

# *Shutesbury Recycling Almanac*



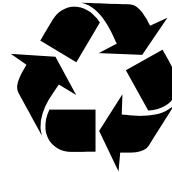
*A Reference Guide to Recycling  
& Solid Waste Management*

*Updated/ revised April 2018*

## ***YOUR PART IN THE RECYCLING LOOP***

The recycle symbol has three chasing arrows, each representing a step in the recycling process.

- ▶ The *first step* is your putting out recyclable materials at curbside or taking them to a recycling center
- ▶ The *second step* is the manufacturing process, the use of recyclable materials to make products that will be sold as new consumer goods.
- ▶ The *third step* is your purchase of products made with recycled content. When you buy recycled, you complete the recycling loop — you “Close the Loop.”



### ***Why recycle?***

Recycling saves trees, water, energy — and reduces mining waste, water use, and air pollution. Recycling reduces trash and the consumption of new raw materials by adding new value to used materials.

### ***As a consumer, how do I “buy recycled”?***

When you shop, read labels carefully and look for the highest percentage of “post-consumer recycled content” in the product and/or its packaging. There is a long list of buy-recycled or Environmentally Preferable Products that you may not even have thought about. Just read the labels!

### ***What are the economic benefits of buying items with recycled content?***



Your Recycling Coordinator and Recycling and Solid Waste Committee have worked hard to keep abreast of the best waste management options available — spelled out here in the pages that follow.

We hope you find this Almanac useful as you participate in the Recycling Loop.

Gary Bernhard, Recycling Coordinator

Meryl Mandell, Chair

Ron Essig, Gail Fleischaker, Liz Lacy, Sue Quigley,  
Steve Rice, Peg Ross

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# ***RECYCLING AND SOLID WASTE SYSTEM OVERVIEW***

Recycling is mandatory in Shutesbury. More importantly, it reflects a common goal. A Town survey showed consistently strong support for *recycling* and for making it convenient to every household. Reducing the amount of *solid waste* or *trash* that we generate is an equally important goal.

Our system is set up to accommodate and encourage both components of an effective solid waste management system. It consists of curbside collection of recyclables, Pay As You Throw (PAYT) curbside collection of trash, disposal of bulky waste items at one Shutesbury collection day each year, year-round use of the Leverett Transfer Station for bulky waste disposal and Take-It-or-Leave It, a drop-off program for rechargeable batteries and fluorescent light bulbs at Town Hall, and, by agreement with the Amherst Department of Public Works, disposal of household hazardous waste materials at the Amherst Household Hazardous Waste Collection Day each Fall.



## **BASELINE SERVICES AND SUPPLIES**

In order to assist residents in recycling, the Town buys curbside “set out” boxes which it re-sells to residents at a subsidized cost. These set-out boxes are commonly known as “blue boxes” (although there are also green ones).

Pay As You Throw (PAYT) is a system in which residents pay for the quantity of trash they dispose of rather than paying a fixed fee per household. Shutesbury provides up to 50 Town trash bags to each household per year.

Weekly pickup, hauling, and recycling or disposal of solid waste materials are built into the Town budget, funded primarily by property taxes. Historically, the Town of Shutesbury has always provided this municipal service — and retained Town support of basic trash service when we moved to a Pay-As-You-Throw system.

## **PAY AS YOU THROW (PAYT) SYSTEM**

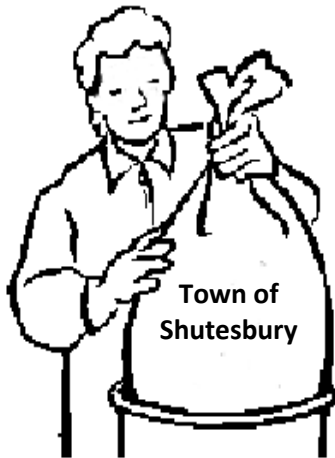
Pay As You Throw (PAYT) is a nationwide concept, with about 147 Massachusetts communities using full or partial PAYT systems as of January 2017. Our system provides up to 50 Town trash bags to each household per year, distributed by Recycling and Solid Waste Committee volunteers at scheduled events beginning at the Annual Town Meeting in May and continuing through June (see Trash Bag Distribution Schedule posted at the [RSWC website](#)).

Most households use no more than 50 fifty bags each year, and many residents have found that they need fewer. Those who initially take fewer than

50 bags but later find that they need more can obtain the rest of their allotment in the same distribution year as needed.

Those who use more than the 50 baseline bags must cover their own disposal costs by buying more bags as they need them. This is the basic tenet of the PAYT system. After the bag distribution period, bags are available in packs of 10 for \$20 at Town Hall, and the Leverett Village Co-op. We want to thank the Co-op for providing this service at no cost to the Town. Large-volume users may recycle less or have larger families, which means more food, more clothing, and more expense to get rid of their trash. Note that there are large families in town who still use only 50 bags by utilizing different disposal strategies. Recycling and Solid Waste Committee members are available upon request to help your household become more efficient and produce lower trash volume.

### WEEKLY CURBSIDE COLLECTION



Household trash and items for recycling are picked up at curbside every week. Residents place their **trash** in “Town of Shutesbury” bags at the end of their driveways by 7:00 a.m. each Wednesday morning, where they are collected by a hauler contracted by the Town.

Items for **recycling** are picked up at the same time, alternating weekly between paper-based material and (glass, plastic, metal, and waxed-carton) containers.

### DISPOSAL BANS AND COMPLIANCE OPTIONS

State regulations (310 CMR 19.017) prohibit hazardous waste materials from landfills or combustion facilities, including these common household items: lead-acid (e.g., car) batteries; items containing mercury; white goods (appliances); Cathode Ray Tubes (computer monitors, TVs, etc.); leaves and yard waste; recyclable paper and containers (glass, metal, and plastic).

Shutesbury provides several options for complying with the State bans. Large banned items (and non-banned items too large for your weekly trash) can be brought to Bulky Waste Day (BWD), hosted by the Town each spring, or brought to the Leverett Transfer Station. By agreement with the City of Amherst, Shutesbury residents’ household hazardous waste materials can be disposed of at Amherst’s Household Hazardous Waste Collection Day; small items containing mercury and/or other toxic metals can be dropped off at Town Hall at any time during office hours. Yard waste is not acceptable in any Shutesbury collection and should be composted.

