

## Guidance on Residential Curbside Solid Waste and Recycling Collection Contracts

### General Contract Components

The following general contract components should be considered as part of a solid waste and recycling contract. Defining these elements will help improve service, performance, and participation by residents.

- ✓ *Define the service area.* The contract should include a written description and maps of the service area. Does the contract include curbside solid waste and recycling pickup from single-family homes, townhomes, apartments or condominiums? Does the service area include recycling and trash pickup in common areas or community offices?
- ✓ *Define items that will and will not be collected.* The contract should include a list of items that the Collector will and will not collect for disposal or recycling. Questions such as the following apply: What wastes are considered unacceptable for pickup? What items are considered recyclable? Does the Collector pick up bulk items such as appliances or couches or Christmas trees or tires or does that require a special request? Does the Collector pick up plastics coded for recycling (#1-7 displayed inside a triangle on the base of the container)? Does the Collector pickup yard waste on a year-round basis?
- ✓ *Define the separation method for recyclables.* Require contract language that clarifies whether residents can place all recyclable material into one bin (single stream recycling) or whether they have to separate items based on type such as paper, cardboard, bottles/cans, etc. (dual stream recycling). The contract proposal and signed contract should define which method of separation will be used.
- ✓ *Define the set out requirements.* The contract should include language that defines the collection schedule and the preparation of trash and recyclables (including yard waste):
  - 1) Frequency of set out- How often are recyclables and trash picked up? At a minimum, all household trash must be collected and transported from the premises at least once per week; all recyclables must be collected and transported at least once every two weeks. The set out frequency should be determined by the volume of each type of waste while meeting the minimum requirements. For example, the contract may require trash or recyclables to be picked up multiple times a week compared to only once and yard waste may only be picked up during seasonal months instead of all year round.
  - 2) Days of set out - When are recyclables and trash picked up? To decrease the number of days that trucks are moving through a community, the contract may include language that requires both trash and recyclables to be collected on the same day or require all recyclables and yard waste to be collected on the same day.
  - 3) Alternate set out schedules for holidays / weather events - When are recyclables and trash picked up if the scheduled day falls on a holiday or a weather event?

- 4) Set out times -What is the deadline for placing recyclables at the curb? The contract should include the time when residents must put their recyclables out to be picked up by the Collector.
  - 5) Preparation- How do recyclable materials or trash have to be prepared for the curb? Does cardboard need to be flattened? What type of yard waste or vegetative waste can be set at the curb? Does the Collector have specific container requirements for yard waste, i.e. brown paper bags must be used? Are there special requirements for the collection of trees limbs or brush?
- ✓ *Define the bin type and size* . The contract should include language that defines the type of bin provided, the size of the bin, how they are distributed to residents, and replacement or upgrade of bins. Specific items to consider include:
- 1) Does the contract include toters with lids? Toters with lids reduce litter and provide more space for recyclables compared to small open top bins. Having toters may allow the community to negotiate a better price with the contractor since residents will recycle more and recycling typically is cheaper than trash disposal.
  - 2) Will bins or toters be distributed to each resident or do they have to call the Contractor, Town, or HOA to receive them?
  - 3) How do residents replace stolen or lost bins? Does it cost money? Can they upgrade from a smaller bin to a larger bin or toter for free?
- ✓ *Define primary contacts*. The contract should include language that defines the contractor's primary contact and the HOA's primary contact. It is important to note that contacts for service and accounting may be different and should be specified.
- ✓ *Clearly label trucks with large recycling or trash signs*. The contract should include language regarding signage on the Collectors vehicles to help residents distinguish whether the truck is collecting recyclables or trash. This will help reduce confusion about whether the materials are being disposed of or recycled properly.