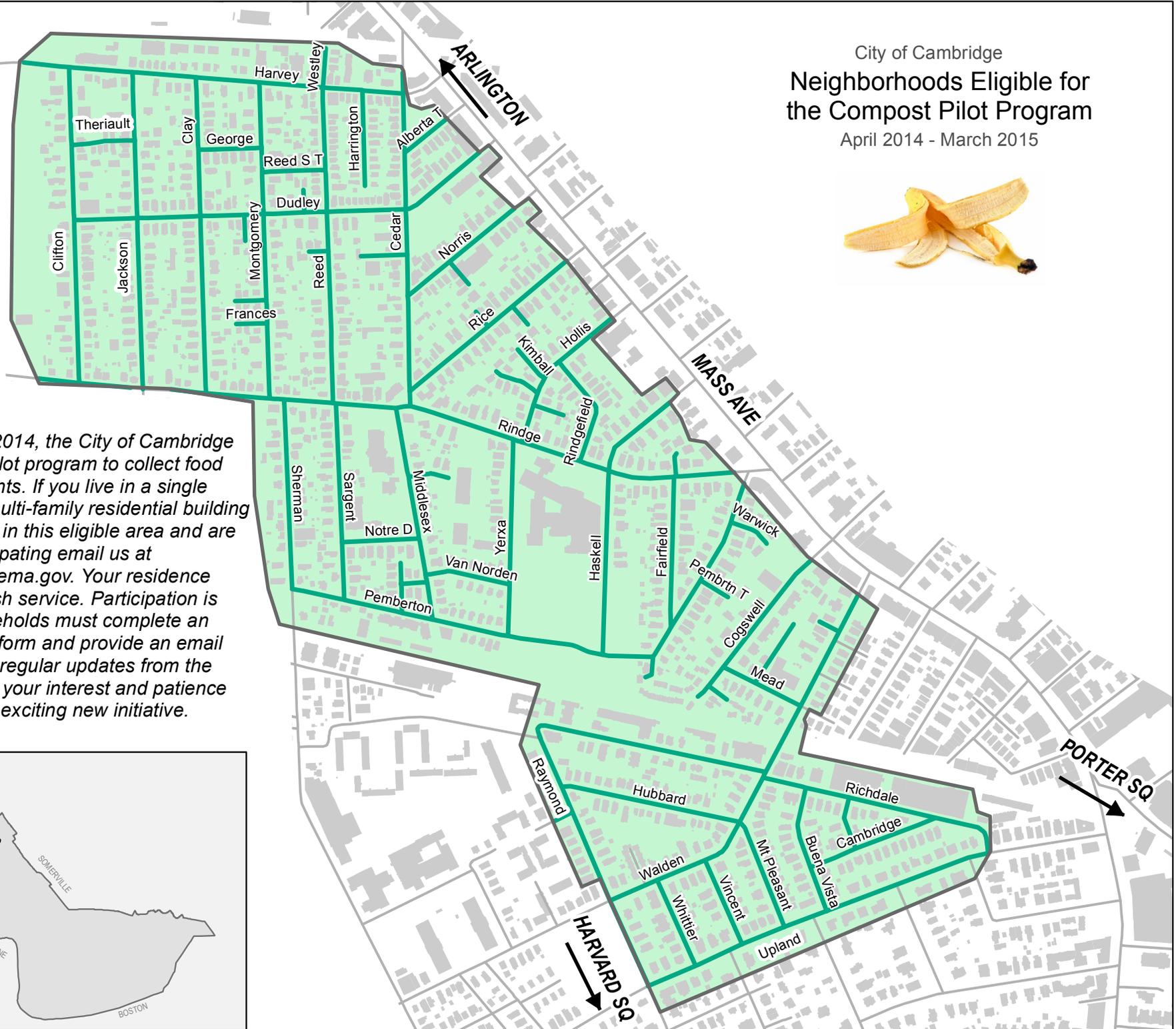
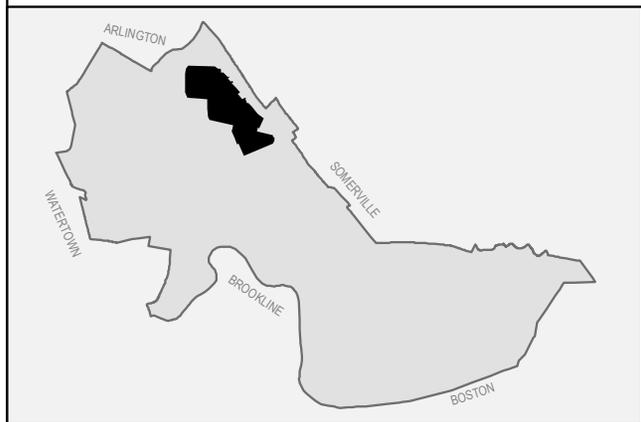


