

KEEP PENNSYLVANIA BEAUTIFUL CLEANUP WORK PLAN

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KEEP PENNSYLVANIA BEAUTIFUL CLEANUP WORK PLAN

These Keep Pennsylvania Beautiful policies and guidelines were developed through over 30 years of experience implementing local, state and federal grants. They are considered best management practices, but are not required. Keep copies of all documents (correspondence, photos, expenses, receipts, forms) in Cleanup Coordinator's file for future reference, or questions from Keep Pennsylvania Beautiful.

1. SITE IDENTIFICATION

A. Survey the Site

- 1) Use the Illegal Dump Survey Assessment Form¹, completing all sections that are applicable. Refer to Illegal Dump Survey Assessment Form Instructions² as necessary.
- 2) Document trash and people present with photographs, keeping in mind 'before' and 'after' shots. Note 'before' shot vantage points and take 'after' shots from same point to highlight the improvement.

B. Property Ownership

- 1) Verify property owner(s) – public or private - through tax maps at the county courthouse.
 - a. Go to the tax mapping section or call requesting information.
 - b. Find the property you are seeking on the tax maps.
 - c. Office personnel are available for assistance.
- 2) Have that portion of the map photocopied for your files.
 - a. There may be a small charge.
 - b. This may be a reimbursable expense – contact Keep Pennsylvania Beautiful.
- 3) The property is typically identified with a series of numbers, which you use to identify the current property owner.
 - a. Copy the names and addresses of all property owners and nearby property owners.
 - b. Neighboring property owners could be volunteers and/or site adopters.
- 4) Local township, borough, or municipal offices may be great resources for property identification.

C. Obtain Permission for Cleanup.

- 1) Call or write the property owner to introduce Keep Pennsylvania Beautiful.
 - a. See *Property Owner Sample Letter*³ template in this section.
 - b. Tell property owner about the program to clean up illegal dumps.
 - c. Explain the local interest in removing trash from their property, recognizing that property owners are frequently victims of illegal dumping.
- 2) Give or send a Permission to Enter Form⁴.
 - a. Explain the form, emphasizing the 'release from liability' portion, which they must sign, giving us permission to proceed with plans to clean the site.
 - b. Optional: Permission to enter the property after the cleanup to remove subsequent dumping.
 - c. If property owner doesn't respond in a timely manner follow up with a phone call or additional letter.
- 3) If private property owner does not grant permission, that property is not eligible for cleanup.
- 4) No *Permission to Enter Form* needed for public property.

- 5) Public property only needs cooperation of maintainer.

D. Property Owner Involvement

- 1) Include the maintainer or owner of the property (public or private) in your on-site evaluation and planning visit to discuss their possible role in the cleanup:
 - a. Volunteer help
 - b. Donations for supplies or cleanup costs
 - c. Parking
 - d. Toilet facilities
 - e. Site adopter after cleanup
 - f. Physical deterrent recommendations
- 2) Keep Pennsylvania Beautiful does not “charge” or pressure property owners for assistance.
- 3) Keep Pennsylvania Beautiful provides assistance to clean up illegal dumping where the property owner is a victim of other people’s illegal waste disposal actions.
 - a. Consultations only will be provided when the property owner is responsible for the illegal dumping on their own property.
 - b. Private property owner should not benefit financially from cleanup, i.e., quick sale of cleaned property that has increased in value due to cleanup.
- 4) Keep Pennsylvania Beautiful does not require property owners, supporters, or volunteers to be members of Keep Pennsylvania Beautiful.

¹ Illegal Dump Survey Assessment Form

² Illegal Dump Survey Assessment Form Instructions

³ Property Owner Sample Letter

⁴ Keep Pennsylvania Beautiful Permission to Enter Form

GENERAL SITE INFORMATION

Road / Dumpsite Name						Survey Date	
Primary County	County #	FIPS #	Secondary County	County #	FIPS #	Site #	
Primary Municipality			Secondary Municipality			Watershed Name	
			<input type="checkbox"/> State Forest (check one) <input type="checkbox"/> State Park			Latitude (in Decimal Degrees) N	
State Forest or State Park Name (if applicable)						Longitude (in Decimal Degrees - neg. #) W	
Name of Nearest Town			Zip Code				

SITE DETAIL

Surveyor		Dump Status <input type="checkbox"/> Awaiting Cleanup <input type="checkbox"/> Adopted <input type="checkbox"/> Prior Cleanups	<input type="checkbox"/> Surveyed? <input type="checkbox"/> Cleaned? <input type="checkbox"/> Adopted? <input type="checkbox"/> Maintained?
	Photos Numbers	Others Attending / Affiliation	

Type Area <input type="checkbox"/> Roadside <input type="checkbox"/> State Forest <input type="checkbox"/> Strip Mine <input type="checkbox"/> Waterway <input type="checkbox"/> State Park <input type="checkbox"/> Other (Describe below in "Type of Area/Road Comments") <input type="checkbox"/> Trail <input type="checkbox"/> State Gamelands	Road Ownership <input type="checkbox"/> Municipal Road <input type="checkbox"/> County Road <input type="checkbox"/> Private Road <input type="checkbox"/> State Forest Road <input type="checkbox"/> State Road <input type="checkbox"/> State Park Road	Traffic Density <input type="checkbox"/> Low <input type="checkbox"/> High <input type="checkbox"/> Moderate
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Type of Area/Road Comments

	Demographics <input type="checkbox"/> Rural <input type="checkbox"/> Urban <input type="checkbox"/> Suburban	No Dumping Signs? <input type="checkbox"/> Present <input type="checkbox"/> Absent	Distance to Nearest Residence	Distance to Nearest Town
Directions to Dumpsite (include landmarks, etc.)				

Community Cleanup Day? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mand. Trash Collection? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mandatory Recycling? <input type="checkbox"/> Curbside <input type="checkbox"/> Dropoff <input type="checkbox"/> None	Voluntary Recycling? <input type="checkbox"/> Curbside <input type="checkbox"/> Dropoff <input type="checkbox"/> None
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TERRAIN, HISTORY, & SITE USE

Terrain <input type="checkbox"/> Flat <input type="checkbox"/> Medium Slope <input type="checkbox"/> Extremely Steep <input type="checkbox"/> Gently Sloped <input type="checkbox"/> Steep Slope	
	Terrain Description:

Distance to Water <input type="checkbox"/> In Waterway/Wetlands <input type="checkbox"/> 50 - 100 feet <input type="checkbox"/> No Waterway Nearby <input type="checkbox"/> Within 50 feet <input type="checkbox"/> More than 100 feet	
	Name and Description of Waterway/Wetland

Estimated Age of Dumpsite <input type="checkbox"/> 5 years or less <input type="checkbox"/> 10 - 20 years <input type="checkbox"/> Unable to Estimate <input type="checkbox"/> 5 - 10 years <input type="checkbox"/> 20 or more years	Dump Character <input type="checkbox"/> Active Illegal Dumping Area <input type="checkbox"/> Material Specific <input type="checkbox"/> Inactive Illegal Dumping Area <input type="checkbox"/> Littered Site	Site Use <input type="checkbox"/> Public <input type="checkbox"/> Private
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	Distance from Roadway <input type="checkbox"/> Less than 50 feet <input type="checkbox"/> More than 100 feet <input type="checkbox"/> 50 - 100 feet
History of Dumpsite, including cleanups (if known)	Visibility from Roadway <input type="checkbox"/> Yes <input type="checkbox"/> Partial <input type="checkbox"/> No

SITE CHARACTERISTICS & CONTENTS

Difficulty of Removal / Cleanup

- ☐ 1 - Very Easy ☐ 3 - Average ☐ 5 - Very Difficult
☐ 2 - Easy ☐ 4 - Difficult

 Length of Road
w/Dumps

 % of Trash
Scattered

 Estimated
Truckloads

 # of Concentrated
Dumps

Suspicious Items?

- ☐ Yes ☐ No

 Description of Any Suspicious Items
Tires # Furniture # Drums # Carcasses # Car Batteries # Mattresses # White Goods # Televisions # Electronics

HHW

- ☐
- Yes
- ☐
- No

Clothing

- ☐
- Yes
- ☐
- No

C & D Materials

- ☐
- Yes
- ☐
- No

Paint Cans

- ☐
- Yes
- ☐
- No

Medical Waste

- ☐
- Yes
- ☐
- No

Vehicle Parts

- ☐
- Yes
- ☐
- No

Recyclables

- ☐
- Yes
- ☐
- No

Yard Waste

- ☐
- Yes
- ☐
- No

Carpeting

- ☐
- Yes
- ☐
- No

Bagged Trash

- ☐
- Yes
- ☐
- No

Clean Fill

- ☐
- Yes
- ☐
- No

Farm Equipment

- ☐
- Yes
- ☐
- No

Household Trash

- ☐
- Yes
- ☐
- No

 Other Contents / Trash
(NOT noted above)

Buried or Layered Trash?

- ☐ Yes ☐ No

 Trash
Comments

Isolated Items?

- ☐ Yes ☐ No

CLEANUP RECOMMENDATIONS

Recommended Deterrents

- ☐ Narrow Pulloff ☐ Double Mounding ☐ Close Area ☐ Surveillance Camera ☐ Education
☐ Use Rocks ☐ Guide Rails ☐ Frequent Patrols ☐ Cleanup ☐ Other (describe below in
☐ Dirt Mounds ☐ Eliminate Pulloff ☐ Fencing ☐ Monitoring "Comments on Deterrents" Field)

 Comments on Deterrents

Identified Stakeholders

- ☐ Hikers ☐ Snowmobilers ☐ Bikers ☐ Other (describe below)
☐ Anglers ☐ Forest Lessees ☐ Skiers
☐ Hunters/Sportspersons ☐ Campers ☐ Birders
☐ Canoers/Boaters ☐ Winter Sports

Other Survey Comments (including, but not limited to: other cleanup needs, possible sponsors/donors, safety concerns, and other general site comments)

Illegal Dumpsite Survey Assessment Form Instructions

An illegal dumpsite is any area that contains discarded materials, trash, tires, yard waste, construction debris, vehicle parts, or other items illegally dumped. Single bottles, wrappers, or other small items are considered litter and do not constitute a dumpsite. Multiple, distinct dumpsites on the same road within a half-mile distance of each other may be recorded as one site, using one survey form, site dependent. Roads with isolated areas, wide bends, pull-offs, lookouts, scenic views, and steep slopes are some of the places where illegal dumping may occur.

- Dumpsites shall be surveyed from the roadside or other public access.
- Surveyors shall not enter dumpsites or private property.
- Surveyors shall not place themselves at risk.
- Accurate, detailed, and complete survey information is vital to properly document the dilemma of illegal dumping.
- NOTE: Choose only one selection per field that best describes, unless otherwise specified.

GENERAL SITE INFORMATION

Road/Dumpsite Name: Use road/trail names. If no known road or trail name, use nearby permanent landmarks.

Survey Date: The date of the survey.

Primary County: Name of county in which site is located.

County # & FIPS #: *Office Use Only*

Secondary County: Use only if site straddles two counties.

County # & FIPS #: *Office Use Only*

Site #: Number sites as they are surveyed using surveyor's initials, i.e. JN-1, JN-2, JN-3, etc.

Primary Municipality: Name of municipality, township, or borough in which the dumpsite is located.

Secondary Municipality: Use only if site straddles two municipalities, townships, or boroughs.

Watershed Name: Determine from atlas or map. This information may be obtained later.

State Forest or State Park Name: Observe signage or obtain from map. **SF or SP:** If applicable.

Name of Nearest Town w/Zip Code: Determine from signs, atlas, or map. This information may be obtained later.

Latitude: Record using a GPS unit set to decimal degrees, or manually using an atlas or map. For sites spread out along a road or trail, record coordinates from a central location.

Longitude: All units must be in decimal degrees – GPS unit must be preset to decimal degrees.

SITE DETAIL

Surveyor: First & last name of person completing the survey.

Others Attending/Affiliation: Name and organization or association to site, i.e., property owner, maintainer, etc.

Dump Status: Awaiting Cleanup – No prior cleanup activity known.

Prior Cleanups – Prior cleanup activity, but dumping continues.

Adopted – Look for Adoption signs indicating that an area has been formally adopted through any adoption program.

Cleaned? Adopted? Maintained?: *Office Use Only*

Photo Numbers: Note how many photos taken at each site. Record photo numbers from camera to help correctly identify photos to each site. If possible, date imprint should be placed on all photos.

Type of Area: Check all that apply:

Roadside – dumpsite is along a road.

Waterway – dumpsite in any body of water, standing or flowing.

Trail – any type of trail (cycling, walking, equine, etc.).

State Forest – public land maintained by the PA Department of Conservation & Natural Resources.

State Park – public land maintained by the PA Department of Conservation & Natural Resources.

State Game Lands – public land maintained by the PA Game Commission.

Strip Mine - Past or present activity. Look for the presence of strip mine spoils - small rock fragments often found in piles or mounds and devoid of vegetation.

Other – Park, greenway, vehicle turnaround, pull-off, right-of-way, etc.

Road Ownership: Municipal Road – Number is preceded by TR.

Private Road – Private roadways are not eligible for survey unless they are open to public use.

State Road – Number is preceded by SR.

County Road – This information may be obtained from maps, township offices, etc.

State Forest Road – Road that is maintained by a PA State Forest district.

State Park Road – Road that is maintained by a PA State Park.

Traffic Density: Determine by average vehicle flow in ½ hour: Low 0-4, Moderate 5-10, and High consistent flow.

Type of Area/Road Comments: Paved, gravel, dirt, condition of road, etc., and description of area.

Directions to Dump Site: Starting from closest city or town, give specific details from main roads (State Route, township & named local roads), nearby landmarks (intersections, businesses/buildings, signs, house numbers, etc.), distances from each & which side of road. Specify locations of multiple sites and distances between. These directions will be used to relocate each site for cleanup and must be accurate and complete.

Demographics: Determine from concentration of homes & businesses, or lack thereof.

No Dumping Signs?: Signs may be located on trees or posts, or thrown over hillsides.

Distance to Nearest Residence: Estimate in ¼ miles.

Distance to Nearest Town: Estimate in ¼ miles / use map to scale distance.

Community Cleanup Day?: Contact municipality or county recycling coordinator for this and next three items.

Mandatory Trash Collection?

Mandatory Recycling?

Voluntary Recycling?

TERRAIN, HISTORY, & SITE USE

Terrain: Estimate to the best of your ability, choosing location where waste is most concentrated.

Terrain Description: examples - wooded, covered with thick vegetation, poison ivy, green briar, rocky, swampy, unstable slope, etc.

Distance to Water: Estimate to the best of your ability. 50' is approximately 3 ½ car lengths.

Name and Description of Waterway/Wetland: Nearest flowing or standing body of water.

Estimated Age of Dumpsite: Estimated to the best of your ability by type and decomposition of trash, and natural

debris covering (leaves, etc) or information from municipal officials or area residents.

Dump Character: Active – Recent or frequent dumping within last six months. Does the trash look fresh?

Inactive – No dumping in last six months. Is the trash decomposing? Vegetation cover, etc.

Material Specific Site – Exclusively one or two types of a specific waste.

Littered Site – No bulky items, few tires, small items, i.e., bottles, cans, fast food wrappers, etc.

Site Use: Public – It appears dumping occurs without the property owner's knowledge or consent.

Private – It appears trash is deposited solely by the property owner or with the property owner's consent.

History of Dumpsite: Old town dump, etc., include previous cleanups and enforcement activity, if known.

Distance from Roadway: Estimate to the best of your ability. 50' is approximately 3 ½ car lengths.

Visibility from Roadway: From car or standing on berm of road.

SITE CHARACTERISTICS & CONTENTS

Difficulty of Removal/Cleanup: Rate depending on contents and condition of dumpsite.

1-Very Easy – Flat area, no large items, and no special equipment needed.

2-Easy - Flat or slightly sloped area, some concentrated trash, a few large items, no special equipment needed.

3-Average - Moderate slope, layered/concentrated trash, numerous large items, and/or may be spread out over a large distance. Cleanup may include minor volunteer restrictions and special equipment to bring larger items or bagged materials up the slope.

4-Difficult - Steep slopes, layered/concentrated trash, numerous large items, some trash in waterways, and/or may be spread out over a large distance. Volunteer restrictions are necessary as well as special equipment.

5-Very Difficult - Very steep slopes and/or significant trash in waterways, layered/concentrated trash, numerous large items, and/or may be spread out over a large distance. Contracted services and equipment, specialized personnel or specially assigned volunteers required.

Length of Road w/Dumps: Estimate in ¼ miles.

% of Trash Scattered: Estimate the amount of trash scattered beyond the concentrated dump area(s).

Estimated Truckloads: Estimate by visualizing the number of ½ ton pickup truck loads (standard 8 ft bed) of visible trash.

of Concentrated Dumps: Note the number of heavy concentrations of trash located at this site.

Suspicious Items?: Sealed drums, unidentifiable containers, firearms, etc.

Description of Any Suspicious Items: Record details, amounts, and general location in dumpsite.

Provide estimated numbers for the following:

Tires – Includes all sizes of tires.

Furniture – Includes couches, sofas, recliners, chairs, tables, cabinets, and other bulky household items.

Drums – Metal or plastic 55 gallon containers.

Carcasses – Remains (bones, head, hide) of deer, cows, pigs, horses, dogs, cats, etc.

Car Batteries – All visible batteries.

Mattresses – Also include mattress springs where the fabric has decayed away.

White Goods – Includes refrigerators, washers, dryers, ovens, ranges, air conditioners, microwaves, dehumidifiers, hot water tanks, freezers, and other large home appliances.

Televisions – Old consoles, flat screens, etc.

Electronics – Includes computers, monitors, VCRs, DVDs, stereo systems, cell phones, and other items that depend on wiring and electronic circuitry to function.

Check Yes or No for items that are visible:

HHW – Household Hazardous Waste includes solvents, pesticides, herbicides, insecticides, drain cleaners, household cleaners, stains, varnishes, pool chemicals, driveway sealers, oil-based paint, polishes, etc.

Clothing – Shirts, pants, dresses, lingerie, shoes, gloves, etc.

C & D Materials – Construction & Demolition includes lumber, shingles, drywall, plaster, toilets, etc.

Paint Cans – Full or empty. If it can be determined that oil-based paints are present, also check the HHW category.

Medical Waste – Includes syringes, condoms, and other materials that contain or may have been exposed to human blood or bodily fluids.

Vehicle Parts – Includes car frames, seats, engines, transmissions, etc. Does not include tires or batteries.

