



the city of **Lancaster**  
*a city authentic*



# Recycling Guidelines for the City of Lancaster

Dear Lancaster City Resident:

Since 2006, the City of Lancaster has provided a comprehensive collection system for weekly trash and recyclable materials. This program has resulted in a cleaner city; a steady annual decrease in the amount of trash needing to be disposed; and an increase in the tonnage of recycling that's collected as well as the items that are accepted for recycling. Resident participation in these efforts has enabled the City to maintain the same program fee of \$52.50/quarter for the past 7 years! The types of recyclable materials collected at curbside expanded last year due to Penn Waste, Inc.'s construction of a larger recycling facility in York. Please see the comprehensive information provided inside this newsletter. In particular, paperboard cartons and different types of plastics are now accepted. Please note information about contamination and how you should prepare recyclables, which become raw materials for manufacturers. Proper removal of residue will ensure quality and maintain market value, which benefits us all.

This newsletter contains valuable information about program basics and a calendar showing dates of holidays that may affect your collection day. You will also find the 2016 schedule for collecting yard waste, leaves and Christmas trees. Based on our desire to divert more of these organic materials from the waste stream, the number of collections for leaves and yard waste will increase. Leaves will be collected for five successive weeks beginning November 1. Yard waste will be collected two times each month during the spring (April and May) and fall (September and October). Yard waste and leaves are required by Pennsylvania law to be separated from the trash so we hope that you find added collections more convenient and take advantage of this service at no additional cost.

Also included is a section with information about "special" wastes that are occasionally thrown out, which can make disposal procedures confusing. We hope that our service meets your needs and this newsletter answers questions you may have about the program. If not please contact the Solid Waste Hotline at either **(717) 291-4744** or via email at [swhotline@cityoflancasterpa.com](mailto:swhotline@cityoflancasterpa.com) or visit the City website at the following link: <http://www.cityoflancasterpa.com/resident/trash-recycling>. Penn Waste maintains a website with recycling information at [www.pennwaste.com](http://www.pennwaste.com).

***Thanks for recycling and contributing to our success!***

Mayor Gray

*It's Easy!*

When you recycle with Penn Waste, you put all your recyclables into a specially designated container. No separation needed!



*Look inside for tips on getting started  
and lists of acceptable and non-acceptable items.*  
**Creating a green community together.**



Commercial ♦ Industrial ♦ Waste Reduction Equipment ♦ Recycling Services and Equipment

**Local Company. Local Commitment.**

# Unacceptable Recycling Items

**Please do not include the following items in your recycling!**

- **Needles & Medical Waste**  
*DO NOT place used needles or any other medical waste with recycling! This is a serious health hazard to everyone!*



- Broken glass
- Windows, mirrors, ceramics
- Drinking glasses
- Aluminum foil
- Scrap metal
- Clothing hangers (metal and plastic)
- Plastic tableware (knives, forks, spoons, etc.)
- Plastic grocery bags
- Light bulbs
- Food soiled material
- Wet papers or cardboard
- Plastic food wrappers
- Shredded paper
- Used paper towels or tissues
- Styrofoam
- Pool chemicals
- Packing peanuts
- Plastic bubble wrap
- Hose
- Christmas lights
- Diapers
- Food waste
- Propane tanks

**Please do not include electronics with your recycling. For information on how to recycle outdated electronics, see inside.**





**Penn Waste accepts unlimited amounts of recycling!**

## Acceptable Items



REV 11/2014

### METAL:

- Aluminum beverage cans
- Steel food & beverage cans, aerosol cans, paint cans

### GLASS:

- Clear, brown, blue, and green glass food & beverage containers

### PLASTIC:

- #1 through #7 – *All materials must be thoroughly cleaned before placing them in your recycle container.*

- ✓ *Remove caps/lids*
- ✓ *Rinse thoroughly to remove all contaminants*
- ✓ *It is OK to leave on labels and neck rings*

### PAPER, PAPERBOARD & CARDBOARD:

**Recycle Any Size. Any Quantity.**

*Please break down boxes as flat as possible and put them out next to your recycle bin(s) on your pick-up day.*

