



EAST LONGMEADOW Environmental Services Guide

CURBSIDE PICKUP

TRANSFER STATION

YARD & LEAF WASTE

RECYCLING

ENVIROMENTAL
INFORMATION





Dear East Longmeadow Resident,

The East Longmeadow Board of Selectmen and the Board of Public Works are pleased to issue the East Longmeadow Environmental Services Guide. This guide is designed to help you engage in responsible recycling, hazardous waste management, composting and waste reduction. Recycling and responsible waste management are mandatory in East Longmeadow. Both efforts are essential in maintaining the vitality of our environment and in saving the Town money.

A wide range of useful information about the Town's recycling and solid waste collection system, and the many options and requirements for residents, can be found in the following pages. We encourage you to keep this guide available for reference throughout the year. We believe that you will find many of your recycling and trash questions answered in this one handy booklet.

This booklet would not have been possible without the help of many individuals. Special thanks go to the towns of Agawam and Longmeadow for giving us permission to use their guides as templates and allowing us to print any and all sections as needed. Thanks also to East Longmeadow High School teacher Mark Greene and his Graphic Arts students for submitting terrific cover art from which to choose. The printing and distribution of this Environmental Services Guide was funded by the Trash/Recycling Account and the assistance of the Department of Public Works.

Most importantly, the Board of Selectmen and the Board of Public Works thank you for your continued efforts in recycling and responsible waste management.

Sincerely,

Board of Public Works

Daniel S. Burack, Chairman
Michael A. Perkins
John F. Maybury

Board of Selectmen

Enrico John Villamaino III, Chairman
Joe Townshend
James D. Driscoll

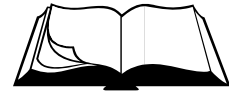


Table of Contents

Collection Guidelines 2
Curbside Recycling 4
Knowlton Transfer Station
 General Information/Guidelines..... 7
 Rules & Regulations..... 7
 Bulk Items 8
Special Wastes
 Metal..... 10
 Electronics/Cathode Ray Tubes 11
 Refrigerators and Televisions..... 12
 Mercury Bearing Waste 13
 Hazardous Waste 14
 Hazardous Waste Disposal Chart..... 15
 Paint..... 17
Other Programs
 Yard and Leaf Waste 18
 Composting 19
 Lawn & Garden Care 21
 Stormwater 22
 Pet Waste 24
 Business Recycling Opportunities 25
 Additional Resources 26
More Information
 Junk Mail 27
 Safer Alternatives for Toxic Products..... 28
 “Buy Recycled” Information..... 30
 Acknowledgements 31



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60 Center Square, East Longmeadow, MA 01028

www.eastlongmeadowma.gov



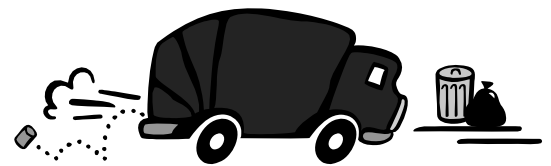
COLLECTION GUIDELINES



The Town of East Longmeadow operates a comprehensive waste management program consisting of curbside trash and recycling collection, as well as the Knowlton Transfer Station for hard-to-manage waste. Curbside recycling of paper and containers is mandated in East Longmeadow. Curbside collection schedules may be obtained at the Town Hall. If you have questions or comments, please contact the Board of Selectmen/Board of Health at 525-5400 ext. 420.

CURBSIDE GUIDELINES:

- Trash must be placed in a container no more than 35 gallons in size and weighing no more than fifty (50) pounds.
- First bag or barrel of trash will be at no charge to the resident.
- Excess trash can be disposed of in special Town of East Longmeadow trash bags available at local retail stores (\$1.75 for a 33 gallon bag).
- Pickups start at 7:00 a.m.; refuse and recycling must be at the curb by 7:00 a.m.
- Place trash and recyclables at the tree belt or curbside.
- Please check your current recycling calendar for holidays when pickup days will be one day later. There is no Sunday collection.
- Two rimless tires per week are permitted with trash.
- The following items will not be picked up at curbside: bulky waste, batteries, tree stumps, yard waste or leaves, refrigerators, stoves, sinks, other white goods, gasoline, oil, dead animals, computers, TV's, stereos, furniture, lead-based paints, pesticides, solvents, or any hazardous waste.
- No construction or demolition material (sheetrock, brick, concrete, plaster, shingles) will be picked up.



PROBLEMS AT CURBSIDE:

If your trash and/or recycling was left behind, please check these reasons before calling the Board of Selectmen and/or the hauler:

- The weight of the bag/barrel/container is over fifty pounds or larger than 35 gallons.
- Unsuitable container (no handles; too large; or top opening smaller than base).
- Excess trash that is not in an Official Town of East Longmeadow Trash Bag will not be picked up.

- Trash scattered by animals prior to hauler's arrival.
- Trash contains construction debris or commercial wastes.
- Trash contains yard waste or leaves.
- Refuse located too far from edge of road.
- Recyclables and/or trash are not properly separated.
- Container for recyclables was not properly marked.
- Materials were not out at curbside by 7:00 a.m.
- Recyclable items set out on the wrong day or week (check schedule).

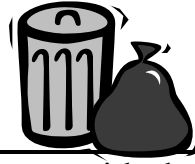
QUESTIONS? PROBLEMS? HELPFUL HINT?

Residents who experience problems with their collection service may telephone Central Mass. Disposal, Inc. at 1-800-352-3255 or the Board of Selectmen's Office at 525-5400, ext. 420.

