

QUICK REFERENCE RECYCLING CHART

ITEMS TO BE RECYCLED IN YOUR BLUE SINGLE STREAM TOWN RECYCLING CART			
ITEM	YES	NO	HOW
MIXED PAPER, NEWSPAPERS, CATALOGS, MAGAZINES, BOOKS & SHREDDED PAPER	Clean newspaper, advertising inserts, magazines, catalogs, junk mail, computer paper, office paper, colored paper, stationery, bills, shredded paper, phone & softcover books, plain gift wrap.	All other paper including soiled paper, non-paper bags such as plastic or TYVEK, overnight delivery envelopes, bubble wrap, hardcover books and product samples.	Place all paper items loose into single stream recycling container. Staples are OK. Remove book covers if hard. No plastic bags.
PAPERBOARD, BOXBOARD, FIBERBOARD, CHIPBOARD	Paperboard examples include: pasta, cereal, shoe & cracker boxes, beverage containers, paper towel and toilet paper tubes, paper egg containers, frozen food boxes, etc.	Plastic or wax paper inserts. Boxboard that has been contaminated by food/grease.	Break down or fold boxes and place loose into single stream recycling container. Plastic or wax paper inserts must be removed.
CORRUGATED CARDBOARD	Clean cardboard with a wavy middle layer of brown paper. Must be no larger than 3' x 3' pieces.	Greasy/soiled pizza boxes, wax or foil coated cardboard,	Break down/fold cardboard and place loose into single stream recycling cart.
GLASS CONTAINERS, STEEL ALUMINUM and TIN CONTAINERS and ALUMINUM FOILS	Glass jars and bottles. Aerosol cans for cooking, hair, deodorant, and air fresheners. All steel and aluminum food and beverage containers. Aluminum cans, foil and disposable foil pans.	All other metal aerosol containers including hazardous materials or paint cans and poison containers, scrap metal.	Rinse empty containers and place loose into single stream recycling cart; metal can lids are OK in the can; labels are OK. No plastic bags. Clean foils OK.
PLASTIC #1 through #7 CONTAINERS And RIGID PLASTICS	All food, beverage and household plastic containers or packaging with a #1, 2, 3, 4, 5, 6 or 7 recycling triangle. Also, hard plastics, including large toys, buckets, plastic furniture, totes, etc.	Styrofoam; plastic bags, motor oil and anti-freeze containers; even if marked with a recycling triangle symbol.	Rinse and place loose into single stream recycling cart. Remove and discard caps or lids; labels OK; No plastic bags, no metal pieces
MILK & JUICE CARTONS & JUICE BOXES (aka: ASEPTIC PACKAGING)	Gable top shaped paper containers (milk-type containers) up to three gallons in size, and the small, single serving juice boxes.	Any aseptic package over three gallons in size.	Rinse clean and place loose into single stream recycling cart.
ITEMS THAT CAN BE RECYCLED AT THE TRANSFER STATION, 7/1/2017			
ELECTRONICS	Electronics, such as TVs, Computers, Monitors and Printers, can be brought to the Transfer Station for Free Recycling Drop-off	Do not place in your trash or recycling cart.	Bring Electronics directly to the Transfer Station
BEDDING	Mattresses and/or Box-Springs are recycled at the Transfer Station.	No Futons, Bed Bugs, Water Beds, Wet or Severely Damaged Beds	Bring the Bedding directly to the Transfer Station
YARDWASTE	Leaves, Grass, Brush, Clippings, Logs & Stumps	Do not place in your trash or recycling cart	Bring Yard waste directly to the Transfer Station
SCRAP METAL, MOTOR OIL, ANTIFREEZE & CAR BATTERIES	Accepted at the Transfer Station during normal operating hours.	Do not place in your trash or recycling cart	Call 647-3200 ex. 3 for more information

Town of Manchester

**Residential Guide to
Curbside Waste Collection Services and
the Manchester Transfer Station
311 Olcott Street, Manchester, CT 06040
(860) 647-3200, option 4**



This brochure contains information on curbside trash & recycling collection, bulky waste collection, household hazardous waste collections, leaf collection and composting, the Transfer Station and other important Sanitation Division information.

