



CITY OF SALEM, MASSACHUSETTS

Kimberley Driscoll
Mayor

Mandatory Recycling Implementation Policy (May 9, 2013)

The purpose of this policy is to provide guidelines for the implementation of the mandatory recycling ordinance. The goal of the ordinance is to improve recycling participation, thereby saving the City money on solid waste disposal; the goal is not to collect fines. The City will use all reasonable means to educate the public prior to issuing any warnings or fines.

Following adoption of the ordinance, there will be a three month "grace period" during which no warnings or fines shall be issued under the ordinance. During this period, the City will engage in a broad-based educational effort to make residents aware of the new policy and what its goals are. After the three month period has concluded, the following process will be in effect:

Process

1. All residents will be asked to have a marked recycling receptacle containing recyclable material present on those days when their trash is to be picked up, but shall not be required to do so more than every other week
2. If the receptacle is not present for two consecutive weeks, the contractor (Northside Carting) will leave a notice sticker on the trash receptacle noting that this should be done.
3. If the recycling receptacle is not present in subsequent weeks, the following steps will be taken on each consecutive week that a receptacle is not present:
 - a. 3rd week: the Recycling Coordinator will leave a door hanger explaining the recycling process.
 - b. 4th week: the Recycling Coordinator will try to phone the resident and landlord, if applicable, to discuss the matter.
 - c. 5th week: the Recycling Coordinator will write a letter to the resident and landlord, if applicable, explaining how and why the City is encouraging recycling and what the next steps in the mandatory recycling ordinance are (warning letters and potential fine).
 - d. 6th week: the Recycling Coordinator will issue a warning letter to the resident and landlord, if applicable, indicating the resident (property owner) may be fined.
 - e. 7th week: the Recycling Coordinator will issue a second warning letter to the resident and landlord, if applicable, indicating the resident (property owner) may be fined.
 - f. 8th week: the City will issue a fine of \$25.

g. Any fine issued will be waived if there is demonstrated compliance in the 21 days following the fine or within appeal period landlord provides copy of lease executed prior to the adoption of mandatory recycling ordinance and which lease lacks requirement for tenant recycling. Fines will not be compounded.

h. Fines may be appealed to the City Collector/Hearing Officer.

Landlords shall be encouraged to specify in their lease documents that the tenant is responsible for any fines incurred as a result of non-compliance with the city ordinance.