

Hillsborough Township Department of Public Works

21 East Mountain Road
Hillsborough, NJ 08844
(908) 369 - 3950

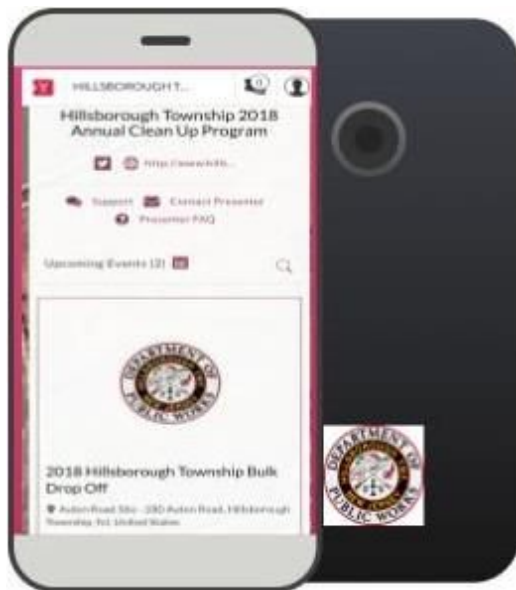
2018 Annual Clean Up Program Instructions



March, 2018

Program Overview

The purpose of Clean-Up day is to allow residents the opportunity to dispose of old furniture, toys, rugs, appliances, bicycles, etc., as well as, yard clean-up brush. If you require a brush only ticket, you may obtain two (2) additional brush tickets per year, however, you must register through the Brush Only link at <https://goo.gl/trCQR9> and provide the same information. Same rules apply.



Online Registration

Starting March 1, 2018 Hillsborough Township residents can now register for the Annual Clean Up program online at <https://htdpw.yapsody.com>, either by computer or mobile device. Residents will be required to obtain an access code, by emailing the required documents (i.e., driver's license, tax bill, or utility bill showing name and address) **AND** Vehicle Registration of the vehicle you are using to transport the material, to dpw@hillsborough-nj.org. Once we have verified your information, you will receive an email with an access code to register for your ticket.

Once a resident has received an email back from the Department of Public Works containing their access code and instructions, they can register for their coupon online.

Online Registration Information

The following are instruction for obtaining your online ticket:

1. Go to <https://htdpw.yapsody.com>
2. Click on the **More Info** button for the program you are registering for. The two programs available are Bulk Drop Off or Brush Only.
3. Read the [Rules and Conditions](#). Please Note: By registering to participate in the program you confirm you have provided accurate information and that you have read and agree to abide by the rules and conditions.
4. Click on the **Get Tickets** button on the website and enter your access code next to the date you are registering for and click the **Get Access** button.
5. Select (1) under the drop down box for Quantity and click the **Save To Cart** button.
6. Enter your email address, phone number, address and vehicle license plate number where specified.
7. Select the **Print/Email** option for ticket delivery.
8. Check the box that says *"I understand that all merchandise is sold and fulfilled by HILLSBOROUGH TOWNSHIP, NJ: DEPARTMENT OF PUBLIC WORKS as the merchant of record and that the presenter sets its own refund and exchange policies. I agree to the Presenter's Terms & Conditions of sale and to [Yapsody's Terms & Conditions](#) as they pertain to this transaction and my use of this website."*
9. Click the **Check Out** button to place your ticket order.
10. You will receive the following confirmation along with the option of printing your ticket.
11. Your ticket will also be emailed to you and can be saved to your mobile device for scanning on the day of your ticket or by printing a paper ticket for scanning.



Please note: There is a 10 minute timeout option on registering for the ticket. If you exceed this time you will have to re-enter your information.

In Person Registration Information

You are able to register for a ticket in person at the Department of Public works, Monday - Friday, between the hours of 7:00 am - 2:00 pm. Your ticket will be emailed to the address you provide at registration. The same rules and conditions apply.

