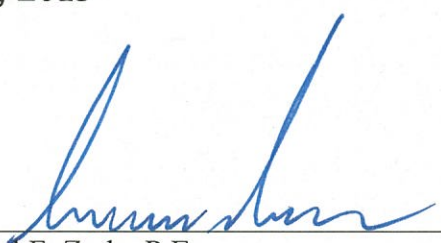




**Guide to Operations  
New Milford Recycling Center**

**November 20, 2015**

Approved and Authorized by: \*(see section IIC)

  
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Director of Public Works

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## INTRODUCTION

This *Guide to Operations* was written to enable Recycling Center personnel to accurately and efficiently implement those *Rules and Regulations* that are necessary to run the Center in a manner that serves the needs of our residents. This newly updated *Guide* responds to changes that have been made since it was last issued. The Recycling Center Coordinator is responsible for the enforcement of the *Rules and Regulations*, the implementation of the matters set forth herein and the supervision of all Center personnel.



## **I. USE OF THE RECYCLING CENTER**

### **A. Who can use the Center?**

#### **1. Residents:**

Any resident of the Towns of New Milford, Sherman and Brookfield who has a valid sticker or obtains a One-Day Pass may use the Center. New Milford residents must obtain a sticker at the Center. Brookfield residents must obtain stickers at Brookfield Town Hall. Sherman residents must obtain stickers at the Sherman First Selectman's Office.

#### **2. Businesses:**

Only New Milford "Small Businesses" may use the Center. A "Small Business" is defined as one having no more than two principals and 10 employees. New Milford Businesses may drop off the following items ONLY:

- All items listed under the section entitled "Recyclables" for a fee of \$0.10/lb.
- All electronics listed below
- All metals free of charge.
- All items listed under the section entitled "Fee Specific Items" with the associated costs listed-but not tires.
- Small Businesses MAY NOT drop off household waste.

#### **3. Town Employees:**

Town of New Milford employees are subject to the *Rules and Regulations* and this *Guide to Operations* as any other user.

## **II. RECYCLING STICKERS**

### **A. General Guidelines**

Except with regard to E-Waste (see III G) and Mattresses/Box Springs (See IV A) no one may use the Recycling Center without a sticker. Stickers may not be placed on cars with temporary plates or on rental vehicles. Users without a sticker may, if qualified, purchase a One-Day Pass.

If a resident sells a vehicle or replaces a windshield and the sticker is lost, the lost sticker number must be noted in the database as lost and a replacement sticker may be issued free of charge.

Center personnel -- not residents -- must place the sticker on the vehicle's windshield and stickers from any of the participating Towns must be permanently affixed to the lower left, driver's side corner of the windshield. Cars without stickers must be refused entry.

## B. Instructions for Issuance of Stickers

**New Milford residents** must be driving the vehicle to which the sticker will be applied. To obtain a sticker, residents must complete a Sticker Application. To qualify for the issuance of a sticker the following items must be verified:

User	Property Owner	Renter
<ul style="list-style-type: none"><li>• His/Her driver's license has a New Milford address</li><li>• His/Her vehicle registration lists a home address in New Milford or the tax town indicates New Milford and</li><li>• The vehicle registration matches the plate on the vehicle</li></ul>	<ul style="list-style-type: none"><li>• His/Her driver's license does not have a New Milford address</li><li>• Has a copy of the property deed</li><li>• The name on the deed matches the name on the license</li><li>• The name on the deed matches the name of the vehicle registration</li></ul>	<ul style="list-style-type: none"><li>• His/Her driver's license may or may not have a New Milford address due to being a renter</li><li>• Provides a copy of the lease and the name matches</li><li>• the name on the license, lease and vehicle registration match</li></ul>

If there is any problem with these criteria, Center personnel should ask the resident to return for a sticker at a later date and the paperwork and other information should be given to the DPW Office for further processing. In certain circumstances, DPW may issue a laminated ID Card that includes a sticker and photo ID. Center personnel may call the Tax Collector's Office (860 355-6085) to confirm ownership of property.

## C. Sticker Fee \*(Subject to TC Approval)

(1) Residential: (a) *Until June 30, 2016*, the fee for residential stickers is \$20.00 for the first sticker and there is no charge for stickers for additional vehicles in the same household. For Seniors (65+), there is no fee. (b) *Effective July 1, 2016*, the fee for each sticker is \$20.00. For seniors, the fee for the first sticker is waived; the fee for additional stickers is \$20.00. (2) Commercial: The fee for commercial vehicles is \$40.00 for each vehicle.

