



Collection Services for Small-Amount Commercial Waste (April 2011)

Business owners are responsible for disposing of the waste produced by their company (Under the Wastes Disposal and Public Cleansing Act, Article 3).

Since October 2004, Hachioji City Office has started to collect small-amount waste exceptionally from businesses that only produce a small amount of waste and find it difficult to sign up with a private contractor.

How to dispose of commercial waste

How much commercial waste does your business produce?

If you...

- have large quantities at one time
- dispose of the waste yourself

- Arrange a contract
- Transport it yourself

*Please ensure that the waste contractor is licensed before you have them collect, deliver or dispose of your waste (They must be licensed by Hachioji City for domestic waste and Tokyo Metropolis for industrial waste).

*City Office's disposal centers cannot accept industrial waste.

Collection Services for Small-Amount Commercial Waste

If the amount is...

Combustible waste (Collected twice a week):	40 liters or less
Non-combustible waste (Collected fortnightly):	80 liters or less (Per time)

Get registered with the
Refuse Reduction Control Section



*Bags for household use are unacceptable

Put your commercial waste in front of
the office using designated bags

How to register your office for our Collection Services

You must be pre-registered with the Refuse Reduction Control Section in order to take advantage of our Collection Services for Small-Amount Commercial Waste. Please complete and return the attached registration form to the following via mail or fax.

The Refuse Reduction Control Section of the Environment Division, Hachioji City 3-24-1 Motohongo-cho, Hachioji-shi, 192-8501
Tel: 042-620-7256 Fax: 042-626-4506
E-mail: b111200@city.hachioji.tokyo.jp

The form is also available on our Official Website. (<http://www.city.hachioji.tokyo.jp/>)

How to dispose of commercial waste

It's different from how you do it at home

Collectible Items

*Tie up the bag at the top

Combustible waste

Collected twice a week

Up to 40 liters at a time



Food waste



Used paper



Fiber waste



Wood chips

Use designated bags for combustible commercial waste

Although non-combustible and hazardous waste produced from business activities is classed as industrial waste, we collect the following as an exception.

Non-combustible waste

Collected fortnightly

Up to 80 liters at a time



Containers etc. used by employees

*You are encouraged to return empty plastic bottles, jars and cans to the vendor

Use designated bags for non-combustible commercial waste

Hazardous waste

Collected fortnightly

Up to 1 bag at a time



Fluorescent tubes

Up to 2 of 120 centimeter-sized fluorescent tubes (around 400 grams) per bag



Batteries and button batteries

Up to 10 of D batteries (around 1 kilogram) per bag

Do NOT put non-combustibles together

Put hazardous waste in designated bags for non-combustible commercial waste

Types and prices of designated bags and where you can get them

○Where can I get them? : Find it out on the attached list.

○Types and prices

Type	Color	10-liter size	20-liter size
Combustible	Gray	¥650 / 10 bags	¥1,300 / 10 bags
Non-combustible	Purple	—————	¥1,300 / 10 bags



Combustible Only

Non-combustible Only

How to dispose of paper

Paper can be taken free of charge for recycling (Up to 2 bundles each at a time). Please tie them together and state the registration number or name of office clearly and then put them out.

Recyclables

Cardboard

Collected fortnightly

Up to 2 bundles at a time



Sectional mark



Up to 70 centimeters on a side and 10 centimeters high per bundle



*Remove adhesive tape



State the registration number or name of office

Magazines and others

Collected fortnightly

Up to 2 bundles at a time



Office paper



Envelopes and postcards



Business cards

Up to 30 centimeters high per bundle



State the registration number or name of office



Brochures and books



Cookie boxes etc.

*Put scraps in paper bags

*Put shredded documents in envelopes in order to prevent a scatter

*We are not responsible for any loss of personal or corporate data

Newspaper

Collected twice a month

Up to 2 bundles at a time

Up to 30 centimeters high per bundle



State the registration number or name of office

*Newspaper inserts can be put together

Cartons

Collected fortnightly

Up to 2 bundles at a time, 10 cartons per bundle

Milk and juice cartons (Ones with a silver or brown inside)



State the registration number or name of office

Rinse

Open up

Dry

*Plastic spouts must be sorted into non-combustibles

Do's and don'ts of waste and paper disposal

When is my waste collected?

- DO receive our collection calendar when you register and confirm the schedule for your area (You can also check the calendar on our Official Website).
- DO have your waste out before 8:30 am on the collection day (Before 7:30 am for Hachioji Station North Exit area, the early-morning collection course).

Where should I put my waste?

- DO put your waste out at the front edge of your building site facing a public road or pavement.
- DO place your waste separately from household waste in residential and commercial buildings.
- DO arrange a site on the first floor with your building manager to place your waste for collection.

How do I dispose of my waste?

- DO sort out your household and commercial waste in proper bags in case you run your business at home.
- DO note that waste disposal against the rules will not be accepted. Illegal dumping may result in an investigation and supervision.
- DO state the registration number or name of office on designated bags for commercial waste.

What items don't you collect?

- DON'T dispose of items unstated in page 2 as they are categorized as industrial waste and unacceptable.
- DO make contractual arrangements with a resource recovery contractor for recyclables produced from your office and dispose of them at your responsibility (Paper materials stated in page 3 are the only recyclables we collect). Your recyclables may be accepted free of charge if you carry them in to the contractor.

Others

- DO inform the following Section if you wish to verify, modify or delete your information.
- DO visit Tobuki, Tate and Minamiosawa Refuse Collection Offices for a free paper collection. You can also benefit from the same service offered in some branch offices (Pre-registration will be required).

Issued in April 2011

The Refuse Reduction Control Section of the Environment Division, Hachioji City

3-24-1 Motohongo-cho, Hachioji-shi, 192-8501

Tel: 042-620-7256

Fax: 042-626-4506

E-mail: b111200@city.hachioji.tokyo.jp