Look for these boxes throughout the Guide to test your trash and recycling knowledge.

Did you know....

- *The average person discards 4.3 lbs of waste materials daily, approximately 1600 lbs of waste materials each year? An average American will leave a legacy of 90,000 lbs of trash for his/her children.*
- *Incinerating 10,000 tons of waste creates 1 job, land filling the same amount creates 6 jobs, recycling the same 10,000 tons creates 36 jobs.*



CURBSIDE RECYCLING

East Longmeadow's official commitment to recycling began with the passing of a General By-Law Chapter 4.04, Section D at Town Meeting requiring all residents to recycle. **Recycling of paper and co-mingled containers is mandatory.** Recycling saves the Town money, reduces reliance on disposal facilities, prevents pollution and conserves our natural resources. Thank you for your past and future recycling efforts.

Recyclables are collected curbside every week on the same day as your trash with paper and co-mingled materials collected on alternating weeks according to the schedule listed in the annual Curbside Recycling Calendar.

Your recyclables must be placed at the curbside in specially marked containers. These containers may include the Town's blue recycling bins or barrels with a recycling sticker. Free recycling bins are available for residents at the Selectmen's office in the Town Hall. Recycling stickers for barrels are also available at the Selectmen's office, free of charge.

PAPER

The following items should be included in the paper recycling collections:

- **Newspapers/inserts**
- **Magazines/catalogs**
- **Paper bags**
- **White and colored office paper**
- **Computer paper**
- **Corrugated cardboard** – Flattened and cut to less than 2 feet by 3 feet
- **Phone books/books** – Remove covers of all books
- **Boxboard** – Cereal, cracker, shoe boxes, etc. Remove plastic liners
- **Junk mail** – Remove plastic wrappings. Stick-on labels and plastic windows are OK
- **NO PLASTIC BAGS**



**RECYCLING IS MANDATORY IN
EAST LONGMEADOW!**

CALL 525-5400 EXT. 420 FOR INFORMATION.

CURBSIDE RECYCLING (CONT.)



Did you know....

- *The average family of four in Western MA sends approximately 640 lbs of recyclables (160 lbs per person) to the Springfield Materials Recycling Facility (MRF) each year.*
- *Each year the Springfield MRF helps save the 80 member communities over \$2,750,000 in disposal costs. During its first ten years, the Springfield MRF has helped Western Massachusetts communities save \$27.5 million in disposal costs.*
- *There is no more tin to mine in the US; the only place to get tin in this country is from recycling.*



CO-MINGLED CONTAINERS

The following items should be included in the co-mingled container collections:

Rinse all containers

- **Plastic bottles, jars, tubs and microwave trays/containers** – Remove caps, lids, pumps and wraps. Labels and detergent spouts may be left on.
- **Milk and juice cartons, drink boxes** – Remove straws and caps, flatten.
- **Glass bottles/jars, only clear, green, brown, less than 2 gallons** – Labels, lids, corks, neck rings, etc. are OK.
- **Aluminum, tin/steel cans and aluminum foil**- Labels are OK.
- **NO PLASTIC BAGS**

RESIDENTS WHO DO NOT COMPLY WITH MANDATORY RECYCLING ARE SUBJECT TO FINES UP TO \$200 UNDER CHAPTER 1.010, SECTION D.

Please note that all curbside recyclable material can only be recycled at curbside; it may not be brought to the Knowlton Transfer Station.

CURBSIDE RECYCLING (CONT.)

NON-RECYCLABLE ITEMS

The following items are not accepted for recycling and must be placed in your trash:

Aerosol/Latex & Oil Paint*	Broken Glass
Ceramics/Pottery/Dishes	Detergent Boxes
Drinking/Eye Glasses	Egg Cartons
Food-Contaminated Paper	Frozen Food Boxes
Light Bulbs	Motor Oil Bottles
Paper Plates/Cups	Photographs
Pizza Boxes	Plastic Grocery Bags
Plastic Film/Wrap	Polystyrene/Styrofoam
Soda/Beer Cartons	Window/Auto Glass

*Most paints may be disposed of with curbside trash if properly prepared. See page 16 for further instructions about paint disposal.



East Longmeadow earned \$52,276 during the first year of the Waste Reduction Program directly from recycling efforts of its residents!

KNOWLTON TRANSFER STATION ~ GENERAL INFO



The Board of Public Works of the Town of East Longmeadow operates a Transfer Station for the drop-off of hard-to-manage wastes. The Transfer Station is open only to East Longmeadow residents. An annual sticker must be purchased for entrance.

LOCATION:

The Knowlton Transfer Station is located on Somers Road, just behind the Police Department.

PURCHASE OF ANNUAL STICKER:

An annual sticker, beginning January each year, is required. Purchase your sticker at the East Longmeadow Town Hall D.P.W. office during their regular working hours (Monday through Friday, 8:00 am to 4:00 pm). Your car registration is required to purchase a sticker. The annual charge of \$40.00 covers items such as yard waste (grass, leaves and brush), wood items, metal items and certain hazardous materials. Some items may require an additional fee such as bulk items, computer monitors, refrigerators and other items listed below. For further information, call the D.P.W. at 525-5400, extension 3.

HOURS OF OPERATION:

April thru Late-November: Wednesday 9:00 am to 5:00 pm

Year Round: Saturdays 9:00 am to 5:00 pm

Transfer Station Rules and Regulations

Disposal is limited to resident items only. No out-of-town materials are accepted. Business and commercial disposal are not accepted.