## D. One Day Pass

For \$3.00, a One-Day Pass is available to residents of the three participating Towns. To obtain a One-Day Pass, residents must show a license containing an address in one of the three Towns. The One Day Pass is to be used **only** on the day that it is issued.



### III. FREE ITEMS

#### A. Single Stream

**Defined:** Also known as "fully commingled", single-stream recycling refers to a collection system that mixes all recyclable paper fibers and containers together. Single stream includes:

Newspapers, flyers and inserts & paper bags

Magazines & catalogues, phonebooks, paperbacks & hardcovers

Glass bottles & jars

Most Plastics

Cardboard, including cereal, juice and egg containers

Aluminum and tin food containers and foil

Office paper, shredded paper, folders, greeting cards, junk mail

**Single Stream does NOT include Plastic bags:** Return grocery and similar bags to the recycling container, if any, in stores where obtained. Neither these plastic bags nor any soft plastic bags are accepted at the Center because they can get caught on the gears and cause significant maintenance problems. Pellet and feed bags are also not accepted.

#### B. Clothing and Other Textiles

There are Salvation Army collection bins at the Center. Center personnel are not able to provide donation receipts. Residents may place only dry clothing or other textiles in those bins. As set forth below, Recycling Personnel are to maintain a free table in front of those bins and residents may place only dry clothing or other textiles on that table. The purpose of this clothing/textile Free Table is to allow residents to take wanted items prior to them being placed into the collection bins. Any clothing or other textiles that remain on this table at the end of the day must be placed into the collection bins by the Recycling personnel.

Textiles include but aren't limited to: **FOOTWEAR** (shoes, heels, pumps, boots, sneakers etc.) **CLOTHING** (clothes, jeans, pants, underwear, coats etc.) **ACCESSORIES** (hats, pocketbooks, belts, duffle bags, bathrobes, gloves, ties etc.) **LINENS** (sheets, blankets, draperies, dish towels, comforters, throw rugs etc.) and more. Textiles are a valuable commodity and our new partnership with the Salvation Army provides the Recycling Center with revenue.



Center personnel should encourage residents to bring in all forms of *dry* textiles. They will not only help a good cause but they'll also help lower our expenses. For more information, residents should be directed to our websites, <http://www.newmilford.org/> or <http://www.newmilfordrecycling.com>

### **C. Paint and Paint Cans**

Paint is now a recyclable item but liquid paint it is not accepted at the Center. The paint stewardship program ("PaintCare") has established recycling locations through agreements with local retailers ~~who~~ that sell paint. In New Milford, you may recycle your paint at:

- H. H. Taylor & Sons, 85 Railroad Street
- Sherwin Williams, 116-4 Danbury Road
- Rings End Lumber, 140 Danbury Road

Paint cans that are empty or contain completely dry paint may be recycled. If the can is metal, it may be placed in the metal container; if it is plastic, it may be placed in the single-stream container. Metal lids are to be placed in the metal container.

What Paint Products are Accepted in the PaintCare Program? PaintCare "Program Products" include interior and exterior architectural coatings sold in containers of 5 gallons or less. It accepts house paint and primers, stains, sealers, and clear coatings (e.g., varnish), but we do not accept aerosols (spray cans), solvents, and products intended for industrial or non-architectural use.

### **D. Batteries**

There is no charge to drop off *non-rechargeable* household batteries such as AA, AAA, C and D batteries; these may be placed in the household waste container. Rechargeable batteries such as "nickel-cadmium" (Ni-Cad), "Nickel-Metal-Hydrate" (NiMh) and Lithium (Li) types may *not* be placed into household trash. These rechargeable batteries are found in many electronics, cameras, and cell phones and should be recycled through the manufacturer's take-back program. Residents may also be referred to retailers such as Best Buy, Cingular Wireless, Home Depot, Lowe's, RadioShack, Sears, Staples, Target, Verizon Wireless and Wal-Mart for further information.

Vehicle batteries are listed under "Fee Items."

### **E. Metals**

Scrap metal, aluminum, steel, copper etc. or any item that mostly consists of metal.

### **F. Free Table**

Residents of the participating Towns who have a valid sticker may use the Free Table. SUBJECT TO THE APPROVAL of Recycling Personnel, residents may put any item on the Free Table except for the prohibited items such as household garbage, bulky waste and construction debris. There may be a fee to place some items on the Free Table.

The clothing/textile Free Table is an essential service of the Center and at all times a table should be maintained in front of the clothing collection bin for that purpose.



