

**City of Maplewood
Solid Waste Management Standards ***

* As Authorized by the 2020 Amendments to the
City Solid Waste Management Ordinance (Chapter 30)
December 14, 2020

**City of Maplewood
Community Development Department
1902 County Road B East
Maplewood, MN 55109**

Contents

Section 1. Introduction	1
Section 2. Definitions.....	1
Section 3. Single-Family Residential Solid Waste	1
A. Single-Family Residential Recycling	1
B. Single-Family Residential Yard Waste	3
C. Single-Family Residential Food Scraps Recycling	4
D. Single-Family Residential Bulky Waste	4
E. Single-Family Residential Garbage	5
Section 4. Multiple-Family Residential Solid Waste	9
A. Multiple-Family Residential Recycling	9
B. Multiple-Family Residential Food Scrap Recycling.....	12
C. Multiple-Family Residential Bulky Waste.....	12
D. Multiple-Family Residential Garbage	12
Section 5. Commercial Solid Waste.....	13

Section 1. Introduction

The City of Maplewood has developed these standards as specific requirements for the storage, collection and transportation of solid waste. The goals of these standards are to:

- Achieve a reduction in waste generated.
- Encourage the separation and recovery of materials and energy from waste.
- Ensure the protection of public health and safety and promote city cleanliness and livability.
- Promote best management practices in solid waste management to protect air quality, water quality, and natural resources.
- Be consistent with the requirements of the State statutes, State rules and Ramsey County ordinances, and with State and Ramsey County solid waste plans.
- Provide high quality solid waste and recycling services in the most cost-effective manner possible.
- Implement the city's Solid Waste Management Ordinance (SWMO), Chapter 30 of the city's code of ordinances through detailed instructions.

To accomplish the above goals, it is important for the city to have specific and consistent instructions for residents to follow as part of the solid waste collection system. These standards do not replace or supersede city ordinances. The city manager's authority for adopting or amending these standards comes from the city's SWMO Chapter 30.

Section 2. Definitions

All terms used within these standards shall have the same definition as per the SWMO, Chapter 30, Section 2.

Section 3. Single-Family Residential Solid Waste

A. Single-Family Residential Recycling

- 1) Only the city-contracted recycling hauler or their city-approved sub-contractor may collect and process recyclables set out for collection at the curb or alley as part of the city's single-family residential recycling program.
- 2) All residents are required to separate and recycle all designated recyclable materials. If set out for curbside or alley side collection, recyclable materials are to be placed in the recycling cart supplied by the city-contracted recycling hauler and not placed in the city-provided garbage cart.
- 3) Recyclable materials included as part of the city's single sort recycling system (consistent with the current City of Maplewood Solid Waste Guide) include:
 - (a) Mixed paper: Newspapers (including inserts), magazines, phone books, office and school papers, junk mail, box board such as snack and cereal boxes, pop/beer/water boxes, other fridge/freezer box board, paper egg cartons, pizza boxes, corrugated cardboard, shredded paper (bagged and sealed).

- (b) Glass: Food and beverage containers including glass jars and bottles.
 - (c) Plastic: Rigid food, beverage, and other household consumer product bottles and containers (e.g., tubs, bowls, cups, etc.) including packaging with plastics recycling symbols #1, #2, and #5, plastic toys, drained motor oil bottles, flower and shrub containers, landscape edging, laundry baskets, plastic buckets and pails and clear plastic take-out (clamshell) containers.
 - (d) Metal: Beverage, food and pet food containers including aluminum cans, tinned-steel cans and aerosol cans; and other household scrap metal items (3 feet or smaller) such as pots, pans and silverware
 - (e) Milk cartons and juice boxes.
 - (f) Linens: Including clothes and shoes, placed in a sturdy, sealed plastic bag.
 - (g) Other materials: Items that from time to time are designated as recyclable by the city.
- 4) Recyclable materials are to be clean and kept as dry as practicable between use by the resident and collection by the city-contracted recycling hauler.
 - 5) The city-contracted recycling hauler shall supply 35, 65, or 95 gallon recycling carts for the weekly collection of recyclables.
 - 6) The city-contracted recycling hauler shall be responsible for the physical maintenance of the recycling carts, including repairs of damage to the carts, and replacement of destroyed carts.
 - 7) The resident is responsible for the appropriate use and safety of the recycling carts, including both the interior and exterior of the carts. The resident shall rinse or wash the interior of the carts as needed, and shall keep the carts free of markings or graffiti.
 - 8) Recycling may be placed at the curb or alley line for collection. Recycling may be set out for collection no earlier than 5:00 p.m. on the day before the collection day. Recycling collection will occur between 6 a.m. and 6 p.m. Recycling carts must be removed to their storage location no later than 6 a.m. on the day after collection.
 - 9) Residents that have physical challenges or other special needs may request “walk up” service which is approved by the city. The city shall notify the city-contracted recycling hauler. Walk up service will allow the resident to keep the recyclables at a back door or other visible location for collection by the city-contracted recycling hauler. In the winter, a clear path from the street or alley must be shoveled for the “walk up” service to be made.

