Pennsylvania County Recycling Coordinator Responsibilities

1. Provide municipal refuse/recycling program technical assistance
   a. Work with mandated municipalities to ensure Act 101 compliance and understand municipal demographics.
   b. Provide models of ordinances, contracts, rules and regulations, and procedures to municipalities.
   c. Provide support to municipal coordinators for annual report data collection, Section 902 recycling program implementation grants, and Section 904 recycling program performance grants.
   d. Provide relevant, concise and timely public information on county-wide recycling programs and markets to coordinators to share with residents.
   e. Encourage PROP membership for municipal coordinators to learn about Act 101 requirements, recycling markets, best practices, public education, etc.
   f. Conduct an education/training program for municipal officials or municipal recycling coordinators within the county and submit documentation of the program.
   g. Assist municipalities within the county with finding markets for their recycled materials.

2. Provide commercial, institutional, and community event refuse/recycling program technical assistance
   a. Work with municipal coordinators to ensure the non-residential entities and community events organizers are knowledgeable about recycling requirements and how to set up programs.
   b. Provide instructions and templates for conducting waste audits, measuring program efficiencies and improving recycling and record-keeping.

3. Update and maintain Re-TRAC Connect with county-wide and municipal recycling data
   a. Recycling & Compost Facility Directory for county
   b. Municipal Contact Information
   c. DEP Mandated Information
   d. Curbside Program Information
   e. Financial Data
   f. Haulers/Vendors
   g. Residential Data
   h. Commercial Data

4. Complete the Annual Report process as required
   a. Submit annual report for county and municipal recycling programs to DEP by April 1st each year for the prior year as required by Act 101.
      1) Show that recycled materials were procured for county operations.
      2) Show market developments within the county.
      3) Show participation in writing/contributing to the recycling section of the county Solid Waste Plan in years when the plan is being developed.
      4) Provide summaries of each meeting with County Commissioners showing recycling progress within the county.
   b. Assist municipal coordinators in getting annual recycling data from commercial and self-haulers.
c. Audit the reports submitted by each municipality to ensure all entities reported accurately.

    d. Distribute to municipal coordinators the statewide annual reports collected and disseminated by the PROP Data Management Committee.

5. Review and report County and municipal recycling programs analytics to elected officials/municipal coordinators
   a. Program and material trend reports for each municipality and the county
   b. Environmental equivalencies for the greenhouse gases diverted by recycling
   c. Percentage of weights recycled by material types
   d. Residential tons recycled per capita and per household
   e. Effects from public education, program changes and/or enhancements on diversion by recycling or waste minimization efforts

6. Collaborate and communicate with haulers
   a. Ensure accurate documentation practices are followed for each load of recycling delivered to a processor or market
   b. Help to address any questions or needs that may arise regarding municipal contracts, routes, and/or recycling markets.