**LAWRENCE COUNTY SOLID WASTE**
**STANDARD OPERATING PROCEDURES**

**SECTION 1: MANDATORY PARTICIPATION (ORDINANCE NO. FY21-01)**

1. Every Owner, person, household, business, industry, or property, including, but not limited to, every property with an E911 address, shall subscribe to an approved collection service unless granted a certificate of exception, or exemption, as provided in the Code of Alabama (1975), Section 22-27-3.
   (A) All occupied residences must subscribe to an approved collection service unless granted a certificate of exception. The fact that any residential unit is occupied shall be prima facie evidence that Solid Waste is being produced and accumulated upon the premises thereof.
   (B) Certificate of Exception (Haul-Your-Own Certificate) – No owner, resident, or household shall transport their own solid waste for handling or disposal until such household has made application for and received a Certificate of Exception from the Lawrence County Health Department, has paid the proper fees associated with the Exception, and has received approval from the Lawrence County Health Department and the Lawrence County Commission. The Lawrence County Health Department may issue the exception for households but may not issue the exception for businesses or industries as are enumerated in Alabama Code Section 22-27-3 (1975), as amended. The applicant shall meet the following criteria:
      1. The application shall be made on forms provided by the Lawrence County Health Department.
      2. The application shall be accompanied by a written plan for the transportation of the household's solid waste, including, but not limited to, the method and frequency of transportation, the name and location of the facility to be used, and written verification that such facility agrees to accept the applicant's waste.
      3. Solid waste containing garbage shall be transported at least weekly and shall be deposited at a facility approved to receive such waste.
      4. Solid waste shall be stored and transported in a manner that shall not create a public nuisance and shall prevent the leakage, spilling, or escape of solid, semi-solid, or liquid wastes.
      5. The certificate holder shall promptly retrieve or remove any waste materials that leaked, spilled, or escaped during storage or transportation, and deposit such waste at an approved facility.
      6. The certificate holder shall obtain a receipt for each deposit of solid waste.
      7. Said receipts shall be maintained for at least two (2) years from the date of issue and shall be made available to the Local Health Officer upon request.
      8. Each receipt for deposit of solid waste shall give the name and location of the facility used and the date of the deposit.
      9. Certificate of Exception issued by the Lawrence County Health Department must be approved by the Lawrence County Commission.
      10. Certificate of Exception fees must be paid to the Lawrence County Health Department ($10). The Certificate of Exception must be renewed annually.
   (C) Shared Service
   The Lawrence County Commission does not subscribe to shared services.

**SECTION 2: SERVICE FEES AND CUSTOMERS EXEMPT FROM SERVICE FEES**

The fee for collection service shall be established on an annual basis approved by the Solid Waste Department and approved by the Lawrence County Commission. Each residential unit shall pay a collection fee as outlined in Section 1: Mandatory Participation, unless granted a certificate of exemption, or unless exempted from payment by one of the following exceptions. The Owner of a property shall be jointly and severely liable for the fee for collection service for the Owner and any person, household, business, or industry generating solid wastes, garbage, or ash on the Owner's property. The County Commission allows the following exemptions from full or partial payment of fees associated with garbage collection service:

1. State Social Security Exemption:
   Social Security Exemption – The exemption shall apply only so long as the household's sole source of income is Social Security and shall be requested no later than the first billing date of any year in which the exemption is desired in accordance with the Cold of Alabama, 1975, Section 22-27-3(a) (3), as the same may be amended from time to time. Sole source of income may include Social Security, and/or SSI Benefits, or any combination thereof. Proof of Income must be SSA-1099, and three (3) months bank statements, unless additional information is required by the Solid Waste Officer, the County Commission, or its designee. If any member of the household has any income, other than a combination of Social Security and SSI Benefits, the entire household is deemed ineligible for the Social Security exemption. Social Security exemptions cannot be granted unless the request for exemption and proof of income is presented to the County no later than the first billing date of the year the exemption is requested. An administrative grace period shall be granted until February 28th of each year.
2. Vacancy Exemption – Vacant accounts are properties in which no one resides, or no business is being operated or conducted, and the buildings or facilities located on the property are vacant. This could be for several reasons, which include:
   a. The property has been deemed uninhabitable.
   b. No one is residing at the residence, or no business is operating, and the building or facilities located on the property are vacant.
   c. The owner or resident has passed away, and no one is living at the home at the present time.
   d. The property is either up for sale or rent, and no one is currently living there. At the end of the time frame approved in the vacancy exemption, the Owner must fill out another vacancy form, or the account shall be billed to property owner.

