



Peterborough Recycling Center

Site Operating Plan Routine Operating Plan Guidelines for Facility Use

TOWN OF
PETERBOROUGH NH

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Table of Contents

Introduction	1
Peterborough Recycling Center Mission Statement	1
A. Hazardous Wastes and Spills	2
B. Site Operating Plan for Recycling Center	3
1. Facility Identification.....	3
1.1 Physical address:.....	3
1.2 Mailing address:.....	3
2. Permit Holder, Property Owner, Operators.....	3
3. Type of Facility	3
4. Facility Capacity	3
5. Facility Service Type.....	3
6. Facility Service Area	4
7. Authorized Waste.....	4
8. Employee Training Program.....	4
9. Record Keeping and Reporting	4
10. Permit Numbers and IDs	4
C. Routine Operations Plan	5
1. Hours of Operation.....	5
2. Facility Access Control & On-Site Traffic Patterns	5
3. Waste Acceptance and Rejection Procedures	5
4. Received and Outgoing Waste Recording	5
5. Storage Time and Capacity Limits for all Received Waste	6
6. Collection, Storage, Transfer, Processing, Treatment, and Disposal Records	6
7. Facility Maintenance, Inspection, and Monitoring Plan.....	6
8. Contingency/Emergency Plan.....	7
8.1 Emergency Contact Information	7
8.2 Emergency Contact Procedure	8
9. Assisting Customers with Offloading	8
10. Cash Policy.....	8
11. Customer Violations and Dispute Guidelines	9
D. Guidelines for Facility Use.....	10
1. Compulsory Recycling.....	10

2. Permitting 10

3. Supervision..... 10

4. General Guidelines for the Enforcement of Facility Rules 10

5. Customer Dispute 10

6. Pay-As-You-Throw Program..... 11

 6.1 Retail Locations for Purchase of Approved Bags 11

7. Acceptable Materials and Separation..... 12

8. Prohibited Waste 13

9. Recycling Center Fees..... 13

10. Check-in..... 14

11. Scrapping..... 14

12. Shopping/Picking & Hold Policy 14

13. Staff Picking Policy..... 15

14. Items as Town Property 15

15. Off-Limit Areas 15

16. Scrap Metal Drop-off 15

17. Origin of Acceptable Materials 15

18. Commercial Haulers 15

19. Trespassing..... 16

20. Peterborough Recycling Advisory Committee..... 16

21. Unsafe Practices 16

Introduction

The purpose of this document is to provide clear information relative to the operation and use of Peterborough's Recycling Center. A Recycling Center SOP is required by NH DES, and has been authorized by Peterborough's Select Board through §86: Transfer Station – Recycling Center.

The Site Operating Plan (SOP) section contains information about how Town of Peterborough will conduct operations at the facility, but is not intended to be a comprehensive operating manual. The SOP represents general instruction for management and personnel to operate the facility in a manner consistent with public and organizational expectation, and also with careful consideration for the environment, public safety, and the health and safety of Town employees. A more detailed state-mandated SOP is kept on file at the Recycling Center, and available upon request.

The Routine Operating Plan (ROP) section contains basic information relative to facility location and access, guidelines for authorized and prohibited wastes, records keeping, cash receipt and financial management policies, emergency and contingency plans, and protocols for dealing with customer disputes. The ROP represents general instruction for the routine operation of the facility.

The Guidelines for Facility Use (GFU) section establishes the basic rules of use for customers of the facility. As every circumstance cannot be documented, this section is not intended to be a comprehensive list of all possible rules and regulations. Per town code, discretionary authority has been granted to the Recycling Center Facility Manager to ensure the facility remains a friendly, safe, and equitable operation. Many of the specific details in this section originated from a 2014 citizen led task force focused on establishing fair and impartial rules and guidelines for the facility.

Peterborough Recycling Center Mission Statement

The Peterborough Recycling Center's mission is to serve the residents of Peterborough and Sharon according to NH General Court RSA: 149-M.

To protect human health, to protect the environment, and to conserve precious and dwindling resources through the proper and integrated management of solid waste:

- By diverting as much as possible from our municipal waste stream by means of recycling, composting, community-based reuse, and public education;
- And, as market conditions allow, creating revenue to defray the operating costs of Peterborough's Recycling program.