- 10) St. Paul Regional Water Services and adjacent cities, as applicable, are responsible for the collection of all fees associated with the city recycling program. St. Paul Regional Water Services or the appropriate cities shall make good-faith efforts to collect all amounts due, including use of a collection agency.

B. Single-Family Residential Yard Waste

- 1) Yard waste must not be placed in the garbage.
- 2) Yard waste shall be properly disposed of by:
 - (a) Backyard composting:
 - (1) Home lawn and garden waste may be composted in small quantities on a residential lot as long as the compost pile does not create a nuisance for neighbors due to objectionable odor, vectors of disease or unsightliness.
 - (2) Backyard composting must be done in a structure that prohibits the entry or nesting of rodents and vermin. Composting of meats or fats that attract rodents and vermin is prohibited in backyard composting.
 - (3) Compost structures must be placed at least five feet from rear- and side-yard property lines and shall not be placed in a front yard. Compost structures shall be properly maintained and shall not be unsightly.
 - (4) Residents must follow composting operation guidelines as published by the University of Minnesota Extension Service or other reputable gardening experts.
 - (b) In-place mulching (as by “mulching mowers”).
 - (c) Collected by the city-contracted garbage hauler separate from the garbage and for an additional fee.
 - (d) Collected by an independent lawn service separate from the city-contracted garbage hauler.
 - (e) Taken by the resident or property owner to an approved county or private yard waste drop-off or transfer facility.
- 3) Yard waste not collected by the city-contracted garbage hauler or not composted by the resident, or tree limbs, stumps and roots greater than six (6) inches in diameter must be transported to a properly permitted and licensed yard waste transfer or composting facility. Exceptions to this requirement are allowed if a tree service provides for on-site chipping to produce a suitable mulch product. Such on-site chipping and mulch depositing must be prior approved by the resident or property owner.

C. Single-Family Residential Food Scraps Recycling

- 1) Food Scraps can be recycled as follows:
 - a) Backyard composting:
 - (1) Food scraps may be composted in small quantities on a residential lot as long as the compost pile does not create a nuisance for neighbors due to objectionable odor, vectors of disease or unsightliness.
 - (2) Backyard composting must be done in a structure that prohibits the entry or nesting of rodents and vermin. Composting of meats or fats that attract rodents and vermin is prohibited in backyard composting.
 - (3) Compost structures must be placed at least five feet from rear- and side-yard property lines and shall not be placed in a front yard. Compost structures shall be properly maintained and shall not be unsightly.
 - (4) Residents must follow composting operation guidelines as published by the University of Minnesota Extension Service or other reputable gardening experts.
 - (c) Collected by the city-contracted garbage hauler separate from the garbage.
 - (d) Curbside collection of food scraps in durable compostable bags within the city garbage carts per the Ramsey/Washington Recycling & Energy Center food scraps recycling program when available.
 - (e) Taken by the resident or property owner to an approved county or private food scraps drop-off or transfer facility.

