



Recycling Technical Assistance Project # 530

**Carroll Township
York County, Pennsylvania**

**Commercial/Institutional Recycling and
Composting**

*Sponsored by the Pennsylvania Department of Environmental Protection
through the Pennsylvania State Association of Township Supervisors*

FINAL REPORT

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RECYCLING TECHNICAL ASSISTANCE PROJECT # 530

CARROLL TOWNSHIP, YORK COUNTY

COMMERCIAL/INSTITUTIONAL RECYCLING AND COMPOSTING

1. STATEMENT OF THE PROBLEM

Carroll Township surrounds the Borough of Dillsburg, and its downtown commercial district, with 15.7 square miles of predominately rural area interspersed with housing developments. A growing suburb, Carroll Township became a Pennsylvania Act 101 of 1988 mandatory recycling community as a result of its population as determined by the 2010 decennial census. With 5,939 residents and a population density exceeding 300 persons per square mile, the Township is required to have an ordinance requiring mandatory residential curbside recycling and recycling programs for commercial, institutional and municipal establishments, including leaf waste collection.



The Township is also home to the Northern York County School District (NYCSD) and four of its school buildings. The Carroll Township commercial district generally extends 3.7 miles along two segments of the U.S. Route 15 corridor bisected by Dillsburg Borough.

2. SUMMARY OF WORK COMPLETED

MSW Consultants provided an assortment of materials to familiarize Carroll Township officials with Act 101 mandatory recycling requirements. MSW Consultants engaged the York County Recycling Coordinator for input and assistance on commercial and institutional recycling in the County. The Township's existing and proposed recycling ordinances, and the open burning ordinances, were reviewed and critiqued. MSW Consultants interviewed the Northern Area School District "Green Administrator" regarding the school district's recycling practices, and attended a meeting with the Administrator and the Township to discuss the findings. Following that meeting, the Township's desire to create a leaf waste drop-off facility in lieu of a composting facility was explored. MSW Consultants provided support materials for the drop-off facility concept and made contact with local composting sites for interest in receiving leaf waste from the facility. With this report, MSW Consultants is outlining an approach to implementing commercial recycling in the Township (Appendix A).

2.1 REVIEW OF ACT 101 RECYCLING REQUIREMENTS

Penn Waste, Inc. is the Carroll Township contractor for single-stream residential curbside collection as required by an existing Township recycling ordinance. Penn Waste provides the Township and its customers with attractive, colorful Recycling Guidelines explaining what can be recycled, how to prepare materials, what items are unacceptable, and "Ten Reasons to Recycle." Thus with residential recycling and education fully implemented, Carroll Township's focus is



on commercial and institutional recycling.

MSW Consultants provided the Township with an excerpt of Act 101 Chapter 15 (Appendix B) and a Summary of Pennsylvania Mandatory Recycling Requirements (Appendix C). Included as Appendix D to this report is the York County “Municipality Compliance Checklist” (revised). Pennsylvania Leaf Waste Collection Requirements for Act 101 Municipalities is included as Appendix E. MSW Consultants reviewed salient items in each of these reference documents with Township officials.

2.2 REVIEW OF CURRENT RECYCLING AND BURNING ORDINANCES

The ordinance review included Carroll Township Ordinance Number 2008-191 establishing a recycling program, effective June 9, 2008; the amending Ordinance 2009-206, effective December 14, 2009; the outdoor burning Ordinance Number 93-1993 effective November 16, 1993; and the Township’s draft recycling ordinance. Most features of the ordinances were considered to be assets to recycling program implementation. The few problems identified related to the wording of definitions that was inconsistent with Act 101 or its regulations, and an outdated reference to the licensing of waste haulers. Section 10 of the proposed recycling ordinance prohibits the open burning of materials designated by the ordinance as recyclable, including leaf waste. Comments on the ordinances that were provided to the Township on March 19, 2013 appear in Appendix F.

Because a regulatory definition for “Municipal Establishment” could not be found, the following suggested definition for “Municipal” was provided to the Township on March 22, 2013.

Municipal - of, or pertaining to, any office or other property under the control of any branch or arm of the Federal Government of the United States of America, the Commonwealth of Pennsylvania or any political subdivision of the Commonwealth of Pennsylvania including, but not limited to, _____ Township, any Counties, Cities, Boroughs, Townships and municipal authorities.

It was later recommended that a repeal paragraph be added to the open burning ordinance to ensure that the open burning prohibitions in the recycling ordinance would supersede the open burning ordinance provisions.

The Carroll Township Manager indicated the comments would be addressed by the Township Solicitor.

2.3 DEVELOP A PLAN FOR RECYCLING BY TOWNSHIP BUSINESSES AND SCHOOLS

The schools and businesses within Carroll Township are serviced by at least three waste/recycling companies: Penn Waste, Inc., Waste Management, Inc. and York Waste, Inc. Recycling by their customers within Carroll Township is reported by the companies as aggregate totals, that is, the individual generators of the recyclables are not identified. The largest generator of recyclables in the Township is Giant Foods. Other businesses reporting recycling include Bob Ruth Ford, Members 1st Credit Union, and LoBar, Inc. Corrugated cardboard accounted for 84 percent of the recycling reported for 2011. Table 2.1 identifies the haulers, generators, materials types and quantities of commercial/institutional recyclables reported to the Township for calendar year 2011.

Table 2.1 Commercial and Institutional Recycling with Carroll Township, PA – CY 2011

Hauler/Generator	Corrugated Cardboard (Tons)	High Grade Office Paper (Tons)	LDPE Plastics (Tons)	Commingled (Tons)	Single Stream (Tons)	Total Tons
Penn Waste, Inc.					48.8	48.8
Waste Management, Inc.	6.7				14.2	20.9
York Waste, Inc.	52.9			2.4		55.3
Giant Food Stores	432.6		14.0			446.5
Bob Ruth Ford, Members 1 st Credit Union, Lobar, Inc.	0.5	13.5				14.0
Totals	492.6	13.5	14.0	2.4	62.9	585.4

A new recycling reporting form for use by commercial and institutional establishments has been developed by the Professional Recyclers of Pennsylvania (PROP) Data Management Committee and the Pennsylvania Department of Environmental Protection (PA DEP). The form (FM-11 – Revised) is available as Appendix G for distribution by Carroll Township

Recycling at the Northern York County School District (NYCSD) was of particular interest for this project. The school district will be impacted when the Township enacts its Act 101-compliant recycling ordinance. The District’s High School, Middle School and Elementary School, as well as the Sports and Information Center, sit within the Township. MSW Consultants visited the High School/Middle School/Elementary School campus, interviewed the school district’s “Green Administrator,” and discussed recycling performance among the District’s schools with Waste Management, Inc. to assess the level of recycling by the District.

It was determined that Waste Management, Inc. provides the NYCSD schools with single stream recycling collection. The school district uses another company, Higher Information Group, for destruction of confidential documents. A third company, Easy PC, takes care of the District’s electronics recycling needs.