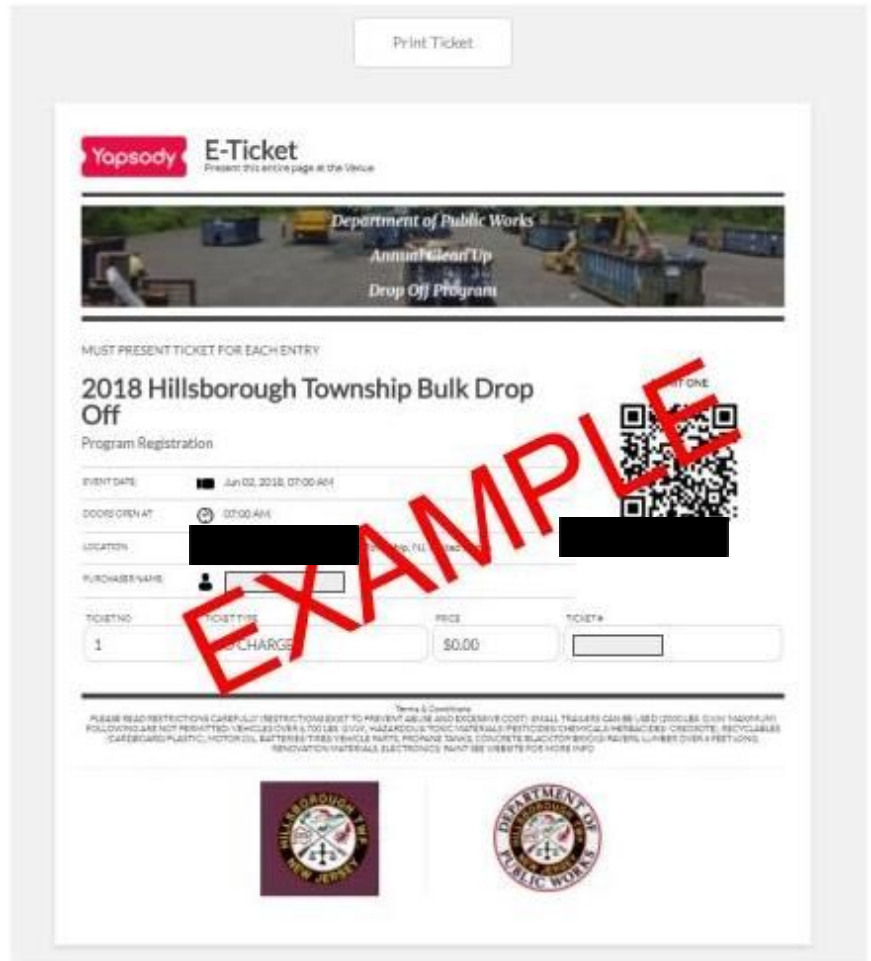
Check Your Ticket

Check your ticket when it is issued for accuracy **AND** at least a week **BEFORE** your scheduled date to make sure you have the correct event date. If you had to reschedule your event date for any reason, the original ticket will be voided out when your new ticket is issued and the old ticket will not be valid to access the Auten Road site. If you deleted or can not find the ticket in your email you may contact us and we can resend it to you.

The gates at the Auten Road site open at 7:00 am and close at 3:00 pm. Please be sure to have your ticket scanned upon each entry to the site.

If you have any questions, please contact the office anytime Monday - Friday, 7:00 am - 3:00 pm, before your event date.

Thank you for participating in our new electronic ticketing program and helping our effort to reduce waste. Any questions can be directed DPW via dpw@hillsborough-nj.org or 908-369-3950.



PLEASE NOTE: BY REGISTERING TO PARTICIPATE IN THIS PROGRAM YOU CONFIRM THAT YOU HAVE PROVIDED ACCURATE INFORMATION AND THAT YOU HAVE READ AND AGREE TO ABIDE BY THE FOLLOWING RULES AND CONDITIONS.