A. Non-Household Hazardous Wastes and Spills

WHAT TO DO IF NON-HOUSEHOLD HAZARDOUS WASTE IS BROUGHT INTO THE RECYCLING CENTER:

- Isolate
- Call Peterborough Fire Department at (603) 924-8090 or 911
- Keep everyone away from the Hazardous Materials
- Call Peterborough's DPW Director and Town Administrator at (603) 924-8000 ex. 101
- Call Environmental Protection Agency at (866) 372-7745

WHAT TO DO IF A NON-HOUSEHOLD HAZARDOUS MATERIAL IS SPILLED AT THE RECYCLING FACILITY:

- Call Peterborough Fire Department at (603) 924-8090 or 911
- Keep everyone away from the Spill Site
- Call NH DES Spill Response Team:
 - Monday to Friday, 8am to 4pm at (603) 271-3899
 - Evenings and Weekends, NH State Police at (603) 223-4381

B. Site Operating Plan for Recycling Center

1. Facility Identification

1.1 Physical address:

Peterborough Recycling Center
1 Scott Mitchell Rd.
Peterborough, NH 03458
Phone: (603) 924-8095
Fax: (603) 924-8011

1.2 Mailing address:

Town of Peterborough
Attn: Recycling Center
1 Grove St.
Peterborough, NH 03458

2. Permit Holder, Property Owner, Operators

Town of Peterborough, NH
1 Grove St.
Peterborough, NH 03458
(603) 924-8000

Permit #: DES-SW-TP-96-022

Operators: 3 full-time. Names, operator's certificates, certification numbers, and weigh-master licenses are posted in the office of the Peterborough Recycling Center, and are available upon request.

3. Type of Facility

Drop-off, collection, storage, and transfer facility.

4. Facility Capacity

485 cubic yards. Municipal Solid Waste is placed in a 50 yard compactor can, and is hauled away every Thursday. Average weight of the MSW haul 9-13 tons per week. Construction and demolition waste is placed in a 40 yard open-top container, which is hauled on average once per week.

5. Facility Service Type

Limited public facility.

6. Facility Service Area

Residents of Peterborough, NH and Sharon, NH that have purchased and hold a valid Recycling Permit are eligible to use the Recycling Center.

7. Authorized Waste

Source separated recyclables, municipal solid waste, construction and demolition waste, universal wastes, brush, un-treated lumber, and yard waste.

8. Employee Training Program

Training takes place on an on-going as needed basis at the Recycling Center. In addition, operators are to take advantage of the ongoing training programs offered by the NH-DES, Northeast Resource Recovery Association (NRRRA), NRRRA Members Only Meetings, Cheshire County Solid Waste Operators meetings as well as any courses the Town of Peterborough may offer that are pertinent to solid waste. Copies of employee certifications are kept on file at the PRC and are available upon request.

9. Record Keeping and Reporting

Bales of recycled material are recorded on a monthly chart as they are ejected from the baler before being placed in a storage trailer. MSW (trash) weigh slips are mailed to the PRC weekly from the hauler. Universal wastes are recorded with date of collection; all recycling certificates for universal wastes from vendors, bills of lading for recyclables, cash receipts, and monthly and yearly totals of all processed material are kept in the office and are available upon request. An annual facilities report is filed the NH-DES every year for all processed material that comes through the facility.

Names, operators certificates, and certification numbers, weigh-masters' licenses are posted in the office at the PRC, on file at the NH-DES, and available upon request.

10. Permit Numbers and IDs

Operating Permit #: DES-SW-TP-96-022

Small Food Waste Composting Permit #: DES-PN-02-001 (23 tons per day capacity)

EPA Hazardous Waste ID#: NHD986484012

C. Routine Operations Plan

1. Hours of Operation

Tuesday, Wednesday, Friday, Saturday: 8:00am to 5:45pm

2. Facility Access Control & On-Site Traffic Patterns

Facility access is controlled by an entrance/exit gate that is locked during non-operational hours. A border of trees restricts access to the site from other points.