   Vacancy Exemption Request form must be completed, and garbage carts located on the property must be turned in to Solid Waste office before a Vacancy Exemption shall be approved.
3. Dumpster Exemption – Where the owner of a business has a garbage service dumpster at the business location and the Owner's primary residence is immediately adjacent to the Owner's business, the Owner may dispose of household waste in that business dumpster and be exempted from payment for his residential unit. A copy of the contract must be submitted with their exemption request. Dumpster exemptions must be renewed annually.

Residents who qualify for these exemptions shall subscribe to the County's residential collection service and then apply to the County's Solid Waste Department for said exemption. Upon approval, the resident shall be removed from the billing list. If the application is denied, the resident shall be billed for the service provided. All exemptions must be renewed on an annual basis.

## SECTION 3: BILLING

### BILLING AGENTS

Utility Billed Accounts: Joe Wheeler EMC, Inc. and Cullman EMC are the current billing agents for Lawrence County. These agents provide electricity to the majority of Lawrence County and have added a line item for LC Sanitation to the utility statement that is sent out monthly. Joe Wheeler EMC also provides Sanitation Only billing to Lawrence County residents that are provided electricity by Franklin Electric Cooperative, and Courtland Utilities.

### DEPOSIT

As of October 1st, 2022, all new Joe Wheeler EMC Sanitation Only billing accounts, and Rental Property accounts will be required to come to the Solid Waste office and pay a **refundable $60 deposit** per cart to Lawrence County Solid Waste. This also applies to second cart and third carts. When closing the account, the deposit will be refunded upon the return of the assigned garbage cart / carts.

### CREDITS

In the case of the need for a credit to be issued, the LCSW Director must approve of any credits, up to a maximum of 6 months. Should any need for a credit greater than 6 months arise, the customer must appeal to the Lawrence County Commission for any credit greater than 6 months, and less than 24 months. The maximum credit to be issued shall be 24 months.

### DELINQUENCY PROCEDURES

**Delinquency: any account in arrears for 10 days or more.**

**JOE WHEELER ELECTRIC / CULLMAN ELECTRIC CUSTOMERS:**

If a customer refuses to pay the sanitation fee, the customer shall be notified by LCSW that they have 10 days to pay their sanitation bill in full. If the bill is not paid within 10 days, the account will be in default. If the account is not satisfied within 30 days, the County shall repossess the county garbage cart until such time that the default is satisfied. Once the default account is paid in full, the customer shall bring proof of payment to the Lawrence County Solid Waste office, as well as pay a **$50 CASH ONLY reset fee**. Then the cart shall be redelivered to the customer.

**JOE WHEELER EMC SANITATION ONLY CUSTOMERS:**

If an account becomes delinquent, the customer shall be notified by LCSW that they have 10 days to pay their sanitation bill in full. If the bill is not paid within 10 days, the account will be in default. If the account is not satisfied within 30 days, the County shall repossess the county garbage cart until such time that the default is satisfied. Once the default account is paid in full, the customer shall bring proof of payment to the Lawrence County Solid Waste office, as well as pay a **$50 CASH ONLY reset fee**. Then the cart shall be redelivered to the customer. Should the same account fall into arrears the second time, the customer shall subscribe to mandatory auto draft payments at Joe Wheeler EMC. If the customer does not have a bank account or a debit/credit card, they shall pay a minimum of 6 months in advance in cash at Joe Wheeler EMC.