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Important Phone Numbers

- Sanitation Division Office Hours
Monday-Saturday, 7:15 AM - 3:00 PM.....860-647-3200, ext.4
- Trash, Recycling & Yard Waste Collections.....860-647-3200, ext.1
- Scheduling Bulky Waste Item Collections.....860-.647-3200, ext.2
- Recycling Information.....860-647-3200, ext. 3
- Landfill Odor Complaint number.....860-647-3257

Transfer Station Hours of Operation and Holiday Schedule

- Transfer Station: Monday - Saturday, 7:15 AM to 3:00 PM
- The Transfer Station is closed on New Year’s Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.

For More Detailed Information, please visit our websites at:

<http://www.ManchesterRecycles.org>

&

<http://Sanitation.TownofManchester.org>

8. Manchester Residents Using the Town's Transfer Station



The Transfer Station is for the use of Manchester residents only. All residential users of the Transfer Station must either qualify to purchase a yearly Transfer Station permit or may pay for each load that is brought in. Proof of residency is required in the form of a Connecticut Driver's License. A gas or electric utility bill, current lease/mortgage documents, may be required to verify residency and/or recent ownership of new occupancy.

The current fees for **2017-2018** are as follows:

Permit - (Valid July 1 through June 30)	\$20.00 per vehicle
One permit per residence, all waste must come from your home ONLY. The vehicle that is permitted cannot be used for business purposes.	
Cars, Minivans and SUVs	\$2.00 per car load
Pick-up Trucks, Cargo Vans & Trailers	\$4.00 per load

Acceptable items at the transfers station that require payment of the per-car load fee include household trash, oversized items (furniture, household goods), construction & demolition debris, scrap tires off-rim, yard wastes (brush, logs, trees & stumps), concrete, asphalt, rock and brick.

There is **NO CHARGE** to bring recyclables or leaves and grass to the transfer station. Recyclables are cardboard, papers, bottles & cans, hard oversized plastics, textiles, mattresses & box-springs, electronics, propane tanks, lead-acid batteries, motor oil, anti-freeze, scrap metal & appliances.

Use of the Transfer Station is regulated by Rules and Regulations adopted by the Board of Directors. For more information, visit the Sanitation website: <http://sanitation.townofmanchester.org> or call 860-647-3200, ex. 4.

Illegal Dumping

You've seen it...a truck dumping tires, furniture or trash in an alley or litter being thrown from a car. It's called illegal dumping, and it's a serious problem. Illegal dumping is a felony. Help us catch illegal dumpers. Jot down a license plate number and call the illegal dumping hotline at 860-645-5500.

Introduction

1.

Every resident in the Town of Manchester has a stake in managing the amount of waste that you generate. You can produce less waste by practicing the 3R's: **Reduce, Reuse, & Recycle!**

Reduce the amount and toxicity of the trash you discard; buy products that are less toxic and/or contain less packaging.

Reuse containers and products; repair what is broken or give it away to someone who can use/repair it.

Recycle as much as possible, including buying recycled content products.

Who is required to recycle?

Everyone! The Mandatory Recycling Act went into effect in Connecticut on January 1, 1991. It applies to every business, every household, every institution and every governmental agency.

How much trash does a typical household generate?

According to 2015 EPA figures, Americans dispose of about 4.5 pounds of trash per person, per day, and about 1.5 lbs. of recycling. Studies indicate that at least half, if not more, of the 4.5 lbs. of trash are actually recyclable materials being disposed of as trash.

How do I recycle?

It's easy! Manchester uses a fully automated, bi-weekly Single Stream collection system for recycling. Unlike the old system whereby certain materials had preparation requirements, such as bundling cardboard or bagging loose paper, the new system allows residents to mix all recycling in one large, 95 gallon wheeled cart. Simply take any item that is recyclable and place it into the cart. For some paper packaging, it helps to breakdown or collapse the box to conserve space in the recycling cart. Although a thorough washing of food and beverage containers is not necessary, please rinse them out.