From the entrance to the main facility, the first stop is for reuse and recycling, the second stop is for drop-off of trash/non-recyclable items, and C&D waste. Brush, scrap-metal, and yard waste are deposited in designated locations behind the main facility. A map depicting traffic patterns, parking locations, and drop-off locations can be viewed in Appendix 1.

The building is alarmed and locked during non-operational hours.

3. Waste Acceptance and Rejection Procedures

Only authorized wastes, as specified in the town ordinance and recycling brochure are accepted at the facility. All incoming wastes must be inspected to ensure that the facility accepts that particular type of waste. All unauthorized waste must be rejected by the facility at the operator's discretion. Recommendations are made to any resident(s) with unacceptable waste by operators as to proper disposal methods and procedures for disposing of the waste in a safe and lawful manner.

Unloading and sorting of recyclables is done by the residents in the designated areas for unloading and placed in the recycling windows for the operators to inspect and process. Any waste for the construction and demolition container is inspected prior to being weighed in, as well as while it is being dumped into the appropriate container. All brush, un-treated lumber, yard waste, and scrap metal is inspected before it is off-loaded as well as after.

4. Received and Outgoing Waste Recording

Bales of recycled material are recorded on a monthly chart as they are ejected from the baler before being placed in a storage trailer. The PRC has a 10'x30' truck scale for construction and demolition waste. MSW (trash) weigh slips are mailed to the PRC weekly from the hauler. Universal wastes are recorded with date of collection; all recycling certificates for universal wastes from vendors, bills of lading for recyclables, and monthly and yearly totals of all processed material are kept in the office and are available upon request. An annual facilities report is filed with the NH-DES every year for all processed material that comes through the facility.

5. Storage Time and Capacity Limits for all Received Waste

The Recycling Center has the capacity to store up to 400 tons of recyclables. However, the storage time for baled recyclables varies depending on quantities and available markets. Most baled recyclables are shipped within 30-60 days after being received and processed. The rest of the baled recyclables are shipped within 12 months of being received and processed. MSW (trash) is stored for no longer than seven (7) days.

Construction and demolition waste is placed into a 40 yard open-top container that is protected from the elements by a roof that has been built over it. Construction and demolition is stored no longer than fourteen (14) days.

Tires are stored in an enclosed container and transferred in accordance with the applicable requirements of Env-Wm 2605.02. All electronic waste is accepted in the main facility, source-separated, and then is stored protected from the elements and locked inside the PRC's secondary building.

All E-waste is shipped every 3-4 months to a state and EPA certified vendor here in New Hampshire. Anti-freeze is accepted and stored in the main facility in two (2) plastic non-corrosive 55 gallon drums with secondary containment.

Storage time for anti-freeze is 6-12 months.

Waste oil is collected and handled by operators inside the facility. Waste oil is stored in a 300 gallon steel tank on an impervious concrete floor. When the waste oil tank is full it is pumped out into non-corrosive plastic 55 gallon drums. These drums are stored on secondary containment pallets under cover in the secondary building. From there, it is transported to the Peterborough Highway Garage for their waste oil burner.

Lead-acid batteries are accepted at a station protected from the elements. Storage time for lead-acid batteries is 10-12 months.

All Freon containing appliances are kept in a designated area until the Freon is recovered from a certified vendor. All accumulated refrigerants have the Freon recovered every 6 months.

Mercury containing devices are stored locked in the office within secondary containment and shipped out with fluorescent bulbs. Mercury thermostats are stored in the same fashion as devices and are shipped every November to Thermostat Recycling Corp.

6. Collection, Storage, Transfer, Processing, Treatment, and Disposal Records

All records for collection, storage, transfer, processing, treatment and disposal methods and procedures are kept on file in the Recycling Center office and available upon request.

7. Facility Maintenance, Inspection, and Monitoring Plan

Routine facility maintenance is completed by the operators as well as the Peterborough Building and Grounds Department.

The facility has three vertical balers, two horizontal balers, one compactor, and weigh-scale. The balers are serviced by certified baler mechanics. The weigh-scale is serviced and calibrated by a state approved vendor.