Waste Management, Inc. has supplied all but one of the schools within Carroll Township with 6 cu.yd. single-stream dumpsters. The Northern Elementary School was utilizing 95-gallon roll out carts at the time of the interviews but was slated to receive a 6 cu.yd. single-stream dumpster. Recyclable paper, containers and cardboard can be mixed together in the dumpsters. It was reported that within the schools, all classrooms are equipped with single-stream, plastic-lined recycling containers that are emptied daily by students. The maintenance staff was reported to be much involved with the recycling program. The District’s administrative offices and food services participate in recycling. Wire baskets with lids marked “Recycling” were reported to be available at the District’s athletic fields.

Waste Management, Inc. is contracted with NYCSD on a year-to-year basis. Since the school district will eventually be required to report its recycling activities to the Township, Waste Management, Inc. was contacted by MSW Consultants to determine whether individual school building recycling data could be made available to the Township. While this was anticipated to be a change for CY 2013 or beyond, the company provided retroactive recycling data to the Township

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for 2012. Table 2.2 indicates single-stream recycling diversion from the four NYCSD buildings within Carroll Township and an overall 2012 recycling rate of 56.3 percent for those buildings. It should be noted that these figures do not include recycling data representing third party document destruction and electronics recycling performed for the school district, nor does it represent recycling at NYCSD schools outside of Carroll Township.

Table 2.2 Northern York County School District Disposal and Recycling Diversion - 2012

School Building	Tons Disposed	Percent Disposed	Tons Recycled	Percent Recycled	Total Tons
Northern High School	106.0	41.1%	151.7	58.9%	257.6
Northern Middle School	61.8	44.9%	75.8	55.1%	137.6
Northern Elementary	35.3	90.7%	3.6	9.3%	38.9
Sports and Learning Center	35.3	31.7%	75.8	68.3%	111.1
Totals	238.3	43.7%	307.0	56.3%	545.3

Carroll Township should consider making a container, such as the existing Penn Waste, Inc. 6 cu.yd. single-stream recycling dumpster located at the Township Building, available to small businesses in the Township for deposit of recyclables. The list of acceptable materials includes all the items required by ordinance to be recycled, with the exception of leaf waste.



A qualification would need to be established for determining the businesses that would be granted access. This could be based on the number of persons employed by the business, or the square footage of the business office footprint, or the volume of recyclables generated per month, or similar. By making this type of arrangement, a small business would have an additional opportunity to comply with the Township's recycling ordinance.

2.4 PROVIDE DIRECTION FOR THE DEVELOPMENT OF A LEAF COMPOSTING DROP-OFF FACILITY

Carroll Township has seasonal leaf waste collection provided by Penn Waste, Inc. under the terms of its collection contract. Penn Waste collects leaf waste curbside one Saturday a month between May and November each year. On occasion, disaster tree debris has been staged at the Township Building and removed by H&H General Contracting of Spring Grove, York County.

The Township had aspirations of developing a leaf waste composting site with one or more neighboring municipalities that had previously shown interest in such a venture. Due to the capital costs of site improvements and equipment for a PA DEP Permit-by-rule leaf waste composting, and reduced availability of Act 101 recycling grant funding, the Township has decided to pursue the development of a leaf waste collection drop-off adjacent to the Township Building at 555 Chestnut Grove Road. MSW Consultants presented a listing of local permitted composting sites to the Township on April 24. These facilities could be considered for acceptance of leaf waste collected by the Township. The facilities and their proximity to the Township are listed in Table 2.3.

Table 2.3 Permitted Leaf Waste Composting Facilities in Proximity to Carroll Township

Facility Name	Address	Phone	Distance (miles)
Dickinson College Farm	553 Park Road, Boiling Springs, PA	(717) 245-1969	12.1
Fairview Township Composting	55 Fairview Road, New Cumberland, PA	(717) 532-5414	12.7
Lower Allen Township Composting	1400 S. St. Johns Road, Mechanicsburg, PA	(717) 975-7575	9.1
Shippensburg Borough Composting	963 Avon Drive, Shippensburg, PA	(717) 532-5414	34.8
S. Middleton Township Composting	615 Lindsey Road, Carlisle, PA	(717) 258-5324	13.6

As a follow-up to the compost facility listings, MSW Consultants contacted the two facilities closest to the Township to assess their interest in the Township’s leaf waste. Dickinson Farm has expressed interest for further consideration, and the Lower Allen Township composting facility has precedence for accepting leaf waste collected outside its boundaries by a municipality, under a municipal agreement, and contractors who purchase permits. Carroll Township will need to work directly with these entities to negotiate arrangements. The Township’s existing relationship with H&H General Contracting is another possibility for an outlet for leaf waste collected at the proposed drop-off facility.

MSW Consultants provided the Township with a report describing the Kutztown Borough, Berks County, yard waste drop-off facility as a model (Appendix H).

3. POSSIBLE SOLUTIONS

This Recycling Technical Assistance report provides specific guidance on the recycling requirements of Pennsylvania’s Act 101 of 1988, to which the Township must comply by the spring of 2014. It identifies a finite set of solutions as part of the scope of services for this effort. Accordingly, it was not the intent of this project to seek out a range of options for consideration by the Township. The Township is left to select whichever option(s) it deems most appropriate.

4. RECOMMENDATIONS

Based on the steps performed in Section 2 above, it is recommended that the Township implement the following:

- ◆ Take all identified steps to comply with Act 101 mandates for recycling program implementation;
- ◆ Integrate the input provided in this study when updating Township ordinances related to recycling and open burning prevention, including a repeal paragraph for the open burning ordinance, and quarterly reporting requirements for commercial and institutional recycling;
- ◆ Remind the Northern York County School District to report data on the destruction/recycling of confidential documents, and electronics, recycled through third party arrangements;
- ◆ Revisit the Elementary School recycling rate after placement of the larger single stream dumpsters to assess improvements in its recycling rate;
- ◆ Seek PA DEP Act 101 Section 902 grant funds to develop and equip the proposed leaf waste drop-off facility;
- ◆ Evaluate PA DEP permitted composting facility options for the disposition of leaf waste collected at the drop-off facility;
- ◆ Continue to seek PA DEP Act 101 Section 904 Performance Grant funds to help cover recycling program implementation costs, including, but not limited to, recycling coordination and enforcement;
- ◆ Use the commercial/institutional recycling reports submitted to the Township to evaluate recycling program progress and to document recycling for the Recycling Performance Grants;
- ◆ Establish a Small Business Recycling Drop-off at the Township Building; and,
- ◆ Ensure that all Township residents, businesses and institutional establishments are notified of the Township's Act 101 recycling program features and requirements at least 30 days prior to the implementation of the program and at least every six months thereafter.

