

The Bureau of Recycling is offering **Shredding Services** to City of Allentown businesses. Services are by appointment. Please call 610-437-8729.



Staples OK

NO

Paper Clips Binder Clips
Plastic Folders 3 Ring Binders, etc.

Allentown Recycling Drop-Off Center



1400 Martin Luther King, Jr. Drive
Open to Everyone 24/7

- Corrugated Cardboard
- Paperboard Boxes
- Mixed Color Paper & Magazines
- Books & Phone Books
- Newspapers
- Cans, Aluminum Foil & Pie Plates
- Glass Bottles and Jars
- Beverage Cartons & Drink Boxes
- Plastic Bottles & Containers
- Metal Items
- Clothing, Shoes, Hats & Drapes

NO trash, debris, wood, Styrofoam, Freon appliances, TVs or construction materials.



TURN RECYCLING INTO INCREASED FOOT TRAFFIC

Have you heard about the City of Allentown's partnership with Recyclebank? This innovative program rewards residents for recycling and learning online, and it also supports local economic development by promoting small businesses.

Becoming a Recyclebank rewards partner will help your small business make a positive impact in the community, and it will also earn you increased promotional opportunities and foot traffic.

To find out more, please email RewardPartner@Recyclebank.com and an account manager will get back to you to discuss the program in greater detail.

Recyclebank®

Make Recycling Your Business

Commercial Trash & Recycling Requirements



Department of Public Works
Bureau of Recycling & Solid Waste
641 South 10th Street
Allentown, PA 18103
www.allentownpa.gov/recycle
610-437-8729



Follow Single Stream Scottie on Facebook for Holiday and Winter schedule changes, upcoming events, Do-It-Yourself recycling projects.



Recycling: It's the Law

It is the responsibility of every business owner to secure trash and recycling services.

In 1988 the Pennsylvania State Legislature enacted Act 101 entitled "Pennsylvania's Municipal Waste Planning, Recycling and Waste Reduction Act."

Act 101 and City Ordinances require businesses, government agencies, churches, daycares, non-profit organizations, institutional and municipal establishments in Pennsylvania to recycle the following items:

- ◆ All White & Colored Paper
- ◆ Cardboard & Paperboard
- ◆ Hard & Soft-Covered Books
- ◆ Glass Bottles & Jars
- ◆ Aluminum & Metal Cans
- ◆ Newspaper & Magazines
- ◆ Plastic Bottles & Containers (#1-#7)
- ◆ White Goods (Metal Appliances)
- ◆ Yard Waste



Do NOT mix Styrofoam, trash, food or plastic bags with recycling.

Businesses are also required to submit **Annual Recycling Reports** to the City of Allentown by January 31st for the previous calendar year. These must include information about the contracted trash and recycling hauler and the materials that were recycled.



The City mails these recycling reports to all businesses in December. The information needed for these reports can be obtained from your contracted hauler.

Trash & Recycling Collection Options

OPTION 1: CITY CURBSIDE COLLECTION

Businesses that generate small quantities of trash and recyclables that are along an approved residential route are eligible and may apply for City Curbside Collection. The **2019** annual collection service fee is \$375. Applications can be obtained at www.allentownpa.gov/recycle or by calling 610-437-8729.

City Curbside Collection includes twice a week trash collection (**5 bag limit per collection night**) and once a week recycling collection. Recycling bins provided.

SINGLE STREAM RECYCLING

Easier than ever, just mix it together!



Businesses typically generate a lot of cardboard. Below are acceptable ways to place cardboard out for City Collection:



Flattened & tied with twine.

Flattened and secured in a cardboard box.



OPTION 2: PRIVATE COLLECTION

Businesses may contract with a private licensed hauler for both trash **and** recycling in order to comply with the City's Ordinances.

The business owner or property owner (if stated in the leasing agreement) that contracts for trash must also contract for recycling and provide the following:

- Sufficient containers to hold the amount of recyclable and trash generated at the property between collections. Minimum trash collection frequency is one time per week.



- Labeling: containers and carts must be labeled to distinguish trash from recycling.
- Recycling receptacles throughout the workplace.



Enforcement

Any entity in violation of City Ordinance may be subject to receive Notice of Violations, Tickets, Citations, and/or further legal action.

Mixed Use Properties Commercial Tenants & Landlords

Mixed use properties have both residential and commercial tenants. While properties with less than 25 residential units are automatically enrolled and billed for City Collection on the Real Estate Tax Bill, the commercial units are not.

Commercial businesses operating in mixed use properties must select OPTION 1 or 2 for their trash and recycling collection arrangements.

Frequently Asked Questions

Q. Can I take my business trash and recycling home to avoid extra costs for Curbside Collection or Private Collection?

A. *No, unless you are a licensed hauler, you cannot transport trash and recycling from your business to your home.*

Q. Do I need to notify the Bureau of Recycling and Solid Waste if my business closes, moves, or if my trash and recycling services change at any point?

A. *Yes.*

Q. How is Commercial City Curbside Collection billed?

A. *Commercial City Curbside Collection is billed to the business account number of the business, not to the property owner annually.*

Q. Does Commercial City Collection Service and payment transfer when a business changes ownership?

A. *No. Commercial City Collection Service is billed to the business license number associated with the ownership. Payments and delinquent amounts do not transfer ownership.*

If you need assistance establishing a recycling program, please call 610-437-8729 or email recycle@allentownpa.gov.