Recyclables – Common household recyclables such as plastic, glass, cans, magazines, newspapers, and cardboard. Does not include other recyclable items such as white goods, tires, vehicle batteries, etc.

Yard Waste – Includes leaves, grass, brush, tree and other yard trimmings.

Carpeting – Wall-to-Wall, area rugs, stair runners, etc.

Bagged Trash – Includes bags that have been torn open by animals or that are partially deteriorated.

Clean Fill – Includes concrete, brick, asphalt, gravel, dirt, and large stumps.

Farm Equipment – Tractors, large mowers, etc.

Household Trash – Food scraps, mail, fiberboard (i.e. tissue or cereal boxes), cardboard boxes, and other paper products, diapers, toys, daily trash, etc.

Other Contents/Trash (Not noted above): Describe – for example: pipe, scrap metal, unusual items, etc.

Buried/Layered Trash?: Years of accumulated trash or trash that has been partially covered with dirt.

Isolated Items?: One to three lone items in an area without the presence of other illegally dumped trash.

Trash Comments: Record any special characteristics of the site, trash or location. Drinking or illegal activities?

CLEANUP RECOMMENDATIONS

Recommended Deterrents: Check all that apply. Visually assess the site and check the deterrent(s) best suited for the area.

Comments on Deterrents: Specific observations, ideas, etc. regarding potential deterrents.

Identified Probable Stakeholders: Check all that apply and describe 'Other'.

Other Survey Comments: If known, property owner names, upcoming festivals/fairs, etc.

-- Surveyor should keep a copy of all survey forms before sending to Keep Pennsylvania Beautiful --

Date

Name

Address

City, PA Zip

Dear XXXXXXX:

Keep Pennsylvania Beautiful is planning to remove trash (*and tires*) from an area in (*address/location*), XXXXXX County. There are a number of local volunteers who have expressed an interest in helping us with this project. (OR: We plan to use contracted services to work on the steep slope or both.)

The site we refer to is located on your property, Parcel X, on XXXXXX Road. We would like your permission to clean the trash from your property, at no charge to you. In order to do so, we need for you to complete and sign the enclosed Permission to Enter form. I have also enclosed a stamped, self-addressed envelope for your convenience.

We recognize that property owners are often victims of illegal dumping and the program allows us to offer this opportunity to you as the property owner. The date we have scheduled to clean XXXXXXXXXX is XXXXXX XX, 20xx.

A brochure about the program is included with this letter to give you an idea of the scope of the work Keep Pennsylvania Beautiful is doing throughout the state.

If you would like to know more about the project, please call me at xxx-xxx-xxxx. I look forward to hearing from you soon.

Sincerely,

XXXXXXX XXXXXXXX
(Your job title)

Enc.



Keep Pennsylvania Beautiful Permission to Enter Form

I, (Name), being owner of a property situated
at Description of property location in
(Name of Municipality/County)

do hereby grant permission to PA CleanWays d/b/a Keep Pennsylvania Beautiful and
(Group or individual's name), represented primarily
by (Name of organizer) and the volunteers recruited
by this group and/or organizer for a cleanup to remove refuse from my property.

All parties to this agreement agree to release and hold harmless the others for any and all
liabilities and claims arising from the cleanup and removal activities.

Signature of property owner

Date

Signature of witness

Printed name of property owner

Signature of Group Representative

Date

Signature of witness

Printed name of Group Representative

(OPTIONAL) Also, I do hereby grant this group and recruited volunteers permission to enter my
property henceforth to help maintain this property as a refuse-free property and to remove any
trash as may be deemed necessary by them.

Signature of property owner

Date

Signature of witness

Printed name of property owner

Signature of Group Representative

Date

Signature of witness

Printed name of Group Representative

2. SITE ASSESSMENT

A. Site Evaluation

- 1) Consult with appropriate individuals:
 - a. Department of Environmental Protection Solid Waste Specialist (see PA DEP Regional Offices list below) to:
 - i. Establish volunteer safety guidelines.
 - ii. Identify potentially hazardous waste.
 - iii. Help plan for special removal and proper disposal.
 - iv. Determine if buried trash needs to be excavated - most cleanups only remove visible trash to ground level.
 - v. Determine what permits may be needed.
 - b. Volunteer “point person”
 - c. Property owner, if available
 - d. Road maintainer (i.e. Penn DOT or township)
 - i. If working alongside a road, assess traffic volume, speed, width of road and berm, etc.
 - ii. Possible road closures or lane restrictions.
 - e. Recycling coordinator to discuss county waste flow regulations and disposal.
 - f. Other agency personnel or consultants and wetland agencies - see **Section 2. C.**, if pertinent.
- 2) Schedule an on-site evaluation and planning visit ~6 weeks before a cleanup.
 - a. Make every attempt to include the above appropriate people in the on-site evaluation meeting.
 - i. DEP Solid Waste Specialist at on-site evaluation is mandatory.
 - ii. Their directives must be followed.
 - b. Record everyone’s observations and recommendations and keep in Cleanup Coordinator’s file.

Pennsylvania DEP Regional Offices

Region	Region Headquarters	Counties Supervised
Southeast	2 East Main Street Norristown, PA 19401 Phone: 484-250-5900	Bucks, Chester, Delaware, Montgomery, Philadelphia
Northeast	2 Public Square Wilkes-Barre, PA 18701-0790 Phone: 570-826-2511	Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne, Wyoming
South-central	909 Elmerton Avenue Harrisburg, PA 17110 Phone: 717-705-4700	Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, York
North central	208 West Third Street Suite 101 Williamsport, PA 17701 Phone: 570-327-3636	Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga, Union
Southwest	400 Waterfront Drive Pittsburgh, PA 15222-4745 Phone: 412-442-4000	Allegheny, Beaver, Cambria, Fayette, Greene, Somerset, Washington, Westmoreland
Northwest	230 Chestnut Street	Armstrong, Butler, Clarion, Crawford, Elk, Erie,

	Meadville, PA 16335-3481 Phone: 814-332-6945	Forest, Indiana, Jefferson, Lawrence, McKean, Mercer, Venango, Warren
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- 3) Discuss cleanup strategies:
 - a. Trash and tire hauling and disposal, including Freon removal.
 - b. Scrap metal recycling.
 - c. Volunteers:
 - i. Note volunteer restrictions/limitations.
 - ii. Decide parking options and carpooling to cleanup location.
 - iii. Identify local groups for cleanup and/or adopting.
 - iv. Identify sources for cleanup supplies and refreshments.
 - d. Equipment for part or all of the cleanup:
 - i. See **Section 4**.
 - ii. Equipment access & possible types of equipment needed.
 - iii. Equipment use in conjunction w/volunteers.
- 4) Consider environmental impact, possibilities include:
 - a. Potential soil erosion from disturbed hillsides or stream banks.
 - b. Tree removal, creation of haul road, removal of trash in water, etc.
 - c. Contact the County Conservation District to determine if an Erosion & Sedimentation plan is required.
 - d. Habitat destruction – See **Section 2. B**.
 - e. Municipalities may have additional erosion control requirements.
- 5) Discuss a Maintenance Plan for active dumpsites.
 - a. Physical deterrents to limit vehicle access.
 - b. Beautification
 - c. Education, i.e., press releases, educational literature, etc.
 - d. Enforcement
 - i. Determine enforcement agencies (and priority) with jurisdiction over site.
 - ii. Note contacts and phone numbers for later use.
 - e. Discuss adoption of road/area after cleanup and provide the Keep Pennsylvania Beautiful Adoption Program brochure.

B. PNDI Clearance

- 1) The Pennsylvania Natural Heritage Program (PNHP) conducts inventories and collects data regarding the Commonwealth's native biological diversity. Information is stored in an integrated data management system consisting of map, manual, and computer files. The Pennsylvania Natural Diversity Inventory (PNDI) information system is continually refined and updated to include recently discovered locations and to describe environmental changes affecting known sites. The goal is to build, maintain, and provide accurate and accessible ecological information needed for conservation, development planning, and natural resource management.
- 2) A PNDI site check is recommended.
- 3) Go to this public website, <http://www.naturalheritage.state.pa.us>.
 - a. Choose PNDI Environmental Review Tool.
 - b. Create your own login, and follow directions.
 - i. Download software as needed.

- ii Print and file a hardcopy with cleanup documents.
- c. If cleanup site generates an impact, follow directions given.

C. Wetlands/Waterways

Wetlands are a unique ecosystem characterized by the presence of any of three indicators—soil, water, and plants. Wetlands have hydric soil, which is wet, gray or black, mucky, or contains clay. Wetlands are also saturated with water in the plant root zone and to the surface of the ground during the growing season. Wetland plants include cattails, rushes, sedges, willows, skunk cabbage, marsh marigolds, and others.

- 1) Although no permit is needed to remove trash from a wetland or stream, you may need various permits and evaluations if you anticipate disturbing a wetland or stream with heavy equipment.
 - a. A PA Special Program General Permit (PASPGP-2) must be obtained to disturb one acre or more of wetlands.
 - b. Avoid impacting wetlands or minimize the impact.
- 2) Possible wetlands on a site, consult the following before proceeding:
 - a. County Conservation District
 - b. Local Fish & Boat Commission
 - c. Army Corps of Engineers
 - d. DEP Soils and Waterways representative
 - e. Pennsylvania Code Title 25, Chapter 105 Dam Safety & Waterway Management sections F thru H specifications must be followed if working in a wetland.
- 3) Trash removal from a river or stream bank may require stabilization of the stream bank.

D. Historic Sites

- 1) Old trash and buildings over 50 years old (World War II vintage) may have historical significance.
- 2) If you think you may have trash of that vintage but need confirmation, contact the local historical society for guidance.
 - a. Consult the County Conservation District and
 - b. The Pennsylvania Historical and Museum Commission for additional advice.

E. Easements

- 1) Permission and/or restrictions in crossing railroad, gas pipeline, power line, fiber optic cable, or other utility rights-of-way must be obtained from that company.
 - a. Phone numbers are typically on their signage posted along the right-of-way.
 - b. You may need considerable lead-time to comply with all requirements, so contact them as soon as possible.

F. Highway Occupancy

- 1) Creating a temporary access road from private land onto a state or municipally maintained road may require a Highway Occupancy Permit from the maintainer of the road.
- 2) Contact your local Penn DOT office or the appropriate municipality for that permit.

3. CLEANUP PLANNING

A. Cleanup Timeline

- 1) Follow the Volunteer Cleanup Timeline¹ or Equipment Cleanup Timeline².
 - a. Use Timeline when scheduling cleanup date.
 - b. Contact Keep Pennsylvania Beautiful office for needed items.
 - c. Allow sufficient time to complete each step and for delivery of items.
- 2) Use *Cleanup Folder Checklist*³ throughout cleanup process.
 - a. Keep copy of all documents - proof of documentation required for coordinator's protection.
 - b. Report information to Keep Pennsylvania Beautiful as required - see **Section 9. B.**

B. Cleanup Date

- 1) Find a date that will work for most volunteers—usually a Saturday.
- 2) Prime cleanup season is early spring.
 - a. After the snow melts, but before vegetation emerges while insects and snakes are less active.
 - b. Also, late fall, after the vegetation dies back and before snowfall may work well.
- 3) Consider holidays and other important dates, such as the first day of trout or spring gobbler hunting season, in your scheduling.
- 4) Schedule a time that will allow any contracted cleanup work to be done before or immediately after the volunteer cleanup, if possible.
- 5) Schedule cleanup date and time with the following safety requirements in mind:
 - a. Do not work during periods of restricted visibility or hazardous conditions.
 - b. Do not work during hours and days that are peak traffic times, if working along a road.
- 6) Schedule an alternate date for each cleanup in case of inclement weather.
- 7) Provide all volunteers with a phone number to verify any change in schedule.
- 8) Register the cleanup event on the Keep Pennsylvania Beautiful website.
 - a. Login in under Network Login.
 - b. Complete and submit Event Registration Form.
 - c. Required for Affiliate events to be covered by Keep Pennsylvania Beautiful general liability insurance.
 - d. Register all volunteer cleanups with Pick Up Pennsylvania at keeppabeautiful.org/.
 - e. Call Keep Pennsylvania Beautiful office with any questions.
- 9) Identify a photographer and plan for before, during, and after cleanup photos.

C. Abatement, Beautification and/or Deterrents

- 1) Active sites may require additional work after cleanup to maintain cleanliness.
- 2) Adoption of active sites – see **Section 3. D. 2).**
- 3) Plan to implement physical deterrents and re-beautification ASAP after cleanup.
 - a. Seed & mulch bare areas as restoring the natural beauty may reduce future dumping.
 - b. Earthen berms
 - c. Trees
 - d. Boulders
 - e. Gates

- f. Reduce or eliminate pull-offs, etc.
- 4) Property owner may require that certain specifications be met.
- 5) Recognition signs may be available, contact Keep Pennsylvania Beautiful to determine site eligibility and available funding.
- 6) Surveillance cameras are used in some difficult areas; contact Keep Pennsylvania Beautiful for additional information.

D. Volunteers

- 1) Local, grassroots community involvement is critical to the long-term success of the cleanup.
- 2) A volunteer adopter or adopting group should be identified for every cleaned active site, ideally, prior to the scheduling of the cleanup.
 - a. Include in pre-cleanup meetings and site evaluations.
 - b. See Keep Pennsylvania Beautiful Adoption Program brochure.
- 3) Volunteers can be recruited in numerous ways:
 - a. Keep Pennsylvania Beautiful database - chapters and affiliates can call the office for a listing of potential volunteers in their cleanup area.
 - b. Local property owners/neighbors - use these names and addresses from tax maps for contact info.
 - c. Community leaders with extensive networks
 - d. Press releases
 - e. Word of mouth
 - f. Friends & affiliated groups and/or organizations:
 - i. Rotaries, Kiwanis, Lions, etc.
 - ii. Watersheds, birding clubs, sportsmen, youth groups, scouts, etc.
 - iii. Colleges, universities, high schools, churches
 - iv. Chambers of Commerce
 - v. Articles in various newsletters.

E. Youth Volunteers

- 1) There must be an adult (21 years of age or older) responsible for the supervision of each youth (under 18 years of age).
- 2) The adult:youth (age 12 through 17) ratio must not be greater than 1:6.
- 3) All volunteers under the age of 18 must complete the *Under 18* section of the *Keep Pennsylvania Beautiful Volunteer Waiver Form*⁴.
- 4) Forms may be mailed or faxed ahead of time to groups to ensure time for parent/guardian signature.
- 5) For safety, all volunteers working to clean up an illegal dump shall be 12 years of age or over.
- 6) Steep or dangerous sites may require more stringent age restrictions.
- 7) Youth ages 8-11 EXCEPTION - must be cleared through Keep Pennsylvania Beautiful office:
 - a. Youth age 8 through 11 may work on littered sites.
 - i. Must be restricted from areas where there is concentrated trash and other areas deemed to be unsafe for children.
 - ii. There must be no traffic - work well away from a road or the road must be closed during the cleanup.
 - b. The adult: child ratio of 1:6 must be followed.

F. Waterway Cleanups

- 1) If entry into a waterway is required, designate specific individuals to be "Waterway Volunteers" who can and will meet the safety requirements. Pre-designation will assure that they will come prepared.
- 2) Do not enter a waterway unless you have been designated as a Waterway Volunteer, and are prepared to meet the safety requirements listed below:
 - a. If the maximum depth of the section of waterway is less than knee deep, Waterway Volunteers are encouraged to wear hip boots (preferably with felt bottoms to avoid slipping) and must work with others in close proximity.
 - b. If the maximum depth of the section of waterway is greater than knee deep, Waterway Volunteers must be trained in working in waterways and emergency situations such as rescue workers, military reservists, and trained scuba divers.
 - c. Ropes with personal floatation devices must be available for possible emergency situations. (Waterway Volunteers are encouraged to wear personal floatation devices at all times.)
 - d. Never work in swift currents.
 - e. If boats are to be used, verify that the operators are experienced and ascertain their boats meet state laws and regulations (Title 30, PA Fish and Boat Code).
 - f. Review the Keep Pennsylvania Beautiful Waterway Cleanup Manual: People - A Solution to Waterway Pollution, 10 Steps to Organizing a Waterway Cleanup booklet on our website for more information.

