



Borough of Greenville Commercial Recycling Project #604

Prepared for:

Borough of Greenville

125 Main Street
Greenville, PA 16125
(724) 588-4193

Sponsored by:

Pennsylvania Department of Environmental Protection

400 Market Street
Harrisburg, Pennsylvania 17101
(717) 787-8685
www.depweb.state.pa.us

Prepared by:

SCS ENGINEERS

11260 Roger Bacon Drive
Suite 300
Reston, Virginia
(703) 471-6150

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1 PROJECT DESCRIPTION

The Borough of Greenville (Borough) is a residential community interspersed with light commercial and industrial businesses located in Northeast Pennsylvania, roughly 80 miles from both Pittsburgh and Cleveland, Ohio. It is located in Mercer County and sits on the banks of the Shenango River. With a population of just over 5,900¹, the Borough is mandated by the small population provision of the Pennsylvania Municipal Waste Planning, Recycling, and Waste Reduction Act (Act 101) to divert recyclable materials from disposal. Curbside trash and recyclables collection is provided to about 2,200 households in the Borough.



the Borough of Greenville

Borough of Greenville seal from www.greenvilleborough.com

On April 1, 2017, the Borough’s contract with Tri-County Industries (Tri-County) commenced to provide waste, recyclables, and leaf waste collection and disposal services for all residents and commercial and institutional properties in the Borough. The Borough has executed a solid waste and recycling ordinance to etch into Borough code the requirements for the management of waste and the diversion of recyclables.

Major employers in the Borough include Thiele College, a private liberal-arts school with 1,000 students, and Trinity Industrial, a steel fabrication and processing facility that employs about 1,500 people. Other industries once prominent in Greenville have closed their doors for cheaper labor in other parts of the world. The main commercial district in the Borough is the downtown area that extends along Main Street. Numerous bars, restaurants, cafes, and shops, including the Borough’s administrative office and police station, occupy storefronts in this part of the City. However, not all buildings in the downtown area are currently occupied.



Trash and recycling containers behind businesses in downtown Greenville

The purpose of this project is to explore ideas for increasing the amount of materials generated at commercial properties diverted for recycling. The Borough estimates about 25,000 cubic yards of commercial refuse are produced each year, which represents an opportunity for increased diversion. Although recycling in the Borough is mandatory, a number of commercial establishments do not appear to recycle.

¹ 2010 U.S. Census

2 SUMMARY OF WORK PERFORMED

This section summarizes the work activities performed as part of this recycling technical assistance project.

Task #1: Obtain Data and Conduct Site Visit

A representative from SCS Engineers visited the Borough of Greenville on August 24, 2017. The visit consisted of meeting with the Borough Manager and Public Works Director to discuss the operations of the Borough’s solid waste and recycling program for commercial properties. The Borough Manager provided SCS with a driving tour of the Borough to observe the various commercial properties in the Borough to understand the barriers to increasing recycling. As part of the meeting, several pieces of information on the Borough’s waste and recycling program were obtained, including:

- Solid Waste and Recycling Ordinance;
- Solid Waste and Recycling Hauling Contract with Tri-County Industries;
- Waste and Recyclable Tonnage Reports;
- Public Education Information;
- Borough Zoning Map;
- List of Businesses and Residential Properties with Trash and Recycling Service.

Task #2: Evaluating Methods for Increasing Commercial Recycling

SCS identified a number of opportunities for the Borough to consider that may increase the participation of businesses in the Borough’s recycling program. The recommended ideas developed as part of this project are included in this report. Specifics of why these methods are important for the Borough to consider are provided in the discussion of these options.

Task #3: Survey Businesses

For this task, SCS developed a short survey for the Borough to distribute to its businesses that seeks information on a number of issues with respect to the Borough’s commercial recycling program. The survey was designed to identify obstacles to recycling, assess businesses’ familiarity with the current Borough program, and gauge businesses’ interest in participating in the Borough’s recycling program. SCS recommends the Borough work with the local Chamber of Commerce to distribute the survey to businesses. The results should compliment the suggestions outlined in this report.

Task #4: Final Report

The final task of this project was to develop this report that includes the results of our research and suggestions for how the Borough can increase recycling in the commercial sector.

