



Sanitation Collection Administrative Regulation

Objective: These rules are intended to meet the requirement to promulgate reasonable rules for the daily operations of the City of Longview Sanitation services by the Director of Public Works for the City of Longview, Texas. Those requirements are found in Section 49-3 of the Longview City Code.

- I. **General**
- II. **Definitions**
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I. **General:** The accumulation of residential or commercial garbage, rubbish, junk and other deleterious substances on the premises of private residences, commercial institutions, and in streets and alleys constitutes a public menace and nuisance and greatly increases the danger of the spread of infectious, contagious, and epidemic diseases. It is imperative and urgent for the preservation of health, safety, sanitation, peace, and public welfare that proper and adequate regulations be adopted to require property owners, tenants, occupants or lessees to properly participate in the city's sanitation collection system.

II. Definitions: The following terms as herein defined shall control in the construction and enforcement of this policy:

Assisted Collection Customer – A residence where occupants are certified by a licensed medical doctor or orthopedic physician as being physically incapable of transporting their residential garbage or recyclables to the curb.

Plastic Bags - Plastic sacks designed to store residential garbage and having sufficient wall strength to maintain physical integrity when lifted by the top. Total weight of a bag and its contents shall not exceed 50 lbs.

Yard Waste Bags - Paper sack designed to store leaves, pine needles and other yard waste. Total weight of a bag and its contents shall not exceed 50 lbs.

Brush - Cuttings or trimmings from trees or shrubs and similar materials.

Bulky item - Any nonputrescible waste item(s) over 4 feet in length and not listed as an excluded item in **Section IX Residential and Commercial Bulky Item Service**.

Bundle - Tree, shrub, and brush trimmings securely tied together forming an easily handled package not exceeding three (3) cubic feet in volume, or 50 lbs. in weight, or four (4) feet in length.

Collection Cart – City owned container used for the collection of residential and commercial garbage and/or recyclables.

City - The City of Longview, Texas.

Collection – The act of removing residential and commercial garbage or recyclables for transport elsewhere.

Commercial garbage – Garbage or rubbish generated by stores, offices, restaurants, warehouses, and other nonmanufacturing activities, excluding residential and industrial waste.

Construction/demolition waste - Waste resulting from construction, remodeling, repair or demolition operations projects; including all materials that are directly or indirectly the by-product of construction work or that result from demolition of buildings and other structures, including, but not

limited to, paper, cartons, gypsum board, wood, excelsior, rubber and plastics.

Garbage – Waste consisting of putrescible animal and vegetable waste materials resulting from the handling, preparation, cooking, and consumption of food, including waste materials from markets, storage facilities, handling, and sale of produce and other food products.

Hazardous waste - Any waste identified or listed as a hazardous waste by the administrator of the EPA (Environmental Protection Agency) pursuant to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, 42 USC, §6901 et seq, as amended.

Residential garbage – Any garbage and rubbish derived from residential (including single and multiple residences); the term does not include yard waste, brush, or recyclables that are completely free of any other waste.

Industrial waste - Garbage and rubbish resulting from or incidental to any process of industry or manufacturing, or mining or agricultural operations.

Personal Container – A personally owned metal or plastic can or receptacle labeled “yard waste” that is used for the storage and collection of yard waste with handles of sufficient strength to allow for collection.

Putrescible waste - Organic wastes, such as garbage, wastewater treatment plant sludge, and grease trap waste, that are capable of being decomposed by microorganisms with sufficient rapidity as to cause odors or gases or are capable of providing food for or attracting birds, animals, and disease vectors.

Recyclables - Material that has been recovered or diverted from the nonhazardous waste stream for purposes of reuse, recycling, or reclamation, a substantial portion of which is consistently used in the manufacture of products that may otherwise be produced using raw or virgin materials.

Residential unit - A dwelling within the corporate limits of the city capable of housing up to four single family units.

Rubbish - Nonputrescible waste (excluding ashes), consisting of both combustible and noncombustible waste materials. Combustible rubbish includes paper, rags, cartons, wood, excelsior, furniture, rubber, plastics,

brush, or similar materials; noncombustible rubbish includes glass, crockery, tin cans, aluminum cans, and similar materials that will not burn at ordinary incinerator temperatures (1,600 degrees Fahrenheit to 1,800 degrees Fahrenheit).

Yard waste – Leaves, grass clippings, yard and garden debris, and brush, including clean woody vegetative materials not greater than three inches in diameter, and no longer than four feet in length that results from landscaping maintenance and land-clearing operations. The term does not include stumps, roots, or shrubs with intact root balls.