¹ Volunteer Cleanup Timeline

² Equipment Cleanup Timeline

³ Cleanup Folder Checklist

⁴ Keep Pennsylvania Beautiful Volunteer Waiver Form

Volunteer Cleanup Timeline

Site Name: _____ **Cleanup Date:** _____ **Rain Date:** _____

	Date	Action	Notes
8+ Weeks out		Contact property owner	
		Run PNDI, if required	
		Choose cleanup date & rain date	
		Schedule safety check/DEP site visit	
7 Weeks out		Contact county recycling or SW coordinator	
		Search for volunteers/groups until sufficient numbers	
		Obtain signed Keep Pennsylvania Beautiful Permission to Enter Form	
5-6 Weeks out		Conduct safety check/DEP site visit	
		Apply for permits, if needed - see Cleanup Work Plan	
		Register cleanup with Keep Pennsylvania Beautiful online	
		Register with Pick Up Pennsylvania	
3-4 Weeks out		Contact local businesses for donations	
		Prepare & mail volunteer postcards/flyers	
		Plan for hauling, disposal & recycling - trash, tires, etc.	
		Mail/fax Keep Pennsylvania Beautiful Volunteer Waiver Forms	
		Write Purchase Orders (P.O.s), if needed	
2 Weeks out		Write & submit pre-cleanup press release to local media	
		Order roll-off (s)/dumpster(s)	
		Plan for photographs of cleanup event	
		Review Volunteer Cleanup Items Checklist	
		Complete Emergency Phone Numbers list	
		Prepare Enforcement Cards - optional, if needed	
1 Week out		Call media to remind of cleanup event	
		Collect & organize cleanup supplies	
		Collect/verify volunteer drinks & lunches	
Cleanup		Place safety signs as needed	
		Collect signed Volunteer Waiver Forms	
		Conduct safety orientation/cleanup instructions	
		Count trash bags & tires/quantify amounts	
1 Week After		Prepare & submit post-cleanup press release	
		Write & mail volunteer/donor thank you flyers or letters	
Within 30 Days		Submit Volunteer Waiver Forms to Keep Pennsylvania Beautiful	
		Submit Event Reporting Form to Keep Pennsylvania Beautiful	
		Submit results to Pick Up Pennsylvania, if registered	

Equipment Cleanup Timeline

Site Name: _____ **Cleanup Date:** _____ **Rain Date:** _____

	Date	Action	Notes
8+ Weeks out		Contact property owner	
		Run PNDI	
		Choose cleanup timeframe	
7 Weeks out		Obtain signed Keep Pennsylvania Beautiful Permission to Enter Form	
		Schedule and conduct safety check/DEP site visit	
		Contact county recycling or SW coordinator	
		Prepare Request for Bid Packets	
5-6 Weeks out		Apply for permits, if needed - see Cleanup Work Plan	
		Register cleanup with Keep Pennsylvania Beautiful online	
		Run Advertisement for Bids in local papers	
		Conduct contractor site showing	
3-4 Weeks out		Review contractor's bids & choose contractor	
		Verify contractor requirements (W-9, insurances, etc.)	
		Mail Bid Award Letter & inform other bidders	
		Write Purchase Orders (P.O.s)	
1-2 Weeks out		Verify contractor start date, contact info during cleanup, etc.	
		Plan for photographs	
Cleanup		Place safety signs as needed	
		Conduct on site inspections as cleanup progresses	
		Conduct final site inspection & verify job is complete	
1 Week After		Obtain recycling and disposal weights	
		Prepare & submit post-cleanup press release	
Within 30 Days		Submit Event Reporting Form to Keep Pennsylvania Beautiful	
		Confirm payments to contractors and all services	
		Beautification/deterrents/adoption as needed	

CLEANUP FOLDER CHECKLIST

Site Name _____ County _____

Coordinator _____ Cleanup Date(s) _____

Rain Date(s) _____

✓ or N/A

Site Information

- _____ KPB IDS – date & surveyor _____
- _____ Photocopy of Tax Map with Property Identified
- _____ Letter(s) to Property Owners, other correspondence
- _____ Keep Pennsylvania Beautiful Permission to Enter Form - completed & signed
- _____ PNDI Review – date: _____ impacts: _____ clearance date: _____

Equipment

- _____ Equipment Cleanup Timeline
- _____ Advertisement for Bid/ Notice of Site Showing-newspaper listing
- _____ Contractor Contact Log
- _____ Complete Bid Packet
- _____ Site Showing Log
- _____ Bids/Estimates received
- _____ Bid Opening Log
- _____ Bid Award Letter
- _____ Contractor's Certificate of Liability Insurance
- _____ Contractor's Certificate of Worker's Compensation Insurance
- _____ W-9 (copy in master file)

Volunteers

- _____ Volunteer Cleanup Timeline
- _____ Keep Pennsylvania Beautiful Volunteer Waiver Forms
- _____ Enforcement Card - optional

Media

- _____ Pre-Cleanup Press Release
- _____ Volunteer Cleanup Flyers
- _____ Post Cleanup Press Release
- _____ Photos

Documentation

- _____ Keep Pennsylvania Beautiful Event Registration email confirmation
- _____ Pick Up Pennsylvania registration number: _____
- _____ Keep Pennsylvania Beautiful Event Reporting Form
- _____ Records of trash/tire disposal or recycling
- _____ Records of all Expenses
- _____ Records of In-Kind Donations
- _____ Record of any injuries/incidences
- _____ Copies of all other Correspondence

-Staple to inside front folder cover and use these headings to organize folder contents -



Keep Pennsylvania Beautiful Volunteer Waiver Form

Event _____

Date _____

Name of Volunteer (print)

Date of Birth

Are you under 18?

(If yes, complete Parental Consent below)

Address

Participating Group/Organization

City, State, Zip

County

Phone

Email

Emergency Phone Number

If you or your child has special medical needs that might require medication or special practices, i.e., bee sting allergy, asthma, diabetes, please note below and make sure you or your child has the equipment needed to handle the situation.

Special Medical Needs or Known Allergies

General Volunteer Waiver

I acknowledge and understand that the volunteer work that I will participate in may involve strenuous physical activities and work under difficult conditions, and can result in serious personal injury or in death. I certify that I am physically fit and have not been advised otherwise by a qualified medical person. I understand and agree that it is my responsibility to obtain medical treatment that may be deemed advisable in the event of injury, accident and/or illness during my volunteer activities.

In consideration for the opportunity to engage in volunteer work through PA CleanWays d/b/a Keep Pennsylvania Beautiful ("KPB"), I agree for myself, my executors, administrators, heirs, successors and assigns to: (A) waive, release and discharge the following persons and entities from any and all liability for my death, disability, personal injury, property damage, property theft or actions of any kind which may hereafter occur to me: KPB, its parent and affiliates, and their directors, officers, employees, volunteers, representatives, agents, event holders, and landowners whose facilities are being used or whose property is being cleared or cleaned (collectively the "Released Parties"); and (B) indemnify and hold harmless the Released Parties from any and all liabilities, claims, actions, suits, procedures, costs, damages, fines, penalties and expenses, including but not limited to attorneys fees, which arise in connection with my participation in the volunteer activities, without limit, and whether caused by the acts or omissions of the Released Parties.

This waiver, release and indemnity agreement shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law and agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect.

I agree that KPB may take my photograph or use my image to promote the purposes of KPB with no compensation due me.

Signature of Volunteer

Date

Parental Consent required if Volunteer is under age 18:

Name of Child

has my permission to participate in this Keep Pennsylvania Beautiful event. If I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf:

Name (print)

Relationship to Child

Phone Number

Signature of Parent/Legal Guardian

Date

Each volunteer must sign and return this release form to the event coordinator prior to participating in any Keep Pennsylvania Beautiful volunteer activity.

4. PAID/CONTRACTED EQUIPMENT CLEANUPS

A. Develop Cleanup Timeline

- 1) Use *Equipment Cleanup Timeline* to schedule steps leading up to cleanup and after.
 - a. Some tasks may require additional time.
 - b. Some permits may take 8 weeks or longer.
- 2) Include property owner when deciding cleanup date(s).
- 3) Schedule so that volunteers never work near equipment.
 - a. Volunteers may work on separate days or physically work in different areas.
 - b. Schedule equipment to make the best use of everyone's time.

B. Quotes or Bids?

- 1) Estimate the total cost of the job considering:
 - a. Difficulty in removal
 - b. Types of equipment needed
 - c. Duration of cleanup
 - d. Beautification and deterrents
 - e. Cleanup timeframe, i.e., weather, holidays, deadlines, etc.
 - f. DEP Solid Waste Specialist's and other recommendations
 - g. Cost of hauling and disposal of trash, tires, scrap metal, etc.
 - i. Keep Pennsylvania Beautiful may receive discounted or donated services and these can be contracted separately from the main contractor portion.
 - ii. Significant amounts of scrap metal may reduce the contractor's bid.
 - h. Seek contractor input regarding equipment capabilities, pricing, etc., if necessary.
- 2) If the estimated cost of the contractor portion of the job to be done is:
 - a. Over \$3,000, obtain a minimum of three bids for the job – see **Section 4.C.**
 - b. Under \$3,000, the job may be contracted based on one or more quotes.
 - i. Call and invite several contractors known to Keep Pennsylvania Beautiful and/or local to the area to review the site with you, as schedules permit.
 - ii. Request written quotes from each contractor.
 - iii. When choosing a contractor, follow criteria for a bid job, where applicable.
 - iv. Contractor's written quote will be formal contract.
- 3) If circumstances make this impossible or impractical, discuss the situation with Keep Pennsylvania Beautiful staff.
- 4) As a grantee, Keep Pennsylvania Beautiful is not bound by these government requirements, but they represent "Best Practices".

C. Bidding the Job

- 1) Make arrangements for a Contractor Site Showing.
 - a. Choose a weekday and consider travel distance when setting the time.
 - b. Invite the road maintainer, etc., if beneficial.
- 2) Advertise the contractor site showing.
 - a. Use *Advertisement for Bids*¹ as a guide.
 - b. Advertise for at least two days in the Legal Notices section of the major newspapers in the area.

- i Some papers may only publish Legal Notices on certain days.
 - ii The ad should run approximately 2-10 days before the site showing date.
- 3) Prepare Bid Packets to include:
 - a. Completed *Request for Bid*²
 - i Write Bid Specifications, using the Request for Bid template.
 - ii Allow sufficient time for bidders to prepare an accurate bid.
 - iii Be specific with cleanup expectations, i.e., waste removal details, completion timeframe, condition of site after cleanup, etc.
 - iv Request assistance from Keep Pennsylvania Beautiful staff, if needed.
 - b. *Keep Pennsylvania Beautiful Bid Proposal*³
 - c. *Nondiscrimination/Sexual Harassment Clause*⁴
 - d. *Anti Collusion Statement*⁵
 - e. W-9 and instructions
 - f. *DEP Waste Tire Hauler Authorization*⁶
 - g. *DEP Waste Transportation Safety Program*⁷
 - h. *PA CODE 25 §285 Collection and Transportation of Municipal Waste*⁸
- 4) Determine MSW disposal and/or transportation needs.
 - a. Contact the county recycling or solid waste coordinator to inform of cleanup and include their contact information in Bid Specifications.
 - b. Hauling and waste disposal may be included in Bid Specifications for contractor to arrange or may be arranged and/or paid by Keep Pennsylvania Beautiful separately from bid.
 - c. Requiring either hauling or disposal to be the burden of the contractor will help reduce unwanted dirt & rock in the disposal weight.
- 5) Require sealed bids and treat all bids with confidentiality until awarded.

D. Documentation

- 1) All contractors providing billable services must supply the following information before performing any work:
 - a. Certificate of Liability Insurance
 - i \$1,000,000.00 minimum required.
 - ii Certificate will be sent by the contractor's insurance company.
 - b. Certificate of Worker's Compensation Insurance
 - i Only if contractor has employees.
 - ii This may be on the Certificate of Liability form.
 - iii These two insurances are not required for a landfill unless landfill also hauls.
 - c. W-9⁹
 - i Must be completed by each contractor just once. Affiliates may call office to inquire if already on file.
 - ii Forms may be obtained online at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.
 - iii Required for IRS reporting at year-end.
 - iv File with cleanup documents.
- 2) Affiliates who are not their own 501C3 must send original insurance certificates and W-9's to KPB office; required for auditing purposes.

- 3) Affiliates who are their own 501C3 must keep their own documentation of insurance certificates and W-9's; required for their own auditing purposes.
- 4) When procuring services, every effort shall be made to do so with reputable, qualified, and ethical businesses.
- 5) Certain grants require additional documentation – grant manager will specify.

E. Donated Equipment

- 1) Donated equipment and/or operators may not carry business liability insurance.
- 2) Volunteers and operating equipment must be kept separate at all times.
- 3) Volunteer safety is a priority.

F. Contractor Site Showing

- 1) Call potential contractors, describe the job, and invite them to the site showing.
 - a. Clearly indicate that you are seeking competitive bids (or estimates).
 - b. Inform all contractors that attendance at the Contractor Site Showing is mandatory.
 - c. Use the *Contractor Contact Log*¹⁰ to record all correspondence.
- 2) Perform site showing.
 - a. Introduce yourself, Keep Pennsylvania Beautiful, and the program.
 - b. Document attendance on *Site Showing Log*¹¹ by requiring all contractors to sign in.
 - c. Give each contractor present a Bid Packet.
 - d. Walk completely through job site describing cleanup expectations.
 - e. Clearly explain locations of access roads, tree removal, restrictions, debris removal, start and completion timeframes, etc.
 - f. Ensure that all contractors stay with group and hear all comments, questions, and answers.
- 3) Answer significant questions with a written addendum that is distributed to all contractors attending.
 - a. Unforeseen concerns and situations may arise during site showing.
 - b. Post-meeting questions and answers must be shared with all bidders.
 - i. Distribute answers quickly, allowing sufficient time for bid preparation.
 - ii. Adjust the Bid Due Date if necessary.

G. Bid Review

- 1) Open bids at the appointed time and place.
 - a. Arrange for a second person to be present at the opening.
 - b. Record bids on *Bid Opening Log*¹².
- 2) Keep Pennsylvania Beautiful staff will review and discuss the bids with you, help with the bid comparison, and shall approve the selection of contractor.
 - a. The bidding process must be fair, open, competitive, and defensible as such.
 - b. The successful bid should meet all of the specifications.
 - c. The bid should be awarded to the lowest responsible bidder, unless otherwise documented.
 - d. If other than the lowest bidder is selected, note justification in the Log.
- 3) Factors to consider when reviewing the bids include the following:
 - a. Environmental impact, anticipated earth disturbance, etc.
 - b. References and compliance history, past performance
 - c. Urgency of the project, availability to mobilize, current market conditions/workload

H. Bid Acceptance

- 1) Call all bidders to inform of acceptance or non-acceptance of their bid.
- 2) Send a *Letter*¹³ to approved bidder confirming acceptance.
 - a. Include copies of their accepted Bid Proposal, Request for Bid, and all attachments.
 - b. This packet becomes their formal contract for the job.
- 3) Call the successful bidder before starting the contract.
 - a. Establish the contact people and note contact information.
 - b. Determine best way of communication between all parties involved.
 - c. Reiterate your expectations.
- 4) Document contractor performance and offer feedback regarding cooperation, responsiveness, etc.
 - a. Address any contractor concerns ASAP and document.
 - b. Notify contractor of problems/concerns ASAP and give contractor the opportunity to correct.
- 5) All change orders to the original contract will be by written agreement only before any additional work is performed.
- 6) Contract may be terminated at the discretion of Keep Pennsylvania Beautiful whenever it is determined that the terms and conditions of the contract have not been met.
 - a. Prompt notification in writing of the termination, with effective date will be made by Keep Pennsylvania Beautiful.
 - b. Keep Pennsylvania Beautiful will pro-rate the work completed and payment will be made accordingly.
- 7) Document all conversations.

¹ Advertisement for Bid

² Request for Bid

³ Keep Pennsylvania Beautiful Bid Proposal

⁴ Nondiscrimination/Sexual Harassment Clause

⁵ Anti Collusion Statement

⁶ DEP Waste Tire Hauler Authorization Fact Sheet

⁷ DEP Waste Transportation Safety Program Fact Sheet

⁸ PA Code 25 Municipal Waste Regulations

⁹ W-9 Request for Taxpayer Identification Number and Certification

¹⁰ Contractor Contact Log

¹¹ Site Showing Log

¹² Bid Opening Log

¹³ Bid Award Letter template

Advertisement for Bid

Keep Pennsylvania Beautiful is seeking bids for the debris and waste tire removal project,

_____. Bid Packets will be
(site name)

distributed at the site showing on _____ at _____, meeting at
(date) (time)

_____. Attendance by all prospective
(location)

bidders is mandatory. Keep Pennsylvania Beautiful has the right to refuse any and all bids.

Contact: _____ at Keep Pennsylvania Beautiful 1-877-772-3673 x XXX

or _____.

REQUEST FOR BID

Keep Pennsylvania Beautiful is accepting bids for work performed at: _____

Site Showing: Date: _____ Time: _____

Location: _____

* At this time Bid Packets will be distributed.

* Attendance by all prospective bidders is mandatory.

Bids Due: Faxed or received by:

Date: _____ Time: _____

Address: _____

Fax to: _____ Attn: _____

Bid Award: Bids will be reviewed and all bidders will be notified within: _____ days of due.

Contract Period: Estimated Duration of Cleanup _____

Work To Begin: Week of _____ or other by mutual agreement between Contractor and Keep Pennsylvania Beautiful. Completed by: _____.

Keep Pennsylvania Beautiful Contact: _____

Bid Specifications

- 1) [Add specifications unique to site. Be specific with cleanup expectations, i.e., waste removal details, completion timeframe, condition of site after cleanup, etc. See examples below.]
 - * Contractor shall remove all visible waste to ground level as indicated during the site showing.
 - * Contractor shall keep tires separate from municipal solid waste for proper disposal or recycling.
 - * Concrete, asphalt and unpainted wood may be left on site and covered with dirt.
 - * Fill area is unstable. Contractor is responsible for determining safe positioning of equipment.
 - * Rocks and posts may be removed during period of work but shall be replaced when work is complete.
 - * Road to be leveled to remove protruding rocks and widened for ease of access.
 - * Only designated trees may be removed to facilitate cleanup.
 - * Contractor is responsible for seeding and mulching all disturbed earth areas with a seed mix specified by KPB.
- 2) There shall be minimum earth disturbance and environmental impact. Heavy equipment shall only be used in areas of high concentrations of trash. Other debris shall be hand picked or removed individually by heavy equipment.
- 3) All waste (and/or tires) shall be loaded onto roll-off boxes or trucks provided by contractor [or specify if Keep Pennsylvania Beautiful is ordering and paying for dumpsters] for transportation to landfill [or specify if Keep Pennsylvania Beautiful is paying for disposal and detail the landfill or tire recycler] or other approved facility. Disposal costs are the contractor's responsibility. (Remove if Keep Pennsylvania Beautiful is paying and specify.)
 - a. All trucks used for transporting waste shall comply with state requirements for transporting municipal waste and shall meet the _____ County municipal waste

105 W. 4th Street, Greensburg, PA 15601 724-836-4121 Fax: (724) 836-1980

info@keeppabeautiful.org - www.keeppabeautiful.org

- management plan and all licensing requirements. Verify county plan requirements with county recycling or solid waste coordinator _____ (name) _____ (phone)
- b. Contractor shall provide to Keep Pennsylvania Beautiful weigh slips and proof of proper disposal for all debris removed from the site.
 - c. Contractor shall recycle metal scrap.
 - d. Tires shall be counted and recycled or properly disposed. All waste tire transporters used must be authorized by DEP.
- 4) Contractor shall abide by Pennsylvania Code 25§ 285.201 – 285.225, Collection and Transportation of Municipal Waste.
 - 5) All vehicles transporting waste or tires must be DEP permitted.
 - a. Waste Tire Hauler Authorization Fact Sheet 2510-FS-DEP2891
 - b. Waste Transportation Safety Program 2540-FS-DEP2859 8/02
 - c. Vehicles without a valid Waste Hauler Authorization sticker may not use Pennsylvania waste disposal and processing facilities.
 - 6) Contractor shall cease work and notify Keep Pennsylvania Beautiful immediately if they encounter sealed containers, potentially hazardous materials, or other evidence of chemical contamination or leakage, such as stained ground, etc.
 - 7) The project contract shall consist of Keep Pennsylvania Beautiful Request for Bid, Keep Pennsylvania Beautiful Bid Proposal form, and Attachments.
 - 8) Submitted Bids must include the completed Keep Pennsylvania Beautiful Request for Bid, Keep Pennsylvania Beautiful Bid Proposal, signed Anti Collusion Statement, and completed W-9.
 - 9) Bids that are not submitted on time or do not supply requested information may be disqualified. Keep Pennsylvania Beautiful reserves the right to refuse any and all bids. Final contract selection is not required to be lowest bidder.
 - 10) Contractor shall provide Keep Pennsylvania Beautiful with Certificates of Insurance for liability coverage (\$1,000,000 minimum), worker's compensation, and commercial auto coverage.
 - 11) Keep Pennsylvania Beautiful is not responsible for any accidents, including but not limited to those resulting from contractors' failure to follow OSHA regulations, and shall not be responsible for any loss of life, personal injury, or property damage of any kind, in performing and completing the work of the project. Contractor shall be responsible for and agrees to indemnify and hold harmless Keep Pennsylvania Beautiful from and against damages to property or injuries (including death) to any persons and other losses, damages, expenses, claims, demands, suits, and actions by any party against Keep Pennsylvania Beautiful in connection with the work performed by the Contractor.
 - 12) Contractor and any subcontractors shall abide by all specifications and attachments.
 - 13) Contractor shall notify Keep Pennsylvania Beautiful immediately of any unforeseen circumstances that may impact the scope or completion of the contract.
 - 14) Change orders to this contract will be by written agreement only before any additional work is performed, at the discretion of Keep Pennsylvania Beautiful.
 - 15) Contract may be terminated at the discretion of Keep Pennsylvania Beautiful whenever it is determined that the terms and conditions of the contract have not been met.
 - a. Prompt notification in writing of the termination, with effective date will be made by Keep Pennsylvania Beautiful.
 - b. Keep Pennsylvania Beautiful will pro-rate the work completed and payment will be made accordingly.