### REFUSAL TO PAY

After notification of delinquency, and repossession of the cart, should there be a continued refusal to pay, after 45 days, a **collections fee of 40% of the total amount**

**owed** shall be added to the total delinquent amount, and the account shall be turned over to the Collections Attorney as specified by Lawrence County Solid Waste. The Lawrence County Health Department will be notified that the customer's refusal to pay resulted in the termination of garbage services. Non-participation in a mandatory pickup county is a violation of local Ordinance FY21-01, and the State of Alabama Code 22-27-3(2). As stated in State of Alabama Code 22-27-7(e), the County Commission may suspend such services or may proceed to recover the amount of any such delinquency with interest in a civil action or both.

**SECTION 4: RESIDENTIAL**

**GARBAGE CARTS**

All solid waste placed at the curb for collection must be placed in a Lawrence County Solid Waste garbage cart. The garbage carts are the property of Lawrence County Solid Waste, and it is the responsibility of the homeowner, landowner, or renter to read and comply with policies to ensure efficient collection and avoid charges for the replacement or repair of Lawrence County property. No other containers shall be serviced, other than the Lawrence County carts.

a. Do not place construction material/debris, yard debris, metal, concrete, soil, sand, dirt, rocks, plaster, hot ashes, flammable product, liquid paint, toxic materials, automobile parts, batteries, dead animals, or excessive animal feces in your garbage can. It is unlawful to place hazardous waste in your garbage can. We accept household trash only.
b. Garbage and/or approved debris should be placed inside the cart in such a way that the lid is completely closed. Do not stack garbage on top of the cart. This will result in spillage. The cart shall not be serviced. Any spillage due to overfilling is the responsibility of the resident to clean up.
c. Do not place any trash around the cart. It will not be picked up and will obstruct the driver's ability to pick up the cart.
d. All garbage must be bagged before placing inside your cart. The driver is not responsible for litter caused by unbagged, loose garbage. Bagging all garbage will prevent spillage and keep your neighborhood clean.
e. For individuals disposing of diabetic or similar waste, please put syringe and hypodermic needles in a two-liter coffee can or similar container with a secure lid for safe disposal. Do not place loosely in garbage.
f. Carts must be placed on the side of the pavement/road for pickup by 5 a.m. on the scheduled collection day.
g. Carts must be placed within 5 feet of the side of the road, or the automated arm will not be able to reach it for pickup. It is not up to the solid waste driver to move improperly placed carts. Carts placed too far from the roadside shall not be serviced.
h. Carts must be at least 3 feet away from any object (other carts, a mailbox, markers, fences, etc.) in order to complete trash collection and protect property and must be 10 feet away from any parked vehicles. If a cart is too close to an object, it shall not be serviced, and trucks shall not return to collect the cart.
i. ONLY Lawrence County Carts shall be picked up for sanitation service. No personal carts or other carts of any type shall be picked up as part of our service. The carts we provide are specifically designed to withstand the force of the mechanical gripper and lifting arm on our collection vehicles.
j. One cart is provided to each household. An extra cart is available for an additional **$5** per month. The extra cart is for use at the property to which it is issued only. It is not to

be placed at a different location, nor is it to be shared with any neighboring properties. Any violation of this rule will result in the fee being adjusted up to **$17** for the additional cart. The utility account number is required to set up billing. You may contact our office for more information.

k. To control odor, rinse out your cart with water and cleaners such as ammonia, bleach, or Lysol as needed.
l. It is the customer's responsibility that the carts shall be maintained in a clean condition, and that the area around the container shall be kept litter free.
m. Residents should remove cart from roadside in a timely manner.
n. If you move, please contact Lawrence County Solid Waste for the cart to be picked up and the service can be removed from your bill. Do not carry the garbage cart to your new residence, even if your new residence is in Lawrence County. If the cart is missing, an additional **$60.00 fee** shall be added to your final bill for the cost of the container.