City of Cambridge
**Neighborhoods Eligible for
 the Compost Pilot Program**
 April 2014 - March 2015



Beginning in April 2014, the City of Cambridge will run a 1- year pilot program to collect food scraps from residents. If you live in a single family home or a multi-family residential building with up to 12 units, in this eligible area and are interested in participating email us at recycle@cambridgema.gov. Your residence must have City trash service. Participation is voluntary. All households must complete an acknowledgement form and provide an email address to receive regular updates from the City. Thank you for your interest and patience as we develop this exciting new initiative.



CITY OF CAMBRIDGE AND ROCKY HILL FARM

SPECIFICATIONS TO ACCEPT ORGANIC MATERIAL
FOR COMPOSTING AND MARKET THE FINISHED COMPOST

SCOPE OF SERVICES

Rocky Hill Farm (RHF) located at 34 Butterfield Road in Saugus MA agrees to accept organic material for composting from the City of Cambridge during a one-year collection pilot of food scraps. RHF is responsible for all aspects of the composting service including permitting, site maintenance and care, facility operation, purchase of any processing equipment, marketing and shipping of compost, disposal of any residue, maintenance of records and provision of such to the City upon request. The City understands that RHF has windrow and in-vessel composting operations to handle organic material. RHF will market the finished compost as a soil amendment to landscapers, farmers and homeowners. RHF agrees to notify the City if there are changes planned to the compost methods used.

Public Works will deliver loads to RHF on Mondays and several Tuesdays. RHF can accept loads Monday-Thursday from 7:00am-3pm and Friday 7:00am-2:30pm. On holiday weeks, collection is delayed one day, so collection and delivery to RHF will occur on a Tuesday. Holidays include New Year's, Martin Luther King's Birthday, President's Day, Patriot's Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. Delivery dates will be (underlined dates are holiday weeks):

2014

April	7, <u>15</u> , <u>22</u> , 28	July	7, 14, 21, 28	October	6, <u>14</u> , 20, 27
May	5, 12, 19, <u>27</u>	August	4, 11, 18, 25	November	3, 10, 17, 24
June	2, 9, 16, 23, 30	September	<u>2</u> , 8, 15, 22, 29	December	1, 8, 15, 22, 29

2015

January	5, 12, <u>20</u> , 26	February	2, 9, <u>17</u> , 23	March	2, 9, 16, 23, 30
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Below are the materials to be accepted for composting. Upon mutual agreement, the City and RHF may make changes to this list, as necessary.

Acceptable Food

- ✓ All vegetable & fruit scraps
- ✓ Meat scraps & bones
- ✓ Dairy products
- ✓ Seafood & shells
- ✓ Eggshells & nutshells
- ✓ Breads, cereal & pasta
- ✓ Cookies & candy
- ✓ Coffee grounds
- ✓ Even spoiled food

Acceptable Soiled Paper Products

- ✓ Used napkins, paper towels, & tissues
- ✓ Paper plates & paper bags
- ✓ Paper coffee cups & filters
- ✓ Tea bags
- ✓ Paper sugar packets
- ✓ Waxed paper
- ✓ Paper sandwich wrappers from sub shops
- ✓ Paper clamshell takeout containers (i.e. from Whole Foods)
- ✓ Chinese food takeout containers (remove handles)
- ✓ Paper cartons such as milk, juice or ice cream containers (to contain food scraps)
- ✓ Greasy pizza boxes

Other Acceptable Materials

- ✓ Compostable plastic bags and products certified by the US Composting Council
- ✓ Houseplants, flowers, & potting soil
- ✓ Wine corks & wooden coffee stirrers
- ✓ Wooden clementine boxes (remove plastic mesh)
- ✓ Human hair, pet fur, feathers, finger nails
- ✓ Pet food

✓ Cotton balls, cotton-tipped swabs with paper stem, & make-up pads

✓ Fireplace and barbeque ashes

✓ Shredded paper (OK, but recycling preferred)

Unacceptable Materials

× Plastic bags

× Expanded polystyrene ("Styrofoam")

× Human or pet waste

× Rigid plastic

× Grease or liquids

× Cigarette butts

× Metal & foil

× Diapers or baby wipes

× Dryer lint & dryer sheets

× Glass

× Yard Waste

Material handled as residue and not composted shall not exceed 5%. RHF understands that this is a pilot program and that the City will make every effort to minimize contamination. However, RHF will inform the City as soon as possible if loads have any contaminants. RHF will not terminate this agreement with the City given that both parties, in good faith, agree to continually work together to correct any problems that may arise.

