

DIVISION OF REFUSE COLLECTION

Procedures

The Director of Public Service is authorized and directed to implement and enforce the provisions of Title 13 in order to protect the health and safety of the people of the city of Columbus and to promulgate and modify when and as necessary policies and procedures to establish the time, frequency, types, methods, requirements, and fees for the storage, collection, transportation, and disposal of all waste generated within the city of Columbus. The current policy of the City is to only collect and dispose of acceptable waste generated by dwelling units.

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SECTION 1: PURCHASE AN ADDITIONAL 64-GALLON OR 96-GALLON CONTAINER

- 1.1** To purchase an additional 64-gallon or 96-gallon container at the current contract price, plus direct costs for container assembly and delivery, and applicable sales tax, residents must contact the 311 Service Center to request a Purchase Container Form.
- 1.2** Complete the Purchase Container Form, and return it to the Division of Refuse Collection, along with a check or money order, made payable to the City Treasurer.
- 1.3** A fee will be charged for any returned check.
- 1.4** The address and street number will be stenciled upon the additional container.
- 1.5** The Division of Refuse Collection will deliver the container to the resident.

SECTION 2: REQUESTING CITY SERVICE

Exemption service is provided to qualifying residents that are physically unable to place their acceptable waste at the point of collection, and does not have someone available who can assist them.

- 2.1** A resident must take the following steps when applying for exemption service:
 - A.) Notify the 311 Service Center of the resident's need for the service.
 - B.) Complete the Exemption Service Questionnaire and have a licensed physician certify that a medical or physical reason exists, which should exempt the resident from normal service requirements.
 - C.) Meet with the Division of Refuse Collection so that an alternate point of collection may be determined.

SECTION 3: REQUESTING SERVICE FOR AN EVICTION

The landlord or owner may request the Division of Refuse Collection remove any of the tenant's property that remains on the property forty-eight (48) or more hours after a court ordered or supervised set-out. The Division of Refuse Collection may collect these items for a fee.

- 3.1** Requesting Division of Refuse Collection Service:
 - A.) Request a form from the Franklin County Municipal Clerk or the City of Columbus 311 Service Center.
 - B.) Return completed form the Division of Refuse Collection.

- C.) The Division of Refuse Collection will determine the fee to be charged for the collection and notify the landlord or owner.
- D.) If the landlord or owner would like collection to be made by the Division of Refuse Collection, a date and time will be scheduled.

SECTION 4 SPECIAL EVENT PERMIT PROCESS

4.1 In order to receive a permit for a special event occurring on public property (e.g. those events that are required to contract with the City of Columbus Division of Police for traffic control), a Special Events Plan must be submitted to the Division of Refuse Collection Administrator at least 30 days prior to the date of the event. The plan must be submitted whether or not Division of City Refuse Collection service is requested. Said plan must be approved by the Division of Refuse Collection Administrator. Examples of such events include Red, White and Boom, the Arts Festival, and Oktoberfest.

4.2 The plan must include:

- A.) Name, address and phone number of the committee chairperson or the person in charge of the special event as well as an alternate contact person.
- B.) Dates of the special event.
- C.) The time and duration of the special event.
- D.) Address or location with boundaries of anticipated impacted area.
- E.) Estimated number of attendees or number of attendees in the past.
- F.) Litter prevention and site maintenance plan for the containment, collection, and disposal of acceptable waste from the special event containing:
- G.) If applicable, a copy of the contract secured with an authorized, licensed commercial waste hauler to service the event as well as the name, telephone number, address and disposal site used by said hauler.
- H.) The number, location, and size of waste containers to be utilized.
- I.) The time and frequency of collection.

4.3 The Division of Refuse Collection Administrator shall review the special event plan and, if requested, provide the committee chairperson or the person in charge of the special event with a cost estimate for the division's service.

4.4 Division of Refuse Collection Administrator may notify the special event contact

person by letter requesting a security deposit up to 100% the estimated cost of service. This amount shall to be paid to the city in advance of the special event. The security deposit, if requested, must be received by the Division of Refuse Collection Administrator at least three weeks before the scheduled event. Site evaluations will be made by the division during and after the special event to determine if all waste is and has been properly collected and disposed. Any cost incurred by the division in performing its duties or the contractual duties not performed by an authorized, licensed commercial waste hauler may be withheld from the security deposit. In the event that the services performed by the division exceed the amount of the deposit a bill will be sent by the division to the person listed in the special event plan for the balance. Any excess security deposit shall be refunded through the Auditor's Office upon written request by the Division of Refuse Collection Administrator.

SECTION 5: REQUESTING CITY SERVICE FOR COMPACTOR/DUMPSTER COLLECTION:

- 5.1** Request city service for new or existing compactor/dumpster collection, contact the 311 Service Center to request a Request for City Service packet.
- 5.2** Complete the Request for City Service forms, and return them to the Division of Refuse Collection, along with the following:
 - A.) Three copies of a site plan of the complex (hand-drawn site plans are not acceptable; site plans can be obtained from the Franklin County Auditor's Office.
 - B.) A list of each of the addresses in the complex, (one address per line), including street name, building or unit number and/or letter. Addresses superimposed on a site map will not be accepted as an address list.
 - C.) The PID (Parcel Identification Number) for each address.
- 5.3** The Division of Refuse Collection will evaluate the site and determine if any modifications need to be made before the site can be approved for service.
- 5.4** Once the necessary modifications have been made, notify the Division of Refuse Collection for a follow up evaluation.