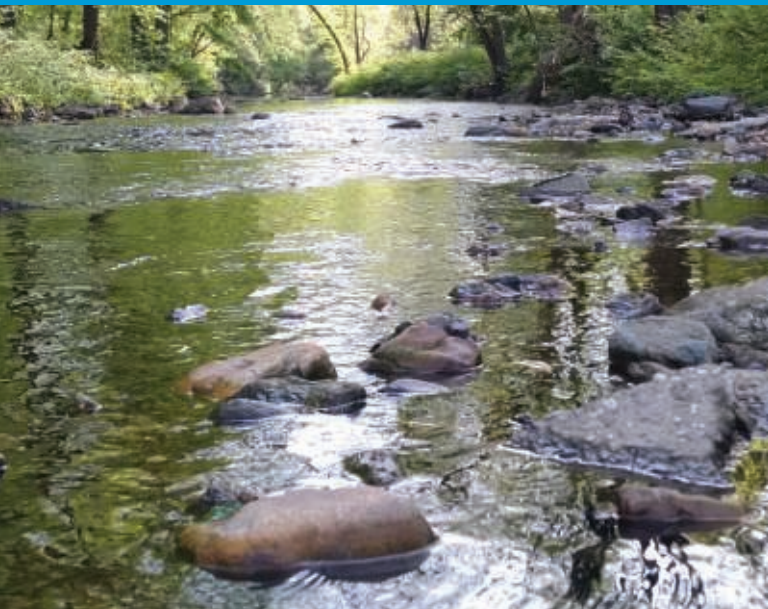


Watershed Protection: Litter Control and Prevention



RESOURCE GUIDE

Your business can have a direct impact on a cleaner community and watershed. Did you know nearly 80 percent of the litter found in our local waterways is washed, blown, or dumped there from activities on land? This brochure has been produced to help local businesses in the Tookany /Tacony-Frankford Watershed build support for litter prevention among business owners, customers, residents, and visitors. Litter is a community-wide responsibility in Philadelphia. We want each and every business, commercial, and residential establishment to support litter-free communities and keep our watersheds healthy and vibrant.

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The Philadelphia Water Department (PWD) in collaboration with the Tookany/Tacony-Frankford (TTF) Watershed Partnership and the Pennsylvania Environmental Council (PEC) have produced this guide to educate small business owners and property owners to take convenient and meaningful steps toward controlling litter. Litter and pollution collects on City roadways, around buildings, on sidewalks, and in storm drains, which discharge into our waterways. Litter as well as other common waste materials, like grease and oil, are major stormwater runoff pollutants that contaminate our creeks and rivers, degrade our drinking water, and harm aquatic life. This guide provides useful information about City of Philadelphia regulations and business-specific tips for controlling waste and trash.

A FEW LITTER FACTS

- Litter can end up miles from where it originates, polluting our creeks and impacting their health.
- Most litter is carried from land to our local watersheds via stormwater. Stormwater is surface run-off from rain and storm events that enters the drainage system carrying trash, leaves, sediment, oil, and other liquids and solids.
- Product packaging comprises nearly **46%** of all litter. This includes fast food, snacks, tobacco, and other food product packaging.
- Litter on our streets and sidewalks is **61%** beverage containers.
- Transition points such as bus stops and carry-out food locations collect the highest amount of litter.
- Storm drains collect the second-highest amount of litter in communities. The litter accumulated in or around storm drains clogs them causing flooding and releasing pollutants into our streams and rivers.
- Approximately half the trash we generate could be recycled.

Top Littered Items in the TTF Area:

Plastic  **47%**
(including food & beverage packaging and bags)

Cigarettes  **28%**

Paper  **19%**
(including food and beverage packaging, flyers, menus, newspapers, cardboard)

Metal  **5%**
(including beverage cans)

Styrofoam  **1%**
(including food and beverage packaging)

Glass  **0.5%**
(including beverage items and construction debris)

By preventing litter, your business has the opportunity to enhance the customers' experience, help the environment, and boost your bottom line by providing a clean and beautiful setting for people to dine, shop, and live.