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APPENDIX A

IMPLEMENTING COMMERCIAL AND INSTITUTIONAL RECYCLING

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**Implementing Commercial and Institutional Recycling
In
Carroll Township, York County**

Carroll Township will implement its Act 101 mandatory recycling program by April 5, 2014. The Township's recycling ordinance requires commercial, institutional, and municipal establishments to separate the following recyclables from waste for recycling:

Mixed papers, Newspaper and Cardboard
Glass (containers)
Aluminum and Steel cans
Plastic containers
Leaf waste

Carroll Township must provide notice of the recycling requirements at least thirty (30) days prior to the initiation of the program and at least once every six months thereafter. The following approach is recommended in preparation for the initial notice:

- The Township should seek the assistance of each waste/recycling company servicing customers within Carroll Township in notifying their customers of the Township's recycling requirements.
- Because the waste/recycling companies are not likely to share customer lists, the Township should use business tax rolls to identify commercial establishments within the Township.
- The commercial establishments must be notified that they are responsible for making arrangement for the recycling of the required material. They should be encouraged to work with their existing waste collector for assistance in setting up a recycling program.
- The notice should include references to the economic, energy savings, and environmental benefits of recycling.
- The Township should circulate its preferred recycling reporting form to each commercial establishment. At a minimum, the report should be submitted to the Township at the end of each calendar year. Requiring a quarterly reporting form would help the Township evaluate compliance during the initial recycling program implementation year(s).
- The Township should consider providing a small business recycling drop-off at the Township building.

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APPENDIX B
ACT 101 CHAPTER 15

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ACT 101 CHAPTER 15
RECYCLING AND WASTE REDUCTION

Section 1501. Municipal implementation of recycling programs.

(a) Large population.-Within two years after the effective date of this act, each municipality other than a county that has a population of 10,000 or more people shall establish and implement a source-separation and collection program for recyclable materials in accordance with this section. Population shall be determined by the most recent decennial census by the Bureau of the Census of the United States Department of Commerce.

(b) Small population.-Within three years after the effective date of this act, each municipality other than a county that has a population of more than 5,000 people but less than 10,000 people, and which has a population density of more than 300 people per square mile, shall establish and implement a source-separation and collection program for recyclable materials in accordance with this section. Population shall be determined based on the most recent decennial census by the Bureau of the Census of the United States Department of Commerce.

(c) Contents.-The source-separation and collection program shall include, at a minimum, the following elements:

(1) An ordinance or regulation adopted by the governing body of the municipality, requiring all of the following:

(i) Persons to separate at least three materials deemed appropriate by the municipality from other municipal waste generated at their homes, apartments and other residential establishments and to store such materials until collection. The three materials shall be chosen from the following: clear glass, colored glass, aluminum, steel and bimetallic cans, high-grade office paper, newsprint, corrugated paper and plastics. Nothing in the ordinance or regulation shall be deemed to impair the ownership of separated materials by the person who generated them unless and until such materials are placed at curbside or similar location for collection by the municipality or its agents.

(ii) Persons to separate leaf waste from other municipal waste generated at their homes, apartments and other residential establishments until collection unless those persons have otherwise provided for the composting of leaf waste. The governing body of a municipality shall allow an owner, landlord or agent of an owner or landlord of multifamily rental housing properties with four or more units to comply with its responsibilities under this section by establishing a collection system for recyclable materials at each property. The collection system must include suitable containers for collecting and sorting materials, easily accessible locations for the containers and written instructions to the occupants concerning the use and availability of the collection system. Owners, landlords and agents of owners or landlords who comply with this act shall not be liable for the noncompliance of occupants of their buildings.

(iii) Persons to separate high grade office paper, aluminum, corrugated paper and leaf waste and other materials deemed appropriate by the municipality generated at commercial, municipal or institutional establishments and from community activities and to store the material until collection. The governing body of a municipality shall exempt persons occupying commercial, institutional and municipal establishments within its municipal boundaries from the requirements of the ordinance or regulation if those persons have otherwise provided for the recycling of materials they are required by this section to recycle. To be eligible for an exemption under this subparagraph, a commercial or institutional solid waste generator must annually provide written documentation to the municipality of the total number of tons recycled.

(2) A scheduled day, at least once per month, during which separated materials are to be placed at the curbside or a similar location for collection.

(3) A system, including trucks and related equipment, that collects recyclable materials from the curbside or similar locations at least once per month from each residence or other person generating municipal waste in the county or municipality. The municipality, other than a county, shall

explain how the system will operate, the dates of collection, the responsibilities of persons within the municipality and incentives and penalties.

(4) Provisions to ensure compliance with the ordinance, including incentives and penalties.

(5) Provisions for the recycling of collected materials.

(d) Notice.-Each municipality subject to this section shall establish a comprehensive and sustained public information and education program concerning recycling program features and requirements. As a part of this program, each municipality shall, at least 30 days prior to the initiation of the recycling program and at least once every six months thereafter, notify all persons occupying residential, commercial, institutional and municipal premises within its boundaries of the requirements of the ordinance. The governing body of a municipality may, in its discretion as it deems necessary and appropriate, place an advertisement in a newspaper circulating in the municipality, post a notice in public places where public notices are customarily posted, including a notice with other official notifications periodically mailed to residential taxpayers or utilize any combination of the foregoing.

(e) Implementation.-

(1) Except as provided in paragraph (2), a municipality shall implement its responsibilities for collection, transportation, processing and marketing materials under this section in one or both of the following ways:

(i) Collect, transport, process or market materials as required by this section.

(ii) Enter into contracts with other persons for the collection, transportation, processing or marketing of materials as required by this section. A person who enters into a contract under this subsection shall be responsible with the municipality for implementation of this section.

(2) Nothing in this section requires a municipality to collect, transport, process and market materials or to contract for the collection, transportation, processing and marketing of materials from establishments or activities where all of the following are met:

(i) The municipality is not collecting and transporting municipal waste from such establishment or activity.

(ii) The municipality has not contracted for the collection and transportation of municipal waste from such establishment or activity.

(iii) The municipality has adopted an ordinance as required by this section, and the establishment or activity is in compliance with the provisions of this section.

(f) Preference.-In implementing its recycling program, a municipality shall accord consideration for the collection, marketing and disposition of recyclable materials to persons engaged in the business of recycling on the effective date of this act, whether or not the persons were operating for profit.

(g) Recycling by operator.-An operator of a landfill or resource recovery facility may contract with a municipality to provide recycling services in lieu of the curbside recycling program. The contract must ensure that at least 25% of the waste received is recycled. The economic and environmental impact of the proposed technology used for the recycling shall receive prior approval from the department.

(h) Alternative program.-A municipality shall be deemed to comply with this section through the use and operation of a recycling facility if it demonstrates all of the following to the department's satisfaction:

(1) Materials separated, collected, recovered or created by the recycling facility can be marketed as readily as materials collected through a curbside recycling program.

(2) The mechanical separation technology used in the recycling facility has been demonstrated to be effective for the life of operations at the facility.

APPENDIX C

**SUMMARY OF PENNSYLVANIA MANDATORY
RECYCLING REQUIREMENTS**

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**A Summary
of
Pennsylvania Mandatory Recycling Requirements**

Act 101 of 1988 as amended by Act 140 of 2006

Municipalities required to recycle by Act 101 of 1988 based on their decennial population must establish and implement a source-separation and collection program. The program must be required by ordinance or regulation adopted by the governing body of the municipality (municipality). The ordinance must include all of the following elements described in Act 101, Section 1501.