Center personnel must clear the Free Table at a minimum of once per week or at the end of the business day or as needed throughout the day taking into consideration the weather and the condition of the item. The Free Table area should be kept neat and clear of debris and garbage. Items that may be left out overnight are subject to the New Milford Transfer Station permit from the State of Connecticut. In the event of inclement weather, the Free Table may be closed.

Users of the Free Table must park in the Facility Maintenance parking area (located just to the North of the Center) or within the Center itself as directed by Center personnel.

Use of the Free Table is a privilege not a right and residents must adhere to the Policy, below, and this *Guide to Operations*. **ABUSE OF THE FREE TABLE PRIVILEGE OR ABUSE OF THE RECYCLING CENTER PERSONNEL MAY RESULT IN SUSPENSION OR REVOCATION OF THE PRIVILEGE.**

### **Free Table Policy**

The purpose of the Free Table is to allow and encourage the reuse of items that are placed there, first and foremost for the users of the Community who are most in need of these potentially helpful and useful items.

The Free Table is neither intended to be used by "scrappers" i.e. those taking items for their metal value nor is it intended to be used by "resellers" i.e. those taking items for resale at flea markets or elsewhere.

In fairness to residents and in the true spirit of Recycling (Reduce, Reuse, Recycle), residents are encouraged to reuse any item that is placed upon the Free Table.

Accordingly, access to the Free Table by metal scrappers and resellers is limited to a one-half hour period before closing time.

#### **G. "E-Waste" (Electronic Waste)**

State and local governments had to respond to the challenge of managing the ever-increasing amounts of electronic devices that end up in the solid waste stream. Some of these devices, commonly referred to as "electronic waste" or "e-waste" may contain toxic substances such as lead, cadmium and mercury and have become a growing portion of the solid waste stream in a time when Connecticut needs to pursue aggressive recycling goals.

**What are CEDs? (Covered Electronic Devices)** In 2007, the State Legislature passed Public Act 07-189, amended in 2008 by Public Act 08-35, requiring manufacturers of televisions, computers and monitors to finance the recycling of their products. The Connecticut Department of Energy & Environmental Protection (DEEP) added printers through Regulation. CEDs are: *Televisions, computers, monitors and printers*.

A "computer" is an electronic, magnetic, optical, electrochemical or other high-speed data processing device performing logical, arithmetic or storage functions and includes, but is not limited to, a central processing unit or both a computer central processing unit and a monitor, such as a notebook, laptop or portable device. Computer does not include an automated typewriter or typesetter, a portable handheld calculator, a portable digital assistant (PDA) or other similar device.

As the Town of New Milford has long encouraged the reuse of household goods that are in reasonable and usable condition through its "Free Table," the Center allows the placement of any e-waste items on the Free Table that are in working order and reasonable shape **WITH THE EXCEPTION OF THE FOLLOWING: Computers, Cell Phones & PDAs** that need to have a *Disclosure, Acknowledgement and Authorization Form*,



signed by the owner who brings it in, that he or she voluntarily will allow the item to be placed on the Free Table for possible reuse and that he or she understands that these items may contain personal information. Unless the form is signed upon entering the Center, the items are to be immediately placed in the e-waste container and secured from further removal from the Center.

Residents from any Town in Connecticut may drop off seven or fewer CEDs for no fee and WITHOUT A STICKER. At this time, there is no fee to drop off any other electronic item. A valid sticker or a One-Day Pass is needed if a resident is dropping off other electronics or wishes to drop off electronics and other items.

Center personnel should encourage residents to buy and dispose of CEDs and other electronics responsibly. Many retail stores and manufacturers have agreements to recycle these devices at the point of purchase and you should recommend that residents check with them for additional recycling opportunities.

In addition to CEDs, the Center also accepts “Non-Covered Electronic Devices.” Examples include:

Copiers	VCRs	Telephones
<ul style="list-style-type: none"> <li>• Fax Machines</li> <li>• Scanners</li> <li>• Stereos</li> <li>• Keyboards/Mouse/Peripherals</li> <li>• DVD players</li> <li>• Cell Phones</li> <li>• Remote Controls</li> </ul>	<ul style="list-style-type: none"> <li>• Projectors</li> <li>• Microwaves</li> <li>• Medical Electronics</li> <li>• Digital Cameras</li> <li>• Tape Players</li> <li>• PDAs</li> <li>• Speakers</li> </ul>	<ul style="list-style-type: none"> <li>• Two-way Radios</li> <li>• Answering Machines</li> <li>• Camcorders</li> <li>• CD Players</li> <li>• Electric Typewriters</li> <li>• Game Systems</li> </ul>

#### **IV. FEE ITEMS: PRICE LIST**

All fees have been approved by the Town Council and are subject to change. These fees may also be found on the Town Websites ([newmilford.org](http://newmilford.org) or [newmilfordrecycling.com](http://newmilfordrecycling.com)) or in the Recycling Flyer.

