



**REGULATIONS FOR THE MANAGEMENT  
OF THE URBAN WASTE COLLECTION CENTRE  
FOR SEPARATE WASTE (formerly CCC)**

**Access and Operation Rules**

## **Art. 1 - Principles and Aims**

These Regulations govern the provision of services related to waste management within the Municipal Waste Collection Centres located in the Municipality of Lucca, regulating their use. The City Collection Centre (aka CCC) is an enclosed area that is guarded and open only at pre-determined times where those admitted may deliver various types of municipal waste free of charge. The Collection Centre is established with the aim of encouraging and promoting separate waste collection and recycling of recoverable materials. This significantly contributes to reducing the quantity of waste for disposal, and thus to lowering the related costs. The management of separate waste collection in the Municipal Collection Centre constitutes an activity of public interest based on some fundamental principles: a) ensuring the protection of the environment and public health; b) allowing the separation of different materials that are part of non-reusable waste;

## **Art. 2 - Definitions**

In these Regulations, the following definitions apply:

Waste: any substance or object that falls within the categories listed in Annex A to Part Four of Legislative Decree No. 152 of 3 April 2006 and which the holder discards or has decided to discard or is required to discard.

Producer: the natural person (residential user) or legal entity (non-residential user) whose activity has produced waste, i.e. the initial producer and the person who has carried out pre-treatment, mixing or other operations that have changed the nature or composition of said waste.

Separate Waste Collection: collection suitable for grouping urban waste into homogeneous merceological fractions including the wet organic fraction, intended for reuse, recycling and material recovery. The wet organic fraction is collected separately either with reusable emptying containers or with certified biodegradable bags.

Delivery: the operations carried out by waste producers to deliver the materials from Separate Waste Collection to the collection services.

## **Art. 3 - Regulatory References**

These Regulations are adopted pursuant to the following legislation:

- Italian Legislative Decree No. 152 of 3 April 2006 "Environmental regulations" and subsequent amendments;
- Decree of the Italian Ministry of Environment of 29 May 1991 "General guidelines for the regulation of sorted collection of solid waste" in Official Gazette No. 136/1991;
- Italian Ministerial Decree of 8 April 2008 "Regulation of urban waste collection centres for separate waste" and subsequent amendments.

#### **Art. 4 - Function and Service Recipients**

The City Collection Centre (aka CCC) is a public area where users can deliver various types of waste in addition to what must be delivered to the door-to-door collection service. The service in question aims to encourage the separate collection of waste and is aimed at citizens residing in or owning a property in the municipality of Lucca and all activities in this municipality that are regularly registered for the urban solid waste management tariff. The delivery to the Collection Centre shall, for the aforementioned users, be limited to what is provided for in the table in the following article.

6. Productive activities and public establishments present in the municipal territory can also use the service compatibly with the reception capacities of the Collection Centre and limited to some types of waste specifically indicated in the table reported in the following art. 6 of the Collection Centres Regulations. The types indicated may be changed if the needs of the Municipal Administration or the Service Manager should change. Productive activities and public establishments are in any case required to comply with the daily quantity limits established in the table referred to in art. 6.

Each CCC managed by Sistema Ambiente SpA can accept different types of waste among those contained in the subsequent Art. 6; the detailed list of which are allowed for each Centre is visible on the company's website as well as visible at the centre itself.

All users of the Municipality of Lucca, registered for the Tariff, can deliver to

the CCCs. In particular:

**Residential customers** can deliver:

- a) directly through the holder of the residential utility of the Municipality of Lucca, inescapably registered for the tariff, who presents themselves with a valid identification document;
- b) through a delegate, by completing the appropriate form called "Waste Delivery Proxy" fully and correctly";
- c) through a delegated company (only for prunings and bulky items), by presenting the appropriate form called "Waste Delivery Proxy".

**Non-residential customers** can deliver:

- a) for direct delivery of waste produced in their local units registered for the tariff, after signing and presenting the requested Information for delivery duly authorized by Sistema Ambiente (see the pdf named "Information for delivery");
- b) as delegated by a residential user subject to tariff in the Municipality of Lucca through the presentation of the appropriate form called "Waste Delivery Proxy" In this case, the company must also present the "Information for delivery" form duly authorized by Sistema Ambiente together with the form called "Waste Delivery Proxy".

## Art. 5 - Location and Opening Hours

The location of the Waste Collection Centres of the Municipality of Lucca and their opening days and hours are indicated on the manager's website [www.sistemaambientelucca.it](http://www.sistemaambientelucca.it).