If a resident is using a private hauler or a vehicle not registered in the Town of East Longmeadow, the resident must acquire a temporary “permit” from the Department of Public Works Office (hours 8:00 am to 4:00 pm, Monday thru Friday) for the hauler’s (resident’s) use prior to taking items to the Transfer Station.

No item will be accepted that could be disposed of through curbside pickup.

The following are examples of items **NOT** accepted at the Transfer Station:

- Car/Truck Batteries
- Asphalt/Concrete
- Propane Tanks
- Stumps
- Recyclable Items
- Tires
- Paint
- Trash
- Toilets
- Garbage
- Cardboard
- Asbestos Containing Items

The Annual Sticker “allows” for the disposal of the following:

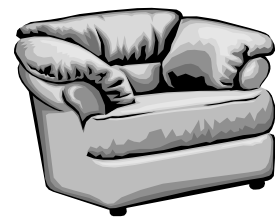
- Grass
- Brush*
- Wood Items**
- Fluorescent Bulbs
- Mercury Thermostats
- Used Motor Oil
- Leaves
- Hedge Trimmings
- Metal Items
- Ballasts (PCB Containing Items)
- Mercury Thermometers
- Rechargeable batteries

*Brush must be no longer than 6 feet or greater than 3 inches in diameter. Grass and/or leaves can not be mixed with brush.

**Wood items can not be greater than 4 feet by 4 feet in dimension.

Bulk Items: Cars, mini-vans and SUV’s are charged \$10.00 and pickup-trucks/full size vans are charged \$25.00. No boxed or bagged items will be allowed. Residents may dispose of certain bulk items for an additional charge (and they must have a sticker to do so). All bulk items must be larger than would be accepted at curbside pickup. The following items are examples of items that are accepted:

- Tables & chairs
- Sofas
- Ladders
- Kitchen stoves
- Outdoor furniture
- Bed frames
- Stuffed chairs
- Footstools
- Desks
- Large plastic toys
- Mattresses/box springs
- Shelving units



Landscapers: Landscapers may dispose of leaves and grass only. The grass/leaves must have been collect from residents of East Longmeadow. The landscaper must submit a list of clients and register with the D.P.W. office at the Town Hall prior to using the Transfer Station. Special coupons must be purchased

at the D.P.W. office and presented to the Transfer Station attendant. Rates for landscapers are \$25.00 per pickup truck load and \$35.00 per “dump-truck” load.

ILLEGAL DUMPING:

Anyone found illegally dumping material outside of the Knowlton Transfer Station is subject to a fine of up to \$300 for each offense.

Yard Waste or Transfer Station questions? Call 525-5400 ext 3
Curbside trash collection questions? Call 525-5400 ext 420

Violation of Knowlton Transfer Station rules and regulations may result in suspension of privileges.

TIPS FOR RECYCLING OTHER MATERIALS:

- **Polystyrene “peanuts”:** Take to Mailboxes, Etc.
- **Household hazardous waste:** Call 525-5400 x420 for the date of the next household hazardous waste collection.
- **Wire hangers:** Accepted by many local dry cleaners and acceptable in the scrap metal bin at the Transfer Station.
- **Building/remodeling materials in usable condition:** Call the “Re-Store” in Springfield at 788-6900.

TIPS FOR RECYCLING AUTOMOTIVE MATERIALS:

- **Motor oil:** Take to Knowlton Transfer Station.
- **Oil filters:** Drain oil and throw filter in curbside trash.
- **Other automotive fluids:** Save for HHW Collection Day.

Did you know....

- *According to the American Petroleum Institute, if you recycle just one gallon of used oil it can generate enough electricity to run an average household for almost 24 hours.*
- *If we recycle every can in Western MA for 1 year, we’ll save enough metal to manufacture 6,000 cars.*

METAL



The Knowlton Transfer Station collects many types of scrap metal for recycling.

- Large metal items are accepted at the Transfer Station. White goods include refrigerators, dryers, washers, water heaters, air conditioners, dehumidifiers, freezers, and stoves (fee required for some).
- Residents are also able to drop off other scrap metal items. Those items include auto parts, plumbing fixtures, small appliances (such as toasters), pipes, license plates, pots and pans, swing sets, fencing and grills.

PROPANE TANKS:

Please note that the Transfer Station does not accept propane tanks. Residents are encouraged to recycle their propane tanks at the vendor who sold them the tank or at the companies listed below:

Rocky's – East Longmeadow

A.W. Brown – East Longmeadow

Home Depot – West Springfield and Wilbraham

Did you know....

- *In 1999, more than 1.9 million tons of steel were recovered from recycled appliances.*
- *In 1999, there were 25 cars recycled every minute across the US.*
- *By the year 2002, it is estimated that 25 percent of all new homes built in the US will be framed in recycled steel.*
- *Each year, steel recycling saves the energy equivalent to electrically power about one-fifth of the households in the US for one year.*

ELECTRONICS/CATHODE RAY TUBES (CRTs)



Televisions and computers (includes all computer components).

SAFETY INSTRUCTIONS:

Do not take CRT apart since we do not accept bare sets. There are real health risks associated with dismantling them:

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



Did you know...

