



City of Medford

BOARD OF HEALTH

City Hall - Room 311
85 George P Hassett Drive
Medford, Massachusetts 02155

Telephone
(781) 393-2560
FAX: (781) 393-2562
TDD: (781) 393-2516

MaryAnn O'Connor
Director
Board of Health

APPLICATION FOR PERMIT TO REMOVE, TRANSPORT AND DISPOSE OF SOLID WASTE / RECYCLABLES IN MEDFORD

Instructions:

All sections of this application must be completed. Incomplete applications will not be considered.

In accordance with MGL Chapter 111, Sections 31 A and 31B and in accordance with the City of Medford's Rules and Regulations for Removal, Transport, and Disposal of Solid Waste or Recyclables the undersigned makes application to the Board of Health for permission to collect and transport Solid Waste and/or Recyclables as set forth below:

Check here if this is your first application.

Check here if this is a renewal application.

Permit Fee: \$250.00 (Payable by check). You must include the following or the permit will not be issued.

Please select which type(s) of collection you will be providing (check all that apply):

___ Solid Waste and Recyclables

___ Recyclables Only

___ Solid Waste Only (Commercial Customers/Generators)

Permit Date

If approved, this permit will be effective from _____ to _____.

Company Information	
Company Name	
Contact Name (Owner, Manager, or Agent responsible for operation information)	
Location Address	
City, State ZIP Code	
E-Mail Address	
Telephone #	
Mailing Address (if different)	
City, State, ZIP Code	
Emergency 24-hour Contact Name	
Emergency 24-hour Telephone #	

Signature of Company Official

Printed Name

Title

Phone

Truck Information

Estimated number of collection trucks to be used in City of Medford during the permit year: _____.

(Use separate sheet to list additional trucks)

Truck Registration Number	State	Type and Capacity	Date of Last Inspection

Disposal/ Recycling Information

List facilities where Solid Waste and/or Recyclables will be delivered for disposal or processing during the permit year.

(Note multiple outlets if used during the permit year. Weight slips may be requested to verify end disposal site.)

Solid Waste Disposal Facility	Address	Material(s) Delivered
Recyclables Processing Facility/MRF	Address	Material(s) Delivered

Signature of Company Official

Printed Name

Title

Date

Please check all and make sure all associated attachments are included. **Incomplete applications will not be considered.**

- This is a permit renewal: I have attached a copies of of the Annual Solid Waste and Recyclables Reporting Form. If this is your first application, write-in Not Applicable (NA).
- This is a permit renewal: I have attached a copies of all Recycling Service Exemption Forms for Commercial Generators of the Annual Solid Waste and Recyclables Reporting Form. If this is your first application, write-in Not Applicable (NA).
- I have attached a copy of my certificate of insurance for public liability and property insurance.
- I certify that the company I represent operates in compliance with the Massachusetts Waste Ban regulations and the Mercury Disposal Prohibition.
- I have attached a copy of my marketing materials indicating the types of services offered, reminding Customers that recycling is mandatory, and describing the Massachusetts Waste Banned Materials.
- I confirm that my company is in compliance with the Bundled Service requirement outlined in City Solid Waste Ordinance Chapter 70, Sections 70-74 and City of Medford Regulation 5.
- I have attached a copy of vehicle registration(s)
- I have attached a copy of my notification that will go to Customers who set out visible Waste Ban Materials mixed with Solid Waste, including a reminder that recycling is mandatory, describing what was seen that violated the Waste Bans, and providing a phone number for the Board of Health.
- All employees understand and will help educate all Customers about the Massachusetts Waste Bans.
- I am an authorized official of the company applying for this permit.
- Pursuant to MGL Ch. 62C Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.
- A list of customer account names, addresses with frequency of pick-up
- A contract or account verification from each disposal site. Recent invoice/bill(s) may be submitted.