The Connecticut Department of Environmental Protection has recently issued a new Solid Waste Management Plan for Connecticut that calls for increasing the State recycling rate from the current rate of 30% to 60% by 2024. Manchester is doing its part by offering automated, bi-weekly Single Stream recycling collection at the curb to make it easy and convenient to recycle.

2. Curbside Trash Collection



Trash is collected in Town issued, wheeled trash carts. The carts must be within 2' feet of the curb with the arrow on the lid facing the street; 10' feet from parked vehicles, and at least 3' feet from other obstructions, including fences, mailboxes, telephone poles, recycling bins, yard waste and bulk items.

- Trash must be curbside by 6:00am on your normal collection day.
- Trash **will not** be collected if the cart is backwards or overloaded (the cart lid must be halfway closed).
- Trash not placed in a trash cart for collection **will not be** collected.
- Trash placed in non-Town carts or on the ground in cardboard boxes or plastic bags **will not be** collected.

Town ordinance prohibits trash carts from being placed at the curb more than 24 hours before collection and requires the removal of the empty carts from the curb by 12:00 noon on the day following the collection.

Holiday Schedule: There is NO trash collection on:

New Year's Day, Memorial Day, Independence Day July 4th,
Labor Day, Thanksgiving Day, Christmas Day

When one of these holidays occurs on a regularly scheduled collection day, collection will be delayed one day for the rest of the week.

These are the ONLY holidays that result in a change in the collection schedule.

Missed Collections:

There are several reasons why your trash might not have been picked up on your collection day:

- The cart was placed out late to the curb.
- The cart may have included prohibited materials.
- A parked car or other object may have blocked the cart.
- Your cart was set out in the wrong place.
- A truck breakdown or other unforeseen circumstance may have prevented service to your street or neighborhood.

If your trash was missed, a notice indicating the reason why it was skipped should be left with the cart. For more information, call 860-647-3200, #1

Household Hazardous Waste Collections Do's and Don'ts

7.

DO

Aerosol Cans (Paint/Automotive)
 Brake Fluid
 Chemical Paint Strippers
 Chemistry Kits
 Cleaning Fluids
 Compact Fluorescent Light bulbs
 Degreasers
 Energy Efficient Bulbs
 Fertilizers
 Fire Extinguishers
 Flammable Liquids
 Flea Powder, Dips & Sprays
 Florescent Tube Lamps (*all shapes*)
 Florescent Lamp Ballasts
 Fungicides
 Gasoline
 Hair Dye
 Hearing Aid Batteries
 Herbicides
 Kerosene
 Latex Paint **
 Lead Paint
 Lead Paint Chips
 (*must be wet & double bagged*)
 Muriatic Acid
 No Pest Strips
 Oil Based Paints **
 Paint Removers
 Paint Thinners
 Pesticides
 Photography Chemicals
 Poisons
 Polishes/Home Cosmetics
 Pool Chemicals
 Propane cylinders
 (*small canisters/plumbing type*)
 Rechargeable Batteries
 Rodent Killers/Slug Baits
 Smoke Detectors*/Alarms*
 * *No Commercial /Industrial*
 Stains
 Wood Preservatives

DON'T

Acetylene Cylinders
 Asbestos *
 Any Unknown Waste Materials
 Medical Wastes
 - Oxygen Bottles
 - Needles
 Radioactive Wastes
 Substances Regulated by
 Drug Enforcement Administration
 including prescription medications ***
 Unknown/commercial-style Gas Cylinders
 20 pound Propane Tanks ****

* Contact the Sanitation office
 (860) 647-3200, extension #3
 for proper disposal instructions

** Latex & Oil Based Paints
 can be recycled at Sherwin
 Williams Manchester Stores
 Visit www.PaintCare.org for more info

*** Contact the Manchester Police Dept.
 for info on their prescription drug
 take back container at their offices
 (860) 645-5500