KEY LITTER PREVENTION STRATEGIES

Apply litter prevention best practices to all potential sources of litter; including customer self-serve stations, trash cans, sidewalks, and dumpster areas.

- Give your customers many opportunities to properly dispose of their waste by locating trash cans at transition points inside and outside of your establishment. For example: by food preparation areas such as coffee stations and near the outside entrance/exit.
- Conveniently locate waste receptacles to facilitate effective use by employees and hauling contractors.
- Situate waste receptacles such that they are stable and not easily disrupted or overturned.
- Select waste receptacle sizes with adequate capacity for site use/activities.
- Select waste receptacle design such that receptacles will adequately contain all waste disposed, prevent accumulation of rain/precipitation, and reduce dispersal of waste by weather, animals, or vandalism.
- Consider locking dumpsters and waste receptacles to prevent illegal dumping.
- All bags, bundles, containers, and receptacles shall be secured and covered to prevent their contents from being scattered or carried away by wind or precipitation.

Protecting Stormwater Drains

- Locate waste receptacles away from storm inlets and runoff flow paths.
- Do not sweep trash into the storm drain

Signage & Education

- Provide instruction and signage for employees responsible for collecting and disposing of all waste generated.
- Let customers know you care. Hang signs for customers about proper waste disposal and litter control.
- Promote litter prevention among your employees. Arm them with best practices for your business.

Changing Litter Behaviors

Beautify your surroundings. People follow norms, if an area is clean and beautiful it sets a standard for behavior in that area and indicates littering is not tolerated. Visible litter encourages littering and attracts unwanted critters. Regularly sweep sidewalks and empty full trash cans. Ask customers if they need a bag to carry the items purchased.

Recycling Best Practices

- Include a recycling bin at transition points inside and outside of your location.
- Boldly identify the bin as the recycling receptacle.
- Use signage to identify what can be recycled.
- Include all recyclables in the collection, including bulk packaging, etc.
- Make it simple as possible to toss items in the proper bin.



PHILADELPHIA WASTE HANDLING AND COLLECTION QUICK GUIDE

The City of Philadelphia has various polices in place to help businesses reduce litter. Identifying and understanding Philadelphia's Code for litter and solid waste can help you develop an effective litter-control program. Here are a few general rules and resources about proper waste disposal for businesses and multi-unit residential buildings.

CURBSIDE WASTE COLLECTION

City Solid Waste/Recycling Curbside Collection Service

The City of Philadelphia Street Department, Sanitation Division, provides trash and recycling curb-side collection service to: (1) small businesses generating waste in small amounts; (2) residential dwellings with six or fewer units; and (3) all city households.

Eligibility Guidelines for City Collection

Non-industrial businesses that set out less than 6 containers or 12 bags (or a proportionate combination of the two) of solid waste may be eligible for City collection service. Sites requiring collection more than once a week are **not eligible** for City services; these businesses include:

- Businesses that produce food waste, which may need more frequent collection are not eligible.
- Residential locations including condominiums and cooperatives with more than six units or that receive private hauler service in any form are not eligible.
- Generally other sites such as manufacturers, wholesalers, warehouses, and gas stations/auto service sites are not eligible.

Curbside Recycling Tips

The City of Philadelphia provides weekly curbside recycling to multi-family dwellings of 2-6 units and eligible small businesses. There are no limits on the total number of recycling bins that can be set out. Please note, 32 gallons is the maximum acceptable size for each recycling container.