- 16) Keep Pennsylvania Beautiful and contractor may perform daily site inspections to evaluate level of performance.
- 17) Final Inspection will be scheduled and held jointly by Keep Pennsylvania Beautiful and contractor.
- 18) Payment will be made after: 1) work is completed and inspected to the satisfaction of Keep Pennsylvania Beautiful and 2) Keep Pennsylvania Beautiful has received all invoices, weigh slips, and other required information according to the specifications.

Attachments:

- Bid Proposal
- Nondiscrimination/Sexual Harassment Clause
- Anti Collusion Statement
- W-9
- DEP Waste Transportation Safety Program Fact Sheet
- DEP Waste Tire Hauler Authorization Fact Sheet
- PA Code 25 Collection and Transportation of Municipal Waste

BID PROPOSAL

Office Use	Site Name: _____
	Date of Advertisement for Bids: _____
	Publications Used for Legal Notices of Advertisement for Bid: _____

	Bid Due Date and Time: _____

Contractor's Information:

Company: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____ EIN# (or SS#): _____

Expected Equipment Usage (specify): _____

Hauling Arrangements (if applicable): _____

Disposal/Recycling Facilities (if applicable): _____

Estimated tons of waste: _____ or # of 30 yd dumpsters: _____ - Used for bid comparison only.

Total Amount of Bid: _____ Date Bid Submitted: _____

Start Date: _____ Estimated Duration of job: _____

Comments: _____

All work to be performed in accordance with project contract.

*Signature of Owner or Agent*_____
Date

(continued)

Do you have any special licenses, certifications, qualifications or experience relevant to this particular job? If so, please list and enclose photocopies of licenses or certificates.

Provide the names and phone numbers of any references for similar jobs you have completed in the recent past.

NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE

During the term of the Contract, the Contractor agrees as follows:

A. Hiring

- 1) In the hiring of any employees for the manufacture of supplies, performance of work, or any other activity required under the Contract or any subcontract, the Contractor, subcontractor or any person acting on behalf of the Contractor or subcontractor shall not by reason of gender, race, creed, or color discriminate against any citizen of this Commonwealth who is qualified and available to perform the work to which the employment relates.

B. Discrimination/Intimidation

- 1) Neither the Contractor nor any subcontractor, nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work or any other activity required under the Contract on account of gender, race, creed, or color.

C. Sexual Harassment

- 1) The Contractor and any subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy.
- 2) The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.

D. Discrimination

- 1) The Contractor shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the contract relates.

E. Documentation

- 1) The Contractor and each subcontractor shall furnish all necessary employment documents and records to and permit access to its books, records, and accounts by the contracting officer and the Department of General Services' Bureau of Contract Administration and Business Development for purposes of investigation to ascertain compliance with the provisions of this Nondiscrimination/Sexual Harassment Clause.
- 2) If the Contractor or any subcontractor does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the contracting officer or the Bureau of Contract Administration and Business Development.

F. Subcontracts

- 1) The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.

G. Cancellation/Termination

- 1) The Commonwealth may cancel or terminate the Contract, and all money due or to become due under the Contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause.
- 2) In addition, the agency may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

Anti Collusion Statement

The undersigned vendor hereby certifies that this agreement, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and that no person acting for, or employed by, PA CleanWays has an interest in, or is concerned with, this proposal; and that no person or persons, firm or corporation, other than the undersigned, have or are interested in this proposal.

Signature of Owner or Agent

Date

WASTE TIRE HAULER AUTHORIZATION

Background

Act 111, signed into law on July 10, 2002, amends Act 190 of 1996, the Waste Tire Recycling Act, and contains provisions for the establishment of a Waste Tire Hauler Program (WTHP). The WTHP requires owners of waste transportation vehicles that transport tires to a processing or disposal facility in the commonwealth to obtain written authorization from the Department of Environmental Protection (DEP). Act 190 prohibits municipal or residual processing or disposal facilities from accepting waste tires from haulers that do not have a valid authorization. It also provides DEP with the authority to deny or revoke waste tire hauler authorizations and establishes fees.

Definitions

- Energy recovery - The use of whole or processed waste tires to supplement the combustion of fossil fuels or the combustion of whole or processed waste tires in a resource recovery facility.
- Waste tire - A tire that will no longer be used for the purpose for which it was originally intended. The term includes a tire that has been discarded by an owner or user even though the tire may have some remaining useful life.
- Waste tire hauler - Any person that transports whole used or waste tires in the state for business-related purposes. This term does not include persons who haul their own waste tires in the course of routine tire replacement.

Exclusions

Disposal of whole waste tires is prohibited at landfills.

WTHP Authorization Process

Waste tire haulers must submit an application on a form provided by DEP to transport waste tires. The application must include the number of trucks for which authorizations are requested along with an authorization fee of \$50. A written authorization card will be provided for each truck.

Authorization Requirements

It is unlawful for a waste tire hauler to transport waste tires without obtaining an authorization from DEP.

Nontransferable

Authorization for a waste tire hauler is not transferable.

Compliance

DEP has the authority to deny, suspend, or revoke authorizations where the agency finds that the transporter has failed or continues to fail to comply with applicable laws and regulations. DEP may revoke or suspend an authorization for failure to maintain complete and accurate records of waste tires transported, alteration of record-keeping documents, failure to comply with Act 111, the Waste Tire Recycling Act, or Act 97, the Solid Waste Management Act.

Record Keeping

Waste tire haulers must maintain a record of waste tires transported weekly. The records must be on an annual report form available online and include authorization number, number of waste tires transported and the company to which the waste tires were delivered and disposed. This report will be submitted annually as part of the renewal packet. The records must be maintained for five years and provided to DEP personnel upon request.

Miscellaneous

Forms and instructions can be downloaded from DEP's Environmental Print Shop, www.dep.pa.gov.

For more information, visit www.dep.pa.gov, search term: tires.

Waste Transportation Safety Program

Background

Act 90 of 2002 contains provisions for the establishment of a Waste Transportation Safety Program (WTSP) in Pennsylvania. The program requires owners of waste transportation vehicles (trucks registered for more than 17,000 pounds and trailers registered for more than 10,000 pounds) that regularly transport municipal or residual waste to a processing or disposal facility in the state to obtain written authorization from the Department of Environmental Protection (DEP). Act 90 also prohibits municipal or residual waste processing or disposal facilities from accepting waste from vehicles that do not have a valid authorization sticker. It also establishes fees and provides DEP with the authority to deny or revoke transporter authorizations.

Definitions

Motor Carrier Vehicle – A truck or truck tractor having a registered gross weight in excess of 17,000 pounds.

Owner – A person other than the lienholder having the property right in or title to a vehicle.

Transportation – The offsite removal of municipal and/or residual waste any time after generation.

Transporter – The owner of a public or private waste transportation vehicle.

Waste Trailer – A vehicle having a registered weight in excess of 10,000 pounds used to carry waste and designed to be towed by a motor vehicle.

Waste Transportation Vehicle – Public and private motor carrier vehicles and waste trailers regularly used in transporting municipal or residual waste to a processing or disposal facility in Pennsylvania.

Regularly Used – A motor carrier vehicle and waste trailer are regularly used to transport municipal and residual waste if the transportation is being done for commercial purposes or in furtherance of a business. Publicly owned motor carrier vehicles and waste trailers are regularly used if the transportation is being done for the collection and transportation of municipal or residual waste.

Exclusions

WTSP authorization is not applicable to: vehicles currently registered by DEP to transport residential septage to a publicly owned wastewater treatment facility or for nutrient management; waste transportation vehicles passing through Pennsylvania or only picking up waste in Pennsylvania; waste transportation vehicles used only to transport captive waste within a captive waste facility that do not drive on public roads; and infectious and chemotherapeutic waste and hazardous waste transportation vehicles licensed by Pennsylvania and used only to transport infectious and chemotherapeutic waste or hazardous waste.

Waste Transportation Safety Authorization Process

Written Authorizations: Waste transportation vehicle owners that would like to transport waste to processing or disposal facilities in Pennsylvania must submit an application form to DEP for an authorization. The application must include vehicle information, insurance information, compliance history information, and a fee of \$100 per truck, \$50 per truck tractor, and \$50 per trailer. Upon receipt of an administratively complete application and evaluation of the compliance history contained therein, DEP will either issue an authorization, along with a sticker showing the authorization number, or deny the authorization. Authorizations are valid for one year, unless otherwise suspended or revoked. Authorizations can be amended to add or delete waste transportation vehicles.

Renewal Requests: At least 90 days prior to expiration of their authorization, waste transporters must submit a renewal application form to DEP. The application must include vehicle information, insurance information, compliance history information, and a fee of \$100 per truck, \$50 per truck tractor, and \$50 per trailer. DEP will review the renewal application in the same manner as a new application for written authorization.

Transfer of Authorized Waste Transportation Vehicles

Authorized transporters are required to notify DEP if they sell or lose possession or control of authorized waste transportation vehicles. New owners who do not have a waste transporter authorization must apply for a new final authorization for the previously authorized vehicles. New owners that have a valid waste transporter authorization must add the previously authorized vehicles to their existing final authorization. The fee for adding vehicles to an existing authorization is \$100 per truck, \$50 per truck tractor, and \$50 per trailer.

Authorization Sticker Replacement

Applications for replacing authorization stickers will be reviewed for valid reasons for replacement. Valid reasons may be a vehicular accident that damaged or destroyed the sticker, vehicle repair that otherwise damaged or destroyed the sticker, or correction of an incorrect vehicle identification number. The fee for replacement stickers is \$100 per truck, \$50 per truck tractor, and \$50 per trailer.

Compliance

DEP has the authority to deny, suspend, modify, or revoke authorizations where the agency finds that the transporter has failed or continues to fail to comply with applicable laws and regulations. Findings may be received from the Pennsylvania State Police or the Department of Transportation. Authorizations may also be denied, suspended, modified, or revoked if a transporter has shown a lack of ability or intention to comply with applicable laws and regulations. Transporters must also comply with any order of DEP and any condition of any permit, license, or other written authorization issued by DEP.

Miscellaneous

After publishing notice, DEP may modify waste transporter authorization fees, not to exceed \$200 per truck, \$100 per truck tractor, and/or \$100 per trailer, based on the actual costs to DEP, the Pennsylvania State Police and the Department of Transportation in implementing and enforcing the WTSP. The program also provides for criminal penalties, civil penalties, enforcement orders, injunctions, forfeiture of waste transportation vehicles, and a restricted account for all fees, fines, and penalties paid.

Application forms can be downloaded from DEP's Waste Transportation website, www.dep.pa.gov/wtsp or forms can be requested from DEP, Bureau of Waste Management, P.O. Box 8550, Harrisburg, PA 17105-8550; by phone at 717-783-9258; by fax at 717-772-5739; or by email at ra-wtsp@pa.gov.

CHAPTER 285. STORAGE, COLLECTION AND TRANSPORTATION OF MUNICIPAL WASTE

Subchap.	Sec.
A.	STORAGE OF MUNICIPAL WASTE 285.101
B.	COLLECTION AND TRANSPORTATION OF MUNICIPAL WASTE 285.201
C.	[Reserved] 285.301
D.	[Reserved] 285.401

Authority

The provisions of this Chapter 285 issued under section 105(a) of the Solid Waste Management Act (35 P.S. § 6018.105(a)); sections 5(a), 304 and 402 of The Clean Streams Law (35 P.S. §§ 691.5(a), 691.304 and 691.402); and sections 1905-A, 1917-A and 1920-A of The Administrative Code of 1929 (71 P.S. §§ 510-5, 510-17 and 510-20); amended under the Municipal Waste Planning, Recycling and Waste Reduction Act (53 P.S. §§ 4000.101—4000.1904); the Solid Waste Management Act (35 P.S. §§ 6018.101—6018.1003); The Clean Streams Law (35 P.S. §§ 691.1—691.1001); section 104(a) of the Land Recycling and Environmental Remediation Standards Act (35 P.S. § 6026.104(a)); the act of July 13, 1988 (P.L. 525, No. 93) (35 P.S. §§ 6019.1—6019.6), known as the Infectious and Chemotherapeutic Waste Disposal Law (35 P.S. §§ 6019.2(b) and 6019.4(b)); sections 1905-A, 1917-A, 1920-A and 1937-A of The Administrative Code of 1929 (71 P.S. §§ 510-5, 510-17, 510-20 and 510-37); section 207 of the Small Business and Household Pollution Prevention Program Act (35 P.S. § 6029.207); section 15(a) of the act of November 26, 1997 (P.L. 530, No. 57); the Vehicle Code, 75 Pa.C.S. § 4909(e); the Environmental Stewardship and Watershed Protection Act, 27 Pa.C.S. § 6105(g); and sections 301 and 302 of the Radiation Protection Act (35 P.S. §§ 7110.301 and 7110.302), unless otherwise noted.

Source

The provisions of this Chapter 285 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681, unless otherwise noted.

Cross References

This chapter cited in 25 Pa. Code § 252.3 (relating to scope); 25 Pa. Code § 266b.11 (relating to waste management for universal waste mercury-containing devices); 25 Pa. Code § 271.2 (relating to scope); 25 Pa. Code § 271.101 (relating to permit requirement); 25 Pa. Code § 271.103 (relating to permit-by-rule for municipal waste processing facilities other than for regulated medical or chemotherapeutic waste; qualifying facilities; general requirements); 25 Pa. Code § 271.801 (relating to scope); 25 Pa. Code § 271.915 (relating to management practices); 25 Pa. Code § 273.331 (relating to salvaging of materials); 25 Pa. Code § 277.219 (relating to recycling); 25 Pa. Code § 279.220 (relating to salvaging); 25 Pa. Code § 279.271 (relating to salvaging of materials); 25 Pa. Code § 281.219 (relating to salvaging); 25 Pa. Code § 283.281 (relating to salvaging of materials); 25 Pa. Code § 284.1 (relating to scope); 25 Pa. Code § 284.2 (relating to permits-by-rule for regulated medical or chemotherapeutic waste processing facilities; qualifying facilities; general requirements); and 28 Pa. Code § 1151.40 (relating to management and disposal of medical marijuana waste).

Subchapter A. STORAGE OF MUNICIPAL WASTE**SCOPE**

Sec.
285.101. Scope.

GENERAL

285.111. General requirements.
285.112. Design and operation.
285.113. Duration of storage.
285.114. Equipment.
285.115. Nuisance minimization and control.
285.116. Surface and groundwater protection.
285.117. Emergency storage.

TYPES OF STORAGE

285.121. Containers.
285.122. Storage tanks.
285.123. Impoundments—general.
285.124. Impoundments—failure.

**ADDITIONAL REQUIREMENTS FOR CERTAIN
TYPES OF WASTE**

285.131. Storage and containment of ash residue from municipal waste incineration, including from regulated medical or chemotherapeutic waste incineration.
285.132. [Reserved].
285.133. [Reserved].
285.134. Storage of sewage sludge in piles.

**ADDITIONAL REQUIREMENTS FOR REGULATED MEDICAL AND
CHEMOTHERAPEUTIC WASTE**

285.141—285.145. [Reserved].
285.146. [Reserved].
285.147. [Reserved].
285.148. [Reserved].

Cross References

This subchapter cited in 25 Pa. Code § 273.311 (relating to daily operational records); 25 Pa. Code § 275.204 (relating to storage of sewage sludge); 25 Pa. Code § 275.414 (relating to weather); 25 Pa. Code § 277.311 (relating to daily operational records); 25 Pa. Code § 279.251 (relating to daily operational records); 25 Pa. Code § 281.271 (relating to daily operational records); and 25 Pa. Code § 283.261 (relating to daily operational records).

SCOPE**§ 285.101. Scope.**

(a) A person or municipality that stores municipal waste shall comply with §§ 285.111—285.117 (relating to general).

(b) In addition to the requirements of subsection (a):

(1) A person or municipality that stores municipal waste in the manner identified in §§ 285.121—285.124 (relating to types of storage) shall store the waste under the applicable provisions of those sections.

(2) A person or municipality that stores the type of municipal waste referred to in §§ 285.131 and 285.134 (relating to additional requirements for certain types of waste) shall store the waste under the applicable provisions of those sections.

Source

The provisions of this § 285.101 amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (250860) and (255087).

GENERAL**§ 285.111. General requirements.**

A person or municipality that stores municipal waste may not do the following:

(1) Mix the waste with hazardous waste that is regulated under Article VII (relating to hazardous waste management).

(2) Mix the waste with, or store the waste in close proximity to, other solid waste to create a risk of fire or explosion, or a risk of the accumulation of poisonous or otherwise harmful vapors or gases.

(3) Mix the waste with special handling waste.

(4) Allow waste or constituents of waste to be blown or otherwise deposited outside of the storage area.

Source

The provisions of this § 285.111 amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (255087).

Cross References

This section cited in 25 Pa. Code § 284.401 (relating to scope); and 25 Pa. Code § 285.101 (relating to scope).