D. Single-Family Residential Bulky Waste

- 1) All bulky waste, large appliances, electronic waste and similar items not included in the garbage or recycling programs shall be properly disposed of. No such items may be disposed of in streams, ponds, waterways or roadside ditches or on vacant or public land, or on property whether owned or not owned by the waste generator.
- 2) Upon resident request, all licensed city-contracted garbage haulers must collect and properly dispose of appliances or bulky waste on the next garbage collection day, or within one (1) week of a resident's request, whichever comes first. An additional fee may be charged by the hauler for this service; the fee, if any, for such service is the responsibility of the generator of the appliances or bulky waste if known, or the property owner on whose property the item is on, and must be paid in full.

- 3) Electronic waste must be properly disposed of, either through special arrangements with the city-contracted garbage hauler, hauling of electronic waste by the resident to a legitimate electronic waste drop off facility, take back service at a retailer, or other approved disposal method. An additional fee may be charged by the hauler for this service; the fee, if any, for such service is the responsibility of the generator of the electronic waste or the property owner on whose property the item is on and must be paid in full.

E. Single-Family Residential Garbage

1) Garbage Cart Standards

- (a) Residents must contain their garbage in wheeled carts provided by the city.
- (b) Each residential household, unless exempted from service by the city in accordance with the Solid Waste Ordinance, Chapter 30, shall have a wheeled garbage cart(s) of sufficient size to contain all household garbage from one collection day until the next.
- (c) Garbage must be placed in the wheeled garbage cart, so that spillage or blowing of garbage does not occur during the collection process.
- (d) Only household garbage, as defined in the Solid Waste Ordinance, Chapter 30, shall be placed in the wheeled garbage carts. Items prohibited from disposal with garbage in the carts include, but may not be limited to: designated recyclables, tree and shrub waste, other yard waste, construction and demolition debris, automotive parts or fluids, electronic waste, or household hazardous waste.
- (e) Exemptions from service by the city-contracted garbage hauler shall only occur in accordance with the Solid Waste Ordinance, Chapter 30, and shall be at the sole discretion of the city. Examples of alternate disposal methods to qualify for exemption from service may include:
 - (1) Written permission to dispose of garbage in a family member's or neighbor's garbage cart which is collected by a licensed garbage hauler (shared service); or
 - (2) Use of a commercial dumpster owned or leased for use by a commercial property. (This commercial property may be owned or leased by the applicant, or the applicant may be an employee who has written permission from his/her employer to use the employer's commercial dumpster.)
 - (3) Self-haul to a city-approved environmentally secure location in accordance with state and county law and policies.

The city shall make available a form for applicants to apply for the exemption. The city will charge a one-time fee for the exemption, such

fee to be approved by the city council yearly. The city shall have sole discretion to grant or not grant an exemption request.

The city shall arrange for regular verification of proper disposal of garbage and waste at the property for which the request for exemption from garbage service is made. Evidence of improper garbage or waste disposal shall be reason to immediately require service by the city-contracted garbage hauler.

- (f) The cart size and collection frequency shall be sufficient to store and contain all garbage normally generated between collections such that the cart lid fully closes and there are no extra bags of garbage next to the cart.
- (g) Sizes of carts available are 95 gallon, 65 gallon, 35 gallon and 20 gallon. All wheeled garbage carts are owned by the City of Maplewood.
- (h) If the garbage cart lid cannot be closed or there are overflow bags of garbage set out for collection that cannot be contained in the cart, a cart of larger size shall be required; or, a second cart shall be required if the cart in place is already the largest, 95 gallon cart. This requirement may be imposed by the city if a resident has overflow garbage for up to two (2) weeks (out of any consecutive five (5) weeks) where the cart lid cannot be closed or there are overflow bags set out for collection.
- (i) If a resident wishes to exchange their cart for a different size, they will request one from the city-contracted garbage hauler. The city-contracted garbage hauler shall bill the new cart fee from the date the cart is delivered to the resident. If a resident requests a cart exchange more than once per calendar year, the city-contracted garbage hauler may impose a service charge. The amount of this charge shall be established per the city contract and as approved by the city.
- (j) If overflow garbage is placed next to the wheeled garbage cart for collection, it shall be securely bagged such that animals and vermin may not access the contents of the bag. The city-contracted garbage hauler may charge an additional fee for collection of any extra bags of garbage. The amount of this fee shall be established per the city contract and as approved by the city.
- (k) The bill payer shall be responsible for payment of fees for garbage collection service and fees for collection of any extra bags to the city-contracted garbage hauler.