What can be recycled in Philadelphia:

- Paper, including cartons and cardboard
- Glass
- Tin & aluminum
- Plastics 1-7



What can't be recycled in Philadelphia:

- Plastic bags
- Styrofoam
- Tissues/ paper towels or napkins
- Rubber

PRIVATE WASTE COLLECTION

Private Refuse Collection

Commercial sites, including businesses and multi-unit buildings with greater than six units, must contract for private waste collection service and make space available on site to store waste generated in between pickups. Things to remember when hiring private haulers:

- Customers hiring a hauler should check to make sure their hauler is licensed to do business in Philadelphia. All hauling vehicles should have a decal at a visible location which provides some assurance of proper licensing.
- It is the customer's responsibility to make sure City regulations are included in the contract. For example, refuse receptacles and dumpsters must comply with City Refuse and Litter Regulations.
- To learn more about selecting reputable waste haulers visit the Pennsylvania Independent Waste Haulers Association's site at <http://piwha.com/>

Private Collection Set Out

Trash must not be put out more than two hours prior to collection. For collection scheduled after business hours, trash must be put out no more than 30 minutes prior to the close of business.

Dumpster Laws

City dumpster usage and placement laws include; licensing, identification, frequency of emptying, standards of cleanliness, proper closure, and location. Several City departments oversee dumpster requirements, for a full description see

www.philadelphiastreet.com/commercial/dumpster-laws.

Solid Waste Recycling Plan

An official commercial solid waste recycling plan must be filed with the Philadelphia Recycling Office and posted in a public area for employees to view. See more information on the required plan at secure.phila.gov/streets/commrecycling/RecyclePlan.aspx.

Detailed information for all of the general requirements listed above can be found at: www.philadelphiastreet.com/refuse-collection-fees/code.

ALTERNATIVE WASTE DISPOSAL

Construction Debris and Bulk Waste

Construction debris includes all waste materials from construction or remodeling including but not limited to wood, metal, ceramics, drywall, and demolition materials. These materials are not collected by the City but rather must be disposed of through a private hauler. A private transport arrangement must be made to a private licensed facility for recycling or disposal. (Fees may apply.)



CITY RESOURCES

Resident Sanitation Convenience Centers

The Streets Department manages five sanitation centers in the city where residents can drop-off bulk trash and recyclables, including materials not accepted in City curbside pickup.

Locations:

- **West Philadelphia**
5100 Grays Avenue
- **Northwest Philadelphia**
Domino Lane and Umbria Street
- **Northeast Philadelphia**
State Road and Ashburner Street
- **Strawberry Mansion**
2601 W. Glenwood Avenue
- **Southwest Philadelphia**
3033 63rd Street
- **Port Richmond**
3901 N. Delaware Avenue

Hours of Operation: Monday through Saturday 8 AM to 6 PM

Materials accepted: auto tires, bulk items, Christmas trees, computers/televisions, latex/ water-based paints dried, mattresses, recyclable materials, and yard waste. Go to: www.philadelphiastreet.com/sanitation/residential/sanitation-convenience-centers for more information.

Streets and Walkways Education and Enforcement Program (SWEEP)

The Streets Department operates SWEEP, a city-wide education and enforcement program focusing on commercial areas. SWEEP enforcement officers educate businesses about waste management responsibilities and have the authority to issue warnings and citations. Businesses can request educational visits by SWEEP officers to learn more about efforts to be litter-free. Call 215-686-4275 to make an appointment.

Enforcement

There are various permitting requirements, reporting procedures, and enforcement processes associated with waste disposal and litter in Philadelphia. Enforcement is the responsibility of one or more City agencies, including the Departments of Streets, Health, and License and Inspection. Fines can range from \$50 for littering to in excess of \$10,000 for illegal dumping and can include vehicle confiscation and prison.

- **Property Owner/Occupant Violations.** Individual property owners are responsible for violations occurring on their premises, even if a tenant and/or occupant created or caused the violation. Tenants and/or occupants may also be liable for violations.
- **Refuse Collection.** Violations of City municipal and private refuse collection codes, 10-718 and 10-719, can be punishable by a fine of equal or greater than \$100 each day a violation continues.
- **Illegal dumping** is a crime that plagues every Philadelphia neighborhood. Illegal dumping is made worse when materials are carried into rivers and streams polluting the water. Fines of up to \$10,000, 5 years' jail time and vehicle confiscation are all penalties that can be assessed if violators are caught. To report illegal dumping, keep your eyes open to record the vehicle license number, make and model. Call to report problems at 311. Contact enforcement officials at 215-685-9500 or the local police district's Code Violation Officer.
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WEBSITE QUICK REFERENCE