1. Recycling by residents, commercial, municipal and institutional establishments, and at community activities.
2. A scheduled day, at least once per month, during which separated materials are to be placed at the curbside or a similar location for collection.
3. A system, including trucks and related equipment, which collects recyclable materials from the curbside or similar locations at least once per month from each residence or other person generating municipal waste in the county or municipality. The municipality, other than a county, shall explain how the system will operate, the dates of collection, and the responsibilities of persons within the municipality and incentives and penalties.
4. Provisions to ensure compliance with the ordinance, including incentives and penalties.
5. Provision for the recycling of collected materials.

Residential Recycling

Residents must separate at least three materials deemed appropriate by the municipality from other municipal waste generated at their homes, apartments and other residential establishments and to store such materials until collection. The three materials shall be chosen from the following: clear glass, colored glass, aluminum, steel and bimetallic cans, high-grade office paper, newsprint, corrugated paper and plastics.

Residents must separate leaf waste from other municipal waste generated at their homes, apartments and other residential establishments until collection unless those persons have otherwise provided for the composting of leaf waste.

Owners, landlords or agents of an owner or landlord of multifamily rental housing properties with four or more units must provide a collection system for recyclable materials at each property. The collection system must include suitable containers for collecting and sorting materials, easily accessible locations for the containers, and written instructions to the occupants concerning the use and availability of the collection system. Owners, landlords and agents of owners or landlords who comply with the requirements shall not be liable for the noncompliance of occupants of their buildings.

Recycling at Commercial, Municipal or Institutional Establishments

Commercial, Municipal and Institutional establishments must separate high grade office paper, aluminum, corrugated paper and leaf waste, and other materials deemed appropriate by the municipality, and store the material until collection.

Recycling at Community Activities

Persons conducting community activities must provide for the separation and collection of aluminum, corrugated paper, leaf waste and other materials deemed appropriate by the municipality and store the material until collection. The community activities include events sponsored in whole or in part by a municipality, or conducted within a municipality and sponsored privately, which include, but are not limited to, fairs, bazaars, socials, picnics and organized sporting events that will be attended by 200 or more individuals per day. (Municipal Waste Regulations, Chapter 271, § 271.1. Definitions)

Public Information and Education

The municipality must establish a comprehensive and sustained public information and education program concerning its recycling program features and requirements. The municipality shall, at least 30 days prior to the initiation of the recycling program and at least once every six months thereafter, notify all persons occupying residential, commercial, institutional and municipal premises within its boundaries of the requirements of the municipal recycling ordinance. Acceptable forms of education mediums include but are not limited to, newsletters, an advertisement in a newspaper circulating in the municipality, a notice with other official notifications periodically mailed to residential taxpayers, a notice in public places where public notices are customarily posted, municipal web site postings or any combination. At least one educational medium must be in print form annually.

Program Implementation

The municipality shall implement its responsibilities for collection, transportation, processing and marketing materials under this section in one or both of the following ways: 1) Collect, transport, process or market materials as required, or, 2) Enter into contracts with other persons for the collection, transportation, processing or marketing of materials as required by this section. A person who enters into a contract under this subsection shall be responsible with the municipality for implementation.

Exceptions

The municipality shall exempt persons occupying commercial, institutional and municipal establishments within its municipal boundaries from the requirements of the ordinance or regulation if those persons have otherwise provided for the recycling of materials they are required to recycle. To be eligible for an exemption under this subparagraph, a commercial or institutional solid waste generator must annually provide written documentation to the municipality of the total number of tons recycled.

The municipality is not required to collect, transport, process and market materials or to contract for the collection, transportation, processing and marketing of materials from establishments or activities where all of the following are met:

1. The municipality is not collecting and transporting municipal waste from an establishment or activity, and
2. The municipality has not contracted for the collection and transportation of municipal waste from an establishment or activity, and
3. The municipality has adopted an ordinance as required and the establishment or activity is in compliance with its provisions.

Proper Management of Municipally Mandated Recyclables and Leaf Waste

Materials designated by municipal ordinance to be separated for recycling, including leaf waste, must be stored by residential, commercial, institutional and municipal establishment, and community activities, until collection. Act 101 mandated municipalities that allow the burning of recyclables, including leaf waste, will not be considered for Act 101 funding.

Leaf Waste Collection

Leaf Waste (leaves, garden residues, shrubbery, tree trimmings, and similar materials excluding grass clippings) is required by Act 101 to be collected at least monthly. Act 101 mandated municipalities with programs that collect leaves only in the fall are not in compliance with the Act. Mandated municipalities desiring to establish leaf waste collection programs in compliance with Act 101 must, as a minimum:

1. Require by ordinance that leaf waste consisting of leaves, garden residues, shrubbery and tree trimmings, and other similar material are targeted for collection from residences and commercial, municipal and institutional establishments; and
2. Establish a scheduled day, at least once per month, when leaf waste is collected from residences; or

3. Establish a scheduled day, not less than twice per year and preferably in the spring and fall, when leaf waste is collected from residences, and facilitate a drop-off location or other collection alternative approved by Pa. DEP that allows persons in the municipality to deposit leaf waste for the purposes of composting or mulching at least once per month. The leaf waste drop-off location may be located in a neighboring municipality or at a private sector establishment provided that an agreement is in place to utilize that location and the municipality keeps residents and commercial, municipal and institutional establishments informed of the option at least once every six months.
4. Ensure that commercial, institutional and municipal establishments generating leaf waste have collection service.
5. Municipalities are encouraged to manage source separated Christmas trees as leaf waste for processing at Pa. DEP-approved composting facilities.

Act 140 of 2006

Act 140 of 2006 amended Act 101 of 1988 to establish requirements for Section 904 Recycling Performance Grants. Act 101 mandated curbside recycling municipalities and other municipalities, except for counties, receiving more than \$10,000 in Recycling Performance Grant funding must meet the following requirements:

1. Requires, through ordinance, that all residents have waste and recycling service;
2. Has an implemented residential recycling program and facilitates a commercial recycling program or participates in a similar county or multi-municipal program;
3. Has a residential and business recycling education program;
4. Has a program of enforcement that periodically monitors participation, receives complaints, and issues warnings for required participants and provides fines, penalties, or both, in its recycling ordinance;
5. Has provisions, participates in a county or multi-municipal program or facilitates a private sector program for the recycling of special materials;
6. Sponsors a program, facilitates a program, or supports an organization to address illegal dumping and/or littering problems.
7. Has a person or entity designated as recycling coordinator who is responsible for recycling data collection and reporting recycling performance in the municipality or municipalities.

If the municipality does not satisfy the above requirements, then the grant funds awarded must be expended by the municipality only to satisfy those requirements. If the municipality does satisfy the above requirements, then the grant funds awarded may be expended by the municipality on any expense as determined in the discretion of the municipality.

The Department of Environmental Protection may require budget documents or other expenditure records and may deny funding if an applicant cannot demonstrate that funds have been expended on eligible activities.

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APPENDIX D
YORK COUNTY MUNICIPALITY COMPLIANCE
CHECKLIST

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**Municipal Waste Planning, Recycling and Waste Reduction
Act 101 of 1988 as amended by Act 140 of 2006**

**York County
Municipality Compliance Checklist**

Purpose:

- Encourage the development of waste reduction and recycling as a means of managing municipal waste, conserving resources and supplying energy through planning, grants and other incentives.
- Protect the public health, safety and welfare from the short- and long-term dangers of transportation, processing, treatment, storage and disposal of municipal waste.