**** This style of BBQ propane tank
 is accepted at the Town's Transfer
 Station. See page 8 for details.

6. Seasonal Household Hazardous Waste Collection Events

Household Hazardous Waste (HHW) is generally defined as a household waste that is toxic, flammable, reactive or corrosive. Common HHW includes oil-based paints, thinners, pool chemicals, pesticides, mercury thermometers and thermostats, and gasoline. The Town's HHW seasonal collection events provide an opportunity to manage these wastes in an environmentally safe manner and dispose of all those items we tend to accumulate in our kitchens, basements, garages, shed, and workshops.

Manchester is home to a regional center for household hazardous waste collection. This center is operated by the Capitol Region East Operating Committee (CREOC) and is adjacent to the Manchester Transfer Station on Olcott Street. It is open Saturdays from 8:00 a.m. to 1:00 p.m., three times each Spring and three times each Fall.

Check <http://sanitation1.townofmanchester.org/index.cfm/household-hazardous-waste-collection/> for the most current dates.

To use the HHW Collection Center, bring a DRIVER'S LICENSE, TAX BILL OR CAR REGISTRATION to prove residency.

This is your opportunity to safely dispose of oil and lead based paints, stains, acids, automotive fluids, insecticides, herbicides, fertilizers, chemicals, household cleaning products, and other hazardous materials which may have accumulated at your home, in your basement, or garage.

PLEASE LEAVE ALL MATERIALS IN ORIGINAL CONTAINERS.
DO NOT BRING latex paint, waste oil, or antifreeze. Waste oil and antifreeze are accepted at our Transfer Station for recycling. Latex paint can be dried out and then disposed of as regular trash. Use cat litter, sawdust or crumpled/shredded newspapers to expedite drying latex paint.

PaintCare Paint Recycling Program



In 2013, PaintCare launched a statewide paint recycling program. Eligible paints and stains are being collected at both Manchester Sherwin-Williams locations. For more information, please see www.PaintCare.org, or give us a call at 860-647-3200, option 4.

Yard Waste Collection

Yard waste is collected weekly, from the 3rd full week in March through the 2nd full week of January on your regular collection day. A separate truck will collect yard waste materials.

- **Brush** - must be cut to 4 feet or less in length, tied and bundled and be 40 pounds or less. Branches must be less than 4 inches thick.
- **Leaves, Grass Clippings, Shrubbery Trimmings** - these items must be in paper bags weighing less than 40 pounds. (*Paper bags are available for sale at the Sanitation Office, Senior Citizens Center Community Y and Town Hall during regular business hours.*)
- **Christmas Trees** - considered yard waste and will be collected at curbside. After the second week in January, trees **MUST** be brought to the Transfer Station for disposal. *Residents are reminded that the trees are recycled into wood chips. Therefore, please remove any plastic bags, ornaments, lights or stands from your tree before you place it at the curb. These items are not recyclable and present a safety hazard to both equipment and personnel. Trees contaminated with these items will not be collected.*
- Yard waste in plastic bags, trash/recycling carts or cardboard boxes **will not** be collected.

Bulky Items

To schedule a collection for Bulky Waste, please call **860-647-3200, ext. 2**, by no later than 2:00 P.M. of the business day prior to your normal collection day. Each dwelling unit that is serviced by the Town's program will receive two (2) free Bulky Waste collections between July 1st and June 30th. Additional collections can be scheduled in advance for a cost of \$40.00. This cost must be paid in advance. Bulky items can also be delivered to the Transfer Station by residents for a nominal fee; proof of residency is required to use the Transfer Station. The following materials can be collected curbside

- **Furniture & Bedding** - *Mattresses & Box-springs*
- **Carpeting** - *rolled/bundled, no longer than 4' & weigh < 40 lbs.*
- **Appliances** - *remove doors from refrigerators & freezers*
- **Water heaters** - *50 gallon capacity or less*
- **Covered Electronic Devices** - *Televisions, Computers, Computer Monitors and Printers*
- **For \$10.00 each, Toilets and Sinks** can be collected with advanced payment.