3 RESULTS

The Borough of Greenville is mandated by Pennsylvania Act 101 to establish a source-separation and collection program for recyclable materials. Among other things, this law requires commercial, municipal, and institutional establishments to separate, store, and recycle high-grade office paper, aluminum, corrugated paper, and leaf waste, at a minimum. In order to strengthen the commercial recycling program in the Borough, SCS recommends the following policy and program advancements be implemented, which are grouped as either administrative or programmatic.

INTRODUCTION

To understand the impact of the Borough's commercial recycling program on waste generation and disposal, SCS interviewed Mr. Jerry Bowser of Tri-County Industries. Tri-County is the Borough's exclusive contractor to provide solid waste and recycling collection service to all residential and commercial properties in the Borough. On April 1, 2017, Tri-County took over collection services in the Borough from the previous contractor, Waste Management, Inc. Tri-County served as the Borough's contractor for solid waste and recyclables collection prior to Waste Management's contract.



Contents of trash container showing disposed recyclable materials

SCS obtained data from the Borough on the number of commercial properties serviced by Tri-County for both trash and recycling. Based on the route sheets reviewed, SCS tabulated there are 114 unique businesses that receive solid waste collection service and only 20 unique businesses that receive recyclables collection service. Based on these estimates, only about 18 percent of businesses participate in the Borough's recycling program. This suggests that commercial recycling in the Borough is not occurring at the level required by law and that potential exists for significant expansion.

SCS's analysis of reports provided by the Borough and Tri-County for trash and recyclable material collection indicate that about 16.1 percent of materials generated at commercial properties in the Borough are diverted for recycling. **Table 1** summarizes waste and recycling quantities that are:

- 1) Collected by Tri-County between April and December 2017; and
- 2) Collected and/or processed by other means from Allegheny Records Destruction and Dollar General.

Table 1. Commercial Waste and Recycling Tonnage Collection

Tri-County by Month	Trash (Tons)	Recyclables (Tons)		
		OCC	Other Paper	Commingled Materials
April	82.6	2.9	1.9	4.9
May	122.3	2.6	3.2	9.7
June	90.3	3.3	1.9	4.9
July	74.6	2.2	1.7	4.8
August	109.4	2.6	2.2	6.2
September	64.5	2.9	1.9	5.0
October	115.7	2.2	2.3	6.8
November	105.2	3.5	3.0	8.7
December	80.1	3.1	2.2	6.1
SUBTOTAL	844.8	25.1	20.2	57.1
Allegheny Records Destruction ¹	--	0	1.0	0
Dollar General ^{1,2}	--	31.2	0	0
SUBTOTAL	--	31.2	1.0	0
TOTAL	844.8	56.3	21.2	57.1
% Diverted		16.1%		

1 Based on data extrapolated from 2015 reported directly to the Borough

2 Backhauled to central distribution point

It is estimated that about 135 tons of recyclable materials have been collected from commercial properties between April and December 2017. It includes 56.3 tons of OCC, 21.2 tons of other paper, and 57.1 tons of commingled materials. Of the 57.1 tons of commingled materials collected, 65 percent is clear, brown, and green glass. The remainder is metal cans (27 percent) and plastic (8 percent).

Recognizing that opportunities exist for increasing commercial recycling in the Borough, the following recommendations are made.



Recyclables dumpster



Paper recycling



Segregated cardboard

ADMINISTRATIVE ADVANCEMENTS

Update Solid Waste Ordinance

Act 101 requires the Borough to adopt an ordinance or regulation mandating recycling. A robust recycling ordinance that provides the requirements of the Borough’s recycling program is the foundation for improving recycling in the Borough. **Appendix A** includes the text from Act 101, Chapter 15, Section 1501 that provides the requirements for municipal recycling programs.

The Borough’s ordinance titled “Solid Waste Ordinance” was enacted many years ago and the only provision that addresses recycling is section 463.3 (H) **Prohibited activities**, which states:

All recyclable materials shall be sorted from the waste stream and placed in proper containers. No recyclable materials shall be placed in the trash that is sent to landfills. All residential, commercial and institutional accounts shall comply.

SCS recommends that the Borough update their ordinance to create a separate section on recycling requirements for residential, commercial, institutional, and municipal establishments. At a minimum, the revised ordinance should include the following:

- 1) A requirement that residents; commercial, institutional, and municipal establishments; and community activities source-separate materials for recycling.