## Art. 6 - Types, Waste Conditions and Maximum Deliverable Quantities

The Collection Centre can accept the following types of waste within the indicated limits:

CER code	DESCRIPTION OF THE MATERIALS	RESIDENTIAL CUSTOMERS		NON-RESIDENTIAL CUSTOMERS	
		Daily limit	Yearly limit	Daily limit	Yearly limit
200110	USED CLOTHES (kg)	free	free	free	free
200133	LEAD BATTERIES (pieces)	2	free	not available	not available
200114	ACID (pieces)	1	2	not available	not available
150111	PAINT BOTTLES (pieces)	3	6	not available	not available
200101	PAPER (kg)	free	free	free	free
150101	PAPERBOARD (kg)	free	free	free	free
150106	CONTAINERS AND PACKAGING IN PLASTIC AND METAL MML (EX. BOTTLES, POLYSTYRENE) (kg)	free	free	free	free
150110	DOMESTIC CHEMICAL CONTAINERS (T/F) (kg)	free	free	not available	not available
200117	PHOTOCHEMICALS (photographic development substances) (pieces)	1	2	not available	not available
170904	INERT AND RUBBLE WASTE (kg)	50	200	not available	not available
200307	MIXED BULKY WASTE (m3)	3	10	3	10
200138	WOOD (m3)	3	10	3	10
200132	EXPIRED MEDICINAL PRODUCTS (kg)	free	free	not available	not available
200126	MINERAL OILS (kg)	5	free	not available	not available
200125	VEGETABLE OIL;	free	free	free	free
200134	BATTERIES (kg)	free	free	free	free
160103	TIRES (pieces)	4	4	not available	not available
200123	R.A.E.E. (waste from electrical and electronic equipment) REFRIGERATORS-FREEZERS-CONDITIONERS (pieces)	1	free	** to be agreed	** to be agreed
200135	R.A.E.E. (waste from electrical and electronic equipment) ELECTRIC AND ELECTRONIC DEVICES (TV, MONITOR) (pieces)	3	free	** to be agreed	** to be agreed
200136	R.A.E.E. (waste from electrical and electronic equipment) MAJAPS (FOR EX. WASHING MACHINES, DISHWASHERS, ETC.) (pieces)	1	free	** to be agreed	** to be agreed
200136	R.A.E.E. (waste from electrical and electronic equipment) SMALL DOMESTIC APPLIANCES (EX. IRON, HAIR DRYER, ETC.) (pieces)	5	free	free	free
150104/200140	METAL SCRAP (kg)	free	free	free	free
200201	GREEN WASTE (GARDEN CUTTINGS AND PRUNINGS) (m3)	3	10	3	10
200121	MERCURY THERMOMETERS /R.A.E.E. FLUORESCENT TUBES(NEON), ENERGY-SAVING LAMPS (pieces)	free	free	free	free
080318	TONER AND CARTRIDGES (pieces)	5	20	5	20
200127	PAINT TINS - INK - ADHESIVES (pieces)	3	6	not available	not available
150107	GLASS	free	free	free	free
200102	SHEET GLASS	free	free	free	free

**Note: each delivery that is made by households, entrusted through a delegate, will be recorded at the delegating party's expense and will contribute to the maximum annual quantity that can be delivered by individual type.**

It should be noted that the aforementioned quantities may be subject to variations, in order to ensure the proper functioning of each Collection Centre; the waste delivered will, therefore, be accepted compatibly with the reception capacities of each Centre.

We remind you that it is strictly forbidden to deliver any artefact made of fibre cement or containing asbestos.

Waste that, by type and quantity, does not fall within those indicated in the above table will not be accepted, including: animal carcasses, LPG cylinders, fuels, tarred paper, plasterboard, asbestos, cement, fibre cement, air filters, bituminous membrane, rock wool, glass wool, camper chemical liquids, used antifreeze liquid, syringes, agricultural covers, motor vehicles with chassis, fibreglass.

### **Art. 7 - Waste Delivery Methods and Manager's Responsibilities**

At the time of waste delivery, the staff in charge will record the personal data of the person delivering upon presentation of a valid identification document attesting to residence or ownership of a property or business in the Municipality of Lucca, as well as the quantity and type of material delivered, for statistical purposes, to control authorised quantities, and to activate any initiatives to encourage separate waste collection. Those delivering are required to observe these regulations and specifically the following rules:

- respect the instructions of the supervisory staff and the specially prepared signage when delivering waste to the CCC;
- deliver only permitted materials;
- deliver materials already sorted by type, to facilitate collection;
- reduce the volume of bulky items;
- remain in the area exclusively for the time necessary for delivery, avoiding lingering especially in the areas of material accumulation and container handling;
- Access is permitted only during opening hours, posted outside, and always in the presence of Staff;
- Only one vehicle at a time is allowed to enter;
- Wait in line for your turn to enter, outside the facility or where indicated on site, without getting out of your vehicle. Then follow the instructions given by the surveillance staff;
- Provide your personal details at the entrance, declare the type of waste you intend to deliver and, if necessary, indicate the estimated weight/volume; do not start unloading before the operator has recorded the user's data and given instructions on where to deliver each waste;
- To avoid interference, only one user at a time is allowed access to the delivery points. Other vehicles may be present carrying out operations within the site (waste delivery/collection), so be aware of moving vehicles;
- Take care to deposit waste in the places indicated by staff and in any case identified by appropriate signs. In the case of liquid waste delivery, deposit the container in which it is delivered in the place indicated by the surveillance staff, who are responsible for any subsequent transfer operations.

- Avoid contact with the operator and maintain the safety distance required by regional and national regulations;
- For safety reasons, including limiting interference with other operators present, access to the CCC may be temporarily interrupted;
- It is not permitted to rummage through the waste present, nor to remove waste or remove or disassemble components;
- Do not enter any of the premises unless authorised by CCC staff.
- Be aware of the hazards present, highlighted by signs with a white/yellow background;
- Follow the safety routes and signs, moving vehicles at "walking speed";
- Wear closed footwear, as waste residues may be present on the ground, and high-visibility vests.
- Smoking is prohibited throughout the area;
- Vehicles longer than 5 m are not allowed access
- Do not approach equipment unless it is that indicated by the attendant for unloading your waste. Do not operate any equipment, even if it appears simple. In case of prolonged waits that may cause obstacles to road traffic outside the CCC, users are asked to suspend and postpone the disposal of their waste to another time. The responsibility for any problems related to traffic lies solely with the driver of the vehicle. Users are requested to behave respectfully towards the security staff and to scrupulously respect the internal rules dictated by them, being patient in the event that concurrent activities oblige a delay in unloading; in these cases, users should consider the wait as a necessary attention to their own and others' safety and to the correct management of the site from an environmental point of view.
- It is strictly forbidden to abandon waste outside the CCC.

Delivery to the Collection Centres is not allowed for Non-Residential Users unless they have previously signed the appropriate Delivery Information (see the pdf named "Delivery Information") and only for WEEE waste, grass cuttings and prunings, bulky items, wood, paper and cardboard, plastic packaging, glass packaging and metals (in any case, the waste included in their own waste transport authorisation issued by the environmental managers register).

Waste from a residential user may be collected even if the delivery is made by any company transporting such waste on behalf of the user, provided that the company has previously signed the above-mentioned information and only if the delivery is made accompanied by a self-declaration from the domestic user on whose behalf the company makes the delivery or by a relative of the tariff holder through the presentation of a specific signed form.

Special waste cannot be delivered to CCCs in any case. It is moreover always prohibited the access to vehicles longer than 5 metres.

The Manager is required to observe these regulations and specifically to perform the following functions:

- carry out an accurate visual check of the waste delivered for admission purposes;
- check the correct delivery in the appropriate spaces/containers;

- ensure that waste delivery takes place in compliance with the objectives and limits indicated in Arts. 1 and 6 of these regulations;
- raise awareness among users for correct and increased sorted waste delivery;
- implement all possible means to advertise the CCC and encourage deliveries;
- register incoming and outgoing waste;
- draw up a six-monthly report showing the data on the quantities of materials delivered to the Collection Centre;
- provide for cleaning and maintaining general order within the CCC;
- report any significant violation of the regulations to the competent municipal offices;
- report any and all malfunctions detected, whether related to structures, equipment, containers or organisation and functionality of services, to the competent offices;
- supervise to prevent damage to structures, equipment, containers and anything else present in the CCC;
- carry out checks on fire prevention devices and the electrical system (grounding);
- carry out periodic checks on the functionality of drains and any treatment plants, aimed solely at reporting problems detected to be communicated to the municipality concerned.

## **ART. 8 - Control and recording of deliveries**

All waste deliveries, whether by private citizens, productive activities or the Waste Service Manager, are subject to qualitative-quantitative control operations and registration. CCC operators carry out checks on the origin and acceptability of waste.

## **Art. 9 - Accident Prevention Rules**

During delivery operations, the Manager, transport companies and users may not abandon sharp objects or otherwise dangerous materials for public safety outside any containers that ensure safe storage. The Manager must carry out area cleaning operations and obtain appropriate insurance coverage for damage to persons or property.