Per MGL Chapter 111, Section 31 A & B and Medford BOH Regulation 5 – Permits may be suspended, revoked or modified by the Board of Health, it's agents or employees for failure of the PERMIT HOLDER to conform to the requirements of these regulations, or to any applicable state or federal statute, regulation, rule or order regarding the collection, transportation, or disposal of Solid Waste/ Recyclables/ Septic/ Offal /Medical Waste/ Grease Rendering. In the event that Board of Health, agents, servants, or employees deem that the health, safety, or welfare of the occupants or residents of the City of Medford is jeopardized, and that any emergency exists, it may order all dumping terminated, and the dumpster removed, pending hearing. The PERMIT HOLDER will receive three days written notice, sent by certified, registered mail or constable service, to the last known address of the alleged violator, notifying them of permit suspension, revocation, or modification by the Board of Health, its agents, servants, or employees for the failure of the dumpster contractor, owner, tenant, occupant, or agent to comply with the conditions and requirements of these regulations; and the dumpster may be ordered to be removed.

Signature of Company Official

Printed Name

Title

Date



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ANNUAL SOLID WASTE AND RECYCLABLES REPORTING FORM FOR PERMITTED HAULERS OPERATING IN Medford

Instructions

All sections of this form must be completed and submitted to the Board of Health with your Annual Permit Renewal Application.

Hauler permits will not be issued until this report is filed.

Reporting Period

For the period starting _____ through _____
MONTH/DATE/YEAR MONTH/DATE/YEAR

Company Information	
Company Name	
Name of Person Completing Form	
Address	
City, State ZIP Code	
Phone	
E-Mail	

In the table below, please provide the average number of **Medford** Customers you served during this 12-month reporting period, by category type.

Category	Customer Count
Residential Customers: Solid Waste and Recyclables	
Commercial Customers: Solid Waste and Recyclables	
Commercial Customers: Recyclables Only	
Commercial Customers: Solid Waste Only	

Tonnage Data

Please provide the total tons of Solid Waste and Recyclables collected from Residential Customers within the Town/City of _____ during this 12-month reporting period. (Note: In the case where your company delivers loads for disposal or recycling that are combined with more than one municipality, you must provide your best estimate of tonnage delivered from the Town/City. Weight slips must be provided upon request from the Board of Health.)

	Solid Waste	Recyclables
Tonnage		
Disposal or Processing Facility		

Please check all and make sure all associated attachments are included. If Not Applicable, enter (NA).

Incomplete applications will not be considered.

I have attached names and addresses of Commercial Customers who are provided Solid Waste only collection.

I have attached names and addresses of Commercial Customers who are provided Recyclables only collection.

I have been in communication with the Board of Health regarding Customer set-outs not in compliance with the City of Medford regulations.

I have attached copies of all Waste Ban violation letters or notices received by my company during the prior year that refer to loads collected within the City of Medford.



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RECYCLING SERVICE EXEMPTION FORM FOR COMMERCIAL GENERATORS

Recycling is **mandatory** in the City of Medford as outlined in Solid Waste Ordinance Chapter 70.

All Permitted Haulers must provide both Solid Waste and Recyclables collection to all Commercial Customers unless the Customer can provide proof to the Hauler that separate Recycling services are provided by another Permitted Hauler, or by one or several of the methods listed below. Commercial Customers that decline recycling collection service from their Solid Waste Hauler must demonstrate to their Hauler or City of Medford that they are diverting Mandatory Recyclables from disposal.

The City of Medford periodically checks recycling compliance throughout the City of Medford and can offer outreach and assistance. Commercial Customers that do not separate Recyclables from Solid Waste destined for disposal at a landfill or waste combustor are subject to fines. Permitted Haulers that do not offer/provide collection of Recyclables along with Solid Waste pickup are also subject to fines, unless the City of Medford has received this form showing that recycling services were offered.