The facility also has a load-all and a forklift. The load-all is serviced and maintained as needed, with regular maintenance otherwise scheduled at each 500 operating hour interval. The forklift is also serviced and maintained as needed, with regularly scheduled maintenance occurring bi-annually or every 300 operating hours.

Facility operating and supervisory staff are trained to inspect the facility and equipment for any malfunctions, problems, or dangers. During facility operation, staff is alerted to potential situations that may require their immediate attention and to ensure safe operating conditions and prevent adverse situations.

8. Contingency/Emergency Plan

Should an emergency occur inside or outside of the facility, the appropriate emergency services will immediately be notified. The public will be evacuated out of the facility and the gates will be closed so no residents may enter. Only emergency personnel will be permitted on the site until the facility is deemed safe and appropriate to be re-opened to the general public.

8.1 Emergency Contact Information

Fire, Rescue, Ambulance & Police	911
Monadnock Community Hospital	(603) 924-7191
Peterborough Fire Dept. (non-emergency)	(603) 924-8090
Peterborough Police Dept. (non-emergency)	(603) 924-8050
Poison Control Center	(800) 222-1222
National Response Center to Report Toxic Chemical & Oil Spills	(800) 424-8802
EPA-Environmental Protection Agency	(866) 372-7745
New Hampshire Department of Environmental Services: Spill Response Team	(603) 271-3899 (M-F 8am – 4pm) (603) 223-4381, State Police (weekends and evenings)

8.2 Emergency Contact Procedure

IN THE EVENT OF AN EMERGENCY THE FOLLOWING SHALL BE NOTIFIED:

Peterborough Police Department (if applicable)	911
Peterborough Fire and Rescue (if applicable)	911
Peterborough DPW Director	(603) 924-8000 ex. 100
Recycling Center Facility Manager	As posted in the Recycling Center break room
Peterborough Town Administrator	(603) 924-8000 ex. 101

9. Assisting Customers with Offloading

Assisting customers with offloading of materials and debris will be carried out at the discretion of the Recycling Center Facility Manager and/or Attendee/Operator. Employees of the facility have the right to refuse offloading of any material or debris if such offloading presents a reasonable risk of injury to the employee, damage to the facility, or for any other justifiable reason.

10. Cash Policy

The Peterborough Recycling Center shall follow the outlined procedures for cash receipt policies and procedures as mandated through official Town code. For a complete review of the Town's cash receipt policies and procedures, see the Chapter 146: Article II of Peterborough's Town Code. Recycling Center employees are expected to understand and follow applicable rules and procedures relative to established cash policies and procedures.

The Peterborough Recycling Center accepts cash or checks to cover disposal fees. The Recycling Center maintains a petty cash drawer with a balance of \$45.00 in order to make appropriate change for customers of the facility. Petty cash is to be used for official business only.

All transactions are recorded with receipts or in a ledger book. A copy of each transaction receipt is given to customers of the facility at the end of each transaction, and a copy of the receipt is stored in the cash box. If no receipt is required by the customer, a record is made in the facility's official ledger book denoting the amount and type of payment received. When the Recycling Center has collections totaling \$100 or more, all monies, excluding petty cash, shall be deposited with the Finance Department by the next business day. If a department has on hand collections less than \$100, the monies shall be deposited, at a minimum, once a week. Assessment of the petty cash balance shall be done daily to ensure that the petty cash balance is correct and to determine whether a PCR form is required.

11. Customer Violations and Dispute Guidelines

To maintain a healthy, safe, and equitable operation, the Recycling Center has a number of established rules and guidelines for facility use. As all potential infractions cannot be documented, employees of the facility, under the supervision and guidance of the Facility Manager, are granted some discretion in ensuring that the facility is being utilized in a manner consistent with the public's expectation regarding the continued health, safety, and equity of the facility. Initial authority regarding continued customer use of the facility will be informed by the Recycling Center Facility Manager, but determined by the Town Administrator and Public Works Director or their designee. Final authority over continued customer use of the facility resides with the Peterborough Select Board. Pending any initial decision by the Town Administrator and Public Work Director or designee regarding continued customer use of the facility, the Recycling Center Facility Manager may temporarily suspend a customer's permit for a period of one-week, provided that any infraction(s) warranting the temporary suspension are properly documented.