To minimize contamination, the City will:

1. Require all households in participating buildings to sign an acknowledgement form to explain the program.
2. Provide all participating households with a kitchen collection bucket, compostable bags to line the kitchen bucket and a curbside collection container with a secure lid. Residents may also place food scraps in empty paper milk or ice-cream cartons or paper take-out containers.
3. Train the collection crew to spot bags that are non-compostable, an unusual shape, or light weight that may indicate unacceptable items or clearly not full of food scraps.

The City will recruit 500-800 households in single family homes and multi-family buildings with up to 12 units, to participate. All households will be located in the Monday collection neighborhood, in North Cambridge. Since RHF does not have a truck scale, the City will get each load weighed at Casella Recycling in Charlestown and provide this weight to RHF.

CONTRACT PERIOD

These services will be provided for one year from April 7, 2014 through March 30, 2015. The contract shall have an option to renew for a period of up to 1 year at the sole discretion of the City (through March 28, 2016). Prices must remain firm during the contract period. As this is a pilot, the City may select other compost processing facilities to also bring loads to.

QUANTITY

We estimate that, together, these households will generate about 2-3 tons per collection day, once per week. Quantities are estimates only, the City makes no guarantee

PRICING & BILLING

The City agrees to pay RHF \$55 per ton. Maximum contract value for year one is \$8,580, and \$15,000 for year two if the City decides to renew the contract. RHF agrees to submit a monthly invoice to the Department of Public Works, 147 Hampshire Street, Cambridge, MA 02139, which itemizes each delivery with date, time of day, ticket number, net weight, and cost for each load delivered to RHF.

The number of tons of organics upon which payment is made shall be determined by weighing each delivery vehicle on scales located at a licensed weighing station determined by the City and acceptable to RHF. The City will notify RHF of the weigher chosen, and if the City uses a different weigher at any time. A list of weighers the City anticipates using will be submitted to RHF at the commencement of this contract. RHF will have the opportunity to inspect the weigher facility if it chooses, and the City will accompany RHF on this inspection. Weighing facilities shall be located apart from the receiving building and on a separate structure in order to prevent interference with the accuracy of the weighing devices by reason of vibration, structural loads, etc.

The City will request that the weigher generate a weight ticket for each load delivered that shall indicate the following information: date, time of day, ticket number, truck number, gross, tare, net weight, signature of

sworn public weigher, and signature of truck driver. RHF will submit invoices based on these weights to be provided electronically in a mutually agreeable format.

RHF CERTIFIES THAT IT MEETS THE FOLLOWING QUALITY REQUIREMENTS:

1. Not in Bankruptcy.
2. Can provide, upon request, proof of financial solvency.
3. In compliance with all applicable federal, state and local laws and regulations that govern the collection, processing, composting and marketing of food scraps and other organic material.
4. Is responsible for the satisfactory performance and adequate oversight of its subcontractors.

RHF has provided a copy of all state, local and other licenses to operate its composting facility, which are attached to this document.

DATABASE SCREENSHOTS

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Views Filter Sort & Filter Records Find Text Formatting

Cut Copy Paste Format Painter Ascending Descending Remove Sort Selection Advanced Toggle Filter New Save Delete Refresh All Totals Spelling More Replace Go To Select

Switchboard



Organic Collection Database

- Crew-Route Data Entry Form
- Crew-Route Datasheet
- Monitoring Data - Step 1 - Create Blank Records (Warning: Only use when entering a new pickup date. Otherwise skip to Step 2)
- Monitoring Data - Step 2 - Open Form
- Weekly Data Collection Report
- "Not Out" Query
- Buildings Monitored On A Given Week

Views Themes Controls Header / Footer Tools

ab| Aa XXXX [Icons] Insert Image [Icons] Logo Title Date and Time Add Existing Property Fields Property Sheet

