Pennsylvania County Recycling Coordinator Responsibilities

1. Provide municipal refuse/recycling program technical assistance
   a. Work with mandated municipalities to help them achieve 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. Assist and encourage 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.
   h. Facilitate municipal special collection events.

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. 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) Provide a list of recycled materials that were procured for county operations.
      2) Maintain a list of existing recycling markets within the county.
      3) Demonstrate participation in the development of 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. Review and analyze the reports submitted by each municipality for errors and anomalies.
   d. Distribute to municipal coordinators the statewide annual reports collected and disseminated by the PROP Data Management Committee.
   e. Update and maintain Re-TRAC Connect with county-wide and municipal recycling data
      1) Recycling & Compost Facility Directory for county
      2) Municipal Contact Information
      3) DEP Mandated Information
      4) Curbside Program Information
      5) Residential Data
4. 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. Residential tons recycled per capita and per household
   d. Effects from public education, program changes and/or enhancements on diversion by recycling or waste minimization efforts

5. Collaborate and communicate with haulers
   a. Work to establish standard and accurate documentation practices that can be utilized by all haulers operating within the county.
   b. Respond to questions or needs that may arise regarding municipal contracts, routes, and/or recycling markets.