In the event of a violation, facility staff are required to document the following: the name of the person being written-up, license plate number, recycling center permit number, date of the occurrence, and a detailed description of the event. Facility staff should document any occurrence that: is in clear violation of the established guidelines and rules for facility use; an occurrence that poses a risk to the health or safety of any patron, employee, or the environment; or, any event that impedes on the facility's ability to run a cost-efficient operation.

If a recommendation is made to the Public Works Director and Town Administrator or their designee that a customer's permit be revoked, that customer will be given the opportunity to dispute the decision through a formal process at Town Hall. The Facility Manager of the Recycling Center or attendant working with that customer will provide a handout that details the steps that the customer can take to dispute a decision relative to permit revocation. The specific steps that will be provided on the handout are detailed in part D, section 5 of this policy.

D. Guidelines for Facility Use

1. Compulsory Recycling

Per town code §86-1, the Town of Peterborough requires mandatory recycling of appropriate recyclable materials.

2. Permitting

Admission to the facility will be only by numbered permit, issued at the Recycling Center upon proof of residency provided by an appropriate person, business or institution wishing to utilize the facility. All permits must be attached to the motor vehicle being used for dumping and be plainly visible. The cost of a permit is an annual fee of \$5.00.

Replacement permits are available at the Recycling Center for a fee of \$5.00.

3. Supervision

The Transfer Station/Recycling Attendant(s) shall have the right to refuse the use of the facility to any person, business, or other user who, in the judgment of the attendant, is misusing the facility, violating town ordinance, who does not have the proper permit, or who is violating the general guidelines for facility use. Any such user who refuses to obey the legitimate orders of the attendant shall be guilty of a violation of chapter 86 of Peterborough's town ordinance.

4. General Guidelines for the Enforcement of Facility Rules

The facility will generally use a three-infraction guideline to determine continued use of the facility, although discretion is granted to the Recycling Center Facility Manager regarding continued customer use of the facility. The Facility Manager is authorized to prevent a customer from continued use of the facility regardless of the three-infraction guideline, depending on the severity of an infraction or violation of rule that jeopardizes the continued efficiency of the Recycling Center operation, or the health and safety of other customers and employees of the facility and the environment. The three infraction guideline will entail:

- First offense: Facility staff will help educate the customer as to the appropriate use of the facility.
- Second offense: Facility staff will provide a formal warning and document the occurrence.
- Third offense: Facility staff will document the occurrence. At the discretion of facility staff and depending on the nature of the infraction, the Recycling Center Facility Manager may find it appropriate to temporarily revoke a customer's permit, and/or recommend that the Town Administrator and Public Works Director or their designee permanently revoke a customer's permit. The customer can dispute this decision through the process outlined in section D, part 5 of this document.

5. Customer Dispute

In the event that a customer wishes to dispute any decision relative to formal warning or termination of the privilege to use the Recycling Center, the customer may utilize the following procedure:

1) Within 5 business days of the documented occurrence, the impacted customer may submit in writing to the Town of Peterborough's Department of Public Works, an appeal that contains the following information: the customer's name, date the incident occurred, telephone number, email address (optional), mailing address, and a concise description from the customer's point of view relative to the event or events that resulted in the Recycling Center Facility Manager's decision to temporarily revoke the customer's permit, and/or his or her recommendation for permanent permit revocation.

2) The Peterborough Town Administrator and Public Works Director or their designee will review the information provided by both the Recycling Center and the impacted customer, and will make a decision based on the available information to uphold or overturn the recommendation made by Recycling Center Facility Manager. A decision will be made within 5 business days of a dispute being filed with the Public Works Department.

3) If the customer disputes the decision rendered by the Town Administrator and Public Works Director or their designee, the customer may request that the Peterborough Select Board review the dispute. The customer shall be required to submit a written request to go before the Select Board. The request shall include: the customer's name, date of occurrence, telephone number and/or email address, mailing address, and a concise description from the customer's point of view relative to the event or events that resulted in the customer's permit being revoked. The Select Board will direct staff to setup an appropriate time for the impacted customer to speak before the board at an official Select Board meeting. During the scheduled meeting the impacted customer will have the opportunity to discuss the decision with the Select Board. The Select Board, after review of all available information, will render a decision relative to future use of the facility.