§ 285.112. Design and operation.

(a) A person or municipality storing municipal waste shall employ best engineering design and construction practices for all phases of construction and operation.

(b) A person or municipality may not store municipal waste in a manner that exceeds the design capacity of the storage facility.

(c) The Department may require a person or municipality to install a water quality monitoring system in accordance with §§ 273.281—273.285 if storage of the waste has the potential to cause groundwater degradation. In all cases, a groundwater monitoring system is required for sewage sludge storage impoundments constructed after January 25, 1997, and leachate storage impoundments under § 285.123 (relating to impoundments—general).

(d) A person or municipality storing municipal waste shall routinely inspect the facility, its equipment and the surrounding area for evidence of failure and shall immediately take necessary corrective actions. The person or municipality shall maintain records of inspections and corrective actions that were taken, and shall make the records available to the Department upon request.

(e) A person or municipality may not store putrescible waste in piles, except for sewage sludge that has been stabilized, dried to 20% or greater solids content by weight, and stored under this chapter.

Source

The provisions of this § 285.112 amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (255087).

Cross References

This section cited in 25 Pa. Code § 284.401 (relating to scope); and 25 Pa. Code § 285.101 (relating to scope).

§ 285.113. Duration of storage.

(a) A person or municipality may not store municipal waste for more than 1 year unless:

(1) For waste that is recyclable or resalable, the Department has approved, in writing, a longer period, prior to the end of 1 year of storage based on a rate of recycling or resale of stored waste that is reasonably proportional to the rate of accumulation for storage.

(2) For other municipal waste, the Department has approved, in writing, a longer period prior to the end of 1 year of storage.

(b) The Department will presume that a person or municipality storing municipal waste contrary to the provisions of subsection (a) is operating a

municipal waste disposal facility and is subject to the applicable requirements of the act and regulations thereunder for municipal waste disposal.

(c) A person or municipality that stores municipal waste shall maintain accurate operational records that are sufficiently detailed to clearly and convincingly demonstrate to the Department that municipal waste is being stored under subsection (a). The records shall be made available to the Department upon request. The presumption in subsection (b) may be overcome by the operational records required by this subsection.

(d) Nothing in this section supersedes a regulation, permit condition or other requirement providing for a storage period of less than 1 year.

Notes of Decisions

Since the property owner never obtained authorization to store waste tires on his property and more than 1 year had passed since the tires were placed on the property, he was unlawfully operating a storage facility even though the tires were there less than 1 year before the date he was first cited. *Booher v. Department of Environmental Resources*, 612 A.2d 1098 (Pa. Cmwlth. 1992).

Cross References

This section cited in 25 Pa. Code § 284.201 (relating to scope); 25 Pa. Code § 284.401 (relating to scope); and 25 Pa. Code § 285.101 (relating to scope).

§ 285.114. Equipment.

(a) A person or municipality that stores municipal waste shall maintain at the storage facility equipment necessary for the storage of municipal waste under this subchapter. The equipment shall be maintained in an operable condition.

(b) Standby equipment shall be located onsite or at a place where it can be available within 24 hours. If a breakdown of the equipment occurs, the person or municipality that stores municipal waste shall utilize standby equipment as necessary to comply with the act and regulations thereunder.

(c) Equipment shall be operated and maintained to prevent solid waste from being unintentionally conveyed out of the storage area.

(d) Equipment used to handle putrescible solid waste with which operations personnel are in direct contact shall be cleaned at the end of each working day or every 24 hours. Other equipment shall be cleaned based on scheduled or emergency maintenance periods.

Cross References

This section cited in 25 Pa. Code § 284.401 (relating to scope); and 25 Pa. Code § 285.101 (relating to scope).

§ 285.115. Nuisance minimization and control.

(a) A person or municipality that stores municipal waste shall:

(1) Eliminate conditions conducive to the harborage, breeding or attraction of vectors.

- (2) Take other measures necessary to minimize and control the presence of vectors.
- (3) If vectors are present, immediately take measures necessary to exterminate them.
- (b) A person or municipality storing municipal waste shall also minimize and control conditions not otherwise prohibited by this subchapter that are harmful to the public health, public safety or the environment, or which create safety hazards, odors, dust, unsightliness or other public nuisances.

Source

The provisions of this § 285.115 amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (226411).

Cross References

This section cited in 5 Pa. Code § 284.401 (relating to scope); and 25 Pa. Code § 285.101 (relating to scope).

§ 285.116. Surface and groundwater protection.

- (a) Surface water runoff from storage areas shall be minimized. Collection of surface water runoff shall be managed in accordance with The Clean Streams Law (35 P. S., §§ 691.1—691.1001) and the regulations promulgated thereunder.
- (b) Surface water run-on to storage areas shall be minimized.
- (c) Waste may not be stored in a manner that causes groundwater degradation.

Source

The provisions of this § 285.116 adopted December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685.

Cross References

This section cited in 25 Pa. Code § 285.101 (relating to scope).

§ 285.117. Emergency storage.

Notwithstanding a provision of this article or term or condition of a permit for a solid waste processing or disposal facility, the Department may allow the storage of municipal waste at a permitted facility if the following conditions are met:

- (1) The waste was created, spilled or released during or as a result of an emergency. The waste may also be created as a result of adverse effects on groundwater from a solid waste management facility, materials storage tank or similar source.
- (2) The permitted facility includes the following:
 - (i) A designated waste storage area.

(ii) An approved storage and handling plan that will allow storage of the waste without any adverse effect on public health, safety, welfare or the environment.

(iii) Plans for prompt removal of the waste and disposal or processing at another permitted facility if the Department denies the application for permit modification under paragraph (3).

(3) Within 5 working days after storage begins, the Department has received an application for permit modification under § 271.222 (relating to permit modification) to allow the disposal or processing of the waste at the facility.

Source

The provisions of this § 285.117 adopted December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685.

Cross References

This section cited in 25 Pa. Code § 285.101 (relating to scope); and 25 Pa. Code § 285.216 (relating to wastes from accidents and spills).

TYPES OF STORAGE

§ 285.121. Containers.

(a) A person or municipality storing municipal waste shall provide a sufficient number of containers to prevent leaks, odors and vector attraction and to contain solid waste generated during periods between regularly scheduled collections.

(b) An individual container or bulk container used for the storage of municipal waste shall have the following characteristics:

(1) The container shall be constructed to be easily handled for collection.

(2) The container shall be constructed of rust resistant and corrosion resistant materials.

(3) The container shall be equipped with a tight fitting lid or cover, or otherwise sealed.

(4) The container shall be watertight, leak proof, insect proof and rodent proof.

(5) The container shall be clearly labeled as “municipal waste” or a specific type of municipal waste.

(c) A person or municipality that stores municipal waste outside of containers shall tie the wastes securely in bundles of a size that can be readily handled for collection, and in a manner that minimizes litter, safety hazards and fire hazards.

Source

The provisions of this § 285.121 amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226411) to (226412).

Cross References

This section cited in 25 Pa. Code § 284.401 (relating to scope); and 25 Pa. Code § 285.101 (relating to scope).

§ 285.122. Storage tanks.

(a) Municipal waste storage tanks shall have sufficient shell strength to ensure that they do not collapse or rupture. Municipal waste may not be placed in a tank if the waste could cause the tank or its inner liner to rupture, leak, corrode or otherwise fail.

(b) A person or municipality that stores municipal waste in a tank shall inspect the tank during construction or installation for uniformity, damage and imperfections.

(c) If there is evidence of failure of a municipal waste storage tank, the tank shall be immediately removed from service. A tank may not be restored to service unless it has been repaired. The repairs shall be supervised by a registered professional engineer and certified, in writing, to the Department, unless otherwise approved by the Department.

(d) A person or municipality that maintains an uncovered municipal waste storage tank shall provide at least 2 feet of freeboard unless the tank is equipped with one of the following:

(1) A secondary containment system.

(2) An automatic feed cutoff system or an overflow warning system and an overflow device to a standby tank with a capacity equal to or exceeding the volume of the top 2 feet of the uncovered tank.

(e) Subsurface tanks used for liquid waste storage shall be hydrostatically tested annually and when there is evidence of a leak. Other methods of tank testing may be approved by the Department, in writing.

(f) A person or municipality that stores liquid municipal waste in aboveground tanks or partially aboveground tanks shall build and maintain a containment structure which is designed and located so that it is capable of holding a volume that does the following:

(1) Equals or exceeds the largest aboveground tank volume.

(2) Has reasonable allowance for precipitation based on local weather conditions.

(g) A person or municipality storing municipal waste in an enclosed tank utilizing a continuous or direct-feed mechanism shall maintain an automatic feed cutoff system or an overflow warning system.

Cross References

This section cited in 25 Pa. Code § 273.275 (relating to leachate collection and storage); 25 Pa. Code § 277.275 (relating to leachate collection and storage); and 25 Pa. Code § 285.101 (relating to scope).

§ 285.123. Impoundments—general.

A person or municipality storing municipal waste in a surface impoundment shall:

- (1) Comply with Chapter 105 (relating to dam safety and waterway management).
- (2) Design and maintain the impoundment to prevent the dispersal of municipal waste by wind and water erosion, and to prevent odors.
- (3) Design and maintain sufficient freeboard to prevent overtopping. There shall be at least 2 feet of freeboard unless otherwise approved by the Department, in writing.
- (4) Construct and maintain a protective cover sufficient to minimize wind and water erosion and preserve structural integrity, including, but not limited to, suitable vegetation, rock riprap or nonerrodible material.
- (5) Design and maintain sufficient structural integrity to prevent failure.
- (6) Design and maintain dikes or berms so that the outside slope does not exceed 33% unless otherwise approved by the Department, in writing.
- (7) Design and maintain structures around impoundments sufficient to prevent surface runoff from entering the impoundment, based on the maximum surface runoff from a 25-year, 24-hour precipitation event.
- (8) Design and maintain dikes or berms to be free of burrowing mammals and plants with root systems capable of displacing earthen materials upon which the structural integrity of the dikes or berms is dependent.
- (9) For leachate storage:
 - (i) Install and maintain a liner that meets the requirements of Chapter 273 (relating to municipal waste landfills).
 - (ii) Design, install and operate a groundwater monitoring system that meets the requirements of Chapter 273.
- (10) For sewage sludge storage impoundments constructed after January 25, 1997:
 - (i) Install and maintain a liner system that meets the requirements of §§ 273.253—273.257, unless otherwise approved by the Department in a permit.
 - (ii) Install and operate a groundwater monitoring system that meets the requirements in §§ 273.281—273.288 (relating to water quality monitoring), unless otherwise approved by the Department in a permit.

Source

The provisions of this § 285.123 amended January 24, 1997, effective January 25, 1997, 27 Pa.B. 521. Immediately preceding text appears at serial page (176657).

Cross References

This section cited in 25 Pa. Code § 273.275 (relating to leachate collection and storage); 25 Pa. Code § 277.275 (relating to leachate collection and storage); 25 Pa. Code § 285.101 (relating to scope); and 25 Pa. Code § 285.112 (relating to design and operation).

§ 285.124. Impoundments—failure.

- (a) If a surface impoundment fails, the person or municipality storing municipal waste shall immediately:
 - (1) Stop adding waste to the impoundment.
 - (2) Contain a discharge that has occurred or is occurring.
 - (3) Empty the impoundment in a manner approved by the Department if leaks cannot be stopped.
 - (4) Notify the Department of the failure of the impoundment and the measures taken to remedy the failure.
- (b) A surface impoundment that has been removed from service due to failure may not be restored to service unless the following requirements are met:
 - (1) The impoundment has been repaired.
 - (2) The repair has been certified to the Department, in writing, by a registered professional engineer.
 - (3) The Department has approved, in writing, the restoration of the impoundment to service.
- (c) If a storage impoundment fails and the impoundment or surrounding area cannot be cleaned up in a manner that will protect public health, safety and the environment and that is satisfactory to the Department, the operator shall submit a closure plan to the Department that meets one of the following and, upon Department approval, implement the closure plan:
 - (1) *Removal of waste.*
 - (i) The closure plan provides for removal of the waste and structures or other materials which contain or are contaminated with solid waste.
 - (ii) The closure plan provides for the processing or disposal of the waste and material under the environmental protection acts and this title.
 - (iii) If required by the Department, the closure plan includes a soil and groundwater monitoring plan to assess the impact of the failure on groundwater consistent with § 273.286 (relating to groundwater assessment plan).
 - (iv) If the groundwater assessment shows the presence of groundwater degradation at one of the monitoring wells, the operator shall comply with § 273.287 (relating to abatement plan).
 - (2) *Waste remaining in place.* If the closure plan provides for leaving the waste in place, the operator shall comply with § 271.113 (relating to closure plan).

Source

The provisions of this § 285.124 amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (226414).

Cross References

This section cited in 25 Pa. Code § 273.275 (relating to leachate collection and storage); 25 Pa. Code § 277.275 (relating to leachate collection and storage); and 25 Pa. Code § 285.101 (relating to scope).

**ADDITIONAL REQUIREMENTS FOR CERTAIN
TYPES OF WASTE****§ 285.131. Storage and containment of ash residue from municipal waste incineration, including from regulated medical or chemotherapeutic waste incineration.**

(a) Ash residue from municipal waste incineration, including from regulated medical or chemotherapeutic waste incineration, shall be stored in accordance with the following:

- (1) In an enclosed container, which may include a properly tarped container, or in an enclosed area, which may include an adequately ventilated building.
- (2) On a pad that is no more permeable than 1×10^{-7} cm./sec.
- (3) To prevent the release, dispersal or discharge of ash residue into the air, water or onto land.

(b) Ash residue from a regulated medical or chemotherapeutic waste incinerator may be commingled with other municipal waste if the commingled waste is from one generator and if storage of the commingled waste is in accordance with subsection (a).

Authority

The provisions of this § 285.131 amended under the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1003); The Clean Streams Law (35 P. S. §§ 691.1—691.1001); sections 1905-A, 1917-A and 1920-A of The Administrative Code of 1929 (71 P. S. §§ 510-5, 510-17 and 510-20); the act of July 13, 1988 (P. L. 525, No. 93) (35 P. S. §§ 6019.1—6019.6), known as the Infections and Chemotherapeutic Waste Disposal Law; and the Municipal Waste Planning, Recycling and Waste Reduction Act (53 P. S. §§ 4000.101—4000.1904).

Source

The provisions of this § 285.131 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; amended November 7, 2014, effective November 8, 2014, 44 Pa.B. 7021. Immediately preceding text appears at serial page (273349).

Cross References

This section cited in 25 Pa. Code § 283.403 (relating to ash residue from municipal waste incineration); and 25 Pa. Code § 285.101 (relating to scope).

§ 285.132. [Reserved].**Source**

The provisions of this § 285.132 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226415) to (226416).

§ 285.133. [Reserved].**Source**

The provisions of this § 285.133 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; reserved August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185. Immediately preceding text appears at serial pages (126423) to (126424).

§ 285.134. Storage of sewage sludge in piles.

A person or municipality storing sewage sludge in a pile shall:

- (1) Store the sludge under a permit issued by the Department.
- (2) Design, install and maintain berms around the storage area and other structures or facilities to collect and, when necessary, treat runoff or leachate from the storage area.
- (3) Not store sewage sludge in an area where the land application of sewage sludge is prohibited by §§ 275.202 and 275.312(3) (relating to areas where the land application of sewage sludge is prohibited; and site characteristics).
- (4) Not store sewage sludge for more than 1 week unless approved by the Department in writing.
- (5) Not store sewage sludge on slopes greater than 3% unless approved by the Department in writing.

Cross References

This section cited in 25 Pa. Code § 285.101 (relating to scope).

**ADDITIONAL REQUIREMENTS FOR REGULATED MEDICAL AND
CHEMOTHERAPEUTIC WASTE****§§ 285.141—285.145. [Reserved].****Source**

The provisions of these §§ 285.141—285.145 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (273350).

§ 285.146. [Reserved].**Source**

The provisions of this § 285.146 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; amended April 11, 1997, effective April 12, 1997, 27 Pa.B. 1794; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (228344) to (228345).

§ 285.147. [Reserved].**Source**

The provisions of this § 285.147 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; amended April 11, 1997, effective April 12, 1997, 27 Pa.B. 1794; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (228345) to (228346).

§ 285.148. [Reserved].**Source**

The provisions of this § 285.148 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (228346) and (255089).

**Subchapter B. COLLECTION AND TRANSPORTATION OF
MUNICIPAL WASTE****SCOPE**

Sec.
285.201. Scope.

GENERAL PROVISIONS

- 285.211. General requirements.
- 285.212. Collection and transportation.
- 285.213. Collection and transportation equipment.
- 285.214. Transportation equipment cleaning areas and securing loads in vehicles.
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TYPES OF WASTE

- 285.221. Transportation of ash residue from municipal waste incineration and from regulated medical or chemotherapeutic waste incineration.
- 285.222. [Reserved].
- 285.223. [Reserved].
- 285.224. [Reserved].
- 285.225. Transportation of residential septage.

SCOPE**§ 285.201. Scope.**

A person or municipality that collects or transports municipal waste shall comply with §§ 285.211—285.219 (relating to general provisions). A person or municipality that transports the types of municipal waste referred to in §§ 284.512, 285.221 and 285.225 (relating to transportation of infectious and chemotherapeutic waste; general provisions transportation of ash residue from municipal waste incineration and from infectious or chemotherapeutic waste incineration; and transportation of residential septage) shall transport the waste under the applicable provisions of those sections.

Source

The provisions of this § 285.201 amended January 24, 1997, effective January 25, 1997, 27 Pa.B. 521; amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (255090).

GENERAL PROVISIONS**§ 285.211. General requirements.**

(a) Municipal waste, including ash residue from municipal waste incineration and infectious or chemotherapeutic waste incineration, shall be completely covered during transportation and parking with a cover that meets the following requirements. The cover shall:

- (1) Be water resistant.
- (2) Be securely fastened.
- (3) Eliminate the potential for roadside littering, dust, leakage, discharge, attraction or harboring of vectors, or other nuisances.

(b) A person or municipality that collects or transports municipal waste may not mix the waste with:

- (1) Hazardous waste regulated under Article VII (relating to hazardous waste management).
- (2) Other solid waste to create a risk of fire or explosions, or a risk of the accumulation of poisonous or otherwise harmful vapors or gases.
- (3) Special handling waste.

(c) A person or municipality that collects or transports source separated recyclable materials may not combine waste with the source separated recyclable materials in the collection or transportation vehicle.

