Chapter 8.24 Refuse & Litter Ordinance
DRAFT Rules & Regulations

The Cambridge Commissioner for Public Works ("The Commissioner") hereby adopts these Rules and Regulations pursuant to Cambridge Municipal Code Chapter 8.24:

A. All owners and occupants of all commercial, nonprofit, institutional and residential establishments shall comply with all provisions of Cambridge Municipal Code 8.24 (the "Code") and the Rules and Regulations (the "Rules") herein, unless explicitly exempted.
B. Per 8.24.030, for residential properties to participate in the City's rubbish, recyclables, compostables, and yard waste collection program, the owners must use receptacles as determined by the Commissioner of Public Works.
    1. For rubbish collection: Residents must use City-provided trash carts. Carts are provided in sizes of 35-gallon, 45-gallon and 65-gallon.
    2. For recyclables collection: Residents must use City-provided recycling carts. Carts are provided in sizes of 65-gallon and 95-gallon.
    3. For compostables collection: Residents must use City-provided Food Waste carts. Carts are provided in sizes of 12-gallon, 35-gallon, and 65-gallon.
    4. For yard waste collection: Residents must provide their own receptacles. These must be barrels less than 45-gallons in size or lawn refuse bags.
C. For City rubbish collection, receptacles shall not exceed 50 pounds per receptacle. Each household on the rubbish collection program is permitted up to 45 gallons of rubbish capacity per week. Additional trash may be set-out in an authorized overflow rubbish bag. A household may set out no more than one authorized overflow rubbish bag per week. The Commissioner may grant exemptions to this rule at their discretion. There is no weight limit for recycling or Food Waste receptacle volumes. Owners must label each authorized rubbish, recycling, and Food Waste carts with their address to distinguish which receptacle is assigned to which property.
D. Owners have up to 15 days to replace broken (including receptacles broken due to rodent damage) or lost receptacles. Broken or lost receptacles may be replaced by the City or the City's contractor. Owners are required to fill out an online form or contact Public Works to request a replacement. Owners and occupants on the City's collection program may only use the receptacles provided by the City for rubbish, Food Waste, and recyclables collection. If the City finds that carts were lost, stolen, or broken due to owner's neglect, as determined by the Commissioner or their designee in their sole discretion, the City can charge $50 per cart to replace the receptacle.
E. Recyclable Materials accepted in the City recyclables collection program shall include, but are not limited to, the following items:

Paper Items	Recyclable Plastic containers	Other accepted items
• Newspaper • Magazines • Corrugated Cardboard • Brown paper bags • All paper mail • Phone books • Catalogs & Envelopes • Soft cover books • Mixed office paper • Paper cups • Pizza boxes (empty) • Boxboard & paperboard • Cereal & pasta boxes • Shoe & tissue boxes	• Milk jugs • Bleach/detergent bottles • Soda/juice bottles • Shampoo bottles • Water bottles • Cottage cheese containers • Margarine containers • Yogurt containers • Clamshell containers • Rigid plastics • Large buckets • Laundry baskets • Plastic chairs	• Aluminum • Bottles and cans • Pie plates/trays/foil • Steel and Tin cans • Glass containers (bottles & jars)

F. Other Recoverable materials shall include all items that the State has banned for landfilling or incinerating and other items. Such items include:
   1. Asphalt pavement, brick and concrete
   2. Cathode ray tubes
   3. Clean gypsum wallboard
   4. Ferrous and non-ferrous metals
   5. Lead acid batteries and other non-alkaline batteries
   6. Leaves and yard waste
   7. Mattresses
   8. Textiles
   9. White goods (large appliances)
   10. Whole tires
   11. Mercury-containing equipment and lamps

G. Accepted Compostable materials in the City's Food Waste collection program include:
   1. All food scraps
   2. Food-soiled paper towels or napkins
   3. Cut flowers
   4. Coffee grounds and filters, tea leaves and bags (except plastic tea bags).

H. Rules for preparing and placing out refuse in the City's curbside collection programs:
   1. Recyclable materials:
      a. Place recyclables loose in the recycling receptacle.
      b. Do not place recyclables in plastic bags.

c. No food or liquids. Lightly rinse containers.
d. If Cardboard does not fit in the recycling receptacle, place it next to the recycling receptacle or nest it inside a larger cardboard box and place it next to recycling receptacle.

2. Compostable materials:
    a. All compostables are to be placed in a brown paper bag, BPI-certified compostable bag, clear plastic bag, or other bag as may be authorized by the Commissioner, prior to placing compostables in the Food Waste Cart.
    b. Large items, such as pumpkins, cut flowers, corn cobs, or watermelon rinds may be placed directly in the curbside Food Waste cart.
    c. Curbside Food Waste carts must be locked using the attached latch/lock on City-provided Food Waste carts when not in use.