**SECTION 5: COLLECTION SERVICE AND CONTAINER PLACEMENT**

Residential collection service shall be provided along all County and Municipality maintained roads and streets, as well as state highways.

1. Carts shall be placed at ground level, off the shoulder of the roadway, on the property of the Customer.
2. Place carts with lid opening facing the street; and the handle away from the street.
3. Set cart no more than 5 feet from curb and at a minimum of 3 feet apart.
4. Have at least 3 feet between the carts, and from trees, posts, mailboxes, and vehicles, etc.
5. Do not place carts under trees. 15-foot overhead clearance required for automatic collection.
6. At no time shall any garbage carts be placed on or within the traveled, graded, or paved portion of any right-of-way, or on or within any gutters, ditches or sidewalks.

**SECTION 6: EXCLUDED WASTE**

Lawrence County's Residential Collection System does not cover construction and demolition debris, liquid waste, hazardous waste, medical waste or other special wastes. Waste generators are responsible for disposing of these wastes in a manner which meets all federal and state requirements. Do not place construction material/debris, yard debris, metal, concrete, soil, sand, dirt, rocks, plaster, hot ashes, flammable product, liquid paint, toxic materials, automobile parts, batteries, dead animals, or excessive animal feces in your garbage cart. It is unlawful to place hazardous waste in your garbage cart. We accept household trash only.

**SECTION 7: ONLY WASTE GENERATED ON PREMISES COLLECTED**

Residential collection service customers shall not place any waste out for collection which was not generated at the residential unit subscribing to the collection services.

**SECTION 8: COMMERCIAL**

**COMMERCIAL DUMPSTERS (Commercial Franchise for Lawrence County, City of Moulton, Town of Hillsboro, Town of Courtland, Town of N Courtland, Town of Town Creek)**

The Lawrence County Solid Waste Department provides commercial 4 yard, and 8 yard dumpsters for placement at businesses.

Upon receipt of a Lawrence County Solid Waste Commercial Dumpster, the applicant agrees to pay the monthly charges for the use of the dumpster and agrees to pay an

additional fee for each additional pick up per week that may be requested. If applicants choose to no longer retain dumpsters, any past due payments are still due and payable on the date that the dumpsters are removed from said business. Applicants understand that the dumpsters are the property of Lawrence County Solid Waste. Dumpster fees are delinquent 10 days after due date. Applicants understand that failure to pay monthly fees on time can result in removal of the dumpsters from said business location.

Dumpsters removed due to delinquency:
Payment must be made in full, along with a **reset fee of $75**, before a dumpster will be reset on the property.

1. Lawrence County Solid Waste shall not be responsible for damage to customer's property, pavement or driving surfaces from the weight of county vehicles or setting of dumpsters unless it is due to our negligence.
2. Lawrence County Solid Waste shall not accept any kind of hazardous material or hazardous material containers.
3. Customer is responsible for loss or damage to the dumpsters while dumpsters are on their premises. Damage to lids or dumpsters shall be billed to the customer for repair or replacement.
4. Dumpsters are not to be relocated/moved by the customer. To request that a dumpster be move/relocated, please contact Lawrence County Solid Waste.
5. Dumpsters must remain unblocked for easier access, or they shall not be serviced. To return to service dumpsters that were blocked shall incur an additional pick-up fee.
6. Do not burn anything inside or around dumpsters.
7. Containers should not be packed tightly to insure proper removal.
8. No construction/demolition type waste, furniture, tires, metals, wire, dirt, concrete, lumber, concrete blocks, etc. shall be placed inside the 4 yard or 8 yard containers. Commercial dumpsters are for residential type trash only. Any violation of this may result in the removal of the dumpsters from the premises, and termination of service. All fees shall be due and payable upon the removal of the dumpsters.