2) Garbage Cart Collection

- (a) Garbage collection by the city-contracted garbage hauler shall occur once per week, on days and in areas designated by the city. Slight schedule changes may be made, with sufficient advance notice by the city-

contracted garbage hauler for major holidays, or adverse weather conditions.

- (b) If every-other-week service for a 20-gallon-cart is desired by the resident, such service must be approved by the city. The city will notify the city-contracted garbage hauler of the approval. Approval or denial of the request shall be at the sole discretion of the city.
- (c) The city-contracted garbage hauler may approve the temporary discontinuation of service due to:
 - (1) an extended vacation of three weeks or more, or
 - (2) vacancy of a property.

Resident must notify city-contracted garbage hauler of an end date for such temporary discontinuation.

- (d) Unless separate provisions are made between the city-contracted garbage hauler and the resident (i.e., walk up service) all collection of garbage shall occur at the street line or alley line, as specified by the city-contracted garbage hauler.
- (f) Wheeled garbage carts may be set out for collection no earlier than 5:00 p.m. on the day before the collection day. Garbage collection will occur between 6 a.m. and 6 p.m. Garbage carts must be removed to their storage location no later than 6 a.m. on the day after collection.
- (g) Wheeled garbage carts shall be placed for collection at the alley or curb line, at least five feet on either side of parked cars, and at least three feet away from other objects, with the opening facing the street or alley.
- (h) Residents that have physical challenges or other special needs may request “walk up” service which is approved by the city. The city will notify the city-contracted garbage hauler. Walk up service will allow the resident to keep the cart at the garage, back door or other visible location for collection by the city-contracted garbage hauler. In the winter, a clear path from the street or alley must be shoveled for the “walk up” service to be made. Regular verification of proper disposal of garbage and waste will be made at the property for which the request for “walk up” service is made. Evidence of improper garbage or waste storage, collection or disposal shall be reason to immediately require standard curbside garbage cart set-out procedures.

3) Garbage Cart Storage

- (a) Wheeled garbage carts must be returned to their storage location no later than 6:00 a.m. on the day after the collection day.
- (b) Wheeled garbage carts shall be located behind the front line of the dwelling, in the garage or screened from view from the street, and at least ten feet from any abutting dwelling or sufficiently distant so as not to be a

nuisance to those properties, unless other provisions are allowed by the city due to special site conditions.

4) Maintenance of Carts

- (a) The city shall own the wheeled garbage carts; residents are granted exclusive use of the carts at their address only. Carts shall not be removed from the assigned premises. If a resident moves, the cart shall be collected by the city-contracted garbage hauler.
- (b) The city-contracted garbage hauler shall be responsible for the physical maintenance of the wheeled garbage carts, including repairs of damage to the carts, and replacement of destroyed carts.
- (c) The resident is responsible for the appropriate use and safety of the wheeled garbage carts and shall be accountable for willful damage or destruction of the wheeled garbage cart.
- (d) If a wheeled garbage cart requires physical maintenance, including replacement of wheels, lid, or repairs or other wearing or damage, the resident shall call the city-contracted garbage hauler to request such service. The city-contracted garbage hauler shall promptly perform such maintenance.
- (e) Residents shall keep the inside and the outside of wheeled garbage carts clean. There shall be no markings, such as graffiti or stickers, on the outside of the carts that are not placed there by the city or by the city-contracted garbage hauler. Any markings that appear on the outside of the cart that are not placed there by the city or city-contracted garbage hauler shall be promptly removed. Residents shall routinely wash or rinse out the interior of the wheeled garbage cart so that offensive odors are not detected outside of the empty wheeled garbage cart.
- (f) If a wheeled garbage cart is found by the city to have been willfully damaged or destroyed, the resident shall be responsible for payment to replace the wheeled garbage cart. The city shall have sole determination of willful damage or destruction of a wheeled garbage cart.