- ▶ Disposal of appliances at Bulky Waste Day will incur a small fee. It's simpler and cheaper to have old appliances taken back as new ones are delivered.
- ▶ The Town collects lead-acid batteries at Bulky Waste Day in June.
- ▶ The Town does not subsidize disposal of large volumes of materials from a housing move, demolition, or remodeling. You need to make arrangements with an outside vendor for disposal of such materials.

### SUMMARY OF DISPOSAL OPTIONS

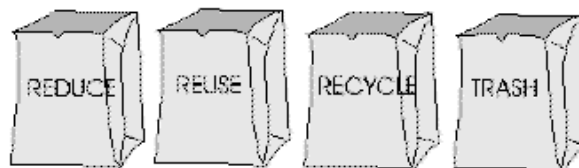
Material	Means of Disposal
<b>Trash</b>	weekly curbside collection
Paper products	bi-weekly curbside collection
Containers	bi-weekly curbside collection
Batteries, CFLs, etc.	Town Hall (during office hours)
Chemical, pesticides, etc.	HHW Collection Day [Amherst Transfer Station]
<b>Bulky waste</b>	
Bulky Waste Day [Shutesbury Highway Dept.]	first Saturday in June
Leverett Transfer Station	open weekly year-round

### WHERE IT ALL GOES

Our **trash bags** go to a landfill administered by Casella of Holyoke.

**Recyclables** picked up each week are taken to the Materials Recycling Facility (MRF) in Springfield. Recyclable *mixed paper* is hauled to a paper mill for recycling. Recyclable *containers* are sorted by type of material (aluminum, plastic, glass, etc.), then baled or crushed and hauled to different companies for use in the manufacture of new products.

From our Bulky Waste Day, **metal materials** go to a metal recycler, and the Town receives the money from the scrap metal sale. **Bulky items** go to Casella of Holyoke, and **electronics** and clean, white Styrofoam are recycled by Gold Circuit E-cycling in Ludlow.




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*Incinerating 10,000 tons of waste creates one job, land-filling the same amount creates six jobs, and recycling the same 10,000 tons creates **36 jobs!***

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## ***CURBSIDE SOLID WASTE GUIDELINES***

Curbside recycling of paper and containers is mandatory in Shutesbury.

**Trash and recyclables must be at the roadside by 7:00 am each Wednesday to assure pickup.**

Curbside recycling collection schedules may be obtained during the trash bag distribution period and can be downloaded from the [RSWC website](#).

If you have questions or comments, please contact the Town Administrator at 259-1214 or email the Recycling Coordinator at [recycling@shutesbury.org](mailto:recycling@shutesbury.org).

### **WEEKLY TRASH GUIDELINES**

- ▶ All trash must be placed within a closed Town of Shutesbury bag. Unsealed bags will be rejected. Bags left open or hooked untied over the edge of your barrel on trash days will not be picked up.
- ▶ More than one trash bag may be put out, and tied bags may be placed inside a barrel to prevent raiding by animals. Items not in Town bags will not be picked up.
- ▶ If your trash bags are damaged by dogs or other animals, you must clean up the mess or the bags won't be picked up. If a bag that's been moved to a common collection point gets attacked, the hauler is responsible. Report dog problems at 259-2123 or 259-1214.
- ▶ Bags weighing more than 35 pounds or containing yard waste, construction debris (sheetrock, brick, concrete, plaster, shingles), or hazardous waste materials will be rejected.
- ▶ Trash bags containing recyclables will be rejected.

### **IF YOUR TRASH IS NOT PICKED UP**

If you have a problem with your pickup, or your trash was rejected and you do not know why, please call the Town Administrator at 259-1214 so the problem can be addressed directly. You may also email this information to [townadmin@shutesbury.org](mailto:townadmin@shutesbury.org)

*Here are some of the most common reasons that trash is not picked up. Please review them before calling Town Hall.*

- ▶ Materials were not out at curbside by the time haulers made their run.
- ▶ Materials were located too far from edge of road. (All items must be at curbside, accessible to the driver's reach within a few steps.)
- ▶ Trash was not tied securely within Shutesbury trash bags. (Bags cannot be untied, left open over the edges of barrels, have items protruding, etc.)
- ▶ Weight of the filled trash bag was over 35 pounds. (Bags are not able to support heavy contents such as cat litter, for example).
- ▶ Trash was scattered by animals prior to hauler's arrival.
- ▶ Trash contains yard waste or leaves.
- ▶ Trash contains recyclables, hazardous materials, or items banned from landfills by the Massachusetts DEP.

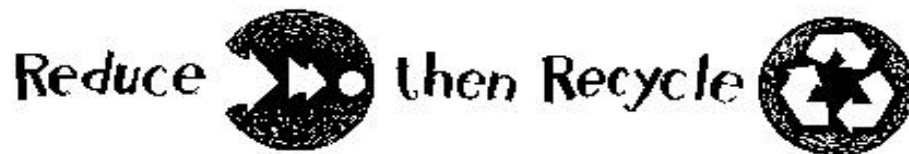
**NOTE:** Under no circumstance will the following items be picked up at curbside: bulky waste, car batteries, tree stumps, yard waste or leaves, refrigerators, stoves, sinks or other white goods, gasoline, oil, dead animals, computers, TVs, stereos, furniture, lead-based paints, pesticides, solvents or any hazardous waste, construction or demolition material (sheetrock, brick, concrete, plaster, shingles).

***Did you know . . . ?***

*The best way to close a trash bag securely is to tie the corners across the bag in a double knot. (A twist tie can break or pop off when the haulers pick up your trash.)*

**WEEKLY RECYCLING GUIDELINES:**

- ▶ You may use any solid container for your recyclables. Recycling bins are available at Town Hall **at a subsidized price**. You can also use a trash barrel for your recyclables. Fitted with lids, these offer more volume as well as protection against windy day blowout and rain or snow contamination.
- ▶ If you use closed or solid-walled containers other than the official set-out containers, you must mark them so they are identifiable from a distance. Spray paint or use markers to place a large "R" on three sides of a barrel or four sides of a box. A large, clearly visible, recycling sticker is also acceptable.
- ▶ Paper and cardboard recyclables are best placed at curbside in solid containers. However, paper bags or cardboard boxes are allowed as disposal containers. Plastic bags are NOT allowed. (Recyclables put out in plastic bags will be rejected.)
- ▶ Cardboard must be flattened and larger pieces folded or cut to less than 2 feet in length to fit through the 3-foot-square truck opening. (Cardboard that is not flattened or is not folded to two feet or less will be rejected.)
- ▶ Recyclables containing trash will be rejected.
- ▶ **Make sure to check the [recycling collection schedule](#) at the [RSWC website](#) to put the right recyclables out for the hauler.**