Source

The provisions of this § 285.211 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (255090) and (226425).

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

§ 285.212. Collection and transportation.

(a) A person or municipality that is responsible for the collection of municipal waste shall make collection services available with sufficient frequency to prevent a nuisance or hazard to public health, safety or welfare.

(b) A person or municipality that generates municipal waste shall schedule collection of waste with sufficient frequency to prevent a nuisance.

(c) A person or municipality may not park a municipal waste collection or transportation vehicle to cause a nuisance or a hazard to public health, safety and welfare. A person or municipality may not allow a municipal waste collection or transportation vehicle to remain in a residential area for more than 4 hours.

Source

The provisions of this § 285.212 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; amended January 24, 1997, effective January 25, 1997, 27 Pa.B. 521; amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (226425).

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

§ 285.213. Collection and transportation equipment.

(a) Equipment used to collect and transport municipal waste shall comply with the following, unless otherwise approved by the Department in writing:

(1) Collection and transportation equipment shall be:

(i) Equipped with a fire extinguisher having an Underwriters' Laboratories rating of 5 B:C or more, or two fire extinguishers, each of which has an Underwriters' Laboratories rating of 4 B:C or more. The fire extinguishers shall be:

(A) Labeled or marked with its Underwriters' Laboratories rating.

(B) Securely mounted and readily accessible to the driver.

- (C) Designed, constructed and maintained to permit visual determination of whether they are fully charged.
- (ii) Cleaned as frequently as necessary to prevent odors, vectors and other nuisances.
- (iii) Constructed to prevent the potential for littering, leakage, dust and the ingress or egress of vectors.
- (2) Load compartments in collection and transportation equipment shall be:
 - (i) Fireproof, leakproof and constructed so as to be easily cleaned.
 - (ii) Constructed to provide easy access for the application of odor masking agents and for the performance of required maintenance.
 - (iii) Provided with drain plugs or valves at the lowest point.
- (b) Roll-off containers shall be:
 - (1) Fireproof, leakproof and constructed to be easily cleaned.
 - (2) Cleaned as frequently as necessary to prevent odors, vectors and other nuisances.
 - (3) Constructed to prevent littering and the ingress or egress of vectors.
- (c) Equipment used to transport municipal waste shall be tested, inspected and maintained by the operator to ensure that there is no release or leakage of waste during transportation.

Authority

The provisions of this § 285.213 amended under the Solid Waste Management Act (35 P. S. §§ 6018.101—6018.1003); The Clean Streams Law (35 P. S. §§ 691.1—691.1001); sections 1905-A, 1917-A and 1920-A of The Administrative Code of 1929 (71 P. S. §§ 510-5, 510-17 and 510-20); the act of July 13, 1988 (P. L. 525, No. 93) (35 P. S. §§ 6019.1—6019.6); and the Municipal Waste Planning, Recycling and Waste Reduction Act (53 P. S. §§ 4000.101—4000.1904).

Source

The provisions of this § 285.213 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185. Immediately preceding text appears at serial pages (170648) to (170649).

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

§ 285.214. Transportation equipment cleaning areas and securing loads in vehicles.

- (a) Transportation equipment cleaning areas shall meet the following requirements:
 - (1) Drainage from equipment cleaning areas shall be managed to prevent surface water pollution or groundwater pollution.
 - (2) Drainage shall be discharged to a sanitary sewer system or other treatment facility.

(3) The surface of the equipment cleaning area shall be constructed of impervious material that can be easily cleaned and is well drained.

(4) Windborne drift of steam or atomized water shall be controlled.

(b) Loads in vehicles shall be secured in the following manner:

(1) *Load of loose garbage.* Every load of loose nonbaled municipal waste being transported through or within this Commonwealth shall be transported in a vehicle with four solid sides and with a cover or top of a type to prevent any of the load from escaping. The cover or top shall remain tightly in place going to a disposal site. The load shall be no higher than the solid sides of the vehicle. It is imperative that municipal waste be removed from the vehicle at the disposal site to prevent scattering of litter on the highway during the return trip. A truck, trailer or semitrailer with an open body or stake body may not be used for these purposes. This subsection does not apply to vehicles engaged in the systematic collection of garbage or refuse and which are designed to be open in the rear for the loading of municipal waste.

(2) *Load of baled garbage.* Municipal waste in a tightly compacted and baled form being transported through or within this Commonwealth shall be securely fastened to the vehicle and covered over exposed areas with a canvas cover or cover of a comparable type which shall be securely attached to the under sides of the sides of the truck, trailer or semitrailer to prevent material from the bales from escaping. No part of a bale may be uncovered, except for inspection, during transportation within or through this Commonwealth until arrival at the disposal site.

Source

The provisions of this § 285.214 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended October 9, 1992, effective October 10, 1992, 22 Pa.B. 5105; amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226426) and (239003).

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

§ 285.215. Transportation to permitted facilities.

(a) Municipal waste shall be transported to prevent a nuisance or hazard to public health, safety or welfare.

(b) No person or municipality may transport municipal waste to a solid waste processing or disposal facility in this Commonwealth, unless the facility has a permit from the Department that expressly allows processing or disposal of the type of municipal waste being transported.

(c) No person or municipality may transport municipal waste in a manner contrary to the terms and conditions of a permit, an order issued by the Department or requirements in the act, the environmental protection acts or this title.

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

§ 285.216. Wastes from accidents and spills.

(a) A person or municipality that generates or discharges municipal waste or other material as a result of an accident, spill or emergency shall notify the Department prior to the disposal of the waste.

(b) The Department may immediately approve emergency storage, transportation, processing or disposal methods necessary to mitigate harm to the public health, safety or the environment. Storage may be at the site of emergency at a permitted processing or disposal facility under § 285.117 (relating to emergency storage) or at a site approved by the Department.

(c) Compliance with this section does not relieve a person from liability, either criminal or civil, under the act, the environmental protection acts or this title.

Source

The provisions of this § 285.216 amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (239004).

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

§ 285.217. Recordkeeping and reporting.

(a) *General.* A person or municipality that collects or transports municipal waste other than infectious and chemotherapeutic waste shall make and maintain an operational record each day that municipal waste is collected or transported, or both. The daily operational record shall be kept in the cab of each transportation vehicle on the date of collection or transportation. The record shall include the following;

(1) The county and state where the waste was originally collected.

(2) The name, mailing address and telephone number of the person or municipality collecting or transporting the waste.

(3) The name and location of a transfer facility that has received, or will receive, the waste.

(4) The name and location of the solid waste processing or disposal facility where the waste will be ultimately disposed or processed.

(5) The weight or volume of the types of municipal waste transported.

(6) A description of handling problems or emergency disposal activities.

(b) The records required in subsection (a) shall be made available to the Department upon request and shall be retained for at least 5 years.

Source

The provisions of this § 285.217 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; amended November 28, 1997, effective November 29, 1997, 27 Pa.B. 6190; amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (239004) to (239005).

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

§ 285.218. Signs on vehicles.

A vehicle or conveyance that is ordinarily or primarily used for the transportation of solid waste shall bear a sign that meets the following:

- (1) The sign shall include the name and business address of the person or municipality that owns the vehicle or conveyance.
 - (i) The name shall be the actually and commonly recognized name of the person or municipality. Abbreviations or acronyms are permissible if they do not obscure the meaning.
 - (ii) The address shall include the city, state and five digit zip code for the principal place of business for the person or municipality.
- (2) The sign shall include the specific type of solid waste transported by the vehicle or conveyance.
 - (i) Regulated medical or chemotherapeutic waste shall be designated: Regulated Medical/Chemotherapeutic Waste.
 - (ii) Other municipal waste shall be designated: Municipal Waste.
 - (iii) Residual waste shall be designated: Residual Waste.
 - (iv) Mixed municipal and residual waste shall be designated: Municipal/Residual Waste.
- (3) The sign shall have lettering that is 6 inches in height. The lettering shall be placed on the roll-off box or trailer. If available space for lettering on the trailer or roll-off box is so limited that all letters cannot be 6 inches in height, the lettering shall be as close to 6 inches as possible. The required information shall be clearly visible and easily readable.
- (4) The sign may be permanent or detachable.

Source

The provisions of this § 285.218 adopted October 9, 1992, effective October 10, 1992, 22 Pa.B. 5105; amended November 7, 2014, effective November 8, 2014, 44 Pa.B. 7021. Immediately preceding text appears at serial page (273357).

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

§ 285.219. Transporting foodstuffs and feedstuffs in vehicles used to transport waste.

(a) A person or municipality may not transport, or knowingly provide a vehicle for the transportation of, a food product or produce intended for human or livestock consumption, in a vehicle which has been used to transport municipal, residual or hazardous waste, or, chemical or liquid, in bulk, which is not a food product or produce.

(b) A person or municipality may not knowingly accept a food product or produce from, or provide a food product or produce to, a vehicle used to transport municipal, residual or hazardous waste, or, chemical or liquid, in bulk, which is not a food product or produce.

(c) As used in this section, the following words and phrases have the following meaning:

(1) *Food product or produce*—A raw, cooked or processed edible substance, beverage or ingredient used or intended for use or for sale, in whole or in part, for human consumption.

(2) *In bulk*—Not divided into parts or packaged in separate units.

(3) *Chemical or liquid*—The term includes any chemical or liquid, including any pesticide or herbicide regardless of its use or intended use. The term does not include the following:

(i) A chemical or liquid food product or produce.

(ii) A chemical or liquid being transported for use directly in the production and preparation for market of poultry, livestock and their products or in the production, harvesting or preparation for market of agricultural, agronomic, horticultural, silvicultural or aquicultural crops and commodities.

(iii) A chemical or liquid being transported for use as an ingredient in a product used in the production and preparation for market of poultry, livestock and their products or in the production, harvesting or preparation for market of agricultural, agronomic, horticultural, silvicultural or aquicultural crops and commodities.

Authority

The provisions of this § 285.219 amended under section 105(a) of the Solid Waste Management Act (35 P. S. §§ 6018.105(a); sections 5(b) and 402 of The Clean Streams Law (35 P. S. §§ 691.5(b) and 691.402); section 302 of the Municipal Waste Planning, Recycling and Waste Reduction Act (53 P. S. § 4000.301); section 104(a) of the Land Recycling and Environmental Remediation Standards Act (35 P. S. § 6026.104(a)); sections 2(b) and 4(b) of the Infectious and Chemotherapeutic Waste Law (35 P. S. §§ 6019.2(b) and 6019.4(b)); sections 1905-A, 1917-A, 1920-A and 1937-A of The Administrative Code of 1929 (71 P. S. §§ 510-5, 510-17, 510-20 and 510-37); section 207 of the Small Business and Household Pollution Prevention Program Act (35 P. S. § 6029.207); section 15(a) of the act of November 26, 1997 (P. L. 530, No. 57); Environmental Stewardship and Watershed Protection Act, 27 Pa.C.S. § 6105(g); sections 301 and 302 of the Radiation Protection Act (35 P. S. §§ 7110.301 and 7110.302); and section 4909(e) of the Vehicle Code, 75 Pa.C.S. § 4909(e).

Source

The provisions of this § 285.219 adopted October 9, 1992, effective October 10, 1992, 22 Pa.B. 5105; amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (239006).

Cross References

This section cited in 25 Pa. Code § 284.501 (relating to scope); 25 Pa. Code § 285.201 (relating to scope); and 25 Pa. Code § 299.201 (relating to scope).

TYPES OF WASTE**§ 285.221. Transportation of ash residue from municipal waste incineration and from regulated medical or chemotherapeutic waste incineration.**

(a) Ash residue from municipal waste incineration and from regulated medical or chemotherapeutic waste incineration shall be wetted immediately prior to loading, and shall remain wetted during transportation and unloading at a municipal waste landfill, to prevent the dispersal of ash residue.

(b) Ash residue from regulated medical or chemotherapeutic waste incineration shall be transported in an enclosed or covered vehicle to prevent dispersal of the residue.

(c) A transporter shall transport separately each generator's ash residue from regulated medical or chemotherapeutic waste.

(d) A transporter may transport ash residue from a regulated medical or chemotherapeutic waste incinerator that is commingled with other municipal waste if the commingled waste is from one generator and the waste is transported separately from another generator's waste.

Source

The provisions of this § 285.221 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; amended November 7, 2014, effective November 8, 2014, 44 Pa.B. 7021. Immediately preceding text appears at serial page (273359).

Cross References

This section cited in 25 Pa. Code § 283.403 (relating to ash residue from municipal waste incineration); and 25 Pa. Code § 285.201 (relating to scope).

§ 285.222. [Reserved].**Source**

The provisions of this § 285.222 adopted April 8, 1988, effective April 9, 1988, 18 Pa.B. 1681; amended August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial page (226431).

§ 285.223. [Reserved].**Source**

The provisions of this § 285.223 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226433) to (226434).

§ 285.224. [Reserved].**Source**

The provisions of this § 285.224 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226434) to (226435).

§ 285.225. Transportation of residential septage.

(a) By July 25, 1997, or upon beginning operations, whichever occurs later, a person or municipality that transports residential septage shall notify the Department that the person or municipality transports residential septage. The notification shall:

- (1) Be prepared on a form provided by the Department.
- (2) State the name, address and telephone number of the transporter.
- (3) State the name, address and telephone number of a person who will act as a contact with the Department.

(b) Upon receipt of the notification, the Department will issue a transporter number to the person or municipality transporting residential septage.

(c) The number provided to the transporter under subsection (b) shall be displayed on the sides and rear of each vehicle the transporter uses to transport the residential septage, in numbers at least 3 inches high in a color contrasting to the background.

Source

The provisions of this § 285.225 adopted January 24, 1997, effective January 25, 1997, 27 Pa.B. 521.

Cross References

This section cited in 25 Pa. Code § 271.413 (relating to assessment of penalties—minimum penalties); and 25 Pa. Code § 285.201 (relating to scope).

Subchapter C. [Reserved] **§§ 285.301—285.303. [Reserved].****Source**

The provisions of these §§ 285.301—285.303 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226437) to (226438).

 §§ 285.311 and 285.312. [Reserved].**Source**

The provisions of these §§ 285.311 and 285.312 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226438) to (226440).

 §§ 285.321—285.325. [Reserved].**Source**

The provisions of these §§ 285.321—285.325 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226440) to (226441).

 §§ 285.331—285.333. [Reserved].**Source**

The provisions of these §§ 285.331—285.333 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226441) to (226442) and (239007).

 § 285.334. [Reserved].**Source**

The provisions of this § 285.334 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; amended November 28, 1997, effective November 29, 1997, 27 Pa.B. 6190; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (239007) to (239008).

 §§ 285.341—285.345. [Reserved].**Source**

The provisions of these §§ 285.341—285.345 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (239008) and (226445) to (226447).

Subchapter D. [Reserved]. **§§ 285.401—285.403. [Reserved].****Source**

The provisions of these §§ 285.401—285.403 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226448) to (226450).

 §§ 285.411—285.414. [Reserved].**Source**

The provisions of these §§ 285.411—285.414 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226451) to (226454).

 §§ 285.421—285.424. [Reserved].**Source**

The provisions of these §§ 285.421—285.424 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226454) to (226456).

 §§ 285.431—285.434. [Reserved].**Source**

The provisions of these §§ 285.431—285.434 adopted August 7, 1992, effective August 8, 1992, 22 Pa.B. 4185; reserved and renumbered December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226456) to (226458).

[Next page is 287-1.]

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ►	Date ►
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CONTRACTOR CONTACT LOG

Instructions:

- For each project, record the contractors that you have contacted and that have contacted you.
- Note the contact information (name, address, telephone & fax numbers, contact person) and the date and time of **each** conversation and attempt to contact.
- If a vendor that you have contacted does not respond note: "**No Response**" in the log.
- If a vendor that you have contacted declines to bid note: "**No Bid**" in the log.
- Include e-mail and fax correspondence, pre-bid meeting minutes, sign-in sheets, etc. in your log.

Site Name: _____

[illegible]

Site Name: _____

Date/Time	Contractor Info	Content of Contact:

SITE SHOWING LOG

Site Name: _____ Date: _____ Meeting Time: _____

Keep Pennsylvania Beautiful Site Representative: _____

Representative	Company	Phone	Fax
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BID OPENING LOG

Site Name: _____

Bid due date: _____ Cleanup Date: _____

DATE RECEIVED	CONTRACTOR	BID AMOUNT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
Bids Opened By:		
Keep Pennsylvania Beautiful Staff: _____ Date: _____		
.		
Witness: _____ Date: _____		



09/07/2022

(Contractor Name)

(Company)

(Address)

(City, State Zip)

Dear (Contractor):

We are pleased to inform you that your bid of \$XXX.XX for the Keep Pennsylvania Beautiful project (Site Name) has been accepted. Your Bid Proposal, the Request for Bid, and Attachments will serve as the contract for this project.

Any questions or concerns should be directed to (Keep Pennsylvania Beautiful Staff) at (xxx)-xxx-xxxx or Keep Pennsylvania Beautiful at 1-877-772-3673. We look forward to working with you on the project.

Sincerely,

(Your Name)

(Title)

Enc.

5. RECYCLING & PROPER DISPOSAL

Arrangements must be made for the proper disposal and/or recycling of all trash and items removed from cleanup site.

A. Trash

- 1) Arrange for an appropriate sized roll-off box from a waste hauler or by contracting with someone with a truck that meets all specifications – see **Section 5.D**.
 - a. If unsure of the volume of trash, always choose a larger roll-off box - delivery and pull costs are usually the same.
 - b. Roll-off boxes or trucks should be on site before the start of cleanup - delivery the day before reduces volunteer & equipment interaction.
 - c. Trash and tires must be sorted and kept separate.
- 2) Call and arrange for disposal of trash.
 - a. May be included in the cost of the roll-off.
 - b. Visit Earth911 website to help locate nearest disposal options.
 - i. www.earth911.org.
 - ii. Search by zip code.
 - iii. Choose Reuse & Recycling Services.
 - c. Landfills may provide free disposal as part of the community effort.
 - d. *Disposal Passes*¹ may be used as needed for multiple load cleanups.
 - i. Aids in tracking loads & verifying weight removed from site.
 - ii. Give to contractor before or during cleanup.
 - iii. Prevents others from using Keep Pennsylvania Beautiful disposal donations/credits.

B. Scrap Metal

- 1) Reasonable efforts should be made to recycle scrap metal.
- 2) Call local junkyard, scrap recycler, or salvage yard to discuss.
- 3) Recycling may not be profitable but may help offset some cleanup costs such as:
 - a. Trash and tire disposal
 - b. Volunteer lunches, cleanup supplies, etc.
- 4) Request weight of scrap metal recycled and record in file.