Goals:

- An initial goal of Act 101 was to recycle at least 25% of all municipal waste and source separated recyclable materials generated which was achieved.
- An on-going goal is for each person living or working to be taught the economic, environmental and energy value of recycling and waste reduction and be encouraged through a variety of means to participate in such activities.

Municipal Applicability:

- *Act 101 Mandated Municipality* - A population of at least 10,000 or a population of at least 5,000 with a population density of at least 300 people per square mile. Population is determined by the most recent decennial census conducted by the Bureau of the Census of the US Department of Commerce.
- *Act 140 Mandated Municipality* – A municipality also mandated by Act 101 or a population of less than 10,000 or a population density less than 300 people per square mile receiving more than \$10,000 in Performance Grant funding.

Act 101 Mandated Municipalities (as of the 2010 US Decennial Census):

Carroll Township*	Penn Township
Conewago Township*	Red Lion Borough
Dover Township	Spring Garden Township
East Manchester Township	Springettsbury Township
Fairview Township	West Manchester Township
Hanover Borough	West Manheim Township*
Jackson Township*	Windsor Township
Manchester Township	York Township
Newberry Township	York City

*Mandated as a result of the 2010 US Decennial Census

Act 101 Mandated Municipality Requirements

Check if requirements are met

Mandate These Residential Requirements by Ordinance:

- MSW must be collected at least once per month.
- At least 3 of the following materials must be separated from MSW and collected curbside to be recycled at least once per month: clear and/or colored glass, aluminum cans, steel & bimetallic cans, office paper, newsprint, corrugated paper and plastics. **Materials required by ordinance:** _____

- Leaf waste must be curbside collected at least once per month. (If a DEP permitted compost facility nearby allows residents to drop off leaf and yard waste 1x/mo, the municipality does not have to collect leaf waste 1x/month but must have a spring brush collection, a fall leaf collection, and advertise the availability of the compost facility).

Method and Schedule: _____

Mandate These Multi-Family Residential Requirements by Ordinance:

- The owner or landlord must establish a collection system for recyclable materials at each property. The collection system must include suitable containers for collecting and sorting materials, easily accessible locations for the containers and written instructions to the occupants concerning the use and availability of the collection system.
- MSW must be collected at least once per month.
- At least 3 of the following materials must be separated and collected to be recycled at least once per month: clear and/or colored glass, aluminum cans, steel & bimetallic cans, office paper, newsprint, corrugated paper and plastics.

Materials required by ordinance: _____

- Leaf waste must be separated from MSW and collected to be composted at least once per month.

Mandate These Municipal, Commercial and Institutional Establishment Requirements by Ordinance:

- At a minimum, office paper, aluminum cans and corrugated paper must be separated from MSW and collected to be recycled.
- Leaf waste must be separated from MSW and collected to be composted at least once per month.

Mandate These Other Requirements by Ordinance:

- At Community Activities (with 200 or more participants), a minimum of office paper, aluminum cans, corrugated paper and leaf waste must be separated and collected to recycle.
- The burning of designated recyclable materials, including leaf waste must be prohibited.

Act 101 Mandated Municipality Requirements

Check if requirements are met

- The Municipality has a **residential** educational program which provides clear and comprehensive information through two these mediums: newsletters, website, public displays, workshops, public announcements, and legal ads. If print mediums only (not a website) are used, one print medium must be used every 6 months.
 - Minimum educational information to include: how the program operates, the dates of collections (MSW, recycling and leaf and yard waste), the responsibilities of municipal persons (recycling coordinator, codes enforcement, etc.), incentives and penalties and phone number for questions and complaints.
 - At least once a year, one of the educational mediums must be in print form.
 - Form 1 _____
 - Form 2 _____

- The Municipality has a **commercial, institutional and municipal** educational program which provides clear and comprehensive information at least every six months through one these mediums: newsletters, informational materials distributed with data collection forms to all commercial establishments, website, public displays, workshops, public announcements, and legal ads. If print mediums only (not a website) are used, one print medium must be used every 6 months.
 - Minimum educational information to include: requirements of the MSW/Recycling ordinance (Mandatory recycling and leaf and yard waste separation and collection), the responsibilities of commercial, institutional and municipal entities, the responsibilities of municipal persons (recycling coordinator, codes enforcement, etc.), incentives and penalties and a phone number for questions and complaints.
 - At least once a year, one of the educational mediums must be in print form.
 - Form 1 _____
 - Form 2 _____

- Has a program of enforcement that periodically monitors participation, receives complaints and issues warnings for required participants and provides fines, penalties, or both, in its recycling ordinance.
 - A person has been assigned enforcement responsibilities.
 - A phone number for the public to call with complaints is to be included in the educational materials.

- Has provisions, participates in a county or multi-municipal program or facilitates a private sector program for the recycling of special materials. *Advertisement of YCSWA's HHW program meets requirement.*
- Provides education and promotes existing county-wide drop-off services provided by YCSWA which includes the multitude of materials accepted for free from households at the HHW collection, HHW curbside collection and electronic waste collection programs.
- Sponsors a program, facilitates a program or supports an organization to address illegal dumping and/or littering problems. *Advertisement of YCSWA and Keep York County Beautiful's litter and illegal dump clean-up program meets requirement.*
 - Program Name _____

- Has a person or entity designated as the recycling coordinator who is responsible for program administration, public education, data management, program evaluation and compliance.

Name	Phone	Email
<input type="checkbox"/> On or before February 15 of each year, submits annual reports from commercial, institutional and municipal establishments and community activities to the county recycling coordinator.		

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APPENDIX E
PENNSYLVANIA LEAF WASTE COLLECTION
REQUIREMENTS

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PENNSYLVANIA LEAF WASTE COLLECTION REQUIREMENTS
for
ACT 101 MANDATED MUNICIPALITIES

Act 101, Section 1501(c)(1)(ii) and (iii), requires persons in mandated municipalities to separate leaf waste from other municipal waste generated at residential, commercial, municipal and institutional establishments. “Leaf waste” is defined in the Act and its regulations as “Leaves, garden residues, shrubbery and tree trimmings, and similar material, but not including grass clippings.” Source separated leaf waste, as with other recyclable material, is to be collected at least once per month as set forth in Act 101 Section 1501(c)(2) and (3) and processed at Pa. DEP-approved composting facilities.

