



Town of Lincoln

Regulations

**for Use and Operation of the
Transfer Station/Recycling Facility
and DPW Yard**



June 2022

Town of Lincoln Regulations for Use and Operation of Transfer Station/Recycling Facility and DPW Yard

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Purpose

The Town of Lincoln Transfer Station is designed to accept residential household trash only. The purpose of these regulations is 1) to ensure that the Transfer Station is operated safely and in compliance with state solid waste disposal and recycling regulations, 2) in a manner that supports the Town's sustainability and environmental stewardship values, and 3) to give our DPW staff the authority they need to properly instruct users of the facility.

Section 1: General Operation

The Town of Lincoln Transfer Station and Recycling Facility is located directly off State Route 2A (North Great Road), ½ mile east of the Bedford Road and Route 2A intersection. The Facility is staffed, maintained, and operated by the Town of Lincoln Public Works Department.

The Town of Lincoln Transfer Station operates under permit number NESW-TS-022 issued by the Massachusetts Department of Environmental Protection (MassDEP). This permit allows the facility to accept Town generated 1) recyclables and 2) municipal solid waste (MSW) up to 49 tons per day. Under this permit, MassDEP requires that the facility be operated and maintained in compliance with applicable sections of the Code of Massachusetts Regulations (CMR).

Pursuant to the permit, the Town is required to perform such responsibilities as submitting Annual Operational Reports, perform periodic examinations of the site, and adhere to various MSW and recycling protocols.

Because of the above requirements relative to the permit, it is critical that users of the facility do not place any banned substances into their trash and adhere to the MSW and recycling requirements as outlined in these regulations.

The Town greatly encourages recycling and reuse. Separating recyclable and reusable products from the trash provides significant environmental benefits and reduces the town's waste disposal rates. In addition to the trash compactors, there are multiple bins for holding recyclable materials, compost, clothing donations, electronics, rechargeable batteries, light bulbs, and reusable items. We work in close partnership with Lincoln volunteers to promote "zero-waste" programs and behaviors.

It is expected that residents using the Transfer Station are able to unload their own vehicles. Anyone requiring assistance with the disposal of materials should make arrangements to have someone accompany them to the Transfer Station. The attendant has the right to refuse multiple loads in any one day and refuse drop off if the containers are full.

Use of the Transfer Station, Recycling Center and DPW Yard located at 30 Lewis Street, are strictly limited to Lincoln residents. Further, trash and recyclables are limited to materials generated by normal day to day household activities. Please refer to Section 11 for a listing of materials that are prohibited at the Transfer Station and must be disposed of elsewhere. You can review more information on disposal options on the Transfer Station webpage at www.lincolntown.org.

Attached Figures A and B illustrate the Lincoln Transfer Station and DPW Site respectively.

Section 2: Days and Hours of Operation

The Lincoln Transfer Station is open from 7:30 A.M. to 3:30 P.M. on Wednesdays and Saturdays.

The DPW yard, located at 30 Lewis Street, is open Monday through Friday 7:00 AM to 3:00 PM. It is also open 7:30 AM to 3:30 PM on the first Saturday of each month.

The Transfer Station and Public Works Yard will be closed for the 4th of July, Christmas and New Year's holidays. Notice of these closures will be posted at the Department of Public Works building and will also appear on www.lincolntown.org and other online sites as appropriate.

The Transfer Station and the DPW facility may be closed to the public during heavy snowstorms or during other conditions where a "state of emergency" is declared by the Town of Lincoln or when public use of the facility may be impacted. The Lincoln Public Works Department will make every attempt to notify residents of any unexpected closures in advance through the Town website, www.lincolntown.org, as well other online sites as appropriate.

Section 3: Accessibility

The Transfer Station and Recycling Center is accessible to all persons including individuals with disabilities. Traffic flow is in one direction only. Please observe all traffic arrows and signs. Parking is permitted in designated spaces only. All unloading of vehicles should be from designated parking areas only. Parking is prohibited in front of containers, buildings and no parking areas. Anyone requiring assistance with policies and procedures should ask the attendant for help. Residents should follow the directions given by the attendant to facilitate assistance.