- *The average CRT contains about eight pounds of lead encased in the glass screen.*
- *Before these materials were banned from being disposed of in a landfill or incinerator, there were 75,000 to 90,000 tons per year arriving in these facilities.*
- *By 2005, as much as 300,000 tons of electronics could be disposed annually due to new emerging technologies as flat panel screens, high definition television (HDTV) and digital video disc (DVD) players.*

KNOWLTON TRANSFER STATION

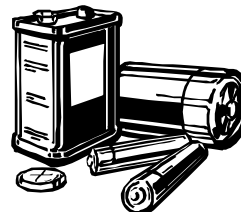
EFFECTIVE MAY, 2007, THE FOLLOWING ITEMS WILL BE ACCEPTED (FOR A NOMINAL DISPOSAL CHARGE) FOR RECYCLING AT THE TRANSFER STATION:

SMALL FREON CONTAINING APPLIANCES (AIR CONDITIONERS, DEHUMIDIFIERS, DORM SIZE REFRIGERATORS)	\$15.00
LARGE REFRIGERATORS AND FREEZERS	\$30.00
COMPUTER MONITORS	\$10.00
TELEVISIONS (19" OR LESS)	\$10.00
LARGE TELEVISIONS (OVER 19")	\$25.00
COMPUTERS (WITH KEYBOARDS/MOUSE)	\$10.00

NOTE: ALL DOORS MUST BE REMOVED FROM APPLIANCES PRIOR TO ARRIVAL AT TRANSFER STATION. DOORS AND METAL SHELVES WILL BE ACCEPTED FOR DISPOSAL IN THE METAL DUMPSTER AT NO ADDITIONAL CHARGE.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE D.P.W. OFFICE DURING NORMAL BUSINESS HOURS (8:00 AM TO 4:00 PM, MONDAY THROUGH FRIDAY) AT 525-5400.





MERCURY BEARING WASTE

The Knowlton Transfer Station accepts the following mercury containing items from residents.

FLUORESCENT LAMPS:

- Fluorescent lamps include compact or energy saver versions. These lamps contain mercury and so when broken are hazardous. Be careful not to break the fluorescent bulbs. Please DO NOT TAPE bulbs!

MERCURY BEARING DEVICES:

- These devices include thermometers, thermostats, and mercury switches. Mercury switches are found in a variety of items, ranging from chest freezers, to sump pumps, to clothes washers to stoves. They are also used to stop the dryer spin cycle, turn on house lights, and turn on trunk or car door lights.

BATTERIES:

- We collect household hazardous content batteries, including lithium, rechargeable and button. Rechargeable batteries can be charged multiple times, as compared to regular batteries, which have a “one use only” life span. Eventually, rechargeable batteries become spent, and because they contain hazardous content, should be recycled. Rechargeable batteries are found in cellular phones, cordless telephones, lap top computers, battery operated power tools, and even some flashlights. Button batteries are round and silver colored and are commonly found in hearing aids, cameras, watches, and calculators. If a battery cannot be removed from a device, the whole object may be recycled.

Note: Alkaline batteries (usually in flashlights) can be discarded with curbside trash.

BALLASTS.

- Ballasts are found in light fixtures and look like a black rectangular box.

HAZARDOUS WASTE



Proper disposal of Household Hazardous Waste (HHW) is very important. Improper disposal can cause problems for the entire community. Such wastes can be explosive or highly flammable. Sewers have exploded and garbage trucks have burned because people have carelessly discarded flammable and reactive wastes. Hazardous wastes can also be corrosive. The acid from discarded auto batteries can eat away many substances. One of the worst ways to dispose of hazardous materials is to “just dump them down the drain.” Wastewater treatment plants are not designed to handle certain types of hazardous wastes. Unfortunately, disposing of wastes in a landfill has not proven an effective solution either, causing pollution in the groundwater, surface water and air.

HHW DISPOSAL:

HHW is accepted for disposal only at East Longmeadow sponsored HHW collections, as announced in the media. If a resident cannot wait for the scheduled HHW collection day call 525-5400 x 420 for information.

EAST LONGMEADOW SPONSORED HHW COLLECTION DAYS:

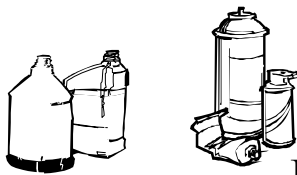
A variety of materials are accepted for FREE at these special collections. These include: brake fluid, automatic transmission fluid, battery acid, gasoline, kerosene, oil filters, motor oil, lead-based paint, fertilizer, pesticides, pool cleaners, charcoal lighter fluid, furniture polish, arts and crafts supplies, photo chemicals, moth balls and oven cleaners. Residents typically must pre-register with the Town for an appointment for the event in order to participate.

HOLDING HHW FOR NEXT COLLECTION DAY:

Here are some helpful hints for safely storing your HHW for the next Longmeadow sponsored HHW Collection Day:

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





DISPOSAL METHODS for HOUSEHOLD HAZARDOUS PRODUCTS

<i>Automotive Products</i>	<i>Lawn & Garden Products</i>	<i>Home Improvement</i>
Antifreeze	Pesticides	Solvent base
Auto body repair products	Rodent killers	Putty, grout, caulk, glaze, spackle
Battery Acid	Root killer	Roofing tar
Brake Fluid	Weed killer	Rust paint
Car polish or wax	<i>Home Improvement</i>	Stains
Carburetor cleaner	Artist's paint	Stripper
Creosote	Concrete cleaner	Thinner
Degreasers	Craft supplies	Turpentine
Gasoline, other fuels	Driveway sealer	Varnish
Kerosene	Fiberglass resin	Wood Preservatives
Motor oil – take to Mobil Station on Longmeadow St.	Glue, water base	<i>Household Items</i>
Transmission fluid	Glue with solvents	Aerosol products
Windshield washer	Lacquer	Ballasts
<i>Lawn & Garden Products</i>	Latex paint – See Page 6	Batteries:
Bug sprays	Lead/Metal Paint	Alkaline
Charcoal lighter fuel	Oil-based paint – See Page 6	Button
Fertilizer	Paint remover	Lithium
Fungicides	Paintbrush cleaner	Nickel-Cadmium
Insecticides, roach & ant poison		