6. Pay-As-You-Throw Program

At the 1999 Peterborough Town Meeting, a pay-per-bag system was approved for the Recycling Center. This system requires all non-recyclable waste to be disposed of in special bags that are available for purchase at the merchants listed below. This system is intended to promote and encourage recycling because there is no fee involved with the disposal of recycled materials; therefore the more you recycle, the less your waste disposal will cost. Solid waste disposal is paid for through the purchase of official bags. This makes everyone responsible for the waste they generate. The retail price of bags covers any fees associated with waste disposal, such as hauling and tipping fees, as well as the distribution of the bags. Bags are available in two sizes: 17 & 33 gallons and are sold in rolls of 10. No other bags or containers will be accepted for trash disposal. Only approved bags that can be properly zip-tied shut will be accepted at the facility. Those in violation of any portion of the pay-as-you-throw guidelines will be subject to a warning, with repeat offenders subject to loss of use of the facility.

Peterborough trash bags are not available at the Recycling Center. Bags are available at numerous local retail locations, including;

6.1 Retail Locations for Purchase of Approved Bags

Agway – Rte 202 South

Belletete's Hardware – Rte 202 North

Maggie's – 14 Main Street

Mr. Mike's – Rte 202 South

Roy's Market – 20 Main Street
Steele's Stationary – 40 Main Street
Shaws' Supermarket – 135 Dublin Rd.
Nature's Green Grocer – 374 Union St.

For the most accurate list of official bag retailers, visit the Town of Peterborough's official website at www.townofpeterborough.com.

7. Acceptable Materials and Separation

All materials brought to the Recycling Center for disposal shall be separated into categories to be deposited in designated locations as the Recycling Attendant(s) directs. All materials brought in to the Recycling Center shall be cleaned and/or rinsed to the best of the customers' ability. Items and materials not properly separated or cleaned may be refused by the staff. The specific locations and list of acceptable materials is as follows:

- A) Glass — Commingled, shall mean empty clear green, blue and brown glass containers; ceramics; and window glass. No light bulbs or safety glass. Labels do not have to be removed.
- B) Metal Cans and Containers — shall mean empty tin, steel or aluminum containers of a size less than one (1) gallon. Large containers go to the scrap metal area. All cans (steel and aluminum) must be rinsed prior to disposal.
- C) Paper — Shall mean all clean, dry paper separated into the following categories:
 - 1) Newspapers.
 - 2) Corrugated paper
 - 3) Cardboard and brown paper bags.
 - 4) Chipboard and boxboard.
 - 5) Magazines and glossy catalogs.
 - 7) Mixed paper (junk mail, office paper, etc.).
- D) Large metal objects — Shall have major plastic and non-metal parts removed (plastics, rubber, cords, etc.) prior to deposit. Refrigerators –subject to freon removal (see fee section). Drums, barrels, small fuel tanks must be vented. Any containers of 100 gallons or greater must be cut in half and rinsed clean prior to disposal. All engines, regardless of size, need to have any and all fluids drained prior to disposal. Fluids cannot be drained at the Recycling Center.
- E) Tires — shall mean automobile, motorcycle and bicycle tires removed from the wheel or rim.
- F) Compost — shall mean all leaves, lawn clippings, sawdust, green and dry garden waste, wood ashes, manure, and food (to be disposed of in appropriate designated compost piles)
- G) Tree Limbs & Brush — shall mean all trees or limbs and brush not exceeding twenty-two (22) inches in diameter. Stumps are not accepted.
- H) Building Material — See attendant for charges that may apply.
- I) Dead Animals — shall be accepted by special arrangement only.
- J) Used Motor Oil — shall be accepted in leak-proof containers with cover. Oil only, no antifreeze or gasoline mixture.
- K) Pallets — shall be stacked neatly by size as directed by the attendant.
- L) Industrial Waste — Not acceptable at this facility.
- M) Plastics — All plastics must be cleaned/rinsed prior to disposal.
 - 1) "HDPE" shall mean milk jugs, juice jugs, detergent bottles, etc. (bottles and jugs only).