5) Delinquent Accounts

- (a) The city-contracted garbage hauler is responsible for collection of all fees associated with the collection and processing of garbage from residential properties. The city-contracted hauler shall make good-faith efforts to collect all amounts due, including use of a collection agency. All such efforts shall be documented.
- (b) Delinquent accounts shall be defined as those residents who have not paid and are over three (3) months past due.
- (c) If delinquent accounts have not been paid within six (6) months, the city shall declare the amount delinquent. The city-contracted garbage hauler

shall submit a written request to the city with adequate documentation of the efforts made to collect the past due amounts. If the city determines that a good faith effort was made and that adequate documentation was submitted, the city shall place the amount on the property taxes associated with the property for which the amount is due.

(d) The city shall follow all practices required by the state and city ordinance to assess the delinquent amount to the property.

6) Resolution of Disputes

(a) If there is a dispute between the resident and the city-contracted garbage hauler regarding extra service charges or required cart size, such disputes shall be forwarded by the resident to the city.

(b) The city shall make a determination regarding the dispute, and notify the resident and the city-contracted garbage hauler of the determination. The determination of the city shall be final unless the resident desires to seek further remedy in District Court.

Section 4. Multiple-Family Residential Solid Waste

A. Multiple-Family Residential Recycling

- 1) Only the city-contracted recycling hauler or their city-approved sub-contractor may collect and process recyclables set out for collection at the curb, alley, or designated multiple-family collection area as part of the city's multiple-family recycling program.
- 2) The city-contracted recycling hauler will supply 95 gallon recycling carts or recycling dumpsters for the collection of recyclables from multiple-family properties.
- 3) The city and the city-contracted recycling hauler will coordinate the number and placement of recycling carts or dumpsters with the owner or manager of multiple-family properties to ensure they are convenient for residents to place recyclables, and accessible by the city-contracted recycling hauler for collection.
- 4) The property owner or manager is responsible for the appropriate use and safety of the recycling carts and dumpsters, including both the interior and exterior of the carts and dumpsters. The property owner or manager shall rinse or wash the interior of the carts or dumpsters as needed, and shall keep the carts and dumpsters free of markings or graffiti.
- 5) The city-contracted recycling hauler shall be responsible for the physical maintenance of the recycling carts and recycling dumpsters, including repairs of damaged carts and dumpsters and replacement of destroyed carts and dumpsters.

- 6) All residents are required to separate and recycle all designated recyclable materials. Recyclable materials are to be placed in the designated recycling carts or recycling dumpsters supplied by the city-contracted recycling hauler, and not placed in the garbage cart or dumpster.
- 7) Recyclable materials included as part of the city's single sort recycling system (consistent with the current City of Maplewood Solid Waste Guide) include:
 - (a) Mixed paper: Newspapers (including inserts), magazines, phone books, office and school papers, junk mail, box board such as snack and cereal boxes, pop/beer/water boxes, other fridge/freezer box board, paper egg cartons, pizza boxes, corrugated cardboard, shredded paper (bagged and sealed).
 - (b) Glass: Food and beverage containers including glass jars and bottles.
 - (c) Plastic: Rigid food, beverage, and other household consumer product bottles and containers (e.g., tubs, bowls, cups, etc.) including packaging with plastics recycling symbols #1, #2, and #5, plastic toys, drained motor oil bottles, flower and shrub containers, landscape edging, laundry baskets, plastic buckets and pails and clear plastic take-out (clamshell) containers.
 - (d) Metal: Beverage, food and pet food containers including aluminum cans, tinned-steel cans and aerosol cans; and other household scrap metal items (3 feet or smaller) such as pots, pans and silverware
 - (e) Milk cartons and juice boxes.
 - (f) Linens: Including clothes and shoes, placed in a sturdy, sealed plastic bag.
 - (g) Other materials: Items that from time to time are designated as recyclable by the city.
- 8) Recyclable materials are to be clean, and kept as dry as practicable between use by the resident and collection by the city-contracted recycling hauler.
- 9) When recyclables are placed at the curb, alley, or designated multiple-family collection area as part of the city's recycling program, they are the sole property of the city and shall be removed only by the city-contracted recycling hauler or their city-approved sub-contractor.
- 10) When recycling carts or recycling dumpsters are not out for collection they must be stored per the city's dumpster screening ordinance.
- 11) It is unlawful for any person, other than the city's recycling contractor or owner's independent hauler, to collect, remove, or dispose of designated recyclables after the materials have been placed or deposited for collection in the recycling carts. The owner, owner's employees, owner's independent hauler's employees, or

city's recycling contractor's employees may not collect or "scavenge" through recycling in any manner