<p>Recycle at the Transfer Station.</p>	<p>Flush small amounts (1/2 cup), or pour down drain with plenty of water. </p> <p>If you have a septic tank, additional caution should be exercised – read labels to determine if a product will damage septic tank.</p>
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DISPOSAL METHODS for HOUSEHOLD HAZARDOUS PRODUCTS



Household Items

Cleaners:		Hair permanents or straightener	
Abrasive powders		Medications	
Drain		Mothballs	
Glass		Perfume	
Mildew		Photographic chemicals	
Oven		Polish:	
Septic tank cleaner		Metal	
Toilet		Copper	
Upholstery/rug		Furniture	
With bleach		Nail	
With ammonia		Nail polish remover	
Cosmetics		Shoe	
Disinfectant		Silver	
Dry cleaning fluid		Rubbing alcohol	
Empty containers		Rust Remover	
Floor care products		Smoke detector	
		Spot remover	



Save for a Household Hazardous Waste Collection Day or give to a licensed hazardous waste contractor.



Materials can be safely disposed of with curbside trash. Be certain material is properly contained before it is put out for collection.





Used Paint Disposal

Do Not Bring to Transfer Station!

- What Kind of Paint?**
 - Oil Base or Latex

- Empty Cans (oil base or latex only):**
 - Remove the lid and let dry completely to a solid state. Place in your trash. If it does not completely dry treat as a partial can.

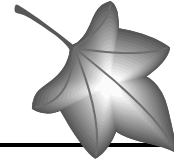
- Partially Full Cans (oil base or latex only):**
 - Remove the lid. Pour in absorbent kitty litter. Stir the mixture. Let dry to a solid state -- usually happens overnight. Test to see there is no liquid residue. If there is, repeat the procedure. Once paint is completely dry place can without lid next to trash. Place lid separately in the trash.

- Lead Base Paint:**
 - Save for Household Hazardous Waste Collection Day.

HELPFUL HINTS:

- Seal paint container tightly after using.
- Keep label legible.
- Store paint in a heated area to avoid freezing.
- Use all paint in can.
- Empty metal paint cans accepted in scrap metal pile at the Recycling Center.
- Do NOT throw paint into trash or down the drain.
- Contents MUST be completely solid (hard), or it will not be picked up.

YARD & LEAF WASTE



Yard waste may be brought to the Knowlton Transfer Station all year during operating hours. An annual sticker is required.

Yard waste is defined as leaves, brush, grass clippings and cut-up trees. Yard waste must be less than 3 inches in diameter. Remove all plastic bags. Stumps are not accepted



Compost Bins

Compost Bins are available for a reduced fee . . . call 525-5400 x420 for information.

Did you know....

The time it takes litter to decompose:

- *Paper – 2 to 5 months*
- *Orange Peels – months*
- *Milk Cartons – 5 years*
- *Cigarette filter – 10 – 12 years*
- *Plastic bags – 10 to 20 years*
- *Leather shoes – 25 to 40 years*
- *Nylon cloth – 30 to 40 years*
- *Plastic Containers – 50 to 80 years*
- *Aluminum – 90 to 100 years*
- *Plastic foam – never*

Litter cleanup in our National Parks cost taxpayers \$15,000,000.00 per year!

COMPOSTING



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

BENEFITS OF USING COMPOST:

Compost is great for your garden. Plants love compost – here’s why:

- It increases the organic matter in soil and helps build sound root structure.
- It balances the pH of the soil.
- It makes nutrients in soil more readily available to plants.
- It attracts earthworms, considered the “earth’s greatest recyclers.”
- It makes clay soils airy so that they drain better.
- It improves the ability of sandy soils to hold moisture and resist erosion.
- It raises the vitamin and mineral content of food grown in a compost-rich garden.
- It reduces reliance on petroleum-based fertilizers.

TO BEGIN COMPOSTING:

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

- A. Build or purchase a compost bin.** The Town of East Longmeadow offers compost bins at a reduced cost. These compost bins can be purchased through the Selectmen’s Office, 525-5400 x420, located in Town Hall, 60 Center Square. The Selectmen will give you a coupon to present at the Department of Public Works facility on Somers Road for pickup. Compost bins are also available from garden catalogs, nurseries, and hardware stores. Enclosed compost piles keep out pests, hold heat and moisture in, and have a neat appearance. Or, bins can be simply made of wire, wood, pallets, concrete blocks, and even garbage cans with drainage holes drilled in them.
- B. Set up the bin** in a convenient, shady area with good drainage. A pile that is about three feet square and three feet high will help maintain the heat generated by the composting organisms throughout the winter.
- C. Start the pile** with a layer of coarse material such as corn stalks to build in air passages. Add alternating layers of “brown” and “green” materials and mix them together. Sprinkle with soil every 12 inches. Be sure to bury food scraps in the center of the pile. If you don’t have “brown” and “green” materials on

hand at the same time, build your pile with “browns” and mix in “greens” as they become available. Save several bags of leaves to add in the spring and summer when “browns” are scarce.

- D. **Add water** as you build the pile if the materials are dry. *Keep the composting material damp* or it will not decompose.
- E. **As time goes on**, keep oxygen available to the compost organisms by fluffing the pile with a hoe or compost turning tool each time you add material. A complete turning of the pile – so the top becomes the bottom – in spring and fall should result in finished compost within a year. More frequent turning will shorten the composting time.