##### **A. PRICE LIST: Listed Items**

Refrigerator**	\$35.00	Cast Iron Tub	\$20.00
Freezer** Wine Cooler**	\$35.00	Complete Toilet	\$10.00
Air Conditioner**	\$35.00	Toilet bowl or Tank	\$5.00
Dehumidifier**	\$35.00	Engine Block	\$10.00
Stove/Range	\$10.00	Metal Water Tank	\$5, \$10
Washer or Dryer	\$10.00	Sinks-porcelain	\$5.00
Dishwasher	\$10.00	Door – solid core	\$4.00
Hot Water Heater	\$10.00	Door - hollow core	\$2.00
Garbage Compactor	\$10.00	Door - garage	\$10.00
Range hood/fan	\$10.00		



Microwave	\$10.00	<b>Demolition/Bulky Waste***</b> Wood, tile, sheet rock, flooring, insulation, ceiling tiles, bricks, pallets, concrete, masonry products, carpet (wall to wall) and any and all other construction debris or other bulky items NOT listed will be based on a <b>cubic yard @ \$60.00 per yard. The bucket on the loader is 1.4CY and thus a full bucket is \$90.00. See below for further information.</b>	
Wood Stove	\$15.00		
Water Coolers**	\$35.00		
Furnace/Boiler	\$20.00		
<b><u>Furniture</u></b>		<b>Miscellaneous Items</b>	
Sofa Sleeper	\$15.00		
Sofa	\$10.00		
Chairs	\$1,\$3,\$5		
Table	\$5.00		
Desk	\$5,\$7,\$9		
Cabinets or Vanity	\$2.00	Riding Mower	\$5.00
Mattress or Box spring T/F*	\$10.00	Tires	\$5, \$10, \$20
Mattress or Box spring Q*	\$15.00	Tractor Tires	\$30.00
Mattress or Box spring K*	\$20.00	Vehicle Batteries	\$3.00
<b><u>E-waste: FREE!</u></b> TVs, computers, fax machines, cell phones digital cameras, vcrs, video games, monitors, tape recorders, radios, keyboards and more!		Motor Oil	\$0.50/gallon
		Box dishes	\$2.00
		Rug : area or throw if too large or unsuitable for Salvation Army	\$1, \$5, \$10

**\*MATTRESSES** There is no charge to drop off a mattress or box-spring **if** they have NO contamination as determined by Center personnel. If the mattress or box-spring has to go into Bulky Waste, the current fees will apply. Like E-Waste, residents of any Town who show a Connecticut Driver's License may participate in this Program. This Program began on July 1, 2015.

**\*\*Freon Item**

**\*\*\***The Center does not accept bulky waste items such as dimensional lumber that are longer than 6 feet. Sections of fencing must be no longer than 4 feet.

## B. Household Waste

ONLY New Milford, Brookfield and Sherman users with a sticker or a One-Day Pass may drop off household garbage. The charges for the various size bags are found on the website or the Recycling Flyer. Small=up to 15 gallons, Medium=15-39 gallon and Large=40+ gallons.

### Household Waste Fees:



New Milford Users

- Bag: Up to 15 gal \$1.50
- Bag: 15-39 gal \$3.00
- Bag: 40+ gal \$5.00



Brookfield & Sherman Users

- Bag: Up to 15 gal \$2.00
- Bag: 15-39 gal \$3.50
- Bag: 40+ gal \$5.50



### **C. Bulky Waste/Construction & Demolition Material**

The charge for this material is at the discretion of the Recycling Coordinator if the amount is *less* than a cubic yard. The measuring unit is the bucket on the front loader and the current bucket measures 1.4 cubic yards. *Brush* is NOT considered waste wood; residents must take their brush to Garrick Corp/New Milford Farms for disposal.

### **D. Items NOT accepted at the Recycling Center:** (This list is not exhaustive):

- ❖ Hazardous or Toxic waste (see Health Department for Hazardous Waste Day)
- ❖ Brush/leaves
- ❖ Oil Tanks or oil drums
- ❖ Propane Tanks of any size
- ❖ Rechargeable batteries including Ni-Cad, Nickel Metal Hydride and Lithium.

