commercial property managers, and government/non-profit entities who own or manage property within the Borough of Chambersburg, regardless of their residency, but only for yard waste/green waste/brush which originates inside the Borough of Chambersburg :
  - a. An authorized Category 2.c permit holder is any property owner or property manager who is dropping waste generated inside the Borough from a property in which they have a real estate interest (i.e. own or lease), but not from their own domicile (as under a Category 2.a permit) but, rather from another property that they own or manage inside the Borough; and, not as a professional landscaper, or tree service, or contractor, or construction company, or commercial entity (as under a Category 2.b permit); or because they do not have a residential sanitation account (because for whatever reason the account is not in their name); or because they are another government entity or institution with property in the Borough of Chambersburg.
  - b. Only those pre-registered Category 2.c permit holders may use the facility.
  - c. A Category 2.c permit is not available for sale at the facility, only at City Hall, and only during business hours. There are no transactions at the facility.
  - d. A Category 2.c. permit holder may not deposit yard waste/green waste/brush generated outside the Borough at the facility; all waste deposited at the facility must originate in the Borough of Chambersburg. Those caught using a Category 2.c permit for non-resident waste may be banned from the facility.
  - e. Pre-authorization includes the completion of a form at Borough Codes office, submission of a letter on company letterhead (if applicable) requesting a permit, the name of the owner(s) and contact information for the entity, and a 24 hour per day contact name for the permit holder.
  - f. A security deposit is **not** required to obtain a Category 2.c permit unless the permit holder demonstrates a pattern of late or inconsistent payment of tipping fees, wherein the Public Works Director reserves the right to apply the same security deposit requirements as detailed in the rules for a Category 2.b permit.
  - g. The Category 2.c permit must be present in the lead vehicle and presented to staff to gain access to the facility. Failure to show a Category 2.c permit may result in the permit holder being denied access to the facility. The permit is important for billing the fee.
  - h. The Borough is not responsible for a lost or stolen Category 2.c permit and any vehicle presenting a Category 2.c permit will be given access to the facility and their waste fees

charged to the Category 2.c permit holder. Report lost permits immediately to prevent unauthorized use of the permit and assessment of charges.

- i. Waste fees: each category 2.c permit holder will be invoiced for each ton of eligible waste deposited at the facility; in pound increments, at a rate to be set by the Borough of Chambersburg equal to the lowest qualified bid received for the disposal of municipal solid waste in the Borough's trash contract (to be known as "the tipping fee") less a 10% discount on each invoice.

For 2014: \$40 per ton (2000 pounds) less 10% discount on each invoice

- j. The tipping fee for disposal of eligible waste will be invoiced to the permit holder per the information provided to the Borough of Chambersburg Codes Office.
- k. The tipping fee is due and payable upon receipt of the invoice.
- l. A onetime 10% late fee will be added to each outstanding invoice if the invoice remains unpaid on the first business day following 15 days after the date on the invoice.
- m. Once the late fee is issued, the Borough may revoke and confiscate the Category 2.c permit. Once all past due charges are paid, the permit holder may request their permit be reactivated.
- n. A Borough resident who owns or manages real estate outside the Borough limits (i.e. a landlord of a rental property in the townships) but who otherwise lives for his residency inside the Borough, would be a Category 2.b permit holder for waste originating outside the Borough and a Category 2.a or Category 2.c permit holder for waste originating inside the Borough. Only Category 2.b waste can originate from outside the Borough limits.
- o. A Category 2.c permit may be confiscated or revoked indefinitely should the holder not follow the facility rules, dispose of or dump unauthorized waste, create a dangerous situation, or demonstrate a pattern of late or inconsistent payment of tipping fees. This decision shall remain the responsibility of the Public Works Director.

5. In all cases, the Public Works Director shall determine eligibility for each permit category and may determine, at their discretion, which category is most applicable to an applicant, given the facts that present themselves. The decision of the Public Works Director is final.
6. Access to the facility is not an obligation and the Borough may deny anyone access to the facility if such restriction is found to be in the best interest of the Borough or the yard waste/green waste/brush recycling program.
7. The fees and charges assessed to this program pay for the program and no tax revenue or alternate source of Borough money is used to operate this program. Therefore fees are due and payable without exception and may not be waived for hardship or otherwise, so that the program may have sufficient income to pay for the cost of program.
9. Eligible Waste
  - a. Acorns
  - b. Bark
  - c. Branches
  - d. Brush
  - e. Bushes
  - f. Flowers
  - g. Foliage
  - h. Kindling
  - i. Knots
  - j. Leaves
  - k. Limbs
  - l. Plants
  - m. Root balls
  - n. Sawdust
  - o. Shrubs
  - p. Twigs
  - q. Wood chips

10. Ineligible Waste

- a. **Grass clippings:** The Borough will no longer accept grass at our facility. Grass may be considered trash or composted. Per Pennsylvania DEP, grass can be recycled on your property. Grass can be mulched and left on your lawn to help it grow or deposited in a backyard compost heap. Grass overwhelms our yard waste program. <http://tinyurl.com/kzm54h6>  
Grass might be placed in trash bags or cans and left out with your municipal solid waste for collection and disposal.
- b. **Fall leaves:** the Borough collects and recycles fall leaves in a separate program. The Borough will continue to collect fall leaves at both our new facility and when we collect fall leaves curbside at your house. We encourage you to let the Borough collect and

recycle fall leaves through our separate collection program. Property owners should sweep and rake fall leaves loose to the curb line/wind row for on street collection by the Borough. Leaves do not need to be placed in bags; they should be left loose for collection. If you want to bag leaves, please use Kraft style paper bags, which are available through home improvement retailers.

- c. **Plastic Bags:** the Borough cannot receive any plastic bags as the plastic is not recycled by our program. Eligible waste should be dropped at the facility either loose or in Kraft style paper bags, which are available through home improvement retailers. Waste in plastic bags will be rejected.
- d. **Municipal solid waste or construction debris:** the Borough cannot receive any garbage or construction debris as a part of this program. Garbage includes refuse, industrial or office waste and other material, including solid, liquid, semisolid or contained gaseous material resulting from operation of residential, municipal, commercial or institutional establishments and from community activities. In addition, beams, block, brick, concrete, construction wood, decking, dirt, dowels, grime, gypsum, metal, nails/tacks/fasteners, pallets, paneling, plastic, plywood, shale, shingles, siding, soil and stone are all ineligible waste.

#### 11. Size limits and Tree trunks

- a. **All tree trunks must be chipped prior to being dropped at the site.** The Borough will no longer receive tree trunks that exceed the size and weight limits below
- b. No individual item may weigh more than 30 lbs
- c. No individual item may be longer in length than 6 feet
- d. No individual item may have a diameter in excess of 6 inches
- e. Organic material may need to be chopped or chipped prior to delivery to the site to meet these requirements
- f. In general, logs and trunks must be cut down in order to meet size/weight limits

#### 12. Processing of waste

- a. The Borough will chop, chip and grind the waste into a mulch that can be recycled for a number of purposes
- b. The Borough may dispose of the product through a recycling contractor
- c. Any excess mulch product is available to be taken away, free of charge, by any permit holder, with permission of staff