III. Residential and Commercial Garbage and Recycling

1. The city shall collect residential and commercial garbage and recyclables once weekly.
2. Residential and commercial garbage and recyclables shall be placed at the curb for collection no earlier than 6:00 p.m. the day before collection is scheduled and no later than 7:30 a.m. on the day of collection.
3. No rocks, dirt, tires or hazardous waste will be accepted. If unauthorized materials are collected undetected, they will be returned to the owner. Hazardous waste shall be handled in accordance with the terms of all applicable city ordinances, state and federal laws and regulations. The provisions of this section shall not apply to hazardous waste and nothing herein shall be construed as an attempted regulation of hazardous waste collection, handling or disposal.
4. The Sanitation Division will offer near home collection for Assisted Collection Customers as defined. Assisted collection customers must have all of their garbage and recyclables in plastic bags. This will allow the collection of garbage and recyclables from carts near home without the need to roll carts to the truck and return them. Assisted collection customers are not required to use city provided carts.

IV. Residential and Commercial Garbage and Recycling Carts

1. The City of Longview shall provide a collection cart for the collection of residential and commercial garbage and another for recyclables. City provided collection carts remain the property of the City of Longview and must not be removed from the service location.

2. Customers are required to place all garbage and recyclables in the city provided carts.
3. Additional carts, 95 and 35 gallon, are available for the “Additional Cart Fee”.
4. The cart placed for collection must not be so heavy as to cause the equipment to fail to lift and dump properly.
5. Garbage and recycling carts and any unaccepted garbage or recyclables, shall be stored in as inconspicuous a location as possible, such as:
 - (a) In a garage;
 - (b) In an outdoor storage building;
 - (c) On the side of a structure on the property; or
 - (d) At the back of a structure on the property.
 - (e) At no point shall a garbage or recycling storage cart or unaccepted garbage or recyclables be stored in public view or remain in public view in the front yard, on the front porch, or in front of the main structure on the property.
7. If a customer has a city provided collection cart at the curb on a day other than the collection day for that area and a neighbor in that area has made a complaint to the Sanitation Division, the following procedure will go into effect:
 - a. If no other complaints, courtesy tags, or letters have been issued at that location for a period of two months, a courtesy letter will be sent outlining the proper times of cart placement for collection.
 1. If a complaint has been received for this location in the past two months and a courtesy letter has been sent, a tag outlining proper times of cart placement for collection will be attached to the collection cart. The tag will explain the cart return fee, and give notice that the cart must be removed from the curb within 24 hours to prevent the cart return service from being automatically provided.
 - a. If after 24 hours the collection cart is still located at the curb, the cart will be moved from the curb to the home at the location. A cart return fee will be added to the Sanitation Fee for that location.

8. Heavy dead animals, such as cows, horses and mules, shall be disposed of by and at the expense of the owner, or persons having same in charge, in the manner and by the method directed by the Environmental Health Division.

9. Placement for Collection:

- a. Each collection cart shall be placed at curbside for collection. Curbside refers to that portion of right-of-way adjacent to paved or traveled city roadways (including alleys).
- b. Where no curb is available, residential garbage and recyclables shall be placed so as to be easily visible and not more than five (5) feet from the edge of the roadway. Residential garbage, recyclables, and bulky items or commercial garbage and recyclables are not to be placed in ditch lines and must be on roadway side of ditches.
- c. Carts shall be placed as close to the roadway as practicable without interfering with or endangering the movement of vehicles or pedestrians.
- d. When construction work is being performed in the right-of-way, carts, yard waste bags, and bulky items shall be placed as close as practicable to an access point for the collection vehicle.
- e. Carts must not be blocked by vehicles or other obstructions.
- f. Cart lids must be closed.
- g. Collection Carts must have 4 ft to each side of the cart for collection to be made. This includes but is not limited to mailboxes, poles, walls, fences, or other collection carts.

V. Holiday Collection Schedule

1. Items may be placed outside of the cart the week after Thanksgiving and next collection day following Christmas to assist with the extra amount of garbage and recyclables that are generated during these times.
2. The Collections Section of the Sanitation Division takes three (3) holidays a year.

- Thanksgiving
- Christmas Day
- New Year Day – Only if it falls during a collection day.

The Sanitation Division will publish a collection schedule annually. This schedule will be made available to all customers.

On weeks containing a holiday, the collection days will shift forward from the day of the holidays.

