

**CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS  
STANDARD OPERATING GUIDELINES**

<b>Title:</b> BRUSH COLLECTION	<b>Guideline Number:</b> DPW SOG 3
<b>Initial Effective Date:</b> June 26, 2013	<b>Revision Date:</b> June 26, 2013

This guideline applies to City of Green Bay-DPW Operations Division employees assigned to collect brush at the curbside. This SOG covers the brush collection that is outside of the Spring and Fall curbside garden waste program.

**Definitions:**

Brush – Organic refuse that includes tree trimmings, branches and other woody stock cut and set out to the street by the property owner for pick-up by DPW. Roots and root balls are classified as trash, not brush. Dimension of an individual brush item is generally 3 or more feet in length and more than ¾ of an inch diameter, for safe and effective deposit into a chipper unit.

Route – A brush collection route consistent with the route boundaries for solid waste collection. For example, a property with a Monday solid waste collection route is also on a Monday brush collection route. However, brush is not specifically scheduled to be picked up the same day as solid waste is collected.

Rotation – One complete brush collection round through the entire City.

**Procedure:** In all cases personnel assigned to a particular task involving the operation of equipment must have the proper training to operate the equipment.

Standard Unit Assignment. Under normal day-to-day conditions, DPW deploys the following number of brush collection units:

- 2 – east of Fox River
- 2 – west of Fox River

The number of units deployed for brush collection depends on the time of year, amount of brush present throughout the City, day of week, and availability of employees to complete the task. Management will assess City-wide brush collection needs and assign units accordingly.

Post-Weather Event Unit Assignment. Following any weather event that causes foliage to be damaged and/or dropped to the ground, DPW may deploy the following number of units:

- 2 brush units – east of Fox River (chipped brush collection)
- 2 brush units – west of Fox River (chipped brush collection)
- 1 brush unit – assigned as needed (chipped brush collection).

- Garbage trucks with brush pans – assigned as needed (compacted brush collection).
- As staffing allows, tractors will be assigned to assist with loading garbage trucks with leaf pans.
- Loaders with grapple bucket – assigned to load dump trucks (bulk brush collection).
- Dump trucks – multiple trucks assigned to each loader, to keep loader busy as trucks dump (bulk brush collection).

#### Collection Process.

- Brush collection across the City will be completed in a systematic fashion, broken down by route. Each route is broken into sub-routes for 1) tracking progress and 2) orderly assignment of multiple crews within each route.
- Route assignments will remain similar on the east and west side of the river. If crews are significantly ahead on one side of the river, they will be re-assigned to the other side of the river to re-establish route consistency.
- Management will assign each brush collection unit a specific route and sub-route, and provide crews with maps to navigate and document progress.
- Collection of all sub-routes within each route shall be completed before collection in the next route begins. Some units may be re-assigned to assist in an adjacent sub-route, to help complete the entire route before moving to the next route.
- When any route or sub-route is completed, affected brush crews shall go to the next pre-assigned collection route. On a daily basis, brush crews will submit maps identifying progress for that day.

#### Post-Weather Event Collection Process – Additional Considerations.

- Brush collection routing and rotation will be established by management, based on volume of brush. Heavier routes will be collected first.
- Bulk crews will be assigned to routes and sub-routes that contain significant volumes of brush and generally larger individual brush piles.
- As daily schedule allows, garbage trucks will also be assigned to remove brush.

#### Stadium Area Collection Process – Additional Considerations.

- Prior to Green Bay Packer home games and other special events involving the use of Lambeau Field, brush will be collected on City streets within the Lambeau Field on-street parking impact area. This is done to maximize both pedestrian and motorist safety.

Unacceptable (Tag/Offense) Brush Conditions and Correction Process. Following is a list of brush collection conditions that are not acceptable. Each violation is followed by the solution that the property owner must be advised of when tagging the issue:

- Roots present – Roots must be removed.
- Tangled brush pile – All cut ends must face the same direction.
- Contractor removed/pruned foliage – Contractor must remove own trimmings. DPW only collects brush generated by property owner.

- Yard and garden waste – Only collected during specifically-defined spring and fall collection periods.
- Landscape timbers, railroad ties, and treated lumber mixed with brush - Not collected by brush crews. This material is collected by special solid waste (bulk) collection crews and disposed of in the landfill.
- When the property owner confirms correction of the problem, DPW will remove the brush as time allows so the property owner does not have to wait until the next rotation for collection of the brush.

Chipper truck emptying process.

- Chippers can be detached from the towing unit at the worksite before traveling to the dump site. Before leaving the chipper unit, the crew shall block the tires, remove keys from the ignition, and keep the keys with them until they return. This practice provides the following benefits:
  - It reduces fuel consumption for the towing vehicle on the dump trip.
  - It assures property owners that the crew will return to finish the job.
  - It keeps the crew working systematically in their assigned route.
  - It minimizes the perception that chipper trucks are driving around and not picking up brush as assigned.
- Trucks must be operated on truck routes between the worksite and dump site whenever possible, just like any other commercial vehicle. Per the City’s truck route ordinance, trucks are supposed to deviate from a truck route only to conduct business on residential streets. Residential streets are not intended as truck cut-through routes.

**Approval:**

Department Head: /s/ Steven Grenier	Date: June 26, 2013
Human Resources Director: /s/ Lynn M. Boland	Date: June 26, 2013

*This guideline is a supplement to the Public Works Department policies and procedures and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.*