## PAPER

The list of paper acceptable for Shutesbury recycling is based on what the MRF accepts. The list is posted at MRF [Recyclepaper/cardboard](#) and on the RSWC website at [What's Recyclable?](#)

### **Include the following items in the paper recycling collection:**

- ▶ Newspapers (with inserts)
- ▶ Magazines and catalogs (staples are okay)
- ▶ Junk mail (stick-on labels and plastic windows are okay)  
[remove plastic wrappings]
- ▶ Paper bags
- ▶ Office paper, white and colored
- ▶ Shredded paper [put out in *paper* bag]
- ▶ Corrugated cardboard [flatten, fold or cut to less than 2 feet in any dimension, remove tape & string]
- ▶ Hardcover book pages [remove book covers & spine and put in the trash]
- ▶ Phone books and paperback books
- ▶ Tubes from rolls of toilet paper and paper towel (but not paper towels!)
- ▶ Boxboard: cereal, cracker, shoe boxes, etc. [paper liners are okay, but remove plastic liners]
- ▶ *Clean* pizza boxes (no grease or food) [turn box inside out]



### **DO NOT include the following in the paper recycling collection:**

- ▶ Soda or beer holders/cartons: these are made from previously recycled paper
- ▶ Waxed paper or cardboard (for example, frozen food boxes, take-out containers, butter/margarine boxes, detergent boxes)
- ▶ Paper towels or tissues (these are compostable)
- ▶ Paper plates or cups
- ▶ Photographs
- ▶ Padded mailing envelopes
- ▶ Dirty pizza boxes
- ▶ Egg cartons, which are made from previously recycled materials and are loaded with glue
- ▶ Metallic gift wrapping paper which has clay coatings which contaminate machinery

## CONTAINERS

Shutesbury's list of containers acceptable for recycling is based on what the MRF accepts. The list is posted at [Recyclecontainers](#) and on the RSWC website under [What's Recyclable?](#)

**Rinse all containers** and gather them separately from paper.

**The following items may be included in the container recycling collections:**

- ▶ Glass bottles and jars smaller than 2½ gallons (labels, lids, corks, and neck rings are okay)
- ▶ Aluminum, tin, and steel cans and lids (labels are okay)
- ▶ Clean aluminum foil and pie pans (no grease or food)
- ▶ Drink boxes, tent-top milk & juice cartons [remove straws & caps; flatten]
- ▶ Plastic food containers smaller than 2 gallons (bottles, jars, margarine tubs, yogurt cups, microwave trays and containers [remove caps, lids, pumps and wraps])
- ▶ Detergent and personal care bottles (shampoo or liquid soap, for example; labels and detergent spouts may be left on)



**The following items may NOT be included in the container recycling collections:**

- ▶ Foil-wrapped beverage pouches
- ▶ Plastic bags or containers larger than 2 gals.
- ▶ Baking dishes, drinking glasses, Pyrex cookware, or ceramics
- ▶ Light bulbs, mirrors, broken glass, window or auto glass
- ▶ Paint can, aerosol can, hangers, or other metal objects
- ▶ Motor oil jugs, items that once contained chemicals, Styrofoam containers, clay or plastic flower pots

## PLASTICS

### *WHICH PLASTICS CAN I RECYCLE?*

*Think bottles and containers . . .*

- ▶ All plastic food and beverage bottles
- ▶ Most plastic food containers (no black plastic)
- ▶ Most other plastic bottles under two gallons in size

*. . . except for these which cannot be recycled:*

- ▶ Styrofoam cups and trays and microwave trays (clean white Styrofoam may be recycled at the June Bulky Waste Day)
- ▶ Plastic flower pots
- ▶ Any bottle/jar that contained motor oil, antifreeze, pesticides, herbicides, adhesives, paints, or solvents. The residue from oil and chemicals seeps into the plastic and contaminates it.

### *Ideas for Reducing or Reusing Plastics*

- ▶ When you purchase new plants, ask your garden center about returning the plastic pots.
- ▶ Styrofoam can be tough to avoid, but not impossible. Bring your own mug with you to get hot and cold drinks. Try to avoid deli items packaged on Styrofoam trays.
- ▶ Look for products in the least amount of packaging.
- ▶ Try to reduce the need to throw away plastics. For example, use canvas shopping bags. Don't accept a bag if you don't need one.
- ▶ Some stores sell cooking oils, liquid soaps, and detergents in bulk; refill your own container.
- ▶ Reuse plastic bags for vegetables and fruits.
- ▶ Reuse plastic containers or make them into something else.
- ▶ If you must buy a plastic product, choose one made of recycled plastic: this will help strengthen markets for recycling plastics.
- ▶ Polystyrene 'peanuts' and bubble wrap can be taken to your local UPS Store.
- ▶ Foam blocks, like the packaging used to secure electronics or appliances in shipping, are called "expanded polystyrene molders" or EPS. This material can be recycled at the June Bulky Waste Day. In addition, mail-in locations can be found at [www.epspackaging.org/info.html](http://www.epspackaging.org/info.html).
- ▶ Some local stores accept plastic bags for recycling. If your grocery store doesn't accept plastic bags, ask the management to start doing so.
- ▶ Many area secondhand and used books stores will accept bags for reuse. Ask your dry cleaner if it will reuse its bags.

### WHICH PLASTICS ARE RECYCLABLE? AND WHY?

Recycling plastics can be confusing. The chasing arrows (or triangle) with a number in the center is a code that identifies the plastic resin from which a

container is made. This code is used by plastic manufacturers to identify the plastic but it DOES NOT necessarily mean the plastic is recyclable.



Seven basic resin types are used to make thousands of different kinds of plastics. Dyes and other additives are added to the basic resin to give the final product a desired color, shape, and texture. These additives, along with the way that plastics are formed, impact the ability to recycle the plastic. Recycled plastics must be carefully sorted by type before they can be melted down and reformed into new products. Placing your plastics in the recycling bin is just the beginning of the long process of sorting and reprocessing in order to recycle plastics.

Recycling companies collect the plastic types that have sufficient market value to cover the costs of collection, processing, and transportation to markets. In western Massachusetts, most plastic bottles and containers meet these criteria.