Please choose one:

- I am a Permitted Hauler/customer service representative submitting this form on behalf of the business/organization listed below. *Identify your company name here:* _____
- I am a business/organization who has declined recycling service offered by my Solid Waste Hauler.
- I am a Permitted Hauler/customer service representative advising City of Medford of a business/organization who was offered recycling service, but refused. *Identify your company name here:* _____

Business, Organization, or Property Manager Seeking Exemption	
Business/Organization Name	
Business/Organization Contact	
Address	
City, State ZIP Code	
Phone	
E-Mail	

Signature of Form Contact

Printed Name

E-Mail

Phone

Materials Handling Information

Name of Permitted Solid Waste Hauler _____

Please describe the manner in which materials are recycled (check all that apply):

- Option 1 - Ship directly to mill: *Identify recycling outlet* _____
- Option 2 - Self-haul: *Identify recycling outlet* _____
- Option 3 - Back-haul to parent company _____
- Option 4 – Recycling Collection by Permitted Recycling Hauler _____

Name of Recycling Hauler

Signature

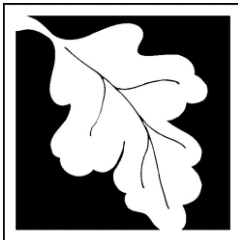
By signing below, I certify that I have read and understand the City of Medford requirement to comply with Mandatory Recycling as stated in the City of Medford regulation.

Signature of Form Contact

Printed Name

E-Mail

Phone



Massachusetts
Department
of
ENVIRONMENTAL
PROTECTION

Massachusetts
Department of
Environmental
Protection
One Winter Street
Boston, MA 02108

Commonwealth of
Massachusetts

Executive Office of
Environmental Affairs

Department of
Environmental
Protection

Produced by the
Bureau of Air & Waste
November 2021.

This information is
available in alternate
format by calling our
ADA Coordinator at
(617) 574-6872.



f a c t s h e e t

What are Massachusetts Waste Bans?

Why does Massachusetts have waste bans?

Waste bans help to increase recycling and support the recycling economy, which provides thousands of jobs and millions of dollars in economic activity in Massachusetts. By reducing the disposal of banned materials, we also capture valuable resources, reduce greenhouse gas emissions, save energy, and reduce our need for landfills and incinerators.



What materials are banned from disposal?

- Glass, metal, and plastic containers (bottles, cans, jars, jugs and tubs)
- Paper, paperboard, and cardboard
- Leaves, grass and brush (less than 1 inch in diameter)
- Large appliances such as refrigerators, freezers, stoves, washers, and dryers
- Tires
- Cathode ray tubes (older televisions and computer monitors)
- Vehicle batteries
- Construction materials including asphalt pavement, brick, concrete, metal, wood, and clean gypsum wallboard
- Mattresses (effective Nov. 1, 2022)
- Textiles (effective Nov. 1, 2022)
- Food material (only from businesses or institutions that dispose of one ton or more per week. (Will drop to ½ ton per week effective Nov. 1, 2022.)

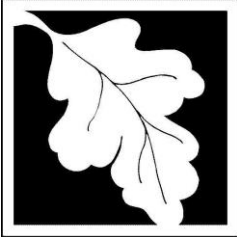
What does this mean for residents?

Most waste ban materials are collected through regular municipal collection or drop-off programs. In some cases, particularly with larger items such as cathode ray tubes or appliances, materials are collected through separate collections or drop-off events. In other cases, materials such as vehicle batteries, tires, and cathode ray tubes may be collected by retailers.

For residents who receive private collection services (not through your city or town), ask your service provider for recycling options. You can also check for other recycling options here: <http://www.mass.gov/eea/agencies/massdep/recycle/reduce/>.

For more information on the waste bans see:

<http://www.mass.gov/eea/agencies/massdep/recycle/solid/massachusetts-waste-disposal-bans.html>



Massachusetts
Department
of
ENVIRONMENTAL
PROTECTION

Summary

Waste Ban Regulations

310 CMR 19.017

Materials

restricted from disposal:

Glass, metal and plastic containers; paper, including cardboard; leaf and yard waste; lead-acid batteries; mattresses (effective Nov. 1, 2022); textiles (effective Nov. 1, 2022); whole tires; white goods (large appliances); cathode ray tubes (TVs and computer monitors); asphalt pavement, brick, concrete, metal; wood; clean gypsum wallboard; and commercial organic material.

Why waste bans?