Examples

	Monday	Tuesday	Wednesday	Thursday	Friday
Normal Collection	Monday Area	Tuesday Area	Wednesday Area	Thursday Area	
	No Change				
Monday Holiday	Holiday	Monday Area	Tuesday Area	Wednesday Area	Thursday Area
	All collections moved one day later.				
Tuesday Holiday	Monday Area	Holiday	Tuesday Area	Wednesday Area	Thursday Area
	No change to Monday area, Tuesday, Wednesday and Thursday shift one day later.				
Wednesday Holiday	Monday Area	Tuesday Area	Holiday	Wednesday Area	Thursday Area
	No change to Monday & Tuesday area. Wednesday & Thursday shift one day later.				
Thursday Holiday	Monday Area	Tuesday Area	Wednesday Area	Holiday	Thursday Area
	No change to Monday, Tuesday & Wednesday area. Thursday shifts to Friday.				
Friday Holiday	Monday Area	Tuesday Area	Wednesday Area	Thursday Area	Holiday
	No change for Friday Holidays.				

VI. Yard Waste

1. Yard waste will be collected weekly.

2. Plastic bags with yard waste will not be collected.
3. Yard waste must be in paper bags or a personal container labeled "Yard Waste." The paper bags must have the top rolled down to avoid spillage.
4. Brush and limbs bundled together for easy handling of less than four (4) feet in length and less than 3 inches in diameter are collected as part of the yard waste collection service.
5. Yard waste is limited to 8 cubic yards.

VII. Recycling Program

1. The provided recycling carts are for recyclable material only. Recycling carts used for any purpose other than recycling as a part of the City Recycling Program will not be collected.
2. Recyclable material will be collected on the same day as residential and Commercial garbage.
3. The following material can be collected as part of the City Recycling Program.

Plastic

#1 - #7 plastics that are clear or colored.

Paper, Newsprint, and Cardboard

Paper

Newspapers

Magazines (glossy paper is acceptable)

Cardboard

Metal

Aluminum, tin or steel beverage or food cans may be recycled (paper labels need not be removed).

VIII. Compost Facility

The Compost Site is available for the disposal of limbs, brush, tree trunks, leaves, grass clippings, pine straw, and other yard waste.

1. Compost hours of operation shall be Tuesday thru Saturday 8: 00 a.m. to 4:30 p.m. The compost facility will take normal City of Longview holidays unless the holiday falls on a Monday, then the holiday will be taken on Tuesday.
2. Compost material will be accepted free of charge from residential units only.
3. Compost material will be accepted for a fee of \$7.50 per cubic yard for all commercial and non-residential customers.
4. There is no limit on the number of loads which can be brought to the compost site by residential customers, but each load requires proof of residential Sanitation service. (City of Longview current water bill)
5. Compost and mulch can be picked up as available by residential Sanitation customers. Proof of Sanitation service is required to pick up compost or mulch.
6. Leaves, grass clippings, pine straw, and other yard waste must be removed from plastic bags before leaving at the compost site.
7. Limbs or tree trunks must be no longer than 10 feet and no greater in diameter than 24 inches.
8. The compost site allows for the drop off of residential garbage, recyclables, and glass by Sanitation Residential customers at no cost.
9. The following items will not be accepted at the compost site:
 - cross ties
 - rocks
 - concrete
 - construction-demolition waste
 - pallets
 - sheetrock

- ceramic tile
- roofing material
- landscape timbers
- lumber of any type
- fence posts
- metal
- appliances
- tires

10. The Compost Site reserves the right to refuse any load.

IX. Residential and Commercial Bulky Item Service

1. Each residential Sanitation address is provided with four (4) bulky item collections per year as part of the basic service. Collection is limited to no more than eight (8) cubic yards per collection. If bulky items remain following the collection of the eight (8) cubic yards by the Sanitation Division, the remaining bulky items must be removed from the curb until another collection is scheduled with the Sanitation Division. Customers may request an “Additional Bulky Item Pickup” anytime for a fee.
2. Commercial Bulky Item Collection is provided for a fee to businesses that have City of Longview water service.
3. Residential and commercial customers must schedule a bulky item collection by filling out a form online, sending a CitySend request or by calling Sanitation at 903-237-1250.
4. No bulky items shall be placed curbside before the day prior to collection.
5. Customers must separate limbs and brush from other bulky items.
6. Brush must not be longer than ten (10) feet and more than 24 inches in diameter.
7. Unauthorized materials that are collected undetected will be returned to the owner.

8. The following items shall not be collected as part of the Bulky Item Collection:

- Liquids
- Loose residential or commercial garbage
- Cross ties
- Dirt, rock or sand
- Construction-demolition waste
- Concrete
- Pallets
- Ceramic tile
- Sheetrock
- Roofing materials
- Hazardous materials
- Landscape timbers
- Treated Lumber
- Tires will not be accepted. If tires are collected undetected, they will be returned to the owner.
- An item containing or having contained refrigerant (Refrigerators, freezers, air conditioning unit, etc.)

9. Construction and demolition waste collection is provided to residential customers for a fee.