Act 101 mandated municipalities with programs that collect leaves only in the fall are not in compliance with the Act. Mandated municipalities desiring to establish leaf waste collection programs in compliance with Act 101 must, as a minimum:

1. Require by ordinance that leaf waste consisting of leaves, garden residues, shrubbery and tree trimmings, and other similar material are targeted for collection from residences and commercial, municipal and institutional establishments; and
2. Establish a scheduled day, at least once per month, when leaf waste is collected from residences; or
3. Establish a scheduled day, not less than twice per year and preferably in the spring and fall, when leaf waste is collected from residences, and facilitate a drop-off location or other collection alternative approved by Pa. DEP that allows persons in the municipality to deposit leaf waste for the purposes of composting or mulching at least once per month. The leaf waste drop-off location may be located in a neighboring municipality or at a private sector establishment provided that an agreement is in place to utilize that location and the municipality keeps residents and commercial, municipal and institutional establishments informed of the option at least once every six months.
4. Ensure that commercial, institutional and municipal establishments generating leaf waste have collection service.
5. Municipalities are encouraged to manage source separated Christmas trees as leaf waste for processing at Pa. DEP-approved composting facilities.

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APPENDIX F

ORDINANCE REVIEW

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Carl Hursh

From: Carl Hursh
Sent: Tuesday, March 19, 2013 3:48 PM
To: Jo Patton (jpatton@carrolltownship.com)
Cc: Lauren Hayman (l.hayman@ycswa.com); Walt Davenport; John Culbertson
Subject: Carroll Township Recycling Technical Assistance progress
Attachments: Pennsylvania Recycling Requirements.doc; Act 101 Chapter 15.doc; Act 90 of 2002.pdf
 Jo Patton:

I have prepared a summary of Pennsylvania recycling requirements as specified in Task 1 of the Recycling Technical Assistance Scope-of-Work. The summary of recycling requirements and an excerpt of Act 101, Section 1501, are attached. These will become appendices in the draft and final reports for the project.

Task 2, a review of the pertinent Carroll Township ordinances, has also been completed. The review included Carroll Township Ordinance Number 2008-191 establishing a recycling program, effective June 9, 2008; the amending Ordinance 2009-206, effective December 14, 2009; the outdoor burning Ordinance Number 93-1993 effective November 16, 1993; and the Township's draft recycling ordinance. The following comments pertain to the proposed draft recycling ordinance.

ARTICLE I. GENERAL

1. It was noted that the draft ordinance added a definition for "Collector," establishing rights to a contracted collector for MSW and/or recyclables.
2. The definition for "Commercial Establishment" was changed from the definition provided in the current ordinance with the addition of "multifamily rental housing properties with four or more units" to the proposed definition. The proposed definition is inconsistent with the "Commercial Establishment" definition provided by law under Act 97 of 1980 and the Pennsylvania Municipal Waste Regulations.
3. A definition for "Community Activities" consistent with the Pennsylvania Municipal Waste Regulations definition was added.
4. "Leaf Waste" is defined consistently with the Pennsylvania Municipal Waste Regulation definition.
5. "Municipal Recycling Plan" is defined.
6. "Person" is an abbreviated version of the Pennsylvania Municipal Waste Regulation definition.
7. The proposed definition of "Residential Establishment" is inconsistent with the definition provided by law under Act 97 of 1980 and the Pennsylvania Municipal Waste Regulations in that it excludes "multifamily rental housing properties with four or more units." It too was changed from the definition that appears in the current ordinance.

Discussion: With the exception of #2, 6, and 7 above, the items are attributes to the proposed recycling ordinance. Otherwise, the proposed ordinance definitions should be consistent with State laws and regulations. #2 and 7 are the most problematic definitions because any future changes to the ordinance where the designated recyclables are not the same for residents and commercial, institutional and municipal establishments, and community activities, could require one set of residents to recycle differently from the other set. It is recommended to include residents of multifamily rental housing properties with four or more units among the other Carroll Township residents.

ARTICLE II. ESTABLISHMENT OF A RECYCLNG PROGRAM

1. Section 4. A. and 4. B. designate the same set of recyclables for residents and for commercial,

4/23/2013

institutional and municipal establishments, and community activities including leaf waste.

2. Section 5. outlines recyclable materials preparation requirements.
3. Section 7. D. specifies annual recycling reporting requirements for commercial, institutional, municipal establishments and community activities.
4. Section 10. prohibits the burning of designated recyclables (including leaf waste as designated in Section 4. A. & B.).

Discussion: All of the above items are attributes to the proposed recycling ordinance. Designating the same recyclables for all Township entities should be an asset to the Recycling Education Program to be implemented by the Township. Since the proposed ordinance defines "Designated Recyclable Materials" as those specified by the Township, the Township should consider designating the list of recyclables by Township Resolution rather than by Ordinance for future modification if it is considered to be a less cumbersome process. This may prove to be practical as the markets for recyclables evolve.

ARTICLE III. LICENSE OR CONTRACT REQUIRED TO COLLECT, HAUL OR DISPOSE OF MUNICIPAL WASTE AND/OR DESIGNATED RECYCLABLE MATERIAL FROM DWELLING UNITS

1. Section 1. A. requires a contract for lawful collection.
2. Section 1. B. Requires residential participation in the contract.
3. Section 2. Reports, includes the phrase "Each authorized collector licensed by Carroll Township..."

Discussion: # 1 and 2 above are attributes to the draft ordinance; however #3 presents a problem. Act 90 of 2002, The Waste Transportation Safety Act, authorized and required Pa. DEP to establish a Waste Transportation Safety Program that included registration requirements and fees for waste transportation vehicles. Section 6203 (c) of Act 90 precludes counties and municipalities from implementing a municipal waste or residual waste transportation authorization or licensing program. It is recommended that the first sentence of Article III. 3. Section 2. be modified to remove the term "licensed." The term "LICENSE" should be removed from the title of Article III. I am attaching a copy of Act 90 for your reference.

In conclusion, the proposed recycling ordinance covers all Act 101 requirements for mandated municipalities and has attributes that should enhance the Township's recycling program. The inconsistencies with the definitions described above should be addressed, and the conflict with licensing waste haulers per Act 90 of 2002 should be resolved. There are several minor typos that can be addressed during a proofreading of a revised proposed ordinance.

I would appreciate that you consider sharing these findings with your Township Supervisors and Solicitor ahead of the draft report. If you have any questions or need to discuss my comments, please feel free to contact me.

Thank you - Carl

Carl Hursh, Senior Consultant
MidAtlantic Solid Waste Consultants

~~~~~

300 S High St | Mechanicsburg, PA 17055  
(800) 679-9220 x 14 toll free

~~~~~

chursh@mswconsultants.us
www.mswconsultants.us

APPENDIX G
FM-11 - REVISED

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Annual Recycling Report Instructions for Form FM-11, FM-12 or FM-13

This report is due on or before February 1 of each year, covering the period January 1 to December 31 of the preceding year.

COMPLETE ONLY ONE OF THE RECYCLING REPORT FORMS!

HOW TO DECIDE WHICH REPORT TO SUBMIT:

Commercial, Municipal or Institutional Establishment:

- A. Complete Form FM-11 and submit to the municipality where you are located.

OR

- B. If you are a retail establishment with multiple store locations that coordinates recycling collection and markets materials through corporate headquarters, complete Form FM-13 and submit to the county where your stores are located.

IMPORTANT! Ensure you have discussed this with the county and they have agreed to accept your recycling data at the county level. It will be the responsibility of the county to provide the tonnages to the municipalities.

Waste and/or Recycling Hauler:

- A. Complete Form FM-12 and submit to the municipality where you collected recyclables.