Crew-Route Observational Data

Date: 3/23/2015

Driver: Travers, Steve

Truck Number: 35

Start Time: 7:10 AM

Thrower: Jamie

Route End Time: 11:05 AM

Data Person: Hoffman, Everett

Weather Route Issues Observations Time and Weights Resident Comments Notes

Sunny Rainy Snowy

Temperature: Below 32 61-70

32-40 71-80

41-50 81-90

51-60 Above 90

Temperature and Weather Notes:

[Empty text area for notes]

Views Themes Controls Header / Footer Tools

View Themes Colors Fonts

ab| Aa XXXX

Insert Image

Logo Title Date and Time

Add Existing Fields Property Sheet

Crew-Route Observational Data

Date: 9/2/2014

Driver: Travers, Steve

Truck Number: 35

Start Time: 7:15 AM

Thrower: Jahi

Route End Time: 11:50 AM

Data Person: Hoffman, Everett

Weather Route Issues Observations Time and Weights Resident Comments Notes

Start-End Time Notes: First stop: 7:25

Staff Observations: moving slow, hot out

Picture of load:

Navigation Pane

Views Themes Controls Header / Footer Tools

ab| Aa XXXX [Icons] Insert Image [Icons] Logo Title Date and Time Add Existing Fields Property Sheet

Switchboard Crew-Route Observational Data

Crew-Route Observational Data

Date: 9/8/2014 Driver: Travers, Steve Truck Number: 35
 Start Time: 7:15 AM Thrower: Eddie
 Route End Time: 11:20 AM Data Person: Hoffman, Everett

Weather Route Issues Observations Time and Weights Resident Comments Notes

Time	Weights
Weigh In Time: 12:10:00 PM	Weight in at Scale: 30720
Weigh Out Time: 12:50:00 PM	Weight out at Scale: 27360
Back at the DPW: 1:20:00 AM	Truck Weight - Net: 3360
	Truck Weight - Gross:

Navigation Pane

Views Themes Controls Header / Footer Tools

ab| Aa XXXX

Insert Image

Logo Title Date and Time

Add Existing Fields Property Sheet

Switchboard Crew-Route Observational Data

Crew-Route Observational Data

Date: 5/27/2014

Driver: Travers, Steve

Truck Number: 35

Start Time: 7:05 AM

Thrower: Mike Hanley

Route End Time: 11:40 AM

Data Person: Hoffman, Everett

Weather Route Issues Observations Time and Weights Resident Comments Notes

Navigation Pane

Resident Comments:

Spoeck with a lady on Cambridge Terrace, a participant. She hoped that the program would go city wide. I encouraged her to fill out her survey.

Views Themes Controls Header / Footer Tools

Insert Image

Logo Title Date and Time

Add Existing Fields Property Sheet

Crew-Route Observational Data

Date: Driver: Truck Number:

Start Time: Thrower:

Route End Time: Data Person:

- Weather
- Route Issues
- Observations
- Time and Weights
- Resident Comments
- Notes

Feedback about last week:

Notes on upcoming holidays:

Navigation Pane

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Cut Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Save Delete More New Totals Spelling Replace Go To Select Find Text Formatting

Switchboard Crew-Route Observational Data Monitoring Data Entry Form

Monitoring data Find Street Find Bin Open Filter/Sort Filter On/Off

Day: Bin:

30-Mar-15	95	<input checked="" type="checkbox"/>	73-75	Upland Road	CONTAMINATION	50% FILL LEVEL	<input type="checkbox"/>	<input type="checkbox"/>	WEIGHT	FILL LEVEL NOTES
30-Mar-15	95	<input type="checkbox"/>	73-75	Upland Road	CONTAMINATION	FILL LEVEL	<input type="checkbox"/>	<input type="checkbox"/>	WEIGHT	FILL LEVEL NOTES
30-Mar-15	97	<input type="checkbox"/>	79	Upland Road	CONTAMINATION	FILL LEVEL	<input type="checkbox"/>	<input type="checkbox"/>	WEIGHT	FILL LEVEL NOTES
30-Mar-15	97	<input checked="" type="checkbox"/>	79	Upland Road	CONTAMINATION	25% FILL LEVEL	<input type="checkbox"/>	<input type="checkbox"/>	WEIGHT	FILL LEVEL NOTES

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete More Totals Spelling Find Replace Go To Select