- 12) The city's recycling fee shall be invoiced to every multiple-family dwelling on a per unit, per monthly fee basis with their water and sanitary sewer bills. The fee shall be due and payable the same terms as water and sanitary sewer bills.
- 13) All multiple-family dwellings are included in the city's recycling program except for multiple-family dwellings who have opted out of the city's recycling program as of the date of the Solid Waste Ordinance (November 23, 2020). Those multiple-family dwellings can remain opted out of the city's recycling program under the following conditions:
 - (a) Upon the sale of the multiple-family property. New property owners will be included in the city's recycling program.
 - (b) The city's recycling fee shall not be invoiced to multiple-family dwellings that have opted out of the city's recycling program as of the date of this ordinance (November 23, 2020).
 - (c) The owner of a multiple-family dwelling shall make available to the occupants of all dwelling units on the premise services for the collection of designated recyclables.
 - (d) The owner of a multiple-family dwelling shall provide recycling information to the occupants of each dwelling unit on the property.
 - (e) The owner shall assure adequate recycling carts are provided and maintained by the independent contractor.
 - (f) Upon collection by the owner's independent hauler, that person shall deliver the designated recyclables to a recyclable material processing center, an end market for sale or reuse, or to an intermediate collection center for later delivery to a processing center or end market. It is unlawful for any person to transport for disposal or to dispose of designated recyclables in a mixed municipal solid waste disposal facility.
 - (g) The owner or manager of a multiple-family dwelling shall file an annual report with the city by January 31 of each year. The report will detail the following information from the previous year's recycling:
 - (1) Property name, address, number of units, property manager and owner contact information.
 - (2) Independent hauler name and contact information.
 - (3) Recycling collection information including frequency of collection, types of containers, location of containers.
 - (4) Recycling tonnages and residual rates.

- (h) Any multiple-family dwelling that had opted out of the city's recycling program as of the date of this ordinance (November 23, 2000) can opt back into the city's recycling program at any time. Once a multiple-family dwelling has opted back into the city's recycling program, they may not opt out again.

B. Multiple-Family Residential Food Scrap Recycling

- 1) Food Scraps can be recycled as follows:
 - a) Collected by an independent garbage hauler separate from the garbage.
 - b) Taken by the resident or property owner to an approved county or private food scraps drop-off or transfer facility.

C. Multiple-Family Residential Bulky Waste

- 1) Each owner or manager of a building containing more than four (4) dwelling units shall provide for bulky waste services for all units.
- 2) Adequate provision on the property must be made by the owner for the convenient and proper disposal of bulky materials by residents. Bulky materials placed by residents for disposal shall be collected by a licensed hauler at least weekly.
- 3) Provision must be made by the owner for differential processing and disposal of the types of bulky waste generated by residents, including burnable bulky waste, recyclable bulky waste (appliances) and electronic waste.
- 4) Each owner of a building containing more than four (4) dwelling units shall prohibit the disposal of household hazardous waste, or other prohibited waste in garbage or recycling carts, and shall provide educational information to all residents in the building on the proper transportation and disposal of household hazardous waste.

D. Multiple-Family Residential Garbage

- 1) Each property having more than four (4) residential units shall have weekly collection of garbage from carts or dumpsters provided by an independent hauler licensed by the city.
 - (a) The carts and dumpsters shall be an approved sanitary type that is covered, water-tight, rodent and vermin proof, with the proper attachments for lifting onto garbage trucks.
 - (b) Garbage shall be removed more often than weekly in dumpsters if they become full.

- (c) Garbage shall be transported and disposed of in accordance with state laws and rules and county policies regarding licensed disposal and processing.
- 2) Multiple-family residential properties that use a cart-style service may apply to the city to opt into the city's residential garbage program.

Section 5. Commercial Solid Waste

- A. Commercial buildings must have garbage and recycling collected by a licensed hauler in accordance with state laws and rules and county policies.
- B. A small business or church can apply to the city to opt into the city's residential recycling program.