Section 4: Stickers

A Transfer Station Sticker is required for use of the Transfer Station and Recycling Facility as well as for access to the Public Works Yard. The sticker must be clearly displayed on the bottom left corner of the driver's side windshield. Stickers may be obtained online at www.lincolntown.org or at the Public Works office located at 30 Lewis Street. Stickers are valid for 2 years from September 1 to August 31.

Stickers are available to Lincoln residents free of charge. A valid vehicle registration and proof of residency, such as a valid driver's license, **must** be presented to obtain a sticker. A landlord who does not live in the Town of Lincoln will not be issued a sticker. Special accommodations can be requested for a third party to transport Lincoln residents' household trash to the Transfer Station on a case-by-case basis. Contact the Lincoln DPW Office at donaldsons@lincolntown.org or 781-259-8999) for further details.

The Town of Lincoln's Transfer Station does not accept trash or recyclables from any non-residential property or land use.

Section 5: Municipal Solid Waste (Trash)

Lincoln residents may bring their municipal solid waste (trash) and recycling to the Transfer Station during normal hours of operation.

Municipal solid waste is defined as trash generated by the day-to-day activities of a household. Commercial and industrial firms are prohibited from using the Transfer Station.

Hazardous wastes and building wastes are strictly prohibited from the trash stream. Recyclable materials should be separated and recycled accordingly. The Town's vendor will reject solid waste containing prohibited materials.

Section 6: Recycling

The Town of Lincoln provides a full range of recycling activities. Massachusetts law requires that all recyclable materials be removed from the waste stream. Recycling of these materials reduces the volume of trash which must be disposed of, resulting in a cost savings to the Town. All Lincoln residents are encouraged to use the recycling area to the fullest extent possible.

RECYCLABLE MATERIALS

Item	Instructions	Receptacle/Bin
All paper including newspapers, inserts, catalogs, magazines, phone books, office paper, paper bags, junk mail, corrugated cardboard, pizza boxes, soft covered books.	Paper should be as clean as possible. Boxes should be flattened.	Single Stream Recyclables
Plastic containers and metal cans including aluminum foil, trays, tin cans and lids, steel cans and lids, clear plastic cups.	All containers must be empty and as clean as possible.	Single Stream Recyclables
Glass Containers and Bottles, all colors	All containers must be empty and as clean as possible. Covers and caps removed.	Glass
Fluorescent Light Bulbs		Labeled cylinders in Recycling Building
Scrap Metals and White Goods	No air conditioners or other freon containing items.	Metals Container
Electronics and Monitors		Electronics Area
Freon Containing Items		Electronics Area
Propane tanks and Fire Extinguishers	All items should be empty	Electronics Area
Mattresses & Box Springs	All items must be stacked.	Mattress Container
Food Waste	Compostable bags only. No plastic bags accepted.	Food Waste Containers
Clothing/Textiles	All items should be bagged.	Clothing Bins

AT DPW FACILITY

Mercury Thermometers	Thermometers should be in their original case or put into a plastic bag.	Thermometers should be given to the attendant at the Transfer Station or brought to the DPW office at 30 Lewis St.
Brush, leaves, grass clippings and Christmas Trees	No paper or plastic bags allowed. Brush and wood should be cut into 2–3-foot lengths.	Disposal at DPW facility at 30 Lewis Street during normal business hours.

Section 7: Swap Shed

The Lincoln Swap Shed is open Wednesday and Saturday 7:30 a.m. to 3:00 p.m. and is reserved for Lincoln residents only. It is the intent of the Lincoln Swap Shed for users of the Transfer Station to share items that may be used by others. The following requirements apply:

- Items accepted at the swap shed must be clean and functional. No perishable items or broken items should be placed in the swap shed. All items must fit inside the shed and should not be placed outside.
- Swap items should be brought to the shed prior to 1:00 p.m.
- Please be courteous and limit your time in the shed.
- Commercial/business use of the shed is prohibited.

Section 8: Clothing/Textile Drop

Two clothing drop containers are available for Lincoln residents at the Transfer Station. These containers are located by the Swap Shed. The BayState Textiles bin pays a rebate to the Town based on the weight of donations and the proceeds support the Town’s recycling efforts.

Section 9: Massachusetts Can & Bottle Deposits

Cans and bottles that are subject to the Massachusetts deposit law may be brought to the labeled bins located in the recycling building.