**Polystyrene (Styrofoam) and plastic bags cannot be recycled at the MRF,** as they have limited markets and present haulers and processors with logistical challenges. Wind easily blows these lightweight plastics, creating litter problems; they require large amounts of storage space; and they get tangled up in the processing equipment. Plastic bags can be recycled at supermarkets such as Stop & Shop and Big Y.

**Plastic containers larger than two gallons in size cannot be recycled** because they do not fit through the processing equipment at the recycling facility. On the other hand, small **plastic pill bottles cannot be recycled** because they are too small and fall through the processing equipment, potentially damaging the equipment and creating a safety hazard.

# ***HOUSEHOLD HAZARDOUS WASTE***

## ***WHAT IS HOUSEHOLD HAZARDOUS WASTE?***

Household hazardous waste (HHW) includes a variety of toxic substances and products, chiefly chemicals, herbicides, and pesticides. These materials can be disposed of at the Household Hazardous Waste Collection Day hosted by Amherst at its Transfer Station on Belchertown Road (Route 9) each Fall.



## ***GENERAL DISPOSAL GUIDELINES***

Proper disposal of household hazardous waste is exceedingly important. Improper disposal can cause problems for the entire community.

- ▶ Hazardous wastes can be explosive or highly flammable. Sewers have exploded and garbage trucks have burned because flammable and reactive wastes have been carelessly discarded.
- ▶ Hazardous wastes can be corrosive. The acid from discarded auto batteries can eat away many substances.
- ▶ One of the worst ways to dispose of hazardous materials is to “just dump them down the drain.” Septic systems are not designed to handle hazardous wastes!
- ▶ Hazardous waste is not allowed in landfills, where it causes pollution in the groundwater, surface water, and air.
- ▶ Hazardous waste is not allowed for incineration in a waste-to-energy facility.

## ***DISPOSAL AT TOWN HALL***

Shutesbury doesn't have its own hazardous waste recycling program, but you can bring the following hazardous items to Town Hall where they are collected and recycled in compliance with State law.

- ▶ Rechargeable (Ni-Cd), lithium, and button batteries (for watches, cameras, hearing aids, etc.)
- ▶ Depleted inkjet cartridges, unneeded cell phones
- ▶ Fluorescent light bulbs
- ▶ Wall thermostats (with mercury switches)
- ▶ Medical thermometers (with column of fluid mercury)
- ▶ Other mercury-bearing devices and materials

(As of 1999, U.S.-made alkaline batteries no longer contain mercury and so may be discarded in your regular trash.)



## DISPOSAL AT HOUSEHOLD HAZARDOUS WASTE DAYS

Hazardous wastes are accepted on Household Hazardous Waste Collection Day, held at the Amherst Transfer Station on Belchertown Road (Route 9). For dates and times, see [Household Hazardous Waste Disposal](#) postings on the RSWC website or watch for notices in the Daily Hampshire Gazette, which generally appear several weeks in advance of the event.

Amherst provides the collection service to several neighboring communities each Fall. Shutesbury residents are charged according to the amount of hazardous waste they bring to the collection site.

You must pre-register to participate in a HHW Collection Day in order to give the Amherst facility some idea as to the volume of materials to be collected on that day. [Household Hazardous Waste Collection events](#) are posted on their website. The Registration Form contains a detailed listing of materials that are (and are not) accepted at the Amherst Transfer Station, and it's posted online about a month before HHW Collection Day. See pp. 16-17 in this Almanac for a tabulation of household hazardous materials with their appropriate means of disposal, *taking note of the following distinctions:*

- ▶ **Fertilizers with pesticides** are HHW, but fertilizers **without pesticides** can be thrown away in the trash.
- ▶ **Aerosol paint cans** are HHW, but **aerosol cans that are empty** or that contain non-hazardous material, such as hair spray, can be thrown away in the trash. *Do NOT puncture an aerosol can.*



### *Tips for holding hazardous waste for next collection day*

- ▶ Do leave products in their original containers with the label intact.
- ▶ Do not mix different chemicals for storage or transport.
- ▶ Do not bury the HHW in your backyard or an empty field.
- ▶ Do NOT pour liquid HHW into streams or storm drains.

## DISPOSAL OF PAINTS

### GENERAL GUIDELINES

- ▶ **Hazardous paint materials** include aerosol spray paint, lead and marine paint, and all oil-based stain, paint, and polyurethane. Any of these must be disposed of at a Household Hazardous Waste Collection Day.
- ▶ Latex paint and stain are **non-hazardous** materials.
- ▶ **Do NOT bring** paint to Bulky Waste Day!
- ▶ **Do NOT pour** paint into the trash or down the drain!

## TO DISPOSE OF LATEX AND OIL-BASE PAINTS

- ▶ **For empty cans** of latex and oil-based paints:
  - Remove the lid and let the paint dry completely to a solid state, then place the can and lid separately in your trash.
  - Empty metal cans of latex and oil-based paints are accepted as scrap-metal at Bulky Waste Day.
  -
- ▶ **For partially-full cans** of latex paints:
  - Small quantities of latex paint can be safely disposed of with household trash by letting paint dry in the open air until it is completely solid. Another way to dry the paint is to mix it with an absorbent material such as kitty litter or “Speedi-Dri” until it is dried solid (usually overnight).
  - Test to see that there is no liquid residue in the can — and if there is, repeat the procedure. Paint in cans must be *completely solid* or it will not be picked up.
  - Once the paint has dried completely, place the can *without the lid* in its own separate Town of Shutesbury trash bag. Place the lid separately in the (regular weekly) trash.



## TIPS FOR HANDLING PAINT MATERIALS:

- ▶ Seal paint container tightly after using.
- ▶ Keep label legible.
- ▶ Store paint in a heated area to avoid freezing.
- ▶ Use all paint in the can or share what’s left over with friends.

## DISPOSAL OF CELL PHONES

What do you do with an old cell phone? Here are four ways to put your old phone(s) to good use.



### ***RECYCLE IT***

Drop it off at Town Hall or bring it to Bulky Waste Day to be recycled with electronics.

## ***RETURN IT***

Many wireless carriers allow you to turn in your old cell phone. These old phones are stripped of personal data and usually sent to charities or women's shelters. Check with your carrier for more details on how to return your old phone.