- All sizes of cardboard boxes
- Clean pizza boxes
- Food boxes (i.e. cereal & gelatin boxes)
- EMPTY paper towel and toilet paper rolls
- Paperboard packaging (i.e. tissue boxes)
- Office paper (any color)
- Newspapers and inserts
- Magazines, catalogs, and brochures
- Envelopes & junk mail
- Paper bags
- Phone books & other soft cover books
- Paperboard food and drink cartons

- ✓ *Remove all packaging (Styrofoam, peanuts, plastic bubble wrap, plastic liners, etc.)*
- ✓ *Flatten ALL boxes*
- ✓ *Bundle all cardboard that does not fit into the recycling bin*
- ✓ *Cover loose paper with heavier items to prevent it from blowing away*
- ✓ *If the weather forecast calls for high winds or wet weather, if possible, keep your paper recyclables until next week. Wet paper products are difficult to process.*

# CALLING ALL CARTONS

## Penn Waste Now Accepts Cartons!

Cartons are defined as a type of packaging that food and beverage products come in that you can purchase at the store.

### Shelf-stable Examples

- Juice
- Milk
- Soy Milk
- Soup and Broth
- Wine



### Refrigerated Examples

- Milk
- Juice
- Cream
- Egg Substitutes

- ✓ Be sure to remove all caps and straws.
- ✓ Empty and rinse.
- ✓ Cartons may be placed in your bin along with all other recyclables.



## Follow these 3 simple steps to ensure your contaminated items are ready to be recycled:



- 1** Remove caps or lids and dispose of them in the trash.



- 2** Rinse thoroughly to ensure all recyclables are clean and free of contaminants.



- 3** You may leave on the rings and labels.

# Don't let old electronics pile up... Learn how to dispose of them responsibly



**The Covered Devices Recycling Act prohibits residents and businesses from placing electronic waste at the curb or in their trash.**



**By law, as of January 24, 2013, Penn Waste is no longer allowed to collect electronic waste.** Covered devices include: desktop computers, laptops, monitors, computer peripherals (keyboard, mouse, printer, and speakers), televisions, or e-readers that browse the internet. **Because electronic waste can contain hazardous materials that are harmful to human health and the environment, it is very important that these devices are disposed of properly.** Use the resources in the right column to learn more information about how to safely recycle your outdated electronic equipment.

*Thank You!*



**Resources for  
Safe Disposal  
of Electronics**

## **LANCASTER**

**Lancaster County Solid Waste  
Management Authority**

717-397-9968

[www.lcswma.org](http://www.lcswma.org)

## **ADDITIONAL RESOURCES**

### **Best Buy**

Best Buy stores nationwide accept most electronics and large appliances, with a few exceptions, at no charge. You can drop off your electronic waste at your nearest Best Buy location – visit [www.bestbuy.com](http://www.bestbuy.com), click on the “Services” tab and then click on “Recycle Your Old Products” for additional information.

Visit [earth911.com](http://earth911.com) for additional electronics recycling resources.

## **HOUSEHOLD HAZARDOUS WASTE (HHW)**

Many everyday items we dispose of are considered hazardous and can harm our health and the environment. The Lancaster County Solid Waste Management Authority (LCSWMA) accepts HHW at no charge at their facility located at 1299 Harrisburg Pike. In addition to electronics like televisions and computers, the facility accepts batteries, cellular phones, fluorescent bulbs, paints and various other unwanted or unusable liquid and solid products/chemicals. For a complete list of what is accepted and operating hours, please visit [www.lcswma.org](http://www.lcswma.org) or call **(717) 397-9968**. Do your part to keep our environment healthy by keeping all household hazardous waste out of the trash and properly disposing of it at LCSWMA.