C. Tires

- 1) Proper tire disposal is usually the biggest challenge in organizing a cleanup for the following reasons:
 - a. Most landfills will not accept whole tires.
 - b. Disposal costs can range from \$1-\$5 per tire - large truck tires can cost considerably more.
- 2) Visit Earth911 website to help locate nearest disposal options.
 - a. www.earth911.org.
 - b. Search by zip code.
 - c. Choose Reuse & Recycling Services.
- 3) Donations may be used to cover tire hauling and disposal costs.
- 4) Tire dealers may accept tires at no charge or reduced rates.

D. Hauling

- 1) All vehicles – 10-ton dump truck or greater - transporting waste or waste tires must be permitted by DEP.
- 2) Vehicles without a valid Waste Hauler Authorization sticker may not use Pennsylvania waste disposal and processing facilities.
- 3) Any person volunteering to haul waste should consult these fact sheets for regulations.
 - a. DEP Waste Tire Hauler Authorization Fact Sheet 2510-FS-DEP2891-3/2017
 - b. DEP Waste Transportation Safety Program 2540-FS-DEP2859 3/2022
- 4) No items may protrude beyond the top of any roll-off box or truck.
- 5) Municipalities are often willing to haul trash from an area along a local road.
 - a. Usually only during regular work hours.
 - b. Weekend cleanups may have to wait until Monday for trash hauling.
- 6) Verify landfill hours of operation - may close early on Saturdays.
- 7) Precautions should be taken to secure trash and tires from being scattered if left on site overnight.

E. Hazardous and Questionable Items

- 2) Liquid Paints, paint thinners, etc.
 - a. If liquid has not hardened, open can, fill with kitty litter, and stir to absorb.
 - b. Hardened liquids may be disposed with trash.
- 3) Batteries
 - a. Everyday-use batteries (AA, AAA, C, D, etc.) can be discarded in the trash.
 - b. Car batteries should be transported to a recycling facility.
 - i. Take care when transporting batteries – protect from acid leakage.
 - ii. Many automotive parts stores will accept old batteries free of charge.
 - iii. Many municipalities/counties offer battery collection events.
- 4) Animal Carcasses
 - a. Call the local Game Commission to report road kill (deer) for pickup or lime treatment.
 - b. Carcasses may be taken to a rendering plant for processing.
 - c. Hydrated lime can be used to cover a carcass left on site.
 - i. Carcass can be sprinkled liberally with lime to minimize odor and facilitate decay, lime both sides.
 - ii. Caution: Bloated animals could explode, releasing trapped gasses.
 - d. Deer and other wild game or furbearer remains are considered municipal solid waste and should be disposed of along with other household waste through your curbside pickup or at an approved waste facility.
 - e. The dumping of animal remains is illegal. Burning and/or burying of animal remains may also present serious health concerns and are not advisable practices.
- 5) Computers and Electronics
 - a. Contact your local recycling coordinator or landfill for disposal options.
 - b. Go to DEP's website – www.dep.state.pa.us - under Land Topics choose Recycling, then Where to Recycle, and then Electronics Recyclers.

6) Abandoned Vehicles

- a. Call local police to explain the condition of the vehicle and your cleanup plans and ask them to run the VIN (vehicle identification number)-on metal tag or plate.
- b. If no record, the police may issue an Abandoned Vehicle Permit.
 - i. This permit must stay with the vehicle at all times.
 - ii. If no permit is issued ask police for guidance on disposal.
- c. Contact a local salvager or towing company to request removal of the vehicle as scrap.
- d. Explain that you have gone through the local police and the outcome of that procedure.
- e. Old cars may have dashboard gauges that contain some low level radioactive material, ask DEP Solid Waste Specialist for advice.

7) Syringes and Condoms

- a. At each cleanup have available:
 - i. Heavy leather or neoprene gloves
 - ii. Rigid, opaque, puncture-resistant containers such as bleach jugs or motor oil bottles with lids for needle disposal
- b. Volunteers should never pick up needles or condoms with bare hands.
 - i. Place needles into containers, tape lid in place, and dispose with the other municipal waste.
 - ii. Needles should not be put directly into plastic garbage bags.
 - iii. Do not try to recap or bend needles.
- c. When in doubt, rope off area and leave alone, cleanup coordinator will address situation after cleanup.

8) Firearms and Ammunition

- a. Rope off area and leave alone.
- b. Call police.

9) Methamphetamine Labs

- a. Review *Methamphetamine Lab Fact Sheet*² before cleanup.
- b. Become familiar with lab components and be able to recognize one.
- c. Rope off area and leave alone.
- d. Call police.

F. Resources

- 1) Call County Solid Waste Authority/Recycling Coordinator, inform them of the cleanup plans, and ask for information about their county's waste flow requirements.
- 2) Go to DEP's website for the list of county recyclers, under Land Topics choose Recycling and then Contacts.
- 3) Excellent sources of information regarding landfills, roll-off boxes/haulers, scrap metal and tire recyclers, etc. are:
 - a. County Recycling Coordinators
 - b. DEP Solid Waste Specialist
 - c. DEP website listing landfills and resource recovery facilities.
 - d. www.earth911.org (Earth911's website).

¹ Keep Pennsylvania Beautiful Disposal Pass

² Methamphetamine Labs: A Recipe for Disaster

Keep Pennsylvania Beautiful Disposal Pass

Organization: _____ Site Name: _____

Hauler: _____ Truck Permit #: _____

Cleanup Date: _____ Date Roll-off box pulled: _____

Landfill: _____ Landfill Phone: _____

Keep Pennsylvania Beautiful 1-877-772-3673

Keep Pennsylvania Beautiful Disposal Pass

Organization: _____ Site Name: _____

Hauler: _____ Truck Permit #: _____

Cleanup Date: _____ Date Roll-off box pulled: _____

Landfill: _____ Landfill Phone: _____

Keep Pennsylvania Beautiful 1-877-772-3673

Keep Pennsylvania Beautiful Disposal Pass

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Keep Pennsylvania Beautiful Disposal Pass

Organization: _____ Site Name: _____

Hauler: _____ Truck Permit #: _____

Cleanup Date: _____ Date Roll-off box pulled: _____

Landfill: _____ Landfill Phone: _____

Keep Pennsylvania Beautiful 1-877-772-3673

Methamphetamine Labs: A Recipe for Disaster

What is a Methamphetamine Lab?

A methamphetamine lab is an illegal operation set up to produce the illegal stimulant, methamphetamine. There are several methods to produce methamphetamine, but they all use a variety of chemicals including explosives, solvents, metals, salts and corrosives. During the manufacturing process, additional compounds and by-products are produced. The fumes, vapors, and spillage associated with the manufacturing can be toxic.

Because it is an illegal activity, methamphetamine producers may dispose of their labs, evidence, and production waste by dumping it. And more labs are moving outdoors for production. Narcotic officers have discovered labs in cabins, lean-tos, and makeshift shelters. State parks, state forests, and state game lands are ideal hide-aways for “meth” labs and the waste produced from manufacturing methamphetamine.

HAZARDS:

The chemicals used to produce methamphetamine are extremely hazardous. Some are highly volatile and may ignite or explode if mixed or stored improperly.

Exposure to the toxic chemicals used to produce the drug poses a variety of health risks, including shortness of breath, cough, chest pain, dizziness, lack of coordination, burns to the skin, eyes, mouth and nose, and even death.

Labs that use **anhydrous ammonia** in their production are extremely toxic. Anhydrous ammonia is a common agricultural fertilizer. “Meth” producers typically store the anhydrous ammonia in propane cylinders. Because propane cylinders are not designed to store anhydrous ammonia, they can explode as the ammonia eats through the walls of the cylinders. The valves, which take on a bluish/

green color, frequently deteriorate and can cause hazardous leaks.

Anhydrous ammonia seeks water from the nearest source, including the human body. Because of their high moisture content, eyes, lungs, and skin are at the greatest risk of attracting the ammonia. When large amounts of anhydrous ammonia are inhaled, the throat swells and the victim suffocates. Exposure to vapors or liquids can cause severe burns, blindness or even death.

WHAT TO DO IF YOU FIND A “METH” LAB:

- Do not touch, move or open any kind of tank or sealed container. Be aware that propane tanks are often weakened and brittle due to the anhydrous ammonia and are sensitive to any kind of movement or impact.
- Do not touch or move anything that has been part of a suspected methamphetamine lab.
- Be aware of the risk of inhalation of any gases. A strong smell of ammonia or ether is an indication of a methamphetamine lab.
- Never approach a dumper.
- Notify the local state police if anything suspicious is found during a clean up.



WHAT TO LOOK FOR:

Most of the items used in the production of methamphetamine are common household products obtained from a pharmacy or local hardware store. Large quantities of these products or a combination of several products warrant suspicion. If you discover propane tanks, tubing, duct-taped bottles or coolers, coffee filters stained with a reddish tint, or a strong smell of ammonia or ether, stay away from the area and call the local state police.

PRODUCTS:

- Acetone (nail polish remover)
- Alcohol (isopropyl or rubbing)
- Anhydrous ammonia (fertilizer)
- Ephedrine (cold medication—look for empty blister packs)
- Ether (engine starter)
- Hydrochloric acid
- Iodine
- Kitty litter
- Lithium (batteries)
- Lye
- Matches (striker plates—red phosphorous)
- Methanol (gasoline additives)
- MSM (nutritional supplement)
- Pseudoephedrine (found in most common cold medications—look



for empty blister packs)

- Salt (table or rock)
- Sulfuric acid (drain cleaner)
- Toluene (brake cleaner)
- Trichloroethane (gun cleaner)

EQUIPMENT:

- Propane tanks
- Aluminum foil
- Clamps

- Coffee filters (stained with red phosphorus)
- Funnels
- Gas cans
- Ice chests (coolers)
- Jugs, bottles, or mason jars
- Measuring cups
- Plastic storage containers
- Propane Cylinders
- Rubber tubing and duct tape



Examples of items used in the production of a methamphetamine lab: a large water jug and duct-tapped cylinder, cooler, and gas cans with rubber tubing.

6. CLEANUP LOGISTICS

A. Media

- 1) Identify and contact local newspapers, radio stations, and TV stations to publicize the cleanup and need for volunteers and supporters. Utilize Social Media to help spread the word as well.
 - a. Ideally, a reporter will be assigned to cover the cleanup and may visit the site with you before the cleanup.
 - b. Otherwise, proceed with writing and submitting your own article.
- 2) Write a press release using the *Sample Pre Cleanup Press Release*¹ as a guideline.
 - a. Include Cleanup Coordinator contact info, time & date of cleanup and rain date, directions to the site, need for volunteers, volunteer restrictions, etc.
 - b. Identify unique or interesting details of the cleanup (i.e. area use, types of trash, history of site, supporting volunteer groups, etc.).
 - c. Sidebars (short bulleted lists) can be helpful ways to include statistics on the program or the site.
 - d. Provide good before photos highlighting the problem.
 - e. Include any 'Volunteers Needed' flyers or posters.
- 3) Some grants control press releases – Keep Pennsylvania Beautiful staff will approve before release.
- 4) Contact Keep Pennsylvania Beautiful staff for help with press release, if needed.
- 5) Be prepared on cleanup day to talk with any media that may cover the event.
 - a. Know the number of volunteers, dumpsite contents, and have a general knowledge of the program goals and strategies.
 - b. Distribute information packets, including KPB brochures, and/or business cards.

B. Supplies

- 1) Use *Checklist of Items to Take to Volunteer Cleanup*² to make sure all needed supplies are available day of cleanup.
- 2) Verify cell phone, walkie-talkie, or emergency communication equipment.
 - a. Fire department, state forest, state park, etc. could provide CB equipment.
 - b. If depending on cell phones, make sure the cell phone can transmit from the site.
- 3) Arrange for an ambulance on site or emergency transport for extreme conditions.
- 4) Bring *Emergency Phone Numbers*³ list and post in prominent place i.e., inside windshield.
- 5) Safety/caution signs ("Litter Crew Ahead") for use on day(s) of cleanup.
 - a. Signs are needed at every roadway entry point into the cleanup area.
 - b. Define number of safety/work signs needed and source of signs, if not KPB.
 - i May request from PennDOT, township and municipal offices, etc.
 - ii These will need to be returned after the cleanup.
- 6) First Aid kit and review **Section 8**.
- 7) Prepare and bring extra copies of *Keep Pennsylvania Beautiful Volunteer Waiver Forms* on clipboards with pens for volunteer sign-in.
- 8) Prepare *Enforcement Cards*⁴ with names and phone numbers of local enforcement agencies to hand out to volunteers in active dumping areas. *Optional, if needed.*

C. Volunteer Refreshments

- 1) Drinking water – recommended for every cleanup.
- 2) Fruit juices, iced tea, and/or cold carbonated drinks are popular.
- 3) Snacks - for short events – couple of hours.
- 4) Lunch - if working throughout morning.
- 5) Sources for refreshments:
 - a. Food and drink donations from local restaurants and grocery/convenience stores.
 - b. Monetary donations may be used to purchase needed items.
 - c. Prepared by staff or volunteers.
- 6) Single day events do not require a food-handling permit when food is not for sale.
- 7) Every precaution should be taken to maximize the safe handling and distribution of food.
 - a. Keep hot foods hot and cold foods cold.
 - b. Provide moist wipes or soap and toweling to all volunteers and food handlers.
- 8) Identify available restroom facilities & obtain permission to use before cleanup day.
 - a. Convenience store
 - b. Gas station
 - c. Fire hall, etc.
 - d. Consider renting a port-a-john as an option, if needed.

D. Multiple Site or Large Area Cleanups

- 1) Each cleanup site or separate area requires a staff coordinator to oversee volunteer safety.
- 2) Coordinating multiple site cleanups requires thoughtful planning, i.e., volunteer placement, cleanup supplies availability, waste hauling, etc.
- 3) Plan to be flexible and creative with volunteer and equipment efforts so that everyone's time is well used.
- 4) Assure communications between sites.
 - a. Cell phones may not work in sparsely populated, mountainous terrain.
 - b. Walkie-talkies can be used for sites less than five miles distance, depending on topography.

¹ Sample Pre Cleanup Press Release

² Checklist of Items to Take to Volunteer Cleanups

³ Emergency Phone Numbers

⁴ Enforcement Card Template

FOR IMMEDIATE RELEASE

Heidi Pedicone, Director of Programs

Keep Pennsylvania Beautiful

Tel: (724) 836-4121

Email: hpedicone@keeppabeautiful.org

Web site: www.keeppabeautiful.org



Darby Creek Valley Association Invites Community Volunteers to Help Clean Up Darby Creek Watershed

(Date) [Darby Creek Valley Association](#) (DCVA), with the help of Darby Borough and the Philadelphia Water Department are seeking community volunteers to help tackle a long standing illegal dump located along Cobbs Creek's western bank. The trash, presumably put there by contractors and non-borough residents, has accumulated for decades. The cleanup will be held on (Saturday, date, year). Volunteers will meet in Yeadon Borough's parking lot at 8AM.

The multi-phased project, sponsored in part by the [Pennsylvania Department of Environmental Protection's Coastal Resources Management Program](#) and [Keep Pennsylvania Beautiful](#), is an effort to improve both the living conditions and water quality along a reach of Cobbs Creek that flows through Darby and Yeadon Boroughs in Delaware County. The trash at the site consists of common household trash, tires, scrap metal and appliances.

"Anyone interested in the health and safety of our local waterways is invited to participate. Scout troops, school groups, civic groups and other community volunteers are encouraged to contact me for details. Many hands make light work," said Susan Miller, Director of Darby Creek Valley Association. "DCVA will staff the cleanup to assure that everyone is following Keep Pennsylvania Beautiful safety guidelines."

The Darby Creek Watershed headwaters start in Chester and Montgomery County and flow through Eastern Delaware County and parts of Philadelphia, and through John Heinz Wildlife Refuge before entering the Delaware River. Cobb's Creek is the largest named tributary of Darby Creek. The cleanups will not only help protect the regions waterways, but will also prevent the trash from moving farther downstream and entering the ocean.

Volunteers are asked to wear long sleeved shirts, long pants and work boots or other heavy soled shoes. Anyone wearing shorts or opened toed shoes will not be permitted to participate. Lunch will be provided for the volunteers. Volunteers should contact Sue at (email) or (phone).

###

About Keep Pennsylvania Beautiful

Keep Pennsylvania Beautiful's vision is a clean and beautiful Pennsylvania. Since 1990, Keep Pennsylvania Beautiful has worked with hundreds of thousands of volunteers across the state to pick up nearly 152 million pounds of trash from Pennsylvania's roadways, waterways, greenways, vacant lots, forestlands and other community spaces. Keep Pennsylvania Beautiful's core programming focuses on litter and illegal dump prevention, cleanup, community greening, and proper waste handling and sustainable practices. Keep Pennsylvania Beautiful works with many partnering organizations on the state and grassroots level to accomplish our goal of a clean and beautiful Pennsylvania. Keep Pennsylvania Beautiful is the state affiliate of Keep America Beautiful, Inc., the nation's largest volunteer-based community action and education organization. To learn more about Keep Pennsylvania Beautiful, visit www.keeppabeautiful.org.

Checklist of Items To Take To Volunteer Cleanups

1. _____ *Keep Pennsylvania Beautiful Volunteer Waiver Forms* on clipboards & pens
2. _____ *Safety Guidelines* for safety talk
3. _____ Safety/Caution signs i.e. **WORK** or **LITTER CREW AHEAD**
4. _____ KPB cleanup signs
5. _____ Garbage bags
6. _____ Safety vests
7. _____ Work gloves, heavy and disposable
8. _____ Tools ___shovel___claw rake ___garden rake ___leaf rake___ pitchfork___ bucket
9. _____ Ropes or straps
10. _____ Tarp
11. _____ First aid kit
12. _____ Cell phone & emergency phone numbers, if not 911
13. _____ Key phone numbers—forest or park personnel, contracted services, volunteers, etc.
14. _____ List of volunteers who signed up
15. _____ KPB answering machine directions, if cancellation
16. _____ Cooler
17. _____ Lunches
18. _____ Drinking water and cups
19. _____ Wipes, paper towels
20. _____ Insect repellent
21. _____ Camera
22. _____ Volunteer information packets, and Enforcement Cards - optional
23. _____ Keep Pennsylvania Beautiful media packets

EMERGENCY PHONE NUMBERS

(Place in visible location during cleanup, i.e., inside vehicle windshield, etc.)

