

COMPLIANCE ASSURANCE PLAN

The purpose of this policy is to establish standard guidelines that will lead to compliance with the City of Hartford's recycling ordinance contained in Chapter 23 of the Hartford Municipal Code which was recreated 5/24/04 by Ordinance No. E-261 with portions amended on 5/23/03 by Ordinance No. E-529 and on March 28, 2006 by Ordinance No. 1102.

The Director of Public Works is responsible for enforcing the City of Hartford's recycling ordinance. The City of Hartford's staff and personnel shall follow the guidelines identified in this Compliance Assurance Plan in response to issues associated with recycling and solid waste. This plan is intended to meet the requirements of Section NR 544.04(9g), Wis. Adm. Code as well as the City of Hartford's recycling ordinance.

Section NR 544.04 Required components of an effective recycling program.

“(9g) Beginning August 1, 2006, a compliance assurance plan describing the procedure the responsible unit will follow to address at a minimum one act of non-compliance with recycling requirements specified in its recycling ordinance which is commonly encountered by the responsible unit.”

The goal of the City of Hartford's Compliance Assurance Plan is not to punish code violators, but rather to gain compliance with the recycling ordinance and is intended to improve compliance through effective enforcement strategies. The goal of compliance is sought by mailing to property owners and renters information about how to follow the City of Hartford's recycling ordinances in an annual Recycling & Garbage Pickup Requirements Brochure.

Strategies for Enforcement

EXAMPLE 1:

Problem: Property found to have no recycling bin in place for collection.

Compliance Strategy:

1st Response – Public Works Director, or his agent, shall send or drop off a notice to property owners reminding them of the requirement to comply with the City's recycling ordinance along with a copy of the current brochure which is sent out to residents at the beginning of the year. When possible the Public Works Director, or his employee, will call the property owner and convey this information.

2nd Response – Public Works Director, or his agent, shall send a letter to property owner giving them 30 days notice to comply with the City's recycling ordinance and informing them they are subject to the issuance of a citation and forfeiture amount for failing to comply.

After 30 days has passed, the Public Works Director, or his agent, shall inspect the property to determine if they are in compliance with the recycling ordinance. If found to be non-compliant, the police department shall issue the property owner a citation per the Hartford Municipal Code as shown in Chapter 42.

EXAMPLE 2:

Problem: Unacceptable materials found mixed with recyclables.

Compliance Strategy – Recycling route driver shall notify resident by tagging the recycling bin (or clear bag) and leave at curb.

Continued occurrences shall result in letter issued by the Public Works Director. If compliance is not achieved, police department shall issue a citation per Hartford Municipal Code.

EXAMPLE 3:

Problem: Recyclable materials found in trash.

Compliance Strategy – Garbage route driver shall collect material and leave notice tagged to container educating property owner.

Continued occurrences shall result in letter issued by Public Works Director. If compliance is not achieved, police department shall issue a citation per Hartford Municipal Code.

EXAMPLE 4:

Problem: Cardboard & Paper mixed in recycling bin with recyclable material (glass, tin, steel & plastic)

Compliance Strategy – Recycling route driver shall notify resident by tagging the recycling bin (or clear bag) and leave at curb.

Continued occurrences shall result in a telephone call or letter from the Public Works Director, or his agent. If compliance is not achieved, police department shall issue a citation per Hartford Municipal Code.

Educational enforcement will be the method most frequently practiced and can take the form of an informational tag left on non-conforming recycling or waste such as an adhesive label with a checklist of common violations. A collection worker marks the appropriate box and affixes the label to the bin or clear bag containing unacceptable materials. This action will reinforce proper preparation to the homeowner or renter in the form of uncollected recyclables or garbage with an explanation attached. Educational

materials include brochures that detail recycling and garbage preparation instructions for residents.

Written warnings will be issued from the Public Works Department and will describe an observed violation of the City’s recycling ordinance; a reference to the ordinance being violated; corrective actions to be taken; a deadline for compliance (if applicable); and the consequences of non-compliance.

Written citations may be issued by the City of Hartford Police Department upon request from the Public Works Department according the terms of Chapter 23.14 and a forfeiture in an amount within a range as shown in Chapter 42 of the Municipal Code.

Response to complaints will prompt a site visit or phone call from the Public Works Department, or its agent, to the subject of a protest.

Chapter 42 – Forfeitures, Fees and Charges: (Chapter 23 Solid Waste Recycling)

23.04(10)	Illegal Dumping of Garbage		
	1 st Offense	-	\$259.75
	2 nd Offense	-	\$353.50
	3 rd Offense	-	\$447.25
23.14	Failure to Meet Recycling and Solid Waste Requirements		
	1 st Offense	-	\$147.25
	2 nd Offense	-	\$209.75
	3 rd Offense	-	\$272.25