# the city of Lancaster

*a city authentic*

Bureau of Solid Waste & Recycling  
City of Lancaster  
120 North Duke Street  
P. O. Box 1599  
Lancaster, PA 17608

PRSRT STD  
US POSTAGE  
**PAID**  
HARRISBURG, PA  
PERMIT NO. 693

**INSIDE:** Important information on trash & recycling in the City of Lancaster including a 2016 calendar. *Save for handy reference!*

## **RECYCLING DROP-OFF CENTER – 850 NEW HOLLAND AVENUE** *Open to Small Businesses and Residents*

To enable small businesses to comply with recycling requirements, reduce waste, and minimize costs; the City operates a free Drop-Off Center at 850 New Holland Avenue. Various paper types are accepted including: corrugated cardboard, chipboard (light weight cardboard), office paper, newspaper, magazines, telephone directories and hard/soft cover books. Recyclables are accepted from residents and businesses from both within and outside the City. Paper must be separated by type. The Drop-Off center is open Monday – Friday 8:00 a.m. until 5:00 p.m. and Saturdays 8:00 a.m. until Noon. The Drop-Off also accepts single stream recyclables which includes: plastic containers; glass bottles and jars; aluminum and steel cans; and paperboard cartons. For more information, contact the Solid Waste Hotline. The Drop-Off Center also accepts broken recycling containers, provides replacement recycling containers, and distributes yard waste bags. Service is convenient, fast and friendly.

### ***Recycling Is The Law in Lancaster City!***

Recycling is mandatory for all residential, commercial, municipal, and institutional establishments, and all community events.

All commercial, industrial and institutional establishments must separate the following materials:

- High grade office paper
- Corrugated cardboard
- Plastic bottles and containers
- Clear, green & brown glass bottles & jars
- Steel and Aluminum cans
- Newspaper
- Yard Waste
- Tires and White Goods

The City offers technical assistance to businesses to establish or improve recycling programs in order to comply with requirements and be cost-effective and sustainable. Contact the City Solid Waste Hotline for information.

### **INCLEMENT WEATHER**

Winter weather events with snow and ice can disrupt collection when street access or worker and public safety is a concern. When weather prevents trucks from operating, collection will shift to the “Holiday Schedule”, which means the collection schedule for the remainder of the week will be delayed one day. For weather events that disrupt more than a day, collection may be cancelled for some routes and residents will be allowed to set out double the following week. Since weather events are unpredictable, specific information about any collection changes will be posted on the City Solid Waste Hotline, the City website and Facebook page, and local television and radio.

### **RECYCLING CONTAINERS**

The City will replace lost, stolen or missing recycling containers at no charge. Various size containers are available to meet the needs of each household. Containers can be picked up at: City Hall (120 N. Duke St.), Treasury Office (39 W. Chestnut St.), Streets Bureau (750 Fairview Ave.), or the Recycling Drop-Off Center (850 New Holland Ave.). Recycling containers are recyclable, too. If you want to replace your unusable, broken bin and have it recycled, please take it to the Drop-Off Center to swap it out.

# Special Waste Disposal and Recycling Options

## ▶ **Electronics: Televisions and Computers**

The state enacted legislation effective January 2013 that prohibits televisions and computers/peripherals (covered devices) from being disposed as waste. This requirement was established in order to recycle these valuable items. The law also put into place a network of retailers and public collection facilities that will accept these from residents at no charge. Covered devices need to be fully intact to be recycled. Check with retailers where you purchase new electronics if they will take back your unwanted device. The Lancaster County Solid Waste Management Authority (LCSWMA) Household Hazardous Waste (HHW) Facility located at 1299 Harrisburg Pike also accepts for free covered devices along with other HHW from county residents.

## ▶ **Liquid Grease/Oil from Home Fryers**

Disposing liquids such as grease and vegetable oil in the trash can create a mess during collection since the solid waste system is not designed for this material. Similarly, this material should never be poured down the drain into the sewer system where it can clog pipes. Liquid oils and grease from cooking is recyclable. The Lancaster County Solid Waste Management Authority (LCSWMA) accepts this material at no charge at their HHW facility located at 1299 Harrisburg Pike. Visit [www.lcswma.org](http://www.lcswma.org) for details.

## ▶ **Textiles**

Clean, unwanted and unusable textiles, such as clothing, bedding, towels, shoes and accessories can have another life. There are many local non-profit organizations that accept and need textiles for reuse or resale to support their programs. Even clothing that is stained, torn or unwearable can be remanufactured into other products. Look for locations to recycle clean textiles at [www.Earth911.com](http://www.Earth911.com).