3. Rubbish materials:
    a. Trash placed in rubbish carts must be bagged to prevent the escape of litter onto any public or private property between and during weekly collection.
    b. Trash or bags may not be spilling out of the top of the rubbish cart. The lid must be flush with the body of the rubbish cart at all times.
    c. Latex paint may be setout for trash collection, however the paint must be dried out and the lid must be ajar so collection crews can ensure it's no longer wet.
    d. Bulky waste: Items that don't require a permit but don't fit into a cart or overflow bag are considered a bulky waste item. Examples include a couch, table, or chair that is not a metal item. Each household is permitted to place one piece of bulky waste for rubbish collection each week.
    e. Other non-appliance metal items such as bed frames, filing cabinets, bicycles, and grills are not accepted in Rubbish and require proper disposal. To properly dispose of metal, drop-off at the Recycle Center or request a permit for disposal similar to other large items.
    f. Items designated as Household Hazardous Waste are prohibited in the trash. See here for more info.

4. Yard waste materials:
    a. Leaves and other yard waste may not be bagged in plastic bags. Place yard waste directly into a paper leaf bag (do not staple, tape, or place sticker on paper leaf bags) or barrels provided by owners or occupants of a property. Barrels used for yard waste must be marked with City-approved yard waste labels.
    b. Yard waste barrels provided by owners or occupants shall not exceed 45-gallons in size and shall not exceed 50 pounds per barrel.

c. Branches may not be greater than 1 inch in diameter, or greater than 3 feet long.
d. Christmas Trees are collected during the first two weeks of January. Trees must be bare and shall not be bagged.
e. Unaccepted materials include dirt, sand, rocks, and stumps.

5. Mattresses, TVs, white goods and other recoverable items: Mattresses, TVs, large electronics, and white goods are collected according to a schedule determined by Commissioner of Public Works. Owners or occupants shall request a permit to dispose of these items with the City based on a fee structure determined by the Commissioner of Public Works. To have items collected by the City, the owners or occupants must set-out on the curb after 6pm the evening before the scheduled collection day.

I. Zero Waste Plans: All commercial and nonprofit buildings greater than 25,000 square feet and all residential buildings with 13 households or more shall annually provide a Zero Waste Plan to the Commissioner of Public Works or their designee. The Commissioner of Public Works or his or her designee may request additional or revised zero waste plans outside of the annual period, as needed.

1. Contents of Plan. Each plan will cover the following items:
    a. Contact information for owner, property manager, or other responsible part(ies) including phone number, email, and mailing address,
    b. Name of waste collection vendor(s) and what each collects and how frequently,
    c. Volumes of recyclable, compostable and rubbish materials collected weekly (in pounds, gallons or cubic yards),
    d. (if applicable) Method for handling mattresses, textiles and other recoverable materials,
    e. For commercial buildings, whether common areas have containers for separating compostables and recyclables,
    f. Information on how owners are educating their tenants to comply with the Code and Rules. At a minimum owners must perform the following tasks:
        i. Periodically inspect recycling and Food Waste receptacles and indoor containers for contamination and inform tenants if receptacles are contaminated and of the requirements to keep contaminants out of those receptacles pursuant to these regulations.
        ii. Provide information annually to employees, contractors, tenants, building residents, and customers about proper sorting to comply with this Ordinance. The City can provide supporting info to owners to forward along to tenants upon request.
        iii. Provide information within fourteen 14 days of new occupation of the premises to new tenants, and no less than 30 days before tenants

move out of the premises, unless a tenant does not provide 30 or more days' notice to before moving out, that describes requirements to sort recoverable materials and the location of containers and the rules governing their use at the property.

2. The format for submitting Zero Waste Plans will be through an online form, however if an owner needs assistance, they may call Public Works.
3. Owners may submit annual Zero Waste Plans through their dumpster license renewal, or according to this schedule:
    a. Commercial properties: Due on January 15.
    b. Residential properties: Due on July 15.
4. For a campus with multiple properties, or a property on which multiple buildings share services, the Property Manager may request to submit one Zero Waste Plan for entire campus.

J. Solid Waste Fines. Fines for violations of Chapter 8.24 shall be issued as followed, provided that the Commissioner or the Commissioner's designee may waive a fine or reduce a fine. Warnings and fines older than three years are excluded in the violation count so long as the fines have been paid.

Violation:	**1st Violation**	**2nd Violation**	**3rd Violation**	**4th Violation**	**5th or more Violation**
Carts left out after 6:00 PM on collection day	Warning	$50	$100	$200	$300
Carts set-out at curb too early (before 6:00 PM on evening prior to collection day)	Warning	$50	$100	$200	$300
Carts or bulky waste set-out in manner to impede use of Sidewalk	Warning	$50	$100	$200	$300
Appliance / Large Item set-out without a Permit	Warning	$50	$100	$200	$300
Waste not contained by barrels (i.e. loose trash left on City property)	Warning	$50	$100	$200	$300
Trash Bags violation (Bag less than 3mils used, or bags placed at curb before 5:00 a.m. on collection day)	Warning	$50	$100	$200	$300
Bags/ Barrels Over 50 lbs	Warning	$50	$100	$200	$300
Item not accepted in trash	Warning	$50	$100	$200	$300
Waste sorted or prepared incorrectly for collection	Warning	$50	$100	$200	$300
Broken Cart not replaced within 15 days	Warning	$50	$100	$200	$300