## ***SELL IT***

Why not get some money for your used phone? Here are a few of the many places where you can get cash for your old phone:

[eCycle Group](#), [Cash for Phone](#)

## ***DONATE IT***

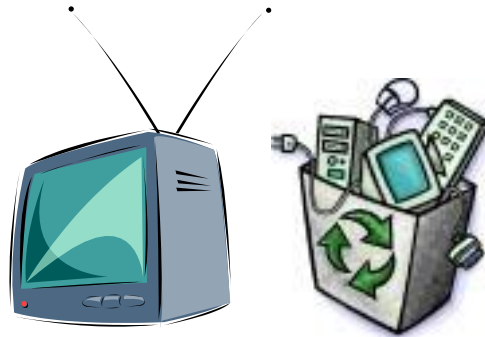
Help a charity and get a tax deduction! Here are some organizations where you can donate your old cell phone:

[Cell Phones for Soldiers](#) is an organization started by teenagers to help soldiers overseas call home.

[Phones 4 Charity](#) is a national program designed to remove used cell phones from the environment while benefiting charitable organizations.

## **DISPOSAL OF TVS AND CRTS**

TVs and CRTs such as computer monitors contain toxic metals and are banned from landfills and incinerators. TVs and CRTs should be recycled — as well as keyboards, toys, remote controls, cordless phones, and other electronic devices with circuit boards. All of these electronics can be recycled at Bulky Waste Day.



## ***THINK SAFETY —***

Do not take CRTs apart! There are real health risks associated with dismantling them:

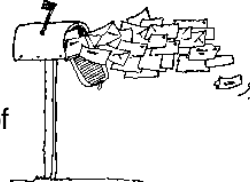
- ▶ If mishandled or broken, the glass tube can implode, resulting in flying glass.
- ▶ CRTs hold a “latent” electric charge, even when unplugged. By touching the bare glass it is possible to receive a serious shock of up to 25,000 volts.
- ▶ CRTs are heavy and difficult to handle, so back and foot injuries are more likely to occur.



# JUNK MAIL

## THE PROBLEM

Most of us are tired of seeing our mailboxes fill up with stacks of junk mail. This unwanted mail clutters our homes and costs hundreds of thousands of tax dollars to dispose of every year.



## THE SOLUTION

There are several ways you can let advertisers know you want to be removed from their mailing lists.

- ▶ Go to [www.catalogchoice.org](http://www.catalogchoice.org) and enter catalogs you do not wish to receive. The service contacts the company and requests taking your name and customer number off their mailing list.
- ▶ If you are getting duplicate magazine or catalog mailings, call the Customer Service Representative at the company's 800 number, or send both labels and ask them to eliminate the extra copy.
- ▶ Go to the [mass.gov Consumer's Guide](http://www.mass.gov/ocabr/data-privacy-and-security/privacy/junk-mail/stopping-junk-mail.html) for advice on dealing with junk mail and (e-mail) spam (<http://www.mass.gov/ocabr/data-privacy-and-security/privacy/junk-mail/stopping-junk-mail.html>) This site suggests sending a postcard to the Direct Marketing Association's Mail Preference Service with your name, address and phone number in all the various ways they appear on the junk mail you receive. The Service will add your name to the "delete file" where it will remain for five years. Approximately 70% of direct marketers use the Service to avoid sending unwanted mail.

### **Mail Preference Service**

Box 643

Direct Marketing Association

Carmel, NY 10512

- ▶ Junk mail with first class postage can be returned without requiring additional postage. Write "Return to Sender" on the envelope.
- ▶ Use postage-paid response cards and envelopes to return junk mail. Be sure to include the mailing label and request to be removed from the mailing list.
- ▶ When you apply for a credit card, magazine subscription, or membership in an organization, or donate to a charity, look for a check -box or write "Please do not rent, sell, trade or give my name to other businesses or organizations" on your application.
- ▶ Have the phone company remove your name from the published phone directory. Some mailing list companies use the directory as a source of addresses.

## ***BULKY WASTE DAY***

On the first Saturday in June, the Recycling and Solid Waste Committee offers Shutesbury residents a Bulky Waste collection at the Highway Department garage. Bulky Waste Day is your chance to dispose of large items not accepted in weekly curbside trash collection — such things as "white goods" (enameled metal appliances such as stoves, washers, dryers, etc.), scrap metal, tires, and furniture. These can be brought to the Highway Department yard on Leverett Road any time between 10 am and 2 pm. Fees are assessed to cover the cost of the roll-off containers and dumping. Because space is limited, extra-large and multiple loads may not be accepted.

**\*\*\**Hazardous waste materials are not accepted!*\*\*\***

## ***SHUTESBURY SWAP WEEK***

Shutesbury Swap Week takes place during the week preceding Bulky Waste Day, and residents are encouraged to place unwanted household items at roadside with a "free" sign. Usable furniture, toys, athletic equipment, flower pots, building materials, books, clothing, paint — anything that would be of use to others will gain an extended life with new owners. The designated week becomes a town-wide event. People take a ride around town, check out the offerings, and help to recycle and reuse those cast-off goodies along the roadsides. Unclaimed items should be brought to Bulky Waste Day at the end of the week.

## ***BULKY WASTE DAY PROCEDURE***

When you arrive at the Highway Department, you'll be directed to come through the east (uphill) entrance. Before you enter the yard, your load will be checked in and a disposal cost will be assessed and collected. If you plan to pay by check, make the check out to "Town of Shutesbury." Please bring small bills if you want to pay with cash.

On the right as you enter are two Trash roll-off containers and the area for "white goods" (refrigerators, etc.). The Recycling and Solid Waste Committee table is in the Highway Department garage where you can buy or pick up trash bags. The Electronics station is in the salt-sand shed, and the Metals roll-off container is to the right of the fuel tanks. To the right of the exit is a roll-off container especially for "things with springs" such as mattresses, upholstered chairs, etc..

## ***CFCS AND PROPANE TANKS***

Here you can unload grill-sized propane tanks. Items with CFCs (chlorofluorocarbons, the refrigerant liquid) are set aside in the same area. These are later drained of their refrigerant to minimize ozone depletion. Then they become scrap metal.

## ***TIRES AND LEAD-ACID BATTERIES***

Tires, with or without rims, and lead-acid batteries may be placed in a truck supplied by Clark Auto Parts located at the left of the salt-shed.

## ***ELECTRONICS AND CELL PHONES***

Any items with electronic circuitry should be recycled here. The items commonly seen are computers, televisions, radios, stereos, CD players, cell phones, VCRs, fax machines, and answering machines. (You can drop off your unneeded cell phones at Town Hall.)

There is a charge for televisions and computer monitors, both CRTs and flat screens.