COMPOSTABLE MATERIALS:

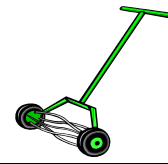
Yard wastes such as leaves, grass clippings and weeds make excellent compost. All fruit and vegetable scraps, plus food wastes such as coffee grounds, tea bags, and eggshells can be composted. To keep animals and odors out of your pile, do not add meat, bones, fatty food waste (such as cheese, grease,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

“GREENS”& “BROWNS”:

Organic materials contain varying amounts of carbon and nitrogen, which nourish the organisms naturally present in your compost pile. These critters need both carbon and nitrogen. An easy way to provide both of these is to remember that brown woody materials, such as autumn leaves, are high in carbon, while green moist materials, such as grass clippings, are high in nitrogen. Take a look at the table below.

<i>High Nitrogen “Green” Ingredients:</i>	<i>High Carbon “Brown” Ingredients:</i>
Grass clippings	Autumn leaves
Weeds	Straw
Food wastes: fruit & vegetable, coffee grounds, tea bags, egg shells	Paper/cardboard: paper towels, napkins, bags, plates, coffee filters, tissue and newspaper
Manure	Cornstalks
Seaweed	Wood chips
Alfalfa hay/meal	Saw dust
Blood meal	Pine needles

Lawn and Garden Care



Basic Steps to a Healthy Lawn and Garden

Don't Guess, Soil Test! Have your soil tested for nutrient content and acidity. Identify property conditions before planting: sun vs. shade, wind exposure, drainage, soil type...etc.

Build Fertile Soil with Organic Matter. Use compost to enrich your soil. Use natural mulches to reduce weeds, moderate soil temperatures, retain water and help sustain soil life.

Choose Grass and Plants Suited for Site and Climate. Carefully select plants according to your property's natural conditions. Group plants with similar needs to minimize unnecessary watering and fertilization. Use a blend of grass seeds to make your lawn more tolerant of pests and resistant to disease. Choosing grass and plants suitable for the Northeast climate decreases the need for watering.

Use Alternatives to Grass. Using alternatives to grass, such as ground cover and flowering plants, can reduce mowing time, save money, and make your property attractive and unique.

Diversify the Garden. Select plants which are pest-resistant and disease-resistant. Mix and diversify plantings to discourage pest infestations. Periodically move or rotate flowers and vegetables to encourage a diversity of soil microorganisms and nutrients. Include some native plants in the garden, which often require less water.

Watering Your Landscape. Observe local outdoor water bans. Place sprinklers in areas where you won't be wastefully watering your sidewalk or driveway. Water early in the morning to prevent growth of fungi and minimize evaporation. Water deeply and infrequently. Deeper watering encourages the roots of the grass to grow long and healthy, allowing your lawn to survive drier periods and saving money on your water bill. Most lawns need less than 1" of water to saturate grass roots. Place an empty coffee can in the watering area and measure the amount of water in the can to determine when you have watered enough.

Mowing Your Lawn. Proper mowing is one of the most important ways to maintain a healthy lawn. Mow only when the grass is dry to get a clean cut and minimize the spread of disease. Mowing in the evening puts less stress on the lawn than during the day. Mow grass to a height of 2-3 inches. Leave the clippings on the lawn so that they can naturally decompose, or add clippings to your mulch pile. Grass clippings contain high amounts of nitrogen, a key ingredient in fertilizer. The longer the grass, the more water is retained and longer the roots of your lawn will be, making it stronger and more tolerant. Keeping grass longer may allow it to out-compete weeds, reducing the need for fertilizers. Using a mulching mower can help you provide nutrients from the grass clippings, allowing you to lower your dependence on chemical lawn fertilizers.

Minimize the Use of Insecticides, Herbicides and other Pesticides. Select pest resistant plant varieties. Use grass clippings by leaving them on the lawn rather than bagging. Good quality compost is the cornerstone of organic gardening and landscaping. The simple truth is that healthy, vigorous plants resist pests and disease. Use organic or slow-release fertilizers. Be careful not to apply more than the recommended amount. Too much fertilizer can burn the grass, damage the soil, and attract pests.



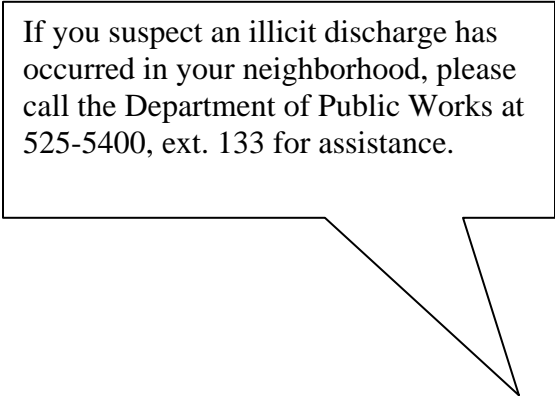
STORMWATER

What is Stormwater? Pure rain or snowfall plus anything it carries along with it. As Stormwater flows, it picks up and carries away natural and human-made pollutants. Stormwater seeps into the ground, flows towards ditches, swales, wetlands, streams and rivers, or flows along roadways to storm drains. Storm drains are the drains you see at street corners or low points on the streets. Storm drains contain a system of underground pipes that are separate from the sewage system. Unlike sewage, stormwater is not treated. Stormwater flows directly from our streets to storm drains, which then deposit to our waterways, inhabited by fish and other aquatic plants and animals.