Items/Materials that are NOT Collected at Curbside

Any item related to home improvement or home remodeling **WILL NOT BE** collected at the curb. This includes: doors, windows, cabinets, building materials, countertops, bathtubs, lumber, shingles, plaster, sheet rock, pipe, sheds, fencing, etc., dirt, stones and rocks, hazardous and toxic materials, bowling balls, auto parts, scrap tires, stumps and roots.

The following materials are no longer eligible for Bulky Waste collection, but can be disposed of as recyclable items at the Transfer Station; proof of residency is required to use the Transfer Station.

- a. Scrap Metal
- b. Motor Oil
- c. Car Batteries

Paint is not collected at the curb. *See page 6 for information on the PaintCare paint recycling program for recycling of all types of paints.*

Scrap Tires are no longer eligible for curbside collection. The Town recommends disposing of them at an automotive center as part of the purchase of new tires, or they may be disposed of at the Transfer Station for a nominal fee.



Curbside, Single Stream Recycling

By using your Town issued wheeled recycling cart, it is easier than ever to recycle a variety of materials thru Single-Stream Recycling. Simply place all eligible materials loose into the cart and place it at the curb on your designated collection day. Recycling carts are blue in color and must be within 2 feet of

the curb with the arrow on the lid facing the street; 10 feet from parked vehicles, and at least 3 feet from other obstructions, including your trash cart. You can obtain a bi-weekly collection schedule calendar by visiting www.ManchesterRecycles.org or by calling 860-647-3200, ex.3

There is no need to separate or sort recyclable items. Place all combined recyclables into the cart. **DO NOT** gather recycling in plastic bags or put plastic bags in the cart. Plastic bags can often be recycled at your local retail grocery store. The following materials are collected in the recycling carts:

Metal Food and Beverage Containers (Steel, Aluminum and Tin):

Includes steel cans, aluminum foil, aluminum pans, aluminum food trays, pet food cans, and aerosol cans from food, household and beauty products. **RINSE AND CLEAN.** Place metal lids inside containers. Do not remove labels. Place loose into your recycling cart.

DO NOT recycle aerosol paint cans or automotive product cans.

Glass Food and Beverage Containers (All Colors):

Includes all containers for food, alcoholic and non-alcoholic beverages. Rinse clean, throw away caps; do not remove labels. Place loose in your recycling cart. **DO NOT** RECYCLE drinking glasses, plate glass, mirrors, light bulbs, dishes or ceramics.



Plastics: PETE HDPE V LDPE PP PS OTHER

Includes #1, #2, #3, #4, #5, #6 and #7 food, soda, juice, beverage and household containers, detergent bottles, jars and jugs; Rinse clean, throw away caps and place into your recycling cart. **As of March 2014**, we accept hard oversized plastics, including, buckets, bins, pails, large toys, and lawn furniture. **DO NOT** recycle any Styrofoam, motor oil or antifreeze bottles.

Paper:

Includes newspaper, magazines, catalogs, office paper, colored paper, computer paper, telephone and softcover books, boxboard containers, such as cereal boxes (remove plastic liner bag), pasta, cake, shoe and gift boxes, milk containers, juice containers and juice boxes (remove caps and straws) junk mail, such as paper envelopes, loose mail such as flyers, coupons, brochures, stationary, shredded paper (place in brown bag). Staples are OK.

DO NOT place any paper(s) into plastic bags.

Unacceptable Paper Materials include:

Any kind of tissue based product. Also, **non-paper bags** such as Plastic or TYVEK bags, overnight delivery envelopes, plastic bags or wrapping, bubble wrap, hardcover books* *can be recycled w/ hardcovers removed.*

Corrugated Cardboard:

Clean corrugated cardboard should be broken down/flattened and placed loose into your recycling cart. Please make sure that the lid on the recycling cart can close at least half-way when cardboard is placed into the cart.