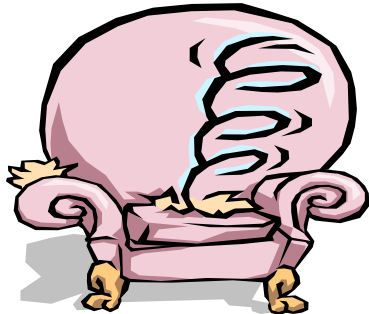


## ***INKJET CARTRIDGES***

All empty inkjet cartridges can be taken to Staples in Hadley for safe recycling.

## ***SCRAP METAL***

Any item that is metal or primarily metal goes in the scrap metal roll-off containers located to the left of the exit. Large and heavy metal items will be loaded into the container with a backhoe/loader.



## ***THINGS WITH SPRINGS***

To the right of the exit is the roll-off container for “things with springs.” Because items such as mattresses, sofas, and upholstered chairs require special handling at the disposal site, they must be kept separate from other trash.

## ***Tips for a successful Bulky Waste Day***

- ▶ We are busiest in the first hour of the event. As noontime approaches, the rush subsides, then picks up again in the final hour or so. If you want to avoid the line, your best bet is to come late morning or very early afternoon.
- ▶ Plan on unloading your items into the roll-offs without assistance. Check ahead with the Recycling Coordinator if you have questions on specific items or know that you'll have a very large item or large overall volume.
- ▶ Plan ahead! Clean out the garage, basement, or camp in advance to minimize your stress on Bulky Waste Days.
- ▶ **Volunteer! The Recycling and Solid Waste Committee can always use a hand on Bulky Waste Day. Contact the Recycling Coordinator for more information.**

## *LEVERETT TRANSFER STATION (LTS)*

Shutesbury residents displaying a Leverett Transfer Station (LTS) sticker can use the Leverett Transfer Station to dispose of bulky waste any time during the year when LTS is open. In addition, Shutesbury residents can take advantage of the “Take It or Leave It” feature of the LTS. You can bring good stuff that you no longer need, browse through books, toys, clothing, furniture, etc., and take what you want at no cost. The LTS is located at 15 Cemetery Rd. in Leverett.

- ▶ The valid period for each sticker runs from July 1 through June 30 of the following year (the fiscal year). Shutesbury residents can purchase an LTS sticker for \$20.00. When next year’s LTS stickers go on sale at Town Meeting in May, current year stickers may be purchased for \$10 and are valid through June of the current fiscal year.
- ▶ This sticker gives you access to bulky waste disposal and Take It or Leave It at the LTS. Disposal costs for various bulky items are listed [here](#).
- ▶ Purchase LTS stickers from RSWC members at one of the trash bag distribution dates. After bag distribution dates end, purchase stickers from the Town Clerk, Administrative Secretary, or Town Administrator during Town Hall office hours (typically M-F from 8:30 – 4:00). **Shutesbury residents canNOT purchase stickers at the LTS.**
- ▶ Mount the LTS sticker on the front windshield of your car behind the rearview mirror.
- ▶ LTS is typically open part days on Wednesday, Saturday and Sunday, but hours of operation can change, so confirm times on the [LTS website](#) before heading there.
- ▶ **Shutesbury residents may NOT dispose of trash or recycling at the LTS.** We have curbside pickup of trash and recycling, but Leverett residents pay for each bag of trash disposed of at LTS (which is why Leverett residents pay a higher sticker fee).
- ▶ **No hazardous waste** is accepted at LTS.
- ▶ Bring good, usable stuff for Take It or Leave It — no junk. The LTS can use additional volunteers, especially at Take It or Leave It. If you want first choice on items that come in, you might consider volunteering (check with staff at LTS or the Shutesbury Recycling Coordinator if interested).

# COMPOSTING

Composting is a controlled process of decomposition of organic material and it is a great way to keep organic matter out of the waste stream. It saves disposal costs and provides a valuable soil additive.

## BENEFITS OF USING COMPOST

Plants love compost — and here's why:

- ▶ Compost increases the organic matter in soil and helps build sound root structure.
- ▶ Compost balances the pH of the soil.
- ▶ Compost makes nutrients in soil more readily available to plants.
- ▶ Compost makes clay soils airy so that they drain better.
- ▶ Compost improves the ability of sandy soils to hold moisture and resist erosion.
- ▶ Compost raises the vitamin and mineral content of food grown in a garden.
- ▶ Compost reduces reliance on petroleum-based fertilizers.



## TO BEGIN COMPOSTING

There are many different ways to make compost. The following guidelines will get you started, but soon your own experience will help you tailor a method that best fits your needs.

**Build or purchase a compost bin.** Your grass, leaves, and branches can be composted in open piles, of course, but many households prefer to compost their organic kitchen scraps in bins. Compost bins can be purchased for \$20 each on trash-bag distribution days, at Town Hall, or on Bulky Waste Day. Compost bins are also available from garden catalogs, nurseries, and hardware stores. Enclosed compost piles keep pests out, hold heat and moisture in, and have a neat appearance. Or bins can be simply made of wire, wood, pallets, concrete blocks, and even garbage cans with drilled drainage holes.

**Set up the bin** in a convenient, shady area with good drainage. A pile that is about three feet square and three feet high will help maintain the heat generated by the composting organisms throughout the winter.

**Start the pile** with a layer of coarse material such as corn stalks to build in air passages. Add alternating layers of "brown" and "green" materials and mix them together. Sprinkle with soil every 12 inches. Be sure to bury food scraps in the center of the pile. If you don't have "brown" and "green" materials on hand at the same time, build your pile with "browns" and mix in "greens" as they become available. Save several bags of leaves to add in the spring and summer when "browns" are scarce.

**Add water** as you build the pile if the materials are dry. You must keep the composting material damp (not wet!) for it to decompose.

**Keep oxygen available** to the compost organisms by fluffing the pile with a hoe or compost turning tool each time you add material. A complete turning of the pile — so the top becomes the bottom — in spring and fall should result in finished compost within a year. More frequent turning will shorten the composting time.

## COMPOSTABLE MATERIALS

Yard wastes such as leaves, grass clippings and weeds make excellent compost. All fruit and vegetable scraps, plus food wastes such as coffee grounds, tea bags, and eggshells can be composted. To keep animals and odors out of your pile, do not add meat, bones, fatty food waste (such as cheese, grease, and oils), dog or cat litter, or diseased plants. For one reason or another, there are other items that should not be placed in a compost bin. Those items include: fish scraps, charcoal briquettes, bulky waste, insect-ridden plants, peanut butter, pet wastes, dairy products, greasy waste, weeds that spread by root and runners, and weeds with seeds.