- 2) "PET" shall mean soda bottles, liquor bottles, etc.
- N) "PS" shall mean packaging peanuts only.
- O) Textiles — Shall mean all clean and dry (not greasy) clothes, rags and cloth. (Includes shoes, boots and pocketbooks.)
- P) Wet Cell Batteries — Auto batteries, if intact, will be recycled.
- Q) Flea market — Books, garage sale leftovers and other miscellaneous usable items may be placed in the flea market at the discretion of the Recycling Center Facility Manager.
- R) Municipal Solid Waste (MSW) — Remaining material not covered above and not considered hazardous waste shall be deposited in the MSW compactor.
- All materials brought to the Recycling Center for disposal shall be separated into categories to be deposited in appropriate designated locations as directed by the Recycling Center Attendant(s). Items not properly separated or placed in the correct locations may be refused.

THE MOST CURRENT LIST OF RECYCLABLES ACCEPTED IS AVAILABLE AT THE RECYCLING CENTER, THE TOWN CLERKS OFFICE, AND ON THE TOWN'S WEBSITE. (www.townofpeterborough.com)

8. Prohibited Waste

The following materials will not be accepted at the Recycling Facility:

- A) Stumps, trees and limbs greater than twenty-two (22) inches in diameter
- B) Harmful, hazardous or toxic substances
- C) Radio-active waste
- D) Bio-Hazard waste
- E) Sludge or Septic waste
- F) Any material which in the opinion of the Recycling Center Attendant(s) constitutes a serious hazard to other users of the Center, to the property of the Town, or to the operation of the Recycling Center.
- G) Empty containers of 100 gallons or more that are not cut in half and cleaned out
- E) Explosives, firearms, and ammunition

9. Recycling Center Fees

The following fees will be paid prior to disposing of the following items:

- A) Appliances – stoves, dishwashers, furnaces, boilers, washers, dryers and water heaters \$7.00
- B) Appliances containing Freon – refrigerators, freezers, air conditioners, and dehumidifiers \$15.00
- C) Televisions and computer monitors under 19" \$10.00
- D) Televisions and computer monitors over 19" \$20.00
- E) Console/Projection televisions \$25.00
- F) Laptops \$7.00
- G) Computer Towers \$5.00
- H) DVD/VCR/CD players \$3.00
- I) Printers/fax machines \$3.00
- J) Microwaves \$5.00
- K) Fire extinguishers \$5.00
- L) Toilets \$5.00

- M) Furniture – sofas and loveseats \$15.00
- N) Furniture – mattresses, box spring, and stuffed chairs \$8.00
- O) Carpets – less than 9'x12' not to exceed \$7.00.
- P) Carpets – 9'x12' \$7.00.
- Q) Carpets – over 9'x12' \$0.09/lb.
- R) Propane tanks – grill sized \$2.00
- S) Construction and demolition waste \$0.09/lb.
- T) Municipal solid waste (Pay-As-You-Throw Program) – small bags (roll of 10) \$7.50
- U) Municipal solid waste (Pay-As-You-Throw Program) – large bags (roll of 10) \$15.00

Items not listed above may be subject to a disposal fee as determined by the Recycling Center staff. Fees are subject to change based on review and approval of the Peterborough Select-board.

10. Check-in

All customers of the Recycling Center are required to check-in with an Attendant prior to offloading or dumping of any materials. This is done to maintain the health and safety of patrons and employees of the facility, to protect the environment, and to maintain the orderly operation of the facility.

11. Scrapping

Patrons of the facility may pick from designated areas only after checking with a member of staff. In addition, customers may request items to be held through a formal hold procedure, and may utilize the facility's mini-mall/swap-shop. All other "scrapping", or picking of items and/or bulk materials for resale or other use is prohibited.

12. Shopping/Picking & Hold Policy

The Recycling Center has a mini-mall where individuals are permitted a ½ hour visit per day to shop or pick items as they wish. The mini-mall operates on an honor system, and it is expected that patrons of this service are utilizing items sourced through the mini-mall for personal use or personal projects.