Rules and Conditions:

One ticket per resident per year. 150 Tickets are available per date and are distributed on a first come, first served basis. Hillsborough Township Residents *ONLY*. Must show proof of residency when obtaining ticket and provide the license plate of the vehicle using to transport material to the drop off site. The drop off site is open rain or shine between the hours of 7:00 am - 3:00 pm. *Please read the requirements and restrictions listed below.*

The 2018 Annual Clean-Up will be held at the Auten Road Site with a **Ticket ONLY** on the following dates:

Month of April: 7th and 28th
Month of May: 5th and 19th
Month of June: 2nd and 30th
Month of July: 7th and 28th
Month of August: 4th and 25th
Month of September: 8th and 29th
Month of October: 6th and 27th

ALL RESIDENTS WILL BE REQUIRED TO:

- Apply for a ticket with the Department of Public Works, either on this website or in person at the Public Works Office, located at 21 East Mountain Road.
- *NOTE: If applying via this website you will be required to provide proof of residency, by emailing the required document (i.e., driver's license, tax bill, or utility bill showing name and address) AND Vehicle Registration of the vehicle you are using to transport the material to the site to dpw@hillsborough-nj.org. Once we have verified your information, you will receive an email with an access code to register for your ticket.*
- Tickets may be obtained anytime online or Monday - Friday, between the hours of 7:00 am - 2:00 pm in person.
- Tickets are available on a first come, first served basis and you are encouraged to get your ticket early.
- There will be 150 tickets available per date.
- Each household is entitled to one (1) ticket per year.
- Tickets are NOT transferable and may not be transferred to another person.
- Each resident must show proof of residency and vehicle registration of the vehicle to be used when applying for the ticket in person.
- The Auten Road site hours are from 7:00 am to 3:00 pm on the clean up dates.
- The Auten Road site will be open rain or shine on the clean up dates.

- Each resident participating in the program must check in at the gate and present their ticket for scanning upon entering. There will be no access to the Auten Road site without the ticket.
- Curbside pickup for Hillsborough Township Senior Citizens (Must be 65 years of age and older) is available under a different program. If you qualify, you can either participate in the Senior Program **OR** the Drop Off Program. The Senior Program runs during the month of April. Tickets and stickers can be obtained during March at the Public Works Office or at the March Senior Meetings.
- Questions regarding these programs can be directed to the Department of Public Works at 908-369-3950 or email dpw@hillsborough-nj.org
- You can find more information on all of our programs at our website. [Department of Public Works](#)
- **Directions to the Auten Road Site:** 280 Auten Road, Adjacent to the railroad tracks on Auten Road, North of Triangle Road and across from the Auten Road Intermediate School.

PLEASE NOTE: If your vehicle that you will be using changes and is different than the vehicle you registered with, you must email dpw@hillsborough-nj.org with the correct license plate number.

PLEASE READ THE RESTRICTIONS CAREFULLY

(RESTRICTIONS ARE AS FOLLOWS AND EXIST TO PREVENT ABUSE AND EXCESSIVE COST):

- SMALL TRAILERS CAN BE USED (2000 LBS. G.V.W. MAXIMUM)
- NO VEHICLES OVER 6,700 LBS. G.V.W.
- NO HAZARDOUS/TOXIC MATERIALS (PESTICIDES/CHEMICALS/HERBACIDES/ CREOSOTE)
- NO RECYCLABLES (CARDBOARD/PLASTIC)
- NO MOTOR OIL
- NO BATTERIES/TIRES/VEHICLE PARTS
- NO PROPANE TANKS
- NO CONCRETE/BLACKTOP/BRICKS/PAVERS
- NO LUMBER OVER 6 FEET LONG AND NO RENOVATION MATERIALS
- NO TREE STUMPS OR LOGS OVER 4 INCHES IN DIAMETER
- NO ELECTRONICS WILL BE ACCEPTED (FAXES, TVs/COMPUTERS/MONITORS, ETC.)
- NO PAINT
- REFRIGERANTS/FREON MUST BE REMOVED FROM ALL APPLIANCES

IF YOU NEED FURTHER INFORMATION REGARDING SOMERSET COUNTY'S RECYCLING PROGRAMS (BATTERY DISPOSAL, DOCUMENT SHREDDING PROGRAMS, HAZARDOUS WASTE DAYS, ELECTRONICS WASTE, ETC.), PLEASE CONTACT THE SOMERSET COUNTY RECYCLING DEPARTMENT AT 732-469-3363 OR VISIT THEIR [WEBSITE](#)