The proceeds from the deposits supports the Town’s recycling efforts.

Section 10: Prohibited Activities

The following activities are prohibited, and persons found engaging in any of these activities may be subject to enforcement as outlined in Section 14.

- Disposal of trash or recycling materials after the Transfer Station is closed.
- Disposal of prohibited materials.
- Disposal of trash in the recycling area.
- Disposal of trash from sources outside Lincoln.
- Using the Transfer Station and Recycling Center without proper sticker and proof of residency.
- Smoking at the Transfer Station and the immediate surrounding areas.

- Behaviors that are unsafe and create the risk of injury to oneself or others, including the Town’s staff and volunteers.
- Rude or discourteous conduct that may interfere with another resident’s ability to use Town services or make it difficult for the Town’s staff and volunteers to carry on their duties.

Section 11: Prohibited Materials

The following materials are prohibited from The Lincoln Transfer Station and Recycling Center:

Item	Includes
Hazardous Materials	Explosives, medical waste, animal carcasses, flammable materials, gas cylinders, chemicals, asbestos, radioactive wastes, etc.
Home Based Hazardous Materials	Pesticides, solvents, oil-based paints, stains & varnishes, thinners, preservatives, cleaners, floor and metal polishes, photo chemicals, chemical fertilizers, furniture polish, etc.
Garage Based Materials	Fuels, kerosene, degreasers, brake fluid, transmission fluid, antifreeze, motor oil, carburetor cleaner, driveway sealer, car polishes, etc.
Automotive Waste	Car parts, batteries, gasoline, engines, tires.
Building/Demolition Materials	Building waste, demolition material, wood, drywall, bricks, sheetrock, roofing, porcelain, plumbing fixtures, insulation material.

Residents wishing to dispose of the above prohibited materials should contact the Lincoln Board of Health at 781-259-2613 for further disposal information.

Section 12: Materials Available to Residents

When available, residents may obtain compost, wood chips, and firewood at the DPW yard. The Public Works Department also maintains a sand shed for residents for snow & ice control. Please call the DPW office at 781-259-8999 for material availability.

Section 13: Recycling Items for Sale

The Public Works Department has various recycling items for sale. Please contact the DPW office or check the Town website for a current list of recycling items for sale.

Section 14: Enforcement

The Transfer Station operators are responsible for ensuring that users of the facility comply with these regulations. Facility operators are authorized to deny access to the Transfer Station and its services to any person not displaying a sticker, or otherwise attempting to use the facility not in compliance with these regulations. Significant or repeated violations may result in the suspension or revocation of facility privileges, as determined by the DPW Superintendent.

The attendant has the right to refuse multiple loads in any one day and refuse drop off if the containers are full.

Section 15: Community Activities

The Transfer Station has long been a place where community groups have done outreach about their activities and where civic activities such as signature gathering for candidates or petitions has also taken place. The Department of Public Works seeks to honor these traditions while also promoting safe and efficient recycling and solid waste disposal operations. Any organization or individual wishing to engage in such activities should contact the DPW in advance (Attn: Susan Donaldson, Office Manager, donaldsons@lincolntown.org or 781-259-8999) and confirm the nature of the activity, the group you represent, the date and approximate times.

The DPW office will notify the Transfer Station attendant scheduled to be on duty the day of the event or activity so that they are aware and can be prepared to help find the best location within the facility for citizens and organizations to set up. The DPW will attempt to accommodate all Lincoln organizations and residents. We ask that any persons engaging in such activities not interfere with residents using the transfer station.

Section 16: The Right to Modify and/or Amend these Regulations

In general, operational requirements and activities of the Transfer Station and Recycling Center are constantly changing and evolving. The Select Board or their designee reserves the right to modify and/or amend these Regulations as needed to ensure proper conformance with Massachusetts Law and other Transfer Station operational requirements.

Section 17: Contacts, Comments & Questions

The administrative office for the Transfer Station and Recycling Center is located at the Department of Public Works at the following address:

Lincoln Department of Public Works
30 Lewis Street
Lincoln, MA 01773

Persons may visit or contact the office with any questions or comments concerning the operation of the facility. The telephone number of the office is 781-259-8999. Emails can be sent to donaldsons@lincolntown.org. The Town of Lincoln web site is: www.lincolntown.org.