Local Hospital

Location

Local Fire Department

State Police

Local Police

Ambulance

Poison Control

Other Important Numbers



Illegal Dumping

in _____ County

Enforcement Agency phone numbers

- Code Enforcement -
- PA State Police -
- PA Game Commission -
- PA Fish & Boat Commission -
- PA DEP -
- KPB Affiliate -

Empowering Pennsylvanians to make
our communities clean and *Beautiful.*



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ILLEGAL DUMPING – WHAT DO I LOOK FOR?

1. Date and Time of Sighting
2. Type and Color of Vehicle
3. Description of Occupants
4. Location of Dumping
5. Items Dumped
6. Get a License Plate Number, if you can

REMEMBER: Never approach a dumper. Get as much information as you can and report it right away.

YOUR SAFETY COMES FIRST!

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1. Date and Time of Sighting
2. Type and Color of Vehicle
3. Description of Occupants
4. Location of Dumping
5. Items Dumped
6. Get a License Plate Number, if you can

REMEMBER: Never approach a dumper. Get as much information as you can and report it right away.

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7. DAY OF VOLUNTEER CLEANUP

A. Before Volunteers Arrive

- 1) Erect safety/caution signs at every roadway entry point into the cleanup area well before cleanup start time.
 - a. Do not start work until all signs have been placed.
 - b. Signs must be removed immediately after cleanup.
 - c. Signs provide direction and advertisement.
- 2) If necessary, have someone direct parking.

B. Volunteer Sign-in

- 1) Distribute *Keep Pennsylvania Beautiful Volunteer Waiver Forms* on a clipboard w/pen to each individual to complete and sign as they arrive.
 - a. Emphasize the importance of clear and accurate information.
 - b. Forms protect Keep Pennsylvania Beautiful from liability.
 - c. Information will also be used to recognize volunteers.
- 2) Collect completed *Volunteer Waiver Forms* and review.
 - a. Verify each volunteer has signed the Volunteer Waiver Form.
 - b. Note: While some volunteers may have signed a Volunteer Waiver Form at a past cleanup, everyone must sign a new form for each cleanup.
 - c. Take appropriate measures to address allergies.
 - i For example, bee sting allergies could be life threatening.
 - ii Ask each person if they carry an allergy treatment with them.
 - iii Depending on the severity of the allergy, ask what their preference would be for the chain of events.
 - iv Who would administer injection or remedy?
 - d. Verify if volunteer is old enough to participate and that a signed Keep Pennsylvania Beautiful Volunteer Waiver Form, with the Under Age 18 section completed, has been received for each volunteer less than 18 years of age.
 - e. Verify that each child, age 12 through 17, is being supervised by an adult and that there is a minimum of 1 adult for each group of 6 youths.
- 3) Designate someone to intercept latecomers, have them sign a *Volunteer Waiver Form* and review Safety Guidelines – see **Section 7.D.**

C. Cleanup & Safety Orientation

- 1) Introduce yourself and Keep Pennsylvania Beautiful to volunteers as a group.
- 2) Describe the day's cleanup plan:
 - a. Identify cleanup area and define boundaries.
 - i Note any access restrictions.
 - ii Use surveyor's flagging tape to define limits.
 - b. Be specific about bagging trash, tire staging, transportation to dumpster, etc.
 - c. Caution volunteers of any equipment working on site.
 - d. Discuss planned deterrents and enforcement issues, if site is active.

- 3) Distribute work gloves, bug spray, trash bags, tools, etc.
- 4) Explain Lyme's Disease and West Nile Virus concerns.
- 5) Inform volunteers of the hazardous nature of the work.
 - a. Read and review **Section 7. D.** Safety Guidelines with all volunteers.
 - b. Work to ensure volunteers follow the Safety Guidelines at all times.
 - c. Explain Methamphetamine Labs and lab components to all volunteers.
 - d. Inform volunteers of location of first aid kit, and location of phone and emergency phone numbers.
- 6) Assign volunteers to appropriate tasks, based on abilities, dress, and interest.
- 7) If the group is large, break into crews (minimum of 3-6 volunteers) with a designated crew leader & assign to various locations.
- 8) If you have distinct or large areas of activity, designate runners.
 - a. Runners should make sure volunteers have cleanup supplies and water.
 - b. Runners can relay questions to Cleanup Coordinator.
- 9) If weather conditions become inclement during cleanup, stop work immediately.
 - a. Seek appropriate shelter.
 - b. Volunteer safety is primary concern.
- 10) For any injury complete the Keep Pennsylvania Beautiful Incident Report Form¹
 - a. Submit original form with other cleanup documentation.
 - b. In case of any emergency situation, inform Keep Pennsylvania Beautiful as soon as possible.
 - c. The Keep Pennsylvania Beautiful Cleanup Coordinator must be present for all portions of a volunteer cleanup.

D. Safety Guidelines

- 1) Wear a bright safety vest at all times while working on or near a roadway.
 - a. Be prepared for any unexpected behavior of motorists.
 - b. Do not distract passing motorists with horseplay, abrupt or erratic movements.
 - c. Do not work on bridges, in tunnels, on overpasses or other areas where pedestrian traffic is limited.
 - d. Face oncoming traffic at all times and stay away from the edge of the traveled portion of the roadway.
 - e. Do not stand or jump on guide rails, drainage pipes, or concrete walls.
- 2) Do not work on or near operating equipment.
- 3) Do not work on extremely steep, slippery, or unstable banks.
- 4) Do not fill trash bags beyond capacity or drag heavy bags – they may split open.
- 5) Do not attempt to remove heavy or large items from steep slopes.
 - a. Tires and other items can roll down slopes and may cause injury to others.
 - b. Special arrangements will be made for removal.
 - c. Do not remove any suspicious or known hazardous substances, chemicals, toxic materials, hypodermic needles, or fresh animal carcasses.
 - d. Inform Cleanup Coordinator of location immediately.
- 6) Remove only items that are clearly visible and recognizable.
 - a. Do not reach into areas where you cannot see your hands.
 - b. Unseen dangers such as broken glass, snakes, bees, and other hazards may lie hidden in these areas.

- c. Pay special attention to the handling of broken glass, being careful not to step or kneel on it.
- 7) Be alert for snakes and rodents.
- 8) Avoid contact with noxious weeds and insect nests.
- 9) Avoid overexertion and heat problems by drinking water and taking breaks.
- 10) Alcoholic beverages and narcotics are prohibited at all times.
- 11) Other restrictions specific to this event.

¹Keep Pennsylvania Beautiful Cleanup & Safety Orientation

²Keep Pennsylvania Beautiful Incident Report Form

Keep Pennsylvania Beautiful Cleanup & Safety Orientation

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- 11) Other restrictions specific to this event.

Keep Pennsylvania Beautiful Incident Report

(TO BE COMPLETED BY PERSON INVOLVED)

Date of Report: _____ Date and Time of Incident: _____

Name: _____ Social Security # _____

Address: _____

Home Phone: _____ Work Phone: _____

If injured is unable to complete form - Name and contact info of person completing the form:

Location of Incident (physical address): _____

Detailed Description of Incident: _____

Action taken: _____

Name and Contact Info of All Witnesses: _____

Are you injured? _____ Yes _____ No _____ Not Sure

Name of PACW Staff Member notified: _____

Signature/date: _____

KPB Representative signature/date: _____

FOR KEEP PENNSYLVANIA BEAUTIFUL OFFICE USE:

Diagnosis and Treatment Received/Follow-up Activity: _____

Recommendations: _____

Documentation Attached: _____

8. FIRST AID

A. At a Glance Review

- 1) Check the victim.
 - a. First survey the scene to ensure your safety.
 - b. Check to determine if the victim (1) is conscious (2) has an open, unobstructed airway (3) is breathing (4) has a heartbeat (5) is not bleeding severely.
- 2) Call for help (911) and give them a description of the emergency situation as well as the location of the scene.
- 3) Care for the victim until medical personnel arrives and takes over.
- 4) Caregiver must keep in mind personal safety while administering first aid.

B. Emergencies

- 1) Unconsciousness
 - a. Kneel next to the victim's head and check for the ABC's: Airway, Breathing, and Circulation.
 - b. **A** To open the **airway** of an unconscious victim, tilt the head back and lift the chin.
 - c. **B** To check for **breathing**, you must look, listen, and feel. Place your ear above the victim's mouth and nose, so that you can listen and feel for air being exhaled while watching the victim's chest for a gentle rise and fall that occurs when breathing. If the victim is not breathing, you must give 2 slow breaths and continue rescue breathing.
 - d. **C** To check for **circulation**, you must check the victim's pulse at one of the carotid arteries, located in the neck off to either side. If the victim has a pulse but is not breathing begin RESCUE BREATHING. If the victim is not breathing and does not have a pulse begin CPR. Check the body for signs of any severe bleeding.
- 2) Vomiting - place the victim on his or her side to prevent choking.
- 3) Fainting - position him or her on the back and elevate the legs about a foot if you do not suspect a head, neck, or back injury.
- 4) Diabetic Emergency - give him or her some form of sugar – orange juice, soda, candy, etc.
- 5) Seizure
 - a. DO NOT place anything in his or her mouth.
 - b. Remove any nearby objects that might injure the victim.
 - c. Cushion his or her head with a pillow, folded blanket, towel, or article of clothing.
 - d. After the seizure, monitor the airway.
- 6) Heat Exhaustion- typically occurs after strenuous exercise or work in a hot environment.
 - a. The victim goes into mild shock.
 - b. Symptoms are pale, moist, cool skin, headache, nausea, dizziness, weakness, and exhaustion.
 - c. If heat exhaustion is allowed to progress, the victim's condition will worsen until he or she has heat stroke.
 - d. To care for a heat related illness, call 911.
 - e. Move the victim to a cool area and give him or her cool water to drink (do not allow the victim to drink too quickly).

- f. Remove any tight or heavy clothing and cool the body; apply cool, wet clothes to the skin, fan the victim, place ice packs on the victim's wrists and ankles, in each armpit and on the neck in order to cool the large blood vessels.
- 7) Chemical Burn
 - a. Flush the area with large amounts of water.
 - b. Remove any clothing containing the chemical.

C. Wounds

- 1) Nosebleed
 - a. Have him or her sit with the head tilted a little forward while pinching the nostrils together.
 - b. An ice pack could also be placed on the bridge of the nose.
- 2) Open Wound
 - a. Stop the bleeding by applying pressure with a clean, absorbent cloth.
 - b. If the blood soaks through, apply a second bandage on top.
 - c. If bleeding still doesn't stop, raise the wound above heart level.
 - d. Wrap the wound firmly with a cloth or bandage.
 - e. Do not cut off circulation.
- 3) Impaled Object
 - a. Do not remove it.
 - b. Bandage many dressings around the wound to immobilize it and support it in place.
- 4) Amputation
 - a. Try to find the part.
 - b. Wrap it in a clean dressing, on ice, or in a liquid.
 - c. Send the part to the hospital with the victim.
- 5) NOTE: If a victim suffers a wound, remind them that a tetanus vaccine should be obtained and direct them to their physician.

D. Fractures/Sprains/Strains

- 1) Do not try to move a victim with a broken bone unless it is absolutely necessary.
- 2) Calling 911 is the best course of action.
- 3) If you must move the victim, apply a splint to immobilize the injured body part.
- 4) Use an uninjured limb, rigid object, or blanket to splint.
- 5) Always splint the body part in the position you found it.

E. Bee Stings/Snake Bites

- 1) Insect Sting
 - a. Remove the stinger by scraping it away from the skin with a plastic card, etc.
 - b. Wash the area with soap and water.
 - c. Cover it to keep the area clean.
 - d. Apply ice to reduce pain and swelling.
- 2) Allergy to Sting
 - a. If victim begins to have difficulty breathing call 911.
 - b. Monitor the victim's airway.

F. Snake Bite

- 1) Call 911 immediately.
- 2) Wash the wound.
- 3) Immobilize the area, keeping it lower than the heart if possible.
- 4) DO NOT apply ice, cut the wound, or apply a tourniquet.

9. POST CLEANUP RESPONSIBILITIES

A. File Maintenance

- 1) Keep copies of all documents in Cleanup Coordinator's file for future reference, or questions from Keep Pennsylvania Beautiful, i.e., correspondence, photos, expenses, receipts, forms, etc.
- 2) Request copy or fax of weight receipts and keep in file.
 - a. Trash tonnages and truckloads are available from the landfill.
 - b. Tire amounts are available from the tire hauler. If possible, count tires day of cleanup.
 - c. Scrap metal tonnage is available from the recycling receipts.

B. Keep Pennsylvania Beautiful Reporting Requirements

- 1) Affiliates must complete all forms and submit all required paperwork within 30 days of event.
- 2) Keep Pennsylvania Beautiful Affiliates will complete and submit the *KPB Event Reporting Form* online or by mail or fax.
 - a. Go to www.keeppabeautiful.org.
 - b. Login in under KPB Network Login Here.
 - c. Choose Event Registration & Reporting.
 - d. Choose Report data about a completed cleanup event.
 - e. Report the results of a Pick Up Pennsylvania at keeppabeautiful.org/.
- 3) Affiliates who are not their own 501C3 must send **original**, signed *Keep Pennsylvania Beautiful Volunteer Waiver Forms* to Keep Pennsylvania Beautiful. *KPB Volunteer Waiver Forms* are required for insurance liability purposes.
- 4) Affiliates who are their own 501C3 should send **copies** of signed *Keep Pennsylvania Beautiful Volunteer Waiver Forms* to Keep Pennsylvania Beautiful.
- 5) Volunteer information will be entered into the PACW Volunteer Database and all volunteers will be included in our Volunteer Recognition Program.
- 6) Affiliates will have full access to volunteer information in their service area.
- 7) Grant dependent, additional paperwork may be required. Specific requirements will be outlined during cleanup planning.

C. Follow Up

- 1) Implement active site maintenance plan through Keep Pennsylvania Beautiful office.
 - a. See Keep Pennsylvania Beautiful Adoption brochure.
 - b. If hazardous materials were discovered during the cleanup, call your DEP Solid Waste Specialist for guidance.
- 2) Notify Keep Pennsylvania Beautiful of any problems related to the cleanup.
- 3) Return signs, first aid kits, and unused supplies as agreed upon.
- 4) Recognize all donors, volunteers, and supporters.
 - a. Write thank you letters/notes.
 - b. Include cleanup results – tonnage of trash & scrap metal, tires removed, and group photos, if possible.

D. Post-Cleanup Media

- 1) Write a press release using the *Sample Post Cleanup Press Release*¹ as a guideline.
 - a. Explain cleanup event and why it was needed.

- i Describe the dumping activity, planned deterrents, and enforcement.
 - ii Identify unique or interesting details of the cleanup (i.e. tons of trash and tires removed, volunteer groups, community supporters and donors, etc.).
 - iii Sidebars (short bulleted lists) can be helpful ways to include statistics on the program or the site.
 - b. Provide good before and after photos highlighting the problem and the cleanup, focusing on volunteers.
- 2) Provide Post-Cleanup Press Release to local papers within 2-3 weeks of cleanup.
 - 3) Some grants control press releases – Keep Pennsylvania Beautiful staff will approve before release.
 - 4) Contact Keep Pennsylvania Beautiful staff for help with press release, if needed.
 - 5) Maintain a file news stories about each cleanup and use to track reporters for support for future events.
 - 6) In addition or in lieu of press releases, also utilize Social Media to show what you and your volunteers accomplished during your cleanup.

¹ Sample Post Cleanup Press Release

FOR IMMEDIATE RELEASE

Heidi Pedicone, Director of Programs
Keep Pennsylvania Beautiful
Tel: (724) 836-4121
Email: hpedicone@keeppabeautiful.org
Web site: www.keeppabeautiful.org



Darby Creek Valley Association Cleans Up Darby Creek Watershed with Help from DEP's Coastal Resources Management Program, Keep Pennsylvania Beautiful and Surrounding Community

(December 8, 2020) [Darby Creek Valley Association](#) (DCVA), with the help of Darby Borough, the Philadelphia Water Department and the DCVA's strong base of local volunteers teamed up to tackle a long standing illegal dump located along Cobbs Creek's western bank. The trash, presumably put there by contractors and non-borough residents, had accumulated over decades.

The multi-phased project, sponsored in part by the [Pennsylvania Department of Environmental Protection's Coastal Resources Management Program](#) and [Keep Pennsylvania Beautiful](#), is an effort to improve both the living conditions and water quality along a reach of Cobbs Creek that flows through Darby and Yeadon Boroughs in Delaware County. In its first phase, heavy equipment removed larger items, making it easier for the 32 volunteers to access the area to hand pick and bag smaller items. Over three days, 32,880 pounds of trash and 23 tires were removed from the creek and its shore area.

"Numerous municipal partners, scout troops, school groups, veteran groups and community volunteers joined forces to make this a success. Everyone did an incredible job and went over and above at times. They are truly amazing," said Susan Miller, Director of Darby Creek Valley Association. "Cobb's Creek is the largest named tributary of Darby Creek. The cleanups will not only help protect the regions waterways, but will also prevent the trash from moving farther downstream and entering the ocean."

"We are honored to partner with the Pennsylvania Department of Environmental Protection's Coastal Resources Management Program that provided support for these cleanups. We are grateful for DCVA, the municipalities and local volunteers who gave up personal time to get wet and dirty to help keep our waterways clean. Our oceans connect the entire planet. Once trash reaches our oceans, it can cause harm to sea life by entangling them or being mistaken for food. Plastics and other debris work their way up the food chain, affecting what we consume. It really has dire consequences," said Shannon Reiter, President of Keep Pennsylvania Beautiful.

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About Keep Pennsylvania Beautiful

Keep Pennsylvania Beautiful's vision is a clean and beautiful Pennsylvania. Since 1990, Keep Pennsylvania Beautiful has worked with hundreds of thousands of volunteers across the state to pick up nearly 152 million pounds of trash from Pennsylvania's roadways, waterways, greenways, vacant lots, forestlands and other community spaces. Keep Pennsylvania Beautiful's core programming focuses on litter and illegal dump prevention, cleanup, community greening, and proper waste handling and sustainable practices. Keep Pennsylvania Beautiful works with many partnering organizations on the state and grassroots level to accomplish our goal of a clean and beautiful Pennsylvania. Keep Pennsylvania Beautiful is the state affiliate of Keep America Beautiful, Inc., the nation's largest volunteer-based community action and education organization. To learn more about Keep Pennsylvania Beautiful, visit www.keeppabeautiful.org.