

GUIDELINES FOR DELIVERING RECYCLING MATERIALS TO THE MATERIALS RECOVERY FACILITY (MRF) AT ROBIN HOOD BAY

There are many benefits for the region when material delivered to the MRF has low amounts of contamination. The most important one is that the end product produced and sold in the marketplace is of good quality. Establishing a reliable reputation allows for our Region to be able to move our products. If this reputation is not established, then end markets may be reluctant to buy from our MRF. To assist with the success of our recycling program for the Region it is beneficial that all delivered material be clean with low levels of contamination.

MRF Operating Contractor

Scotia Recycling has been contracted to operate the MRF and they will work closely with collectors/haulers and municipalities to assist them with understanding what can and can't be recycled and how to properly deliver materials to the MRF.

MATERIALS ACCEPTED

The following material will be accepted at the MRF for processing, sorting and baling.

Fibres Include	Containers Include (Must be rinsed free from food)
Newspapers, flyers, junk mail	Aluminum pie plates and trays
Bond, white and coloured paper	Aluminum beverage containers
Books (hardcovers removed) Phone books, Catalogues	PET #1 Plastic containers (Pop, Water, Juice, etc.)
White and brown paper bags	Gable tops (Milk and Juice Cartons)
Computer paper, writing paper, envelopes Glossy Paper/Magazines	Tetra Paks (Juice Boxes)
Clean, unwaxed, corrugated cardboard (bagged or bundled 2' x 2' x 1')	Ferrous Containers (Steel/Tin Cans)
Box board (Cereal, cracker boxes, etc.)	Plastic Containers #2,3, #5-#7, tubs Examples: Javex, shampoo, liquid detergent, ice cream, yogurt, ketchup, etc.
Paper egg cartons	
Empty Paper Towel and Toilet Tissue Rolls	
Drink/Coffee Trays	

HOW MATERIALS ARE TO BE DELIVERED

Commingled residential and commingled ICI material must be bagged in transparent blue bags with containers bagged separately from fibres. This material can also be loose, but whether the material is loose or bagged when offloading, all of the containers must be together separate from fibre inside the vehicle so that they can be offloaded quickly and efficiently and on the appropriate tipping floor. Only material listed above should be delivered. Too much contamination can result in loads being rejected.

Clean ICI Material (Pre-sorted Material)

Previous arrangements must be made with Scotia Recycling for Clean ICI Material to be delivered. It is material that has been pre-sorted and is loose. The following are types of clean ICI material:

- Newspaper
- Cardboard
- Office Paper
- Shredded Paper

INFORMATION REQUIRED FOR SCALE HOUSE

Collectors/haulers must report to the scale house what kind of recycling material is being delivered.

- Commingled/bagged material from curbside collection.
- Clean pre-sorted ICI material and the type: Cardboard, Newspaper, Office Paper or Shredded Paper, etc.

If the scale house does not get the correct information, then charges applied may not be correct.

VEHICLES

Fibre must be offloaded on a separate tipping floor from the containers. Therefore, vehicles must be organized in such a manner so that containers are kept separate from fibres. When directed to offload either containers and/or fibres they must be unloaded quickly and efficiently on the appropriate tipping floor.

Manually offloading vehicles should arrive at the MRF before 1:00 pm for operational efficiency. After 1:00 pm self-dumping trucks will be given priority. If manually offloading vehicles arrive after 1:00 pm then they must wait in line behind the self-dumping trucks.

REJECTED LOADS

Loads can be rejected for the following reasons:

- Too much compaction
- Unreasonable levels of contamination (greater than 10% non-recyclable)
- Materials too wet and/or dirty
- Dangerous materials (HHW, propane tanks, unsanitary waste, syringes, etc.)
- Materials not bagged in transparent blue bags
- Fibres and containers mixed together.

Penalties will be levied by the City of St. John's to haulers for delivering unacceptable loads.

Scotia Recycling along with the City of St. John's will be responsible for determining whether a load is rejected. If a load is rejected a rejected loads slip will be issued to the hauler and a copy will be faxed to the municipality.

There will also be feedback slips issued to assist with communicating to the haulers and municipalities so they are aware of contamination levels that can be addressed before they become a problem.

TIPPING FEES AND PENALTIES

[Click here](#) to see our Fees and Permits page for current rates. Rejected Loads will be charged 2 times the landfill tipping fee.

HOURS OF OPERATION

[Click here](#) for hours of operation and holiday closures.

SUMMARY

The following is a summary of criteria for delivering and unloading material at the MRF:

- Fibres and containers must be kept separate;
- Fibres and containers must be unloaded on appropriate tipping floors;
- Materials can be delivered loose without being bagged.
- Bagged material must be in transparent blue bags;
- Compaction cannot interfere with the processing of the material;
- Only material listed above can be delivered to the MRF;
- Manually offloading trucks should arrive no later than 1:00 pm to offload;
- Unreasonable levels of contamination greater than 10% non-recyclables, dangerous materials, materials too wet and/or dirty may be cause for rejection of loads;

OTHER

USEFUL TIPS FOR COLLECTORS/HAULERS:

The City of St. John's has been collecting from the curb for several years and the following rules were implemented by the City's Waste Management Division. The results were positive resulting in very low levels of contamination delivered. These tips may be useful for collectors/haulers.

CRITERIA FOR LEAVING BAGS AT THE CURB

- Only collect recyclable materials that are in blue transparent bags.
- Any bag that has one or more of the following should be left at the curb:
 - Glass of any kind
 - Aerosol cans
 - Paint cans
 - Tied up shopping bags (may contain dangerous or unsanitary waste)

- Propane tanks
 - Food
 - Kitty Litter
 - Diapers
 - Syringes/Needles
 - Other dangerous or unsanitary waste.
- Bags that have more than 10% of non-recyclables should be left at the curb.
 - Fibre bags with more than 10% container material and vice versa should be left at the curb.

INFORMATION FOR RESIDENTS

Important to leave information for the resident so they understand what changes they need to make. Providing a list of items that do not go in has been useful. Most people want to do it right. Stickers with an appropriate message is a useful way to provide feedback.