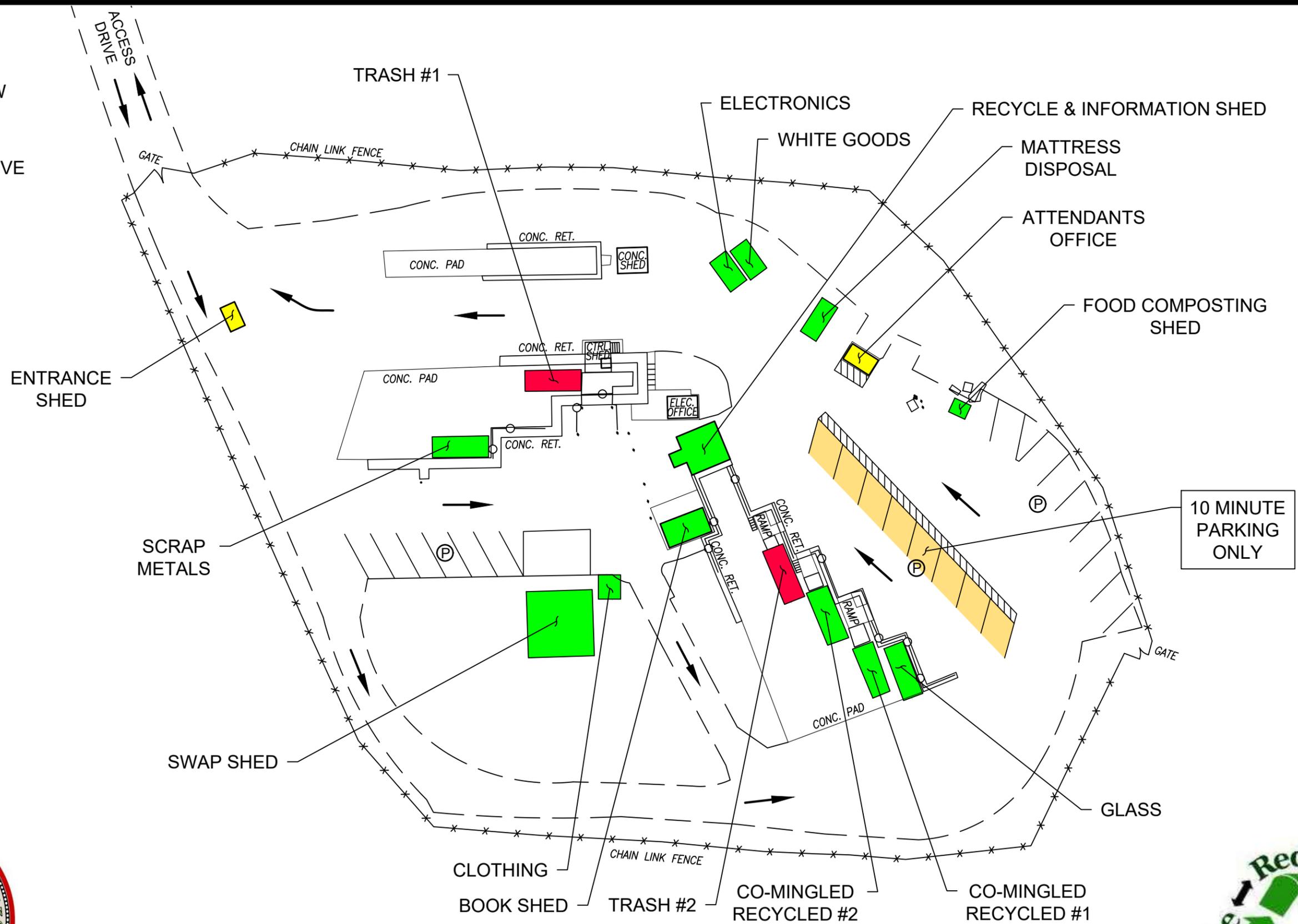
Regulatory Authority

“Town of Lincoln Regulations for Use and Operation of the
Transfer Station and Recycling Center”