Stormwater Pollutants Include: Excess fertilizers, herbicides and insecticides; vehicle fluids such as oil, gas and antifreeze; detergents; grease; litter; bacteria from pet wastes and faulty septic systems; and sediment from improperly managed construction sites, crop and forest lands and eroding stream banks.

An Illicit Discharge is a discharge that is not composed entirely of stormwater and flows into the Town drainage system. Dumping pollutants into a catch basin is an illicit discharge. Sources of illicit discharges include sanitary wastewater, effluent from septic systems, car wash wastewater, radiator flushing, laundry wastewater, roadway spills, household hazardous wastes and pet wastes.

Allowable discharges into the storm drain system include dechlorinated pool water, irrigating landscapes, watering lawns, condensation from air conditioners, discharges from fighting fires, flushing of water lines and residential car washing (please try to wash vehicles on grassed areas).



If you suspect an illicit discharge has occurred in your neighborhood, please call the Department of Public Works at 525-5400, ext. 133 for assistance.

Stormwater Healthy Habits. The most effective way to reduce stormwater pollution is to stop the pollutants from entering the storm drain in the first place. Never dump anything down the drains. Use fertilizers sparingly and if possible, use a slow release fertilizer low in phosphorus content. Compost your yard waste. Sweep up driveways, sidewalks and roads rather than hosing down with water. Take your car to the car wash if possible. Pick up after your pet. Dispose of pet's waste in the toilet or trash. Don't dump yard waste, leaves or grass clippings into wetland areas. Remember, only rain in the storm drain!



Pet Waste

Pet Waste will contaminate our water ways if not properly disposed of. Feces that enter the watershed untreated are a health risk to other animals and people, especially children. Pet waste is full of bacteria that can make people sick. The average dog dropping produces 3 billion fecal coliform bacteria. If pet waste is washed into the storm drain and ends up in a lake, stream or marine water, the bacteria ends up in shellfish. People who eat those shellfish can get very sick. Never dump pet waste into a storm drain or catch basin. Scoop up and seal pet waste in a plastic bag and dispose of properly in the garbage or dispose of pet waste promptly in the toilet. Remember, only rain in the storm drain!

According to the East Longmeadow General By-Laws, Chapter 9.015 entitled “Removal of Dog Waste”, it is unlawful for any person owning, keeping, walking, in possession, custody or control of any dog to allow or permit such dog to defecate upon any public or private property unless such person removes all feces deposited by such dog before leaving such property. Violations of the By-Law are punishable by fines enforced by the Dog Officer or the Police Department.

BUSINESS RECYCLING OPPORTUNITIES



Does your business want to start or improve its recycling program? Recycling is easier than you think. The following pages give you simple steps to get started. Look in the Additional Resources section for more assistance.

STEPS TO A SUCCESSFUL PROGRAM:

1. Get recycling commitment from the top people in your organization.
2. Get support from your fellow employees and consider forming a recycling team.
3. Conduct a simple waste survey to identify the largest quantities of recyclable materials that are currently being thrown away. Understand how your business currently disposes of trash and estimate the volume of your recyclables.
4. Examine your hauler choices. Investigate joint business sharing of hauler and container. Do you need a private hauler or are town curbside pickup services right for your business? For more info on town pick up, please call the DPW.
5. Find out where your recycling containers should be conveniently located. To encourage good sorting, make sure that a trash container is next to a recycling container.
6. Determine what type of containers you should use (totes, bins, boxes, or rolling carts).
7. Decide if your custodial staff will be responsible for collection or if employees will empty their bins as needed. Try to make it easy for the custodial staff.
8. Decide if there is space next to your existing dumpster for recyclables and/or can you share exterior containers with a neighboring company. Sharing containers with a neighboring business can increase the volume of recyclables collected and decrease collection costs for both companies.
9. Educate, Motivate, and Communicate! The success of your program depends on the cooperation of your employees.

WHAT PAPER ITEMS CAN YOU RECYCLE IN YOUR OFFICE?

Letters	Copy Paper
Accounting Ledgers	Carbonless Forms (NCR)
White/Colored Stationery	Legal Pad Paper
White/Colored Envelopes	Manila File Folders – No Plastic Tabs
Tabulating and Time Cards	Computer Printout Paper
Stapled Pamphlets	Index Cards
Cardboard	Receipts

ADDITIONAL RESOURCES

Dept. of Environmental Protection

One Winter Street
Boston, MA 02108
617-348-4002
Fax: 617-292-5778
www.state.ma.us/dep

WasteCap of Massachusetts, Inc.

P.O. Box 425072
Cambridge, MA
617-324-0301
www.wastecap.org

Dept. of Environmental Protection

Western Regional Office
436 Dwight Street
5th Floor
Springfield, MA 01103
413-784-1100
Fax: 413-784-1149

Center for Ecological Technology (CET)

112 Elm Street
Pittsfield, MA 01201
413-445-4556
Fax: 413-443-8123
www.cetonline.org

Sfld. Materials Recycling Facility

84 Birnie Avenue
Springfield, MA
413-747-9294
www.springfieldmrf.org

ReStore Home Improvement

Donate your usable materials!
250 Albany Street
Springfield, MA 01105
413-788-6900
www.restoreonline.org

Did you know....

- *The United States comprises only 5% of the Earth's population, yet consumes a third of the world's paper supply.*
- *The United States comprises only 7% of the Earth's population, yet uses nearly 50% of the Earth's industrial raw material.*
- *Over 90% of all products in the United States are shipped in corrugated boxes.*



JUNK MAIL

THE PROBLEM:

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

THE SOLUTION:

What can you do about it? There are several things you can do to let advertisers know you want to be removed from their mailing lists.

