



GUIDELINES FOR DISPOSING OF TRASH AND RECYCLING IN THE SOUTH END

1. **Pick-up Schedule:** Trash and recycling are collected on Tuesday and Friday.
2. **Timing:** All trash and recycling must be placed in front of **your** property or at the rear of **your** property in the alley no earlier than 5:00 PM (***unless located within the Placement Pilot Program area which is 9:00PM***) on the day before collection or no later than 7:00 AM on collection day. Do not place any trash or recycling at the **corner** of your street. Please do not put anything in the tree pits as it compacts the soil and reduces water absorption.
3. **Secured:** All trash and recycling must be properly “**secured**” in order to prevent items from being blown around by the wind and littering the neighborhood. “Secured” means using plastic bag no larger than 32 gal. and tying it securely or using a container with a lid.

Trash: use any color except clear: Recycling: use only clear. Do not use grocery store paper bags, flimsy plastic bags, shopping bags, cardboard boxes, etc. If used, Code Enforcement may ticket you.

4. **Blue Bins:** Contents **must not overflow** the brim. If there is excess, simply line the bin with a clear plastic bag. Instead of using the bin, consider using a larger recycling container lined with a clear plastic bag. **Do not place any loose items e.g. pizza boxes on top of the bin.**
5. **Neighbors:** New owners and renters may not know how to prepare trash and recycling so please share these simple rules. If you see neighbors acting irresponsibly, remind them that abiding by these rules will ensure a cleaner neighborhood **even if they disagree with the current policies.**
6. **Trash Scavengers:** It is illegal and difficult to issue fines to them. Scavengers kick trash bags to hear the sound of metal or glass. If heard, they rip open the bag searching for returnable bottles and cans often strewing trash on the street. Placing all recyclables in clear plastic reduces this problem.
7. **CEP:** Code Enforcement Police circulate throughout the South End every Tuesday beginning at 7 AM and a smaller force on Friday. Since spring 2013 hundreds of tickets have been issued and CEP are now specifically targeting repeat offenders. **Building owners are ultimately responsible to the city and the Housing Court for all violations. If you have renters, be sure to share this information in your rental contract.**
8. **Code Enforcement Issues:** Report violations by calling the Mayor’s 24/7 Hotline: 617-635-4500 or by using Citizen’s Connect.
9. **Appeal Process:** If you received a citation and want to dispute the violation or the amount, you must appeal the ticket by sending a written request for a hearing to: The Clerk Magistrates Boston Housing Court, 24 New Chardon Street, Boston, MA 02114. You will be notified of a hearing date. The Code Enforcement Division **does not have the legal authority** to simply dismiss or waive any issued violation **regardless** of circumstances; an appeal must be submitted. For more information, contact the Code Enforcement Division at 617-635-4896.