Views Clipboard Sort & Filter Records Find Text Formatting

Day	Assigned Bin #	StreetNumb	StreetName	Building Typ	Contaminatio	Fill Level	Ripped Bags	Loose Food	Total HHs	Participating HHs
3/30/2015	282	67	Dudley Street	Single Family H		75%	<input type="checkbox"/>	<input type="checkbox"/>	1	1
3/30/2015	314	20	Rindgefield Street	Apartment Bui		75%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	376	61	Clay Street	Single Family H		75%	<input type="checkbox"/>	<input type="checkbox"/>	1	1
3/30/2015	439	135	Richdale Avenue	Condominium		75%	<input type="checkbox"/>	<input type="checkbox"/>	11	8
3/30/2015	449	203	Pemberton Street	Condominium		75%	<input type="checkbox"/>	<input type="checkbox"/>	7	5
3/30/2015		14	Van Norden Street	Single Family H		50%	<input type="checkbox"/>	<input type="checkbox"/>	1	1
3/30/2015		23-25	Haskell Street	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015		79	Pemberton Street	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	3	1
3/30/2015	21	109	Jackson Street	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	94	51-53	Rice Street	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	3	1
3/30/2015	95	73-75	Upland Road	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	101	42	Sargent Street	Condominium		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	138	24-26	Fairfield Street	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	171	148-150	Raymond Street	Condominium		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	1
3/30/2015	240	31-33	Cambridge Terrace	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	1
3/30/2015	241	38-40	Pemberton Street	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	1
3/30/2015	247	40-42	Haskell Street	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	257	35	Rice Street	Single Family H		50%	<input type="checkbox"/>	<input type="checkbox"/>	1	1
3/30/2015	262	23	Norris Street	Single Family H		50%	<input type="checkbox"/>	<input type="checkbox"/>	1	1
3/30/2015	264	35	Norris Street	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	267	20	Norris Street	Condominium		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	285	48-50	Norris Street	Condominium		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	2
3/30/2015	303	3	Hollis Park	Apartment Bui		50%	<input type="checkbox"/>	<input type="checkbox"/>	2	1
3/30/2015	304	95	Dudley Street	Single Family H		50%	<input type="checkbox"/>	<input type="checkbox"/>	1	1
560						5	147	0	0	

Record: 1 of 560 Unfiltered Search

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All New Save Delete Records Totals Spelling More Find Replace Go To Select Text Formatting

Switchboard Not Outs Query Monitoring Data Weekly Report

Organics Monitoring Data

Day By Day	Bin Out	Participating HHs	Set Outs	Collected Weight (lbs)
3/30/2015	<input type="checkbox"/>	730	484	
3/30/2015	<input checked="" type="checkbox"/>	542	340	
Totals		1272	824	

Wednesday, July 01, 2015

Page 1 of 1

Navigation Pane

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Cut Copy Format Painter Filter Ascending Descending Remove Sort Selection Advanced Toggle Filter Refresh All Delete More Find Go To Select Size to Fit Form Windows Switch Windows

Recycling Toter Database

MapID: ML: Last Contact: Last Monitore: BuildingType:

Street Name: Street Number:

Address: Units: Compost Units:

Alternative Address: Status:

Building Name: # LgToters:

Set Out Location: # Sm Toters:

Language: # Bins:

Brochures: Trash Day:

Posters: TrashService:

TranslatedFlyers: Trash Confirmed:

GettingAssistance: Different Pick-up Day:

Rear Loader Route: RecyclingService:

Elevator Trash Chute Being Monitored Individual Setouts

Compost Refused Toters Cannot Fit More Toters Recycling in Trash Room

Organics Pilot

12 Gal Compost Toters: 12 Gal Toter IDs:

21 Gal Compost Toters: 21 Gal Toter IDs:

Maintenance Contact: Cell Phone:

Mgt Company: Mgt Name:

Address: Mgt Phone:

City: State: Zip: Fax:

Email: Web:

Management Email:

Navigation Pane

Building Added: SSR Russell Deliver DPW Deliver **Residents**

MapID	StreetNumber	ADDRESS	MEMO	DateofReque	RequestedBy	Phone#	Small
*							

FILE HOME CREATE EXTERNAL DATA DATABASE TOOLS

View Paste Cut Copy Format Painter Filter Ascending Descending Remove Sort Toggle Filter Refresh All New Save Delete More Totals Spelling Find

Views Clipboard Sort & Filter Records Find

Residents

Navigation Pane

Date: [View All Contacts](#)

Contact Name:

Unit Number:

Email:

Phone:

Acknowledgement Form: Participant:

Acknowledgement Form: Opt-Out:

Interested in Volunteering:

Language Spoken:

Number of Contacts in Building

Record: 1 of 1 Filtered Search

EXCEL SPREADSHEET – MASTER ROUTE DATA FILE

Master Route Data - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

D6

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	City of Cambridge Organics Curbside Pilot		April-14				May-14				June				July						
2	Master Route Data	AVG	4/7	4/14	4/22	4/28	5/5	5/12	5/19	5/27	6/2	6/9	6/16	6/23	6/30	7/7	7/14	7/21	7/28	8/4	8/11
6																					
7	# Households Set out	508	502	487	466	505	487	493	498	489	501	504	500	505	499	497	505	499	522	495	495
8	Total Participating Households		554	556	556	556	556	556	556	556	555	555	555	571	571	570	573	573	573	580	580
9	Lbs/HH/Week	6.62	6.77	6.32	7.34	5.98	6.24	6.57	6.83	7.61	6.19	6.79	6.60	6.46	6.05	6.32	6.10	6.54	6.54	6.54	6.54
10	Household Setout Rate (%)	85%	91%	88%	84%	91%	88%	89%	90%	88%	90%	91%	90%	88%	87%	87%	88%	87%	91%	85%	85%
11																					
12	Total Buildings		364	364	364	364	364	364	364	364	363	363	363	377	377	375	377	377	377	377	384
13	Total Setouts	325	323	315	301	323	315	314	319	310	318	322	320	327	319	316	324	317	331	321	321
14	Non-Set Outs	67	41	49	63	41	49	50	45	54	45	41	43	50	58	59	53	60	46	63	63
15	Building Set Out Rate (%)	83%	89%	87%	83%	89%	87%	86%	88%	85%	88%	89%	88%	87%	85%	84%	86%	84%	88%	84%	77%
16																					
17	HH Participating in 2-3 Unit Buildings		72%					357/503				351/501			370/528	366/518					367/520
18	HH Participating in 4+ Unit Buildings		54%					60/114				61/118			62/124	62/124					64/136
19																					
20	Total Buildings Monitored									191	108	108	63	72	89	34	109	98	39	63	63
21	Observed Contaminants									1	3	2	3	1	2	2	1	1	2	0	0
22																					
23	Start Time (from DPW)	7:16 AM	7:30 AM	7:10	7:15:00 AM	7:20	7:20	7:05	7:15	7:05	7:10	7:25	7:20	7:25	7:25 AM	7:10 AM	7:05 AM	7:10	7:20	7:25 AM	7:10
24	End Time (last stop)	11:32 AM	11:45 AM	11:20	11:15	10:50	10:40	11:05	11:05	11:40	11:05	11:45	11:30	11:45	11:20	11:10 AM	11:10 AM	11:10	11:35 AM	10:55	11:30
25	Route Time (DPW to last stop)	4:15:38	4:15:00	4:10:00	4:00:00	3:30:00	3:20:00	4:00:00	3:50:00	4:35:00	3:55:00	4:20:00	4:10:00	4:20:00	3:55:00	4:00:00	4:05:00	4:00:00	4:15:00	3:30:00	4:20
26	Route Time (minutes)	256	255	250	240	210	200	240	230	275	235	260	260	260	235	240	245	240	265	210	210
27	Time Per Stop (seconds)	47	47	48	48	39	38	46	43	53	44	48	49	48	44	46	45	45	48	39	39
28	Break		0	0	30	30	30	30	30	30	30	30	45	15	30	30	30	15	30	10	10
29	Return Time		1:30:00 PM	13:30	13:10	13:10	12:50	13:30	13:25	13:25	13:40	13:45	13:45	13:20	13:20	13:30	13:30	12:40	1:25 PM	12:30 PM	12:50
30	Total Time (from DPW and back)	6:04	6:00	6:20	5:55	5:50	5:30	6:25	6:10	6:20	6:15	6:15	6:25	6:20	5:55	6:10	6:25	5:30	6:05	5:05	5:05
31	Driver		Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T	Steve T
32	Thrower		Crews	Steve A	Joe	Joe	Fredo	Kevin A	Steve A	Mike H	Kevin A	Jahi	Steve A	Steve A	Steve A	Gary	Steve A	Kevin A	Jahi	Jem	Evan

Sheet1 Sheet2 Sheet3

READY SCROLL LOCK 85%