- Request a “Junk Mail Reduction Kit” at the Longmeadow Building Department, OR,
- Send a postcard to the Direct Marketing Association’s Mail Preference Service. Include on your postcard your name, address and phone number in all the various ways they appear on the junk mail you receive. This will add your name to the “delete file” where it will remain for five years. Approximately 70% of direct marketers use the Service to avoid sending unwanted mail.

Did you know....

- *The Environmental Defense Fund estimates that households receive an average of 84 pounds of third class mail each year.*
- *Over 12 pounds of this is discarded without being read. An estimated nine million trees are used annually to make direct mail that is never read.*

Mail Preference Service

Direct Marketing Association
P.O. Box 9008
Farmingdale, NY 11735

- Junk mail with first class postage can be returned. Write “Return to Sender” on the envelope. This does not require additional postage.
 - Use post paid response cards and envelopes to return junk mail. Be sure to include the mailing label and request to be removed from the mailing list.
 - When you apply for a credit card, magazine subscription or membership in an organization, or donate to a charity, write “Please do not rent, sell, trade or give my name to other businesses or organizations” on your application.
- Have the phone company remove your name from the published phone directory. Some mailing list companies use the directory as a source of addresses.
 - If you are getting duplicate mailings, send the company both labels and ask them to eliminate the extra copy.

SAFER ALTERNATIVES FOR TOXIC PRODUCTS



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

ANT CONTROL:

- Sprinkle cream of tarter in front of the ant's path. (Ants will not cross over it).

BUG SPRAY:

- Place screens on windows and doors.
- Brewer's yeast tablets taken daily give the skin a scent that mosquitoes seem to avoid.

CHEMICAL FERTILIZERS:

- Compost.

COPPER CLEANER:

- Pour vinegar and salt over copper and rub.

DEODORIZERS & AIR FRESHENERS:

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

DETERGENTS (LAUNDRY & DISHWASHING):

- Replace detergents with soaps that are relatively "non-toxic" and "biodegradable". To wash out residues from detergents, pre-wash in washing soda*.

DRAIN OPENERS:

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

FLEA & TICK PRODUCTS:

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

FLOOR CLEANERS:

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

FURNITURE POLISH:

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

SAFER ALTERNATIVES FOR TOXIC PRODUCTS (CONT.)

GENERAL CLEANERS: (ALL PURPOSE CLEANSERS):

- Mix three tablespoons washing soda in one quart of warm water.
- Use baking soda with a small amount of water.

GLASS AND WINDOW CLEANERS:

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

MOTH BALLS:

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

OVEN CLEANERS:

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

PESTICIDES:

- Plant marigolds.

RAT POISON:

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

RUG DEODORIZER:

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

SCOURING POWDER:

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

SILVER POLISH:

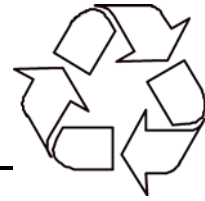
- Boil 2 to 3 inches of water in a shallow pan with 1 teaspoon of salt, 1 teaspoon of baking soda, and a sheet of aluminum foil. Totally submerge silver and boil for 2 to 3 more minutes. Wipe away tarnish. Repeat if necessary. (Do not use method on antique silver knives).
- Use nonabrasive toothpaste.

SNAIL & SLUG BAIT:

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

**Washing soda – crystalline sodium carbonate.*

“BUY RECYCLED” INFORMATION



1. I’ve heard the term “Close the Loop” in reference to recycling? What does it mean?

The recycling symbol has three chasing arrows; each arrow represents one step in the recycling process. The first step is collection. This is when residents put their recyclable materials into their curbside recycling bin or bring them to the Recycling Center. The second arrow of the recycling symbol is the manufacturing process. The recyclable materials are converted into new products sold as new consumer goods. The third step is where you, the consumer, purchase products made with recycled content. When you “Buy Recycled,” you complete the recycling loop or “Close the Loop.”

2. As a consumer, how do I “Buy Recycled”?

Read the label to see if the product is made with any recycling content. Look for the highest percentage of “post consumer recycled content” you can find. There are everyday products that have recycled content that may not be labeled as such. These products include: steel products such as food cans, cars, appliances, bicycles, furniture, nails; aluminum products such as beverage cans; glass bottles and jars; and molded pulp containers including gray and brown cardboard egg cartons, fruit trays and flower boxes. Other products may or may not be made with recycled content. While you shop, read the labels on the following products to see if they are made using recycled content:

- Paper products: cereal, cake mix and cracker boxes, facial tissues, toilet paper, paper towels, napkins, corrugated cardboard boxes, writing paper, greeting cards, copier and printer paper, and office paper.
- Plastic bottles: bottles and jugs containing liquid laundry detergent, dishwashing liquids, shampoos, and household cleaners.

There are many more buy-recycled products found in your grocery store, hardware store, office supply store, and home shopping catalogs. There is a long list of buy-recycled or Environmentally Preferable Products that you may not have even thought about. Here’s a partial listing: re-refined motor oil, antifreeze, fiberfill for sleeping bags, carpet, shoes, pencils, recycling bins, clothing, building insulation, wallboard, tiles, paint, photocopier equipment and supplies, traffic cones, trash bags, plastic lumber, and many promotional items. Just read the labels!

SPECIAL THANKS TO:

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Town of Longmeadow Recycling Commission and the Town of Agawam Public Works Department for allowing the Town of East Longmeadow to utilize ideas from their Recyclopedia and Environmental Encyclopedias.