## “GREENS” AND “BROWNS”

Organic materials contain varying amounts of nitrogen and carbon which nourish the organisms naturally present in your compost pile. An easy way to provide these nutrients is to compost both moist green materials (such as grass clippings) that are high in nitrogen, as well as brown woody materials (such as autumn leaves) that are high in carbon. Here are some examples:

<b>High Nitrogen: Greens</b>	<b>High Carbon: Browns</b>
Grass clippings	Autumn leaves
Weeds	straw
Fruit & vegetable scraps, coffee grounds, tea bags, egg shells	Paper towels, napkins, and bags; coffee filters, newspaper
Manure	Cornstalks
Seaweed	Wood chips
Alfalfa hay, alfalfa meal	Saw dust
Blood meal	Pine needles

## *SAFE ALTERNATIVES TO TOXIC PRODUCTS*

The following is a list of safe substitutes for some household toxic products. Generally, these products can be purchased in any grocery store.

### **ANT CONTROL:**

- ▶ Sprinkle cream of tartar or a borax/sugar mix in front of the ants' path (check the internet for the mix "recipe").

### **BUG SPRAY:**

- ▶ Place screens on windows and doors.
- ▶ Brewer's yeast, taken daily, gives the skin a scent that mosquitoes avoid.

### **CHEMICAL FERTILIZERS:**

- ▶ Use compost.

### **COPPER CLEANER:**

- ▶ Pour vinegar and salt over copper and rub.

**DEODORIZERS & AIR FRESHENERS:**

- ▶ Open windows or use exhaust fans as a natural air freshener.
- ▶ A dish of hot vinegar can get rid of fish odors.
- ▶ Baking soda placed in the refrigerator reduces odors.
- ▶ Fresh cut flowers or dried flower petals and spices can add a nice scent to a room; boiling potpourri or cinnamon and cloves in water will also produce a nice scent.

**DETERGENTS (LAUNDRY & DISHWASHING):**

- ▶ Replace detergents with soaps that are relatively “non-toxic” and “biodegradable”. To wash out residues from detergents, pre-wash in washing soda (crystalline sodium carbonate).

**DRAIN OPENERS:**

- ▶ Pour boiling water down the drain. Do this every week for preventative maintenance.
- ▶ Use a plumbers helper (plunger) or a plumber’s snake.

**FLEA & TICK PRODUCTS:**

- ▶ Put brewer’s yeast or garlic in your pet’s food.
- ▶ Sprinkle fennel, rue, rosemary, or eucalyptus seeds and leaves around the area where your pet sleeps.

**FLOOR CLEANERS:**

- ▶ Use soap and water.
- ▶ Use washing soda and water.
- ▶ Use white vinegar and water.

**FURNITURE POLISH:**

- ▶ Mix 1 teaspoon of lemon juice in 1 pint of mineral or vegetable oil.

**GENERAL CLEANERS (ALL PURPOSE CLEANSERS):**

- ▶ Mix three tablespoons washing soda (crystalline sodium carbonate) in one quart of warm water.
- ▶ Use baking soda with a small amount of water.

**GLASS AND WINDOW CLEANERS:**

- ▶ Use cornstarch and water.
- ▶ Mix one-half cup of vinegar and one quart warm water; wipe with newspapers.
- ▶ Use lemon juice and dry with a soft cloth.

**MOTH BALLS:**

- ▶ Use cedar chips, lavender flowers, rosemary, mint, or white peppercorns.

**OVEN CLEANERS:**

- ▶ Mix three tablespoons of washing soda (crystalline sodium carbonate) in one quart of warm water.
- ▶ Place liners in oven to catch drips during baking.
- ▶ Sprinkle salt on spills while the spill is warm and then scrub.
- ▶ Clean spills using steel wool and baking soda.

**PESTICIDES:**

- ▶ Plant marigolds.

**RAT POISON:**

- ▶ Put a screen over drains.
- ▶ Use mechanical snap mouse and rat traps.

**RUG DEODORIZER:**

- ▶ Deodorize dry carpets by sprinkling liberally with baking soda. Wait at least 15 minutes and vacuum. Repeat if necessary.

**SCOURING POWDER:**

- ▶ Dip a damp cloth in baking soda and rub.
- ▶ Use steel wool.

**SILVER POLISH:**

- ▶ Boil 2 to 3 inches of water in a shallow pan with 1 teaspoon of salt, 1 teaspoon of baking soda, and a sheet of aluminum foil. Totally submerge silver and boil for 2 to 3 more minutes. Wipe away tarnish. Repeat if necessary. (Do not use method on antique silver knives).
- ▶ Use nonabrasive toothpaste.

**SNAIL & SLUG BAIT:**

- ▶ Place a shallow pan with beer in the infested area.
- ▶ Overturn clay pots; snails take shelter in them during sunny days and thus can be collected and removed.

## *FAQS – FREQUENTLY ASKED QUESTIONS*

**1. How do I get my bags?** Town trash bags are distributed by Recycling and Solid Waste Committee volunteers at scheduled events beginning at the Annual Town Meeting on the first Saturday in May, and continuing through June. The **trash bag distribution schedule** for each year is published in the spring edition of *Our Town* (the Town newsletter) and on the [RSWC website](#). We ask that you make every effort to pick up your bags on one of the distribution dates staffed by Committee volunteers. Town Hall staff will not give out annual bag allotments in the period between Annual Town Meeting and the end of June. People picking up their trash bags after the regular distribution period will receive a maximum of 40 bags.

**2. Who do I notify, and how, when I have a problem with the weekly collection system?** During the business day, call the Town Administrator at 259-1214. Town Hall staff may be able to resolve your problem through the haulers, before they finish the routes. If you discover a problem later in the day, leave a message at 259-1214 or send an email describing the situation to [townadmin@shutesbury.org](mailto:townadmin@shutesbury.org) so the Town Administrator can follow up with you.



**3. What do I do if my trash was “skipped” (mistakenly uncollected) on collection day?** First, determine whether your trash was “skipped” or rejected. Was your solid waste at the curb by 7:00 am? Check for a Rejection Notice, indicating a problem with your trash or recyclables. Were your neighbor’s picked up but yours were not? That may be an indication that yours were rejected, even if the hauler forgot to leave a notice or it blew away before you got home. Was your material too far from the road or stuck in a snow bank? If it was rejected, or there was cause for their being rejected, you must correct the problem and put the materials out for the next day scheduled for those items. If yours were not rejected but were skipped by mistake, call Town Hall at 259-1214 and report the error.