## **V. GENERAL:**

### **A. Hours of Operation**

The Recycling Center is open to the public from 7:15 a.m. to 3:15 p.m. on Tuesday through Friday; it is closed for lunch from 11:30 a.m. to 12:00 p.m. on those days. The Center is open on Saturday from 8:30 a.m. to 3:00 p.m.

Closings and holidays will be posted by the Recycling Coordinator on a sign at the front gate at least one week prior to the holiday. The Center may be closed due to inclement weather or other emergency at the discretion of the Director of Public Works or the Highway Foreman.

### **B. Safety**

The Recycling Coordinator is responsible for the safety of users, personnel and the Center. Any persons using the facility must follow the directions of the Coordinator for the safety of themselves and others. Any persons remaining in the facility for a length of time must remain in the area of the free table to prevent any disruptions of the work flow areas. NO ONE, including Center personnel, may REMOVE anything from a container once it has been placed inside. If there is a problem, the Recycling Coordinator will make the appropriate decision and follow the training protocol for lockout/tag out in order to shut down the machines for the safety of all.

Two fire extinguishers must be kept in the Office at all times. One should be water and the other should be an A-B-C. It is the Coordinator's responsibility to ensure that the fire extinguishers are inspected as required by law.

NO ONE is permitted to climb into or around the containers.

During inclement weather, Center personnel are responsible for ensuring safe conditions for the users. Clearing pathways, salting and sanding areas and checking for any potential dangerous areas are just some of the jobs. It is also the responsibility of the Coordinator to check with the Director of Public Works or Highway Superintendent to determine if the Center needs to be closed.

### C. Gate Operation

A person must always be assigned to the gate. During periods of reduced activity, that person may be assigned to perform other tasks but they must always remain within sight of the gate to greet any incoming residents. Personnel should not “hang out” in the office. During quiet times at the Center, personnel should rake, straighten up or otherwise clean up. When a resident comes in, Center personnel should perform the following:

- ❖ Confirm that the vehicle has a current New Milford sticker, or a sticker from Brookfield or Sherman.
- ❖ Collect drop off fees and fill out any required forms. NO CASH is to be taken at the Center. Payment may only be made by check or “punch card” as described in the following section called “financial responsibilities”. Payment must be made **PRIOR** to using the Center. If traffic becomes a problem, ask the driver to pull ahead and off to the side until payment or a sticker is issued.
- ❖ Ask if the user knows where to deposit their items.
- ❖ Ask if the user needs any assistance. The person at the gate should instruct another employee to render the required assistance. At no time is the person at the gate to leave the gate. Assistance should always be offered to every user entering the facility.

### D. Financial responsibilities

As stated above, no cash is to be taken at the Center. Payment may only be made in the form of personal check, bank check or “punch card”. The amount and quantity of every item paid for must be recorded on a daily Tally Sheet. The Tally Sheets must be reconciled at the end of the work day.

Checks must be tallied at the end of the day. Checks from Saturday must be delivered to the Office with the checks from Tuesday. Every check **must** contain at least the resident's sticker number; every check used to purchase a One-Day Pass **must** contain the name, address and phone number of the resident. The numeric and written amounts **MUST** match. The Recycling employee is responsible for verifying that all areas of the check are filled out correctly and that the check is signed.

Punch Card sales are recorded on the daily tally sheets by value sold. The sale of every punch card must be recorded on a “Report of Collections to Treasurer and Bookkeeper” Form. For each sale, the form must contain the name, amount of the punch card, punch card number and check number if that is the form of payment. The Center personnel must record the punch card sale on the “Daily Tally Sheet” form as detailed below. The Public Works office will supply the Recycling Center with a notice of users who have bounced checks at the Center. It is the responsibility of the employees to check this list prior to receiving any check for facility use. These users have been notified by the Public Works office that they are suspended from any more check payments until their debt has been cleared. The Office will also provide to the Recycling Center a list of users (and associated sticker numbers) that have multiple bad checks and are banned from using the Center until all of their debt has been cleared.



Removal of vehicle batteries from the Center may only be made to an authorized battery recycling facility. A record of such removal must be entered in the vendor log containing the number of batteries removed, the name of the vendor removing them and the date of the removal.