Philadelphia Water Department

The Philadelphia Water Department Green Business website offers best management practices information for various land uses and helps businesses to prevent litter and water pollution.

phillywatersheds.org/whats_in_it_for_you/businesses/green-your-business-prevent-stormwater-pollution

Philadelphia Streets Department

The Philadelphia Streets Department website provides detailed information about the rules for waste disposal and collection including private collection and hauling, dumpster laws, and resources for recycling and hazardous waste disposal.

www.philadelphiastreet.com/commercial

Philadelphia Commerce Department

See the Department of Commerce programs to support businesses and help control litter.

business.phila.gov/how-to-be-a-good-business-neighbor

Tacony/Tookany-Frankford Watershed

TTF's mission is to improve the health and vitality of the Tookany/Tacony-Frankford Creek and watershed — which includes neighborhoods in North, Northeast, and Northwest Philadelphia and Abington, Cheltenham, Jenkintown, Rockledge, and Springfield in Montgomery County — by engaging our communities in education, stewardship, restoration, and advocacy.

ttfwatershed.org

FOOD SERVICE

Proper management of waste, including preventing and reducing litter in and around restaurants and food service establishments can be challenging, carrying a cost for businesses and the environment. We have prepared these easy tips to make it easier for you to make a difference.

For Customers

- Conveniently locate trash cans for customers within 10 feet of public entrances.
- When possible use environmentally friendly packaging that can be recycled or will biodegrade quickly.
- Ask customers if they need a bag to carry their purchases.
- Let customers know you care, hang signs for customers about proper waste disposal and litter control.

For Employees

Train employees to be part of the solution with the following tips:

- Non-grindable and grindable food waste attracts critters, smells bad and can seep into our watersheds. To manage food waste, schedule disposal by a private contract hauler every 3 days.
- For grindable waste install and use a garbage disposal when possible.
- Do not fill dumpsters with liquid waste.
- Provide instruction and signage for employees responsible for collecting and disposing of all waste generated.
- Locate waste receptacles away from storm inlets and runoff flow paths.
- Do not use a water hose to wash kitchen equipment, such as floor mats, or clean dumpsters.
- Locate waste receptacles to facilitate simple and effective use by employees, customers, and hauling contractors.

NOTHING GOES DOWN THE DRAIN!

Fats, Oil, and Grease (FOG) include meat fats, lard/shortening, butter/margarine, food scraps, dairy products, batters and icing, and dressings and sauces. FOG wastes should not be poured down sink drains, floor drains, onto a parking lot or street, or into a storm drain because they clog the sewer system and pollute our rivers and streams.

Handling Spills: To cleanup FOG spills/residues, use an absorbent product like kitty litter, and dispose of spent absorbent in a double plastic bag prior to disposal.

Best practices: Waste receptacles/containers need properly fitted and secure lids that close when not in use. Containers should be leak proof and hold grease without overflowing. Keep the outside of the containers clean and out of the public right-of-way.

AUTO SERVICE

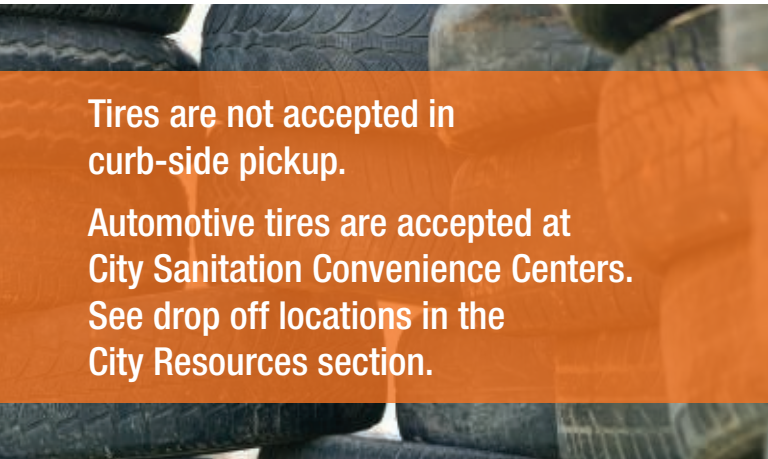
Waste from gas stations, service stations, body shops, and auto repair establishments is not limited to litter. The toxic chemicals used to repair and maintain our cars, if mishandled and improperly disposed, can seriously pollute our waterways. Auto service businesses can use best practices to operate and educate their customers about controlling litter and waste. Below are a few tips to remember.