The Recycling Center maintains a hold policy where specific items can be requested should they become available at the facility. In order to keep the hold/request policy manageable, customers are permitted to make one request per month. Requests will remain on file for a period of 30 days, after which time if the request could not be filled for any reason, it will be removed from the list and the customer will need to resubmit the request. Customer can make one request per month, and do so in one of two ways: on a clipboard after checking-in with a facility attendant, or through the Town of Peterborough's official website. If a hold requested item is located for a customer, Recycling Center staff will notify the customer using the contact information provided by the customer. Customers will have 7 calendar days from the date that a staff member makes or attempts to make initial contact to pick up the item.

Special exceptions may be made to the shopping/picking policy only to aid educational and non-profit institutions. Such exceptions are only to be made at the discretion of the Recycling Center Facility Manager, and with sign-off from the Town Administrator or Public Works Director.

Items authorized for shopping and picking that are located in publicly accessible areas of the Recycling Center may be collected and used for personal projects.

13. Staff Picking Policy

All employees of the Town of Peterborough may shop/pick from the Recycling Center as long as the individual does so on their own free-time, and that they follow the same guidelines for facility use that other members of the public are expected to follow.

14. Items as Town Property

After any item is checked-in and deposited in the appropriate designated area, that item or items become property of the Town of Peterborough. As town property, any such item(s) disposed of, recycled, or placed in the mini-mall is done so at the discretion of Recycling Center employees only.

15. Off-Limit Areas

Some areas of the facility are clearly labeled as being off-limits. Customers are not permitted in these areas, unless express verbal authorization has been granted by a Recycling Center Attendant. Any customer entering these areas or attempting to enter these areas without such approval will receive a warning, and may have their Recycling Center permit permanently revoked.

16. Scrap Metal Drop-off

A designated drop-off area for metal is clearly labeled and located behind the main facility. Access to this area is only permitted after checking-in with a member of staff. After check-in, customers are permitted to drop-off and/or take metal from the temporary metal holding area. Metal that has been moved from the temporary holding area to a metal storage container/roll-off, or that has been sorted out of the temporary holding area by staff for resale to offset facility costs, is not available for picking. The permanent metal holding area/roll-off is completely off-limits; no admittance to this area will be granted.

17. Origin of Acceptable Materials

Only material collected within the limits of the Town of Peterborough, or the Town of Sharon, shall be permitted to be disposed of at the Transfer Station/Recycling Facility.

18. Commercial Haulers

A) A “commercial hauler” shall mean anyone who hauls materials to the disposal facility for others for a fee. Commercial trash haulers may be permitted to dispose Municipal Solid Waste (MSW) at the Peterborough Transfer Station/Recycling Facility, subject to the provisions of the Commercial Disposal Permit. Permits will be reviewed and approved by the Board of Selectmen on a case-by-case basis in accordance with the Peterborough Transfer Station/Recycling Facility Commercial Disposal Permit. Applications for a Commercial Disposal Permit are available at and must be reviewed by the Department of Public Works.

B) Commercial trash haulers may dispose recyclables in accordance with this ordinance with prior approval of the Recycling Center Facility Manager.

19. Trespassing

The gate will be locked at all times when the Recycling Facility is not open to the public. Anyone entering the Transfer Station/Recycling Facility when the gate is locked is trespassing and shall be charged accordingly.

20. Peterborough Recycling Advisory Committee

A five member recycling center advisory committee shall be appointed by the Peterborough Select Board. Appointments to this committee will be for a duration of 3 years. This committee shall:

- Review ongoing transfer station and recycling center programs, including the evaluation of new recycling center and sustainability initiatives of ecological concern and the promotion of green practices; and,
- Aid the Town of Peterborough in continuing its charge to be a model community with respect to sustainability and a leader with respect to mitigating climate change
- Make recommendations to the Select Board as the committee deems necessary

21. Unsafe Practices

Behaviors or acts that subject any customer or employee to risk of bodily harm are prohibited at the facility. Customers are expected to exercise good judgment in the use of the Recycling Center. Behaviors or acts that pose a risk to the facility itself or the environment are also strictly prohibited. Any individual engaged in a behavior that poses any such risk is subject to a warning or the revocation of their permit. The authority to determine unsafe practices resides with the employees of the facility.