OR

- B. Complete Form FM-13 and submit to the county where you collected recyclables.

IMPORTANT! Ensure you have discussed this with the county and they have agreed to accept your recycling data at the county level. It will be the responsibility of the county to provide the tonnages to the municipalities.

Document Destruction Company:

- A. Complete Form FM-12 and submit to the municipality where you collected recyclables.

OR

- B. Complete Form FM-13 and submit to the county where you collected recyclables.

IMPORTANT! Ensure you have discussed this with the county and they have agreed to accept your recycling data at the county level. It will be the responsibility of the county to provide the tonnages to the municipalities.

Other Company Transporting Recyclables:

- A. Complete Form FM-12 and submit to the municipality where you collected recyclables.

OR

- B. Complete Form FM-13 and submit to the county where you collected recyclables.

IMPORTANT! Ensure you have discussed this with the county and they have agreed to accept your recycling data at the county level. It will be the responsibility of the county to provide the tonnages to the municipalities.

If you would like to contact a county recycling coordinator, the list is located at this Web site:

ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

For Commercial, Municipal, Institutional Facilities

This form is to be completed by commercial, municipal or institutional establishments in PA.

Commercial Establishment: An establishment engaged in non-manufacturing or non-processing business, including, but not limited to, stores, markets, office buildings, medical offices, restaurants, shopping centers and theaters.

Municipal Establishment: An establishment engaged in government work including, but not limited to, offices of the federal government, state government, cities, boroughs, incorporated towns, townships, counties and authorities.

Institutional Establishment: An establishment engaged in service including, but not limited to, hospitals, nursing homes, orphanages, schools and universities.

The information on this form will be used by the municipality where you are located to gauge your compliance with their recycling ordinance (if they have one) and to complete a recycling performance grant. The materials listed on the first page may be required by local ordinance to be recycled and, with the exception of the organics, can be used for the municipal recycling performance grant. The materials listed on the second page are common materials recycled, but they are not usually required to be recycled by local ordinance and cannot be used for the municipal recycling performance grant.

Please use the following checklist to complete form FM-11:

- Insert the current reporting year (upper right-hand corner of form).
- Insert the county and municipality where your establishment is located.
- Complete the information about your business. Please choose a primary business function which best describes your establishment. For instance:
 - Manufacturing
 - Office/Administrative Services (i.e. realtor, bank, insurance agent, etc)
 - Wholesale/Retail
 - Institution (i.e. school, hospital, nursing home, etc)
 - Government
 - Medical office (i.e. dentist, doctor, chiropractor, etc)
 - Other - explain in your own words
- Check which best describes how recyclables are handled within your establishment. The definitions are as follows:
 - Source separated - all recyclables are kept separated from each other,
 - Commingled - two or more recyclables are collected together but fiber (i.e., paper & cardboard) is kept separate.
 - Single stream - all recyclables, including fiber, are collected together.

- Check which best describes how your recyclable materials are collected.
- If another company transports the recyclables from your location, please include the name of the hauler, document destruction company or other transporter in the space provided.
 - If you transport your recyclables to a drop-off facility or take the materials to be recycled with a curbside recycling program, please note the name and location of the drop-off or curbside program in the space provided.

If any of the above scenarios fits your situation no tonnages should be reported on this form. However, you must place a check mark beside the materials your establishment recycles in order for the municipality to know if you are in compliance with their recycling ordinance.

- If you transport your recyclables to a recycling facility or other facility where the materials are weighed, please note the name of the recycling facility or other facility.

- Place a check beside the materials your establishment recycles.

Report only post-consumer materials on this form. Post-consumer material is material that has been used as a consumer item and then diverted from municipal solid waste for the purpose of collection and recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, over-issue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials and should **not** be reported on this form.

If you do not transport your own recyclables, do not enter tonnages on this form and skip over the boxed section of the instructions below! The weights will be retrieved from the company providing recycling services to you; therefore it is very important you name the company providing recycling services.

- If you deliver your recyclables yourself, enter the tonnage of each material recycled. **Do not report tonnages if you have another company collecting your recyclables.** Tonnages are only entered if you transport the materials yourself to a recycling facility where the materials are weighed.

- You must attach a legible weight ticket from your recycler for any materials recycled on page 1. A weight ticket is not required for tonnages on Page 2.**

Subtract processing residue before entering your tonnages on this form. Processing residue is material that is collected and weighed with recyclables, but is disposed rather than recycled. The recycling facility can provide you with the % processing residue they produce at their facility. Processing residues vary greatly – from 1% to 30%. You need to ask your recycler to tell you the % of material discarded from their facility and subtract that % from your weight ticket amount. **Do not report processing residues on this form.**

If you deliver your materials commingled or single stream, please check the appropriate boxes to note the recyclable materials in the mix, but only enter the tonnage beside commingled or single stream. Do not estimate tonnages of each individual recyclable material in the commingled or single stream mix.

- Use the conversion chart on page 2 as necessary.

- Sign and date the form.
- Submit to the municipality where you are located by Feb. 1.

ANNUAL RECYCLING REPORT
For Commercial, Municipal, Institutional Facilities

Due: Feb. 1 of the following year
To: Municipality where
recyclables were generated

County Name:		Municipality Name:	
Name of Establishment:			
Address:		City:	Zip Code:
Email:		Telephone:	Fax:
Primary Business Function:			

How does your establishment handle recyclable materials? Source-separated Commingled Single Stream

How are your recyclable materials collected?

- Collected by recycling facility or broker (name): _____
- Collected by private hauler (name): _____
- Collected by confidential document destruction company (name): _____
- Establishment delivers materials to drop-off or curbside program (location): _____

If any of the above methods are used to collect your recyclable materials, do not include weights in the list below. Actual weights will be retrieved from your service provider or drop-off facility.

- Establishment delivers materials to recycling facility (name): _____
- Other (please specify): _____

- CHECK the box in front of each post-consumer* material that your establishment recycled.
- If your establishment marketed your own recyclables, enter the weight in tons and **attach a legible weight ticket from your recycler**. Subtract processing residue** before entering your weights below.

Note: If you use a commingled or single stream collection system, check the boxes beside each material in the mix.