Each employee of the Recycling Center will be assigned his or her own personal "lock box" to store his or her assigned punch cards. When obtaining punch cards from the front Office, his or her name, date and the beginning and ending numbers on the punch cards will be recorded. That individual is now responsible for the record keeping and sale of those punch cards. In case of vacations, or sick days, the Highway Superintendent will keep a third "spare" lock box of punch cards that will be assigned to and signed for by the replacement employee. Failure to account for all assigned Punch Cards and their payment will result in disciplinary action. Accounting will be done in the following manner:

- The Name, date, amount, punch card # and check # will be recorded on the employee individual Report of Collections Form.
- The Report of Collections (white copy) will be submitted to the Office after it is full. The employee keeps the pink copy for his or her personal record.
- On the Check Daily Tally Sheet where the sale of punch cards is recorded, the check number must be written above the amount sold. This will enable the verification of punch cards sale-check during data entry at the office.

The name, address and phone number must appear on every check received for the purchase of a One-Day Pass.

#### **E. Cleanliness, Neatness**

The Recycling Center is an extremely popular Town facility. Its appearance is a direct reflection on the Town. Therefore it is essential that the Center be kept neat and orderly.

- ❖ The yard must be raked and the weeds and grass should be trimmed on a regular basis.
- ❖ Debris must be picked up as soon as noted.
- ❖ E-Waste must be neatly palletized and stored in the container at the end of the work day.
- ❖ The Free Table must be kept neat and orderly. It should be cleared if inclement weather is predicted.
- ❖ Vehicle batteries must be put into the appropriate bin as soon as possible after drop off.
- ❖ Waste oil may only be handled by Center personnel. A user who wants to drop off oil must wait until it is checked by Center personnel to make sure that it is not a "mixed" product. If the oil is mixed, personnel should return the container to the user for disposal at the next occurring household hazardous waste day.

#### **F. Freon Bearing Items**

Each freon-bearing item is to be logged onto a Freon Form and then labeled with the matching number. Window unit type air-conditioners are to be segregated from all other freon-bearing items and Center personnel must call the DPW Office when a pickup of those units is necessary. Center personnel must call the freon vendor when necessary to avoid overflow.

## **G. Personnel**

Recycling personnel consist of a Recycling Coordinator and a laborer with one part-time teamster on Saturdays. The Director of Public Works or the Highway Superintendent reserve the right to add or subtract employees based upon the work load and weather conditions.

At least one certified Transfer Station Operator must be available at all times. This includes lunches and break periods. All personnel must look presentable and wear the required PPE including the steel toed shoes, safety vests, glasses and gloves required for each activity. In addition to safety, wearing of the appropriate PPE identifies the individual as an employee of the Town and Center.

As set forth above under "Gate operation," all Center personnel MUST ask users if they need help unloading their items. Center personnel must also facilitate the flow through the Center and maintain a standard level of safety for the users.

ONLY personnel are allowed to use or enter the office building onsite. The office building is for scheduled breaks or lunches. Other than when performing recycling related duties at the beginning or the end of the day, personnel are not allowed to REMAIN inside the office building. Center personnel should be at the gate and in the yard readily visible to users at all times. It is the responsibility of the Recycling Coordinator to have a sufficient supply of forms and flyers available at the gate at all times. It is the Recycling Coordinator's duty to prevent any solicitors inside the facility.

## **H. Tires**

Recycling personnel must call the tire vendor when needed. This should be done in a timely manner so as to avoid overcapacity.

Tires must be placed into a container or shed at the end of each day and must be "threaded" to make the most efficient use of space.

## **I. Maintenance of Equipment**

In addition to the regular oiling and greasing of the backhoe, debris must be removed from the compactor hydraulic areas on a regular basis, no less than every two months.

## **J. Newsletters & Forms**

An adequate supply of newsletters and other forms are available at the gate and in the letterbox at all times.

## **K. Solicitors**

No solicitors are allowed in the Center. This includes, but is not limited to, coffee wagons, ice cream vans, and salesmen.



## **L. Signs**

Removable signs must be placed where appropriate for identification and safety.

## **M. Vendor Contacts**

The Recycling Coordinator must maintain a vendor log. He is the only person who is permitted to call for the removal/replacement of containers. He must make an entry each time a vendor is called to perform a pick-up or removal at the Center. The entry should include the date and time of the call, the vendor contacted and the requested activity. When said activity occurs, it should be noted in the log along with the destination of any pick up. The vendor log must be delivered to the DPW office on the last business day of each month together with all of that month's "trip tickets." Any handwritten changes to trip tickets must be signed and dated by the employee authorizing the change.