- Capture more recyclables
- Conserve disposal capacity
- Keep hazards out of the environment

Guidance Brief

Haulers & Waste Ban Compliance

The Massachusetts waste bans (found at 310 CMR 19.017) are prohibitions on the disposal or transfer for disposal of certain recyclable and/or toxic materials. They are intended to spur the reuse and/or recycling of banned waste materials, conserve disposal capacity across the state, and minimize adverse environmental impacts.

People who generate solid waste and people who transport it to disposal facilities are subject to waste ban requirements. The Department of Environmental Protection (MassDEP) conducts ongoing inspections at solid waste facilities to identify waste haulers and generators who improperly dispose of banned materials.

Three key strategies can lower your company's risk of transporting prohibited wastes:

- **Train Your Employees.** Be sure they understand what the waste ban regulations require, and also that MassDEP may take enforcement action against your company when your waste loads are found to contain banned materials.
- **Educate Your Customers.** Let them know which materials are banned from disposal in Massachusetts and help them develop procedures for preventing those items from entering the waste stream.
- **Keep Good Records.** Track and document all procedures and transactions, as well as the steps you have taken to prevent shipping non-conforming waste loads.

These strategies are discussed in more detail below.

Employee Training & Protocols

All employees of your waste hauling business - not only drivers, but also sales and customer service personnel - should be well acquainted with the waste bans. The better they educate your customers about keeping prohibited materials out of the trash, the easier it will be for your company meet its compliance obligations.

MassDEP recommends that your company require all new employees to be trained about the waste bans, and that you offer periodic refresher training for all employees. This training should include waste ban quality assurance/quality control procedures for all facets of your operation.

Your drivers can be a critical component of a successful compliance strategy:

At Pick-Up

- Check for banned materials when picking up waste loads and after tipping waste loads at the facility, and report violations or potential violations both to the customer and to the company's home office.
- Ask customers to remove banned items, inform them that service fees may be levied to separate and process banned materials, or refuse to pick up non-conforming loads, and notify customer service representatives responsible for managing the affected accounts.
- Provide literature, container stickers and other educational materials for on-site replacement or to provide to customers as needed.

At the Receiving Facility

- Be knowledgeable about the policies of each waste facility and the materials that each can and cannot accept. (For example, whole tires are banned at landfills but not at combustion facilities.)
- Get out of trucks whenever possible and inspect loads at waste transfer or disposal facilities. Document and take photographs of any failed loads, and notify customer service representatives as above.

Sales & Customer Service

The initial point of sale provides a convenient opportunity to offer recycling services and an ideal starting point for an ongoing dialogue with customers about the waste bans, the specific materials prohibited from disposal, and the fact that as waste generators, they too are subject to MassDEP enforcement action for throwing away banned items. It is a good idea to:

- Provide each customer with "Your Business and the Waste Bans: What You Need to Know" (<http://www.mass.gov/eea/docs/dep/recycle/wstban01.pdf>) or a similar educational handout.
- Affix labels or stickers to all containers you distribute to let customers know what materials can and cannot be placed in each receptacle.
- Advise customers of appropriate procedures for handling banned materials.

You can use your business policies and procedures to help educate your customers:

- Incorporate waste ban compliance requirements into all contracts.
- Advise customers that you will not accept prohibited materials, that you may levy service fees or surcharges on non-conforming loads, and that you could discontinue service to them for repeat offenses.
- Show customers photographs of failed loads, facility turn-away letters and details of failed load surcharges, and offer them follow-up waste ban education and additional material management services.
- Notify MassDEP of chronic or serious waste ban violations and ask the agency to send warning letters to offending customers.

Good Records Are Valuable

Keeping good records can help you monitor progress in complying with the waste bans and identify opportunities for improvement. It is important to keep on file:

- All applicable signed documents.
- Copies of emails and faxes, and records of phone calls.
- QNQC procedures.
- Records of failed load observations, notifications issued by receiving facilities and follow-up actions.

For Additional Information:

- Visit the MassDEP Waste Bans home page:
<http://www.mass.gov/eea/agencies/massdep/recycle/solid/massachusetts-waste-disposal-bans.html>
- Contact the Recycling Works in Massachusetts program at (888)254-5525, via email at info@recyclingworksma.com, or visit the program web site at www.recyclingworksma.com.