<u>Material Type</u>	<u>Weight</u>	<u>Material Type</u>	<u>Weight</u>
<input type="checkbox"/> Single Stream:	[SS1] _____	Metal Cans and Bottles:	
(All recyclables, including fiber, collected together)		<input type="checkbox"/> Aluminum Cans	[AA1] _____
<input type="checkbox"/> Commingled:	[XXX] _____	<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02] _____
(2 or more recyclables collected together, fiber separate)		<input type="checkbox"/> Mixed Cans	[MX2] _____
Paper:		Plastics:	
<input type="checkbox"/> Paper: Cardboard	[C01] _____	<input type="checkbox"/> Plastic: PET	[PL1] _____
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1] _____	<input type="checkbox"/> Plastic: HDPE	[PL2] _____
<input type="checkbox"/> Paper: Mixed/Other (junk mail, paper bags, paperboard, etc.)	[PA3] _____	<input type="checkbox"/> Plastic: PVC	[PL3] _____
<input type="checkbox"/> Paper: Newsprint	[PA2] _____	<input type="checkbox"/> Plastic: LDPE	[PL4] _____
<input type="checkbox"/> Paper: Office Paper (all grades)	[PA4] _____	<input type="checkbox"/> Plastic: PP	[PL5] _____
<input type="checkbox"/> Paper: Phone Books	[PA6] _____	<input type="checkbox"/> Plastic: PS	[PL6] _____
Glass Bottles and Jars:		<input type="checkbox"/> Plastic: Film	[PL8] _____
<input type="checkbox"/> Glass: Brown	[GL4] _____	<input type="checkbox"/> Plastic: Mixed	[PL7] _____
<input type="checkbox"/> Glass: Clear	[GL1] _____	<input type="checkbox"/> Plastic: Other	[PL9] _____
<input type="checkbox"/> Glass: Green	[GL3] _____	Organics:	
<input type="checkbox"/> Glass: Mixed	[GL2] _____	<input type="checkbox"/> Food Waste	[FW1] _____
<input type="checkbox"/> Glass: Other	[GL6] _____	<input type="checkbox"/> Wood Waste	[WW1] _____
		<input type="checkbox"/> Yard and Leaf Waste	[Y01] _____

***Report only post-consumer materials on this form.** **Post-consumer material:** Material that has been used as a consumer item and then diverted from municipal solid waste for the purpose of collection and recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, overissue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials and should **not** be reported on this form.

****Processing residue:** Material that is collected and weighed with recyclables, but is disposed rather than recycled.

3. CHECK the box in front of each post-consumer material recycled at your establishment.
4. If you market the recyclables yourself, enter the weight (in tons) of material recycled. No verification is needed for weights reported on this page (page 2).

Other Materials Recycled	Code	Weight (tons)
<input type="checkbox"/> Drum: Fiber	DR3	
<input type="checkbox"/> Aluminum Scrap	AA2	
<input type="checkbox"/> Brass	N03	
<input type="checkbox"/> Copper	N02	
<input type="checkbox"/> Ferrous Metals	F01	
<input type="checkbox"/> Non-Ferrous Metals	N01	
<input type="checkbox"/> Lead	N04	
<input type="checkbox"/> Nickel	N10	
<input type="checkbox"/> Stainless Steel	N05	
<input type="checkbox"/> White Goods	F03	
<input type="checkbox"/> Drum: Steel	DR2	
<input type="checkbox"/> Wire/Cable	W01	
<input type="checkbox"/> Mixed Metals	MM1	
<input type="checkbox"/> Glass: Plate	GL5	
<input type="checkbox"/> Drum: Plastic	DR1	
<input type="checkbox"/> Asphalt	ASP	
<input type="checkbox"/> Clothing & Textiles	M03	
<input type="checkbox"/> Construction & Demolition	M02	
<input type="checkbox"/> Furniture & Furnishings	M04	
<input type="checkbox"/> Mattresses	MT1	
<input type="checkbox"/> Rubber Tires	M01	
<input type="checkbox"/> Miscellaneous/Other Items	MIS	
Other, Please list below:		
Household Haz. Waste		
<input type="checkbox"/> Antifreeze	O02	
<input type="checkbox"/> Batteries: Lead Acid	B01	
<input type="checkbox"/> Batteries: Other	B02	
<input type="checkbox"/> Catalytic Converters, Radiators	V01	
<input type="checkbox"/> Computer Systems	CB1	
<input type="checkbox"/> Consumer Electronics	CR1	
<input type="checkbox"/> Fluorescent Tubes/CFL's	FL1	
<input type="checkbox"/> Oil Filters	OL3	
<input type="checkbox"/> Other (paints, varnish, pesticides, etc.)	HHW	
<input type="checkbox"/> Used Oil	OL2	

Conversion Chart	
Antifreeze:	7.2 lbs per gallon
Battery – Lead Acid:	Car = 17.8 lbs Truck = 48.7 lbs Motorcycle = 8.7 lbs
Rubber Tires:	Car = 21 lbs Truck = 70 lbs
Used Oil:	7.2 lbs per gallon
Oil Filters:	1.2 lbs each
Glass – Whole Bottle:	1 ton = 2 yds ³
Newsprint – Loose:	1 ton = 3 yds ³
Corrugated Cardboard:	2.5' x 4' x 5' bale = 1100 lbs
Plastic Soda Bottles	
Whole, Loose:	30 lbs = 1 yd ³
Plastic Film:	2.5' x 4' x 5' bale = 1500 lbs
Solid & Liquid Fats:	55 gallon drum = 412 lbs
White Goods	
Freezers:	1 = 250 lbs
Refrigerators:	1 = 250 lbs
Other Appliances:	1 = 150 lbs
Yard Waste	
Leaves:	4 yd ³ = 1 ton
Grass Clippings:	2 yd ³ = 1 ton
Wood Chips:	1 yd ³ = 500 lbs

SUBMIT REPORT TO MUNICIPALITY BY FEB 1st!

Your accurate and timely reporting enables the County and the State to determine an accurate recycling rate and showcase the importance and viability of the recycling industry.

I certify, to the best of my knowledge, that the information on this form is complete and accurate. I further authorize the Municipality to aggregate this report for DEP reporting purposes. If a legible weight ticket is attached, this report may also be used for DEP grant purposes.

Authorized Representative
Title
Signature
Date

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APPENDIX H
KUTZTOWN BOROUGH YARD WASTE
MANAGEMENT

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Kutztown Borough Yard Waste Management

Kutztown Borough, Berks County, Pa. (population 5,012) has a unique approach to municipal waste management; the Borough provides all MSW and recycling collection service within the Borough. Kutztown continues to rely on source separated collection of recyclables from residents, businesses and schools. The Borough maintains the separation of three colors of glass, aluminum cans, steel cans, HDPE plastic containers and PET plastic containers at its storage facility at the public works yard. The Borough directly markets the recyclables. Glass is crushed and sold loose by color, and the remaining materials are processed into bales with a down stroke baler.

In addition to providing seasonal leaf collection, Kutztown Borough maintains a drop-off facility for leaf and yard waste. The facility consists of a wide, ramped, elevated and paved platform with twin 30 cubic yard roll-off containers on either side of the platform. This configuration allows residents to pull their vehicles up the ramp and park on the platform to unload leaf and yard waste down into the container.



Signs posted above the platform remind users of the acceptable materials that may be placed in the containers. Two surveillance cameras provide an extra measure of quality assurance. The facility was constructed in 2004 for \$50,000. Ninety percent of the capital cost was reimbursed to the Borough through a PA DEP Act 101 Section 902 Recycling Grant.

Kutztown advertises a bid for services annually for transporting the roll-off containers to a PA DEP approved composting facility. The contractor at the time of the June 2012 site visit was Quality Disposal of Honeybrook, Chester Co., Pa. The Borough budgets \$24,000 annually for the collection and transportation service.





Kutztown Boro. Yardwaste Composting Facility, 45 Railroad Ave, Kutztown, PA 19530.
Norm Milnes, Public Works Supt., (610)-683-3202, publicworks@kutztownboro.org