**4. What happens if my trash bags are torn open by animals?** If animals have torn open *your own* bags, they will not be picked up and cleanup is your responsibility. Dogs violating the Town’s Dog Control Bylaw can be reported at 259-2123 or 259-1214, whether the dog’s owner can be identified or not. Crows are another common trash raider. Putting your bags out at curbside within lidded containers can prevent both problems.

**5. I am cleaning out a garage or basement, tearing down a shed, doing a remodeling job, or cleaning an entire house before selling and moving. How do I dispose of the materials?** If you are doing some housecleaning or construction that involves a pickup-truck load or less, you can bring trash, construction materials, etc. to spring Bulky Waste Day. If you have a lot of trash for Bulky Waste Day, you should contact the Recycling Coordinator to be sure your load will be accepted.

If you have more than a pickup load, or the material cannot be held until Bulky Waste Day, you need to exercise out-of-town options. Shutesbury residents are eligible to buy annual permits from the Towns of Leverett and Amherst to use their transfer stations. As noted above, Leverett Transfer Station stickers are \$20 for the fiscal year. A list of disposal costs at the LTS is available [here](#). Alternately, you can then bring loads of materials to the Amherst Transfer Station. Stickers are \$85, and charges are according to the material weight.

**6. Where can I get trash and recycling information in addition to what’s in the Almanac?** The Recycling and Solid Waste Commlltee occasionally posts notices of changes or upcoming events in the Amherst Bulletin, the Daily Hampshire Gazette, and through Shutesbury’s Our Town Newsletter, Nextdoor Shutesbury, and/or the Town emailing list. You can sign up for email notifications on the [Town website](#) and you can subscribe to the free Amherst Bulletin by calling 549-2000. In addition, you can check on the Springfield Materials Recycling Facility [website](#).

**7. What do I do with my home medical waste and old prescription drugs?** Home medical waste can be hazardous if handled improperly. It may infect other people who come in contact with your trash. Unwanted or expired medicines or drugs could be harmful to children or adults. Antibiotics poured down the drain can kill beneficial microbes in your septic system and may adversely affect fish and other aquatic organisms.

You should dispose of medical “sharps” (needles, syringes, lancets, etc.) by placing them in a rigid plastic or metal container with a screw-on or secure lid, such as a detergent or laundry bottle. Reinforce the lid with heavy-duty tape, place a label “CONTAINS SHARPS” on the bottle, and put it in the trash. You

might consider buying a needle clipping device and using special sharps containers. Also, check with your pharmacy; it may accept your used sharps. By law, unwanted or expired prescriptions cannot be returned to the pharmacy. However, old drugs should be kept out of the waste stream to prevent groundwater contamination. The preferred disposal choice is to turn in old prescription drugs at various Hampshire and Franklin county police department collection boxes. Check with the chosen police department to confirm they host a collection site. Also watch for prescription drug Take Back events, usually held annually and typically hosted by municipal police departments in our region. Individuals who have received cancer treatment drugs or radioactive medicines should follow specific instructions issued by the hospital on disposal of radioactive waste materials. Place disposable sheets, medical gloves, and soiled bandages in secure plastic bags before you put them in the trash.

**8. What do I do with my used motor oil?** Oil is toxic to plants, to fish, and to other animals. One quart of oil can contaminate a million gallons of drinking water. In Shutesbury, oil could contaminate your well and other water supplies throughout the region. So DO NOT dispose of used oil in the trash, on the ground, down the drain, or by burning!

Collect oil in a clean container with a screw cap. Clean up spills with kitty litter, vermiculite, or rags and then dispose of these in the trash. Puncture the domed part of the old filter with a sharp tool, drain the filter on a rack for 12 hours, and collect the oil as described above. Put the old filter in a sealed plastic bag with an absorbent material, such as kitty litter, and place the bag in the trash.

You can return used oil for recycling to the store where you purchased it. Retailers are required to accept used oil for recycling (up to 2 gallons per person per day) if you have the purchase receipt. Some service stations and repair garages will take used oil from customers as a courtesy. You can also take your used oil to a Household Hazardous Waste Collection Day (do *not* bring used oil to Bulky Waste Day).

**9. How do I get rid of dead car batteries?** Dead automobile batteries should never be thrown in the trash. State law prohibits landfills from accepting them because they contain lead, which can contaminate drinking water supplies. But there's another important reason not to throw used batteries away: many parts of them can be used again. You can take your used battery back to the retailer when you buy a new one. You can also dispose of dead car batteries at Bulky Waste Day in June.

## ***HISTORY OF SHUTESBURY'S RECYCLING PROGRAM***

Shutesbury residents have always been conscious of their impact on the environment. We love our rural beauty and have worked hard to protect it from pollution. For several decades, Shutesbury has operated a recycling program, utilizing new options as they became available and making the process more convenient for residents at each stage. Over the years, often

using incentive grants and assistance from the Materials Recycling Facility (MRF) Advisory Board and the state Department of Environmental Protection, we have continued to upgrade and adjust our system and options.

Throughout the 1980's, we had a drop-off recycling station at the Highway Department where people brought their paper, cardboard, glass bottles and jars, and tin cans. It was messy and cumbersome, but we used it! Trash was picked up at curbside, and that cost was built into the tax base as a universal municipal service. We were soon able to transition to curbside pickup of recyclables.

In 1990 our program got a boost with the opening of the MRF in Springfield. With the guaranteed availability of a facility to receive our recyclable materials, our municipal recycling rate climbed steadily between 1994 and 1999. In July of 2000, in the face of rising disposal costs, increasing trash tonnage, and stagnant recycling figures, we transitioned to the current Pay As You Throw (PAYT) trash system, which resulted in a further increase in our recycling rate.

After the closing of the Amherst Landfill (the politically-correct term for the old "dump") in the summer of 2002, the Recycling and Solid Waste Committee spent more than six months evaluating our options. We found that aggressive recycling and waste reduction, offered the most cost-effective and environmentally sound solution — and this is where we are today.

This *Almanac* has been designed to help everyone in Shutesbury increase their recycling, reduce the amount of trash they create, and properly handle what is left through composting, hazardous waste collections, our own "bulky waste" program, and our agreement with Leverett to use the Leverett Transfer Station