## ▶ **Shredded paper**

Office paper is not collected at curbside because many residents shred mail and other documents due to concern about identity theft. Shredded paper emptied out of recycling containers can become litter. Residents are encouraged to recycle paper, whether shredded or whole sheet, by taking it to the City Recycling Center located at 850 New Holland Avenue.

## ▶ **White Goods**

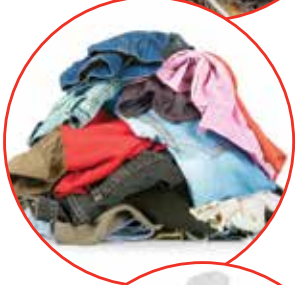
These are large appliances including: refrigerators, freezers, air conditioners, dehumidifiers, water coolers, clothes washers and dryers, water heaters, and microwaves. These will not be collected with weekly trash. The City offers a monthly collection program for these items with a \$15 tag purchased from the Treasury Office, 39 West Chestnut Street (735-3425). The City will ensure that the refrigerant gases are recovered in compliance with federal air quality regulations.

## ▶ **Oversized Refuse**

The weekly collection program allows each residential unit to set out one (1) oversized refuse item each week, which then limits the set out to four (4) trash containers for that week. Oversized items include: sofas, stuffed chairs, furniture, mattress and box spring sets, a roll of carpet no longer than 4 foot wide. An oversized item can be no heavier than what two men can lift and load into the a trash truck. If in doubt, contact the City Solid Waste Hotline.

## ▶ **Yard Waste and Leaves**

Residents are required to separate yard waste and leaves from their trash and the City provides seasonal collection. To make it easy, the City makes available 30-gallon paper bags to residents at no charge and provides free collection of these materials on a special collection schedule. See the 2016 Calendar for specifics dates. Yard waste and leaves will be collected on the same day and time that your trash is collected. Yard waste that cannot be bagged, like branches and shrubbery prunings, may be bundled with twine and set out for collection with yard waste bags between April and October each year. Bundles should be no more than four (4) feet long and weigh no more than 30 pounds. Special collections for leaves and other non-woody vegetation like plant and garden residue is collected in November and December each year as noted on the calendar. Yard waste and leaves are recycled into mulch and compost, so please do not place rocks, soil, sod or trash in yard waste bags. Although yard waste may be disposed as trash between mid-December and March, it will not be accepted if set out in yard waste bags. Contact the Hotline for year round locations to take yard waste for recycling.



# 2016 Lancaster City Trash & Recycling Collection Calendar

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6			1	2	3	4	5						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23
24	25	26	27	28	29	30	28	29						27	28	29	30	31			24	25	26	27	28	29	30
31																											

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
														31													

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5					1	2	3	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
							30	31																			

- = Christmas Tree Collection
- = Yard Waste Collection
- = Leaf Collection (must be bagged)

Observed holidays are noted in **RED**. Collection days that fall on or after the holiday will be delayed one day. **EXCEPTION:** If holiday falls on a Saturday or Sunday, there is no change in service prior to or after the holiday.

## BASIC RESIDENTIAL GUIDELINES



- Trash and Recycling must be curb side by 5:00 AM on your scheduled collection day.
- Trash must be secured in a can or bag to prevent spillage and littering.
- Each trash container or bag must not exceed 32 gallons or 30 pounds. One over-sized refuse item may be substituted for two trash containers. A 96 Gallon Curb Cart equals three trash containers.
- Yard Waste bags and bundles must not exceed 30 pounds or 4 feet in length.
- Yard Waste, leaves and Christmas trees will be collected on trash day according to the schedules show on the 2016 calendar.
- Penn Waste leases 96 Gallon Curb Carts for \$6 per month billed separately on a quarterly basis.
- For information, sign up for E-News Updates at [www.pennwaste.com](http://www.pennwaste.com) or call 717-767-4456.



Creating a green community together.



[www.pennwaste.com](http://www.pennwaste.com)

