

**RAPHO TOWNSHIP MUNICIPAL WASTE
POLICIES AND PROCEDURES**

The following policies and procedures are intended to be followed by the Contracted Municipal Hauler, private haulers which have been permitted to collect waste and recyclable materials in Rapho Township, and residents and business owners of the Township. These policies and procedures, and the definitions of terms herein, are in compliance with Rapho Township Ordinance #2014-2.

1. **Hours:**
 - a. All Regulated Residential, Non-Residential, and Multi-Family Municipal Waste and Designated Recyclable Materials shall be collected between the hours of 5:00 a.m. and 6:00 p.m.

2. **Days:**
 - a. Collection of Regulated Municipal Waste and Designated Recyclable Materials shall be on Monday through Saturday.
 - b. Collection of Designated Recyclable Materials shall be on the same day as collection of Regulated Municipal Waste is collected. Materials shall be collected at least one time per week.
 - c. Collection of tires and white goods shall be made at least once annually on any day but Sunday. Customers shall make arrangements with Permitted Collectors for these items.
 - d. Private haulers shall not collect on the same streets in the Township on the same day as the Contracted Municipal Hauler. Addresses to be included in a given day's collection may be provided to the private haulers upon request to avoid confusion.
 - e. Saturday collection will be permitted if a holiday has occurred in the week preceding the Saturday on which collection is to be made or if a holiday will occur on the Monday or Tuesday of the week following the Saturday collection. Saturday collections due to holidays may begin at 12:00 midnight.

3. **Missed Collections:**
 - a. Missed pick-ups and collection days which fall on legal holidays shall be made up on any day other than a Sunday. Special Saturday collections due to holidays may begin at midnight.

4. **Backyard Composting:**
 - a. Residential Units may compost Yard Wastes which are generated at said Residential Unit according to the following guidelines:
 - i. Backyard Composting must be done in strict compliance with accepted standards and guidelines of the Penn State Cooperative Extension Service, PA Department of Environmental Protection, and/or the Lancaster County Solid Waste Management Authority (LCSWMA).
 - ii. Composting must be done within an enclosed structure that controls access to animals and vectors.
 - iii. Only Yard Wastes or other vegetative matter may be composted. No meat or Putrescible Waste may be composted.
 - iv. Compost must be turned and mixed on a regular basis to prevent odors, attraction of vectors and to ensure degradation of materials being composted.
 - v. Backyard Composters must be placed no less than one (1) foot from any property line.

5. **Collection Permits:**

Collection Permits will be issued by the Township to private haulers on an annual basis, following a December 1-November 30 issue date schedule. Collection Permits will be issued annually under the following conditions:

 - a. Haulers must provide a list of all Residential, Non-Residential, and Multi-Family property customers in the Township. This list will be cross-checked with the list provided by other haulers and the customer list maintained by the Township for the Municipal Contracted Hauler to ensure that every property in the Township is served by curbside collection.
 - b. Haulers must provide proof of liability and workers' compensation insurance.
 - c. Haulers must provide a schedule of collections and identify the location where materials are disposed.

6. **Appeal Process for Collection Permit Denial or Suspension/Revocation:**
 - a. Appeals to the Board of Supervisors must be submitted to the Municipal Secretary within ten (10) days of Collection Permit denial or suspension/revocation.
 - b. The Board of Supervisors shall render a written decision within ten (10) days of the date the Appeal is heard. Appellant has the right to appear before the Board of Supervisors.

7. **Recycling Containers:**
 - a. The Municipal Contracted Hauler shall supply one 64-gallon cart to each customer to be utilized as a container for the collection of Recycling Materials. All recycling materials shall be placed in the supplied cart for pick up and no other container may be used.

8. **Enrolling in the Municipal Contract**
 - a. Residential, Non-Residential, and Multi-Family properties may enroll in the Municipal Contract at any time during the calendar year.
 - b. Property owners may receive a \$10 discount if the bill is paid for the entire year in the first quarter of the contract period (invoice due in June). Property owners that enroll in the contract after the first quarter cannot receive a discount until the new contract year.
 - c. Properties that are served by the Municipal Contracted Hauler will remain in the municipal program unless ownership changes.
 - d. If a property that is enrolled in the municipal program is sold, the Township will forward a letter to the new property owner(s), offering them the opportunity to opt out of the program, if they respond within 30 days and provide the name of their new hauler. During that time, the Municipal Contracted Hauler will continue to collect waste placed at curbside on the designated collection day. If no response is received within 30 days, the property will automatically continue enrollment in the Township program. If the property remains enrolled in the contract, the property owner(s) will be billed from the date of property purchase.

9. **Materials to be disposed in Municipal Contract**
 - a. The Municipal Contracted Hauler shall supply one 96-gallon tote to each customer to be utilized as a Refuse Container for the collection of trash. All trash shall be placed in the supplied tote for pick up and no other trash container may be used.
 - b. Extra service tags may be purchased at the Township office for \$1.25 per bag. Customers may place up to three extra bags at curbside per week, with tags.
 - c. Oversized item tags may be purchased at the Township office for \$4.00 per tag. Customers may place up to two oversized items at curbside per week, with tags.
 - d. Recyclables are collected in a single stream – aluminum, clear glass, colored glass, steel cans, plastics, and corrugated cardboard may all be recycled in one container. The amount of recycling to be placed at curbside is unlimited. Plastic bags may not be recycled. Shredded paper may not be recycled.
 - e. Yard waste is picked up at curbside seven (7) times between April and October. Yard waste must be placed in biodegradable bags. Branches may be placed in bundles tied with biodegradable twine in 4' lengths, not exceeding 30 lbs.
 - f. Leaves are picked up at curbside in biodegradable bags four days per year between October and December. Biodegradable bags for use at curbside or in the Township yard waste recycling facility are available for purchase at the Township office for 30 cents per bag.
 - g. Tires and white goods are picked up twice per year, with tags. Tags may be purchased at the Township office for \$3.00 per tire and \$15.00 per white good item. Customers wishing to have tires and white goods picked up at curbside should provide their addresses to the Township prior to collection day.
 - h. Collection calendars for the Municipal Contracted Hauler will be mailed to customers once per year.

10. **Placement of containers**
 - a. Regulated Municipal Waste or Designated Recyclable Materials shall be placed at curbside the night before the day of collection. No materials shall be placed at curbside for collection more than twenty-four (24) hours in advance of the scheduled time for collection. Refuse Containers must be removed from the curb no more than 24 hours after collection.

- b. Regulated Municipal Waste or Designated Recyclable Materials from Residential Units shall not be stored at curbside prior to collection. Materials shall be stored in containers which shall prevent the contents from being scattered by wind and rain or torn by rodents or other vermin.
- c. Regulated Municipal Waste and Designated Recyclable Materials from Multi-Family Units and Non-Residential Units may be placed in bulk containers of suitable size, shape and material so as to prohibit the contents from being scattered by wind and rain or torn by rodents or other vermin.
- d. No Regulated Municipal Waste or Designated Recyclable Materials shall be blown, scattered or deposited upon the ground in the process of collection.
- e. Battery bags may be placed in Designated Recyclable Materials single stream collection containers. Each Permitted Collector shall collect and deliver all battery bags placed at Curbside by Residential Units separately to a Lancaster County Solid Waste Management Authority battery drop-off location. Battery bags are available to all residents at no charge at the Township office.

Effective 7/1/22