Massachusetts Department of
Environmental Protection
One Winter Street
Boston, MA 02108-4746

Commonwealth of
Massachusetts

Executive Office of
Environmental Affairs

Department of
Environmental Protection

Produced by the
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November 2021

This information is available in
alternate format by calling our ADA
Coordinator at
(617) 574-6872.



Recycle Smart MA Checklist

- ❑ **Become a Partner.** Join over 300 municipalities, businesses, nonprofits, colleges and more, each working to towards smarter recycling. Partners receive a monthly newsletter, can embed the Recyclopeda search tool on their website, and may be featured in the [Partner Spotlight](#) for innovative use of Recycle Smart material!



- ❑ **Embed the Recyclopeda on your website.** Your residents, customers, or students can search on 500+ items right from your home page with this handy tool. It's easy as pasting text onto the administrative pages of your website. Interested? [Become a Partner!](#)

A screenshot of the Recyclopeda search tool. The interface has a green header with "Recyclopeda" on the left and "English", "Need help?", and "Share" on the right. Below the header is a search bar with a magnifying glass icon and a "Search" button. The text "Type the name of a waste item and we'll tell you how to recycle or dispose of it." is above the search bar. At the bottom, there are links for "Privacy", "Terms of Service", and "Cookie Policy", and a note "Powered by ReCollect and Recycle Smart".

- ❑ **Get Inspired.** Our [Partner Spotlight Gallery](#) showcases creative uses of the Recycle Smart MA materials. Whether it's creating PSAs to educate the community or putting up recycling posters on campus, Partners are working hard to spread the smart recycling message.
- ❑ **Use FREE Recycle Smart MA downloadable content** such as videos, digital and print resources, social media content, presentations, and more on the [Resources page](#). These materials are fully customizable to be the go-to reference for recycling for your community.



- ❑ **Use Recycle Smart MA social media posts as original content.** We made the content for you! On Facebook, posting your own messages reaches more people than sharing someone else's post. Use the professionally created graphics and language featured on the [Resources page](#). Or check out our [Facebook](#), [Instagram](#), and [Twitter](#) to share any of the posts.

- ❑ **Reach a more diverse audience.** The [Smart Recycling Guide](#) is available in seven other languages! Connect with more members of your community with the Spanish, Portuguese, Vietnamese, Simplified Chinese, Arabic, Haitian Creole, and French translations, all available for download.



Vietnamese Translation



Spanish Translation

- ❑ **Share the [Recycling Quiz!](#) on your website and social media.** Calling all “wish-cyclers” – this 12-question quiz is a great way to test their knowledge and clear up recycling myths. The quiz has been taken over 20,000 times on our website. Even the smartest recyclers will love testing their knowledge!



It's ok to bag my recyclables before putting them in the bin.

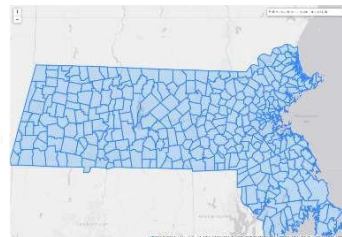


True False

- ❑ **Share the [Recycle Smart MA newsletters!](#)** Every month, we do a deep dive into top recycling topics. From plastics to batteries to organics – we’ve got you covered! Share these newsletters to help explain why certain materials do or do not belong in bin.
- ❑ **What’s New?** Help your community understand the next step for their recyclables with our newest web page: [“Where Does It Go?”](#)! Search by zip code to learn where recyclables go after they leave the curb or transfer station.

WHERE DO MY RECYCLABLES GO?

Wondering what happens to your cans, bottles and paper after you set them curbside or take them to your local transfer station? You're not alone! The answer: it depends. Recycling is managed in different ways depending on where you live. And that determines where it goes to be sorted and ultimately sent to market to be transformed into new products and packaging. Click on a town in the map below or enter an address in the search box to learn more about where your recyclables go.



- ❑ Additional downloadable artwork for a variety of messages is in our [Recycling IQ catalog](#). Contact [Janice Pare](#) for more information.