Approved by a vote of the Select Board on: June 27, 2022

LEGEND

- Ⓟ PARKING
- ➔ TRAFFIC FLOW
- RECYCLING
- TRASH
- ADMINISTRATIVE



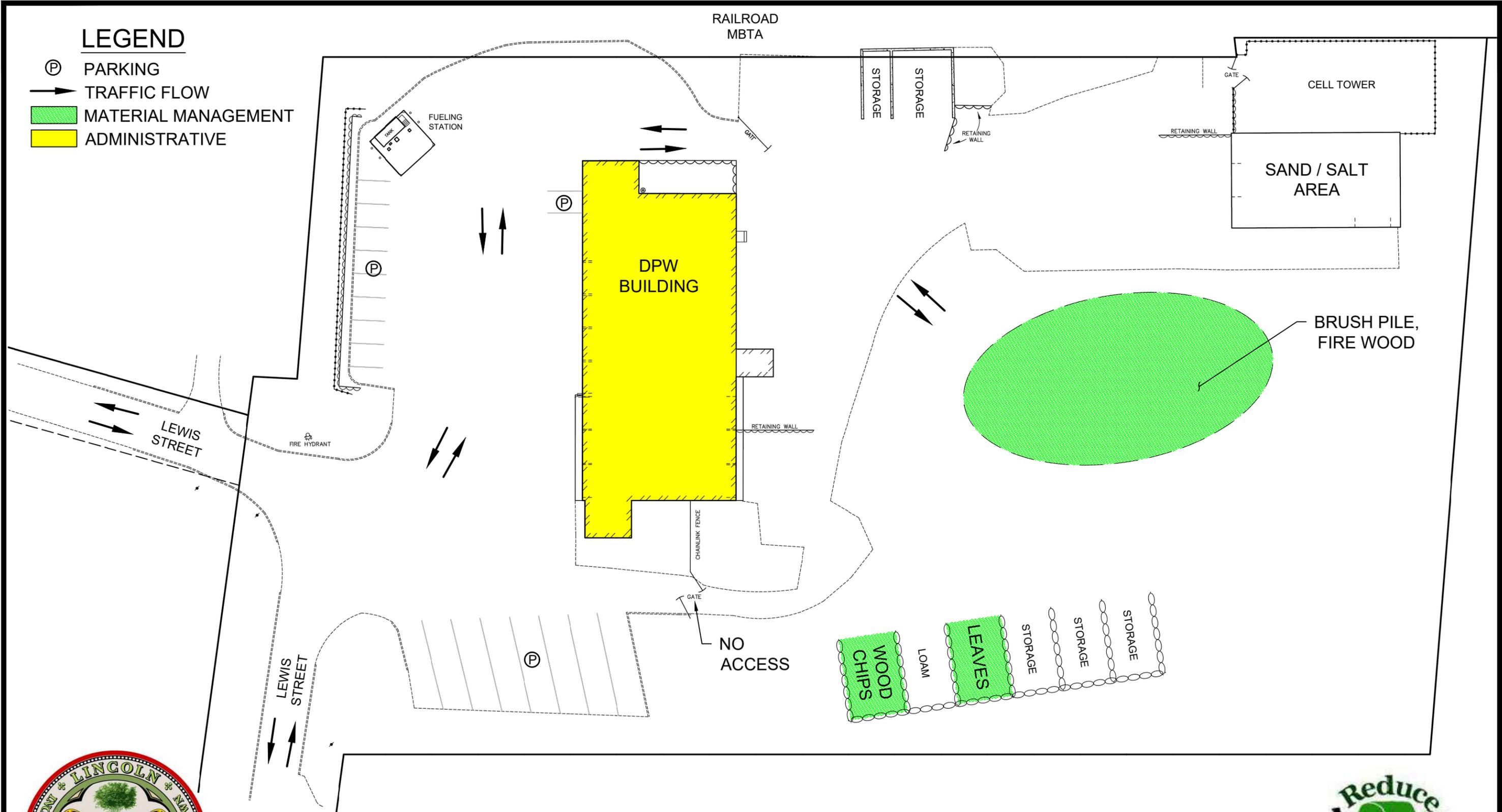
LINCOLN TRANSFER STATION

FIGURE 'A'



LEGEND

- Ⓟ PARKING
- ➔ TRAFFIC FLOW
- MATERIAL MANAGEMENT
- ADMINISTRATIVE



LINCOLN DPW SITE

FIGURE 'B'