**COMMERCIAL DUMPSTER AND ROLL OFF RENTALS (30 DAY TEMPORARY SETS)**

The Lawrence County Solid Waste Department provides commercial dumpsters as well as open-top roll offs as temporary rentals throughout Lawrence County.

1. CONSENT: Upon signing a Consent and Agreement contract with Lawrence County Solid Waste, the named Business/Resident requests Lawrence County Solid Waste Department to enter onto premises to pick up the rented container and grants LCSW an easement over and across the premises. The Business/Resident agrees that they shall at all times indemnify and save harmless Lawrence County, LCSW Department and all of their agents and employees against all loss, damage, costs and expenses, which the named Business/Resident may suffer, incur, be put to, pay or lay out by reason of the entry of the LCSW Department vehicles and employees or property of the name Business/Resident and release them there from.
2. CONDITIONS: Contents cannot extend above the sides of the container or exceed the weight limit. If contents extend above the side of the container, the named Business/Resident shall be required to offload any material in excess of these limits. If weight load is exceeded, the named Business/Resident agrees to pay a **$30 per ton over limit fee**. The driver shall stay on normally travelled areas. If the driver is

requested to place the container any other place, except on normally driven areas, then the named Business/Resident takes all responsibility for any damage to plants, sod, or any underground structure or utility.

3. DESCRIPTION OF SERVICES: Beginning upon agreement, LCSW shall deliver to site agreed upon by the named Business/Resident and LCSW, and shall provide one or more of the following services:
    a. 10 yard roll off - $265.00 Weight Limit 8,000 lbs./4 tons
    b. 15 yard roll off - $300.00 Weight Limit 8,000 lbs./4 tons
    c. 30 yard roll off - $350.00 Weight Limit 12,000 lbs./6 tons
    d. 4 yard dumpster - $120.00 Weight Limit 6,000 lbs./3 tons
    e. 8 yard dumpster - $220.00 Weight Limit 6,000 lbs./3 tons
4. PAYMENT FOR SERVICES: In exchange for services, the named Business/Resident shall pay LCSW prior to dumpster being delivered. It shall remain for 30 days from initial set date. If further service is requested, upon removal of the container, the Business/Resident may choose to thane the dumpster returned by paying the fee again. At that time, the 30-day use period shall start over.
5. ITEMS NOT ALLOWED: Medical waste in any form or condition, containers of paint, oil, or other liquids, hazardous materials, warm burn barrels, or burned materials, grill or fire pit ashes, or expended fireworks.
6. Customer shall be responsible for any damage to container. The named Business/Resident shall incur repair or replacement costs.

**SECTION 9: RECYCLING PROGRAM**

All waste generators are encouraged to participate in Lawrence County's voluntary recycling program. Lawrence County Solid Waste maintains a recycling drop-off center at the Solid Waste office for collection of recyclable materials. Future recycling program activities may be implemented in stages across the County. The County also has Recycle Dumpsters set out for Commercial use on an as requested basis. This is a free service that is provided to our businesses that produce cardboard.

1. These dumpsters are for the collection of Cardboard Only.
2. All boxes must fit inside the dumpster with the lids closed.
3. No garbage, no paper or plastic, no cellophane or bubble wrap should be left inside boxes.
4. Do not relocate dumpsters. If there is a need for a dumpster to be relocated, contact the LCSW office.
5. Do not paint or place stickers on the dumpsters.
6. Do not block dumpsters. Dumpsters cannot be serviced if they are blocked.

**MISCELLANEOUS**

1. Customers are responsible for keeping their dogs confined so that collection personnel can safely empty garbage cans.
2. Customers are responsible for placing carts out by 5am, on their regularly scheduled day for pickup. The carts should be within 5 feet of the road, and at least 3 feet away from other carts, mailboxes, posts, poles, etc.