For Customers

- Educate customers about the hazards of releasing auto fluids on the street or in sewer inlets.
- Encourage customers to use commercial services for washing cars or changing fluids such as oil changes.
- Provide signage for customers about proper waste and trash disposal at your business.

For Employees

- Provide instruction and signage for employees responsible for collecting and disposing of all waste generated, including trash, oils, fluids and car parts.
- Select the proper receptacles for all waste disposed including trash, oils, fluids and car parts.
- Locate waste receptacles away from storm inlets and runoff flow paths.
- Be sure trash cans and dumpsters are stable and not easily overturned.
- Select receptacles that can manage the waste produced by the business.
- Lock dumpsters and waste receptacles to prevent illegal dumping.
- Locate waste receptacles to facilitate simple and effective use by employees, customers, and hauling contractors.



Tires are not accepted in curbside pickup.

Automotive tires are accepted at City Sanitation Convenience Centers. See drop off locations in the City Resources section.



RETAIL/OFFICE

Up to 60% of retail and office trash is recyclable.

For Customers:

- Hang signs directing customers on proper waste disposal and litter control for your facility.
- Locate trash cans and recycling bins conveniently for effective customer use.
- Locate waste cans at transition points such as entries and exits are a best practice.

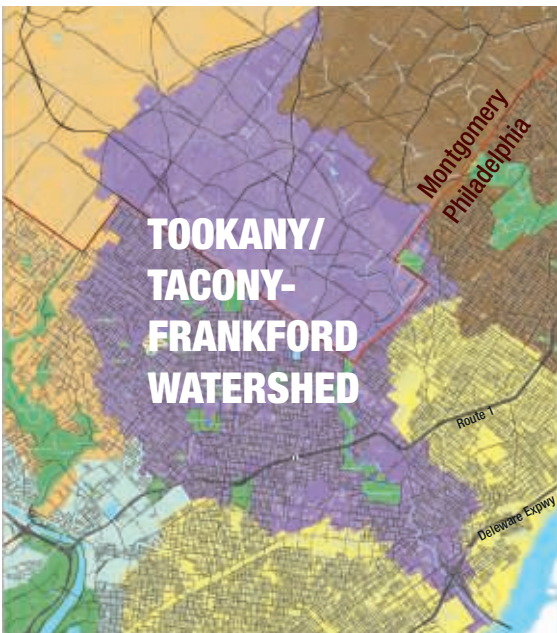
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PARKING LOTS

Parking lots are magnets for littering behaviors, such as smoking and flyering. Consider the following best practices to reduce litter.

- Restrict/prohibit paper flyers from being placed on parked vehicles.
- Locate trash cans and cigarette receptacles at the entry of the facility and other convenient locations.
- Don't let trash cans overflow.
- Maintain a clean lot and post signs around the lot letting patrons know you are striving to be a litter free environment.
- Sweep parking lots and other paved areas periodically to remove debris. Dispose of debris in the garbage, rather than in the street or storm drains.
- Refrain from using detergents or other chemicals to clean pavement. Water from a hose or pressure-washer will do the job.



Tookany/Tacony-Frankford
Watershed Partnership, Inc.

PHILADELPHIA
WATER
EST. 1801

Credits: This guide has been prepared to support the important watershed conservation work happening in the Tookany/Tacony-Frankford (TTF) Watershed. The TTF watershed is the 30 square miles of land that drains into the Tookany/Tacony-Frankford Creek. For more information, visit www.TTFWATERSHED.org.