Relating to recycling at commercial, institutional, and municipal establishments, Chapter 15 of Act 101 requires that:

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 recycling. 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 recycled².

- 2) A scheduled day, at least once per month, when recyclable materials are to be placed curbside or similar location for collection.
- 3) A system, including trucks and containers, for the collection of recyclable materials from the curb or similar location from each resident or person required to recycle in the Borough. The Borough shall explain how the system will operate and specify collection dates and the responsibilities of persons.

² Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act of July 28, 1988

- 4) Provisions to ensure compliance with the ordinance, including incentives and penalties.
- 5) Requirements for the recycling of collected materials.

The revised ordinance should also include provisions that address the following:

- 1) **No-Burning** – Act 101 requires that the ordinance prohibit the burning of recyclable materials, including leaf waste.
- 2) **Trash and Recycling Service Required** – The ordinance should have a provision that all residents have trash and recycling service. This is a requirement from the Act 140 amendment to Act 101 and will ensure the Borough’s eligibility to receive Section 904 Recycling Performance Grants.
- 3) **Leaf Waste Separation** – The diversion of leaf waste should be incorporated into a revised recycling ordinance. The current ordinance defines yard waste and states that the material cannot be burned; however, leaf waste, which is defined in The Pennsylvania Code, chapter 271, 271.1 Definitions as “*leaves, garden residues, shrubbery and tree trimmings, and similar material, but not including grass clippings*” is not identified as a required material to be source-separated and collected at least monthly.
- 4) **Public Education and Outreach** – Act 101 requires the Borough to establish a “comprehensive and sustained” public education and outreach program to inform residents and tenants and occupants of commercial, institutional, and municipal establishments of the Borough’s recycling program and requirements. Education and outreach activities should occur at least 30 days prior to the implementation of the recycling program and at least every six months thereafter. A number of media are approved for educating the public, but at least one must be in print form annually.

Pennsylvania Department of Environmental Protection’s Recycling Technical Assistance Program assists local governments in updating recycling ordinances. Past studies may be useful to the Borough in helping update their current ordinance. Studies can be accessed from <http://www.dep.pa.gov/Business/Land/Waste/Recycling/Municipal-Resources/TechnicalAssistance/Pages/default.aspx>.

Update Hauler Contract

Some provisions in the current hauler contract with Tri-County appear to not conform to the requirements of Act 101. SCS recommends issuing a modification of the existing hauler contract that addresses the following items for compliance with Act 101. If current contract modification is not possible, the Borough should issue a new contract that includes these provisions when the current contract expires on March 31, 2018.

Definitions

The following definitions should be updated or added to the hauler contract in conformance to Chapter 271 – Municipal Waste Management – General Provisions, of the Pennsylvania Code:

- **Commercial Establishment** – An establishment engaged in nonmanufacturing or nonprocessing business, including, but not limited to, stores, markets, office buildings, restaurants, shopping centers, and theaters.
- **Institutional Establishment** – An establishment engaged in service, including, but not limited to, hospitals, nursing homes, orphanages, schools and universities.
- **Leaf Waste** – Leaves, garden residues, shrubbery and tree trimmings, and similar materials, but not including grass clippings.

Refuse and Recycling Collection Rates

The Borough’s contract with Tri-County provides no incentive to encourage recycling at commercial establishments. The rates for both refuse and recycling collection service are set at \$7 per cubic yard per month. The Borough should consider requiring the contracted hauler to implement a tiered rate structure to encourage recycling. Under a tiered rate, the cost of collecting and servicing refuse containers would be higher than the costs for collecting and servicing recycling containers. This provides a financial incentive for businesses to recycle, which is a strong motivator to increase recycling. As part of the Borough’s bid package, haulers would be required to submit a tiered rate. The Borough could identify the hauler(s) that would incentivize commercial recycling to the greatest extent and include that information in the criteria the Borough uses to select the preferred contractor.

Leaf Waste

As written in the current waste-hauling contract, **Section 3.03 Annual Leaf Collection, leaf collection** does not appear comply with Act 101, which requires leaf waste collection to occur at least once each month *throughout the entire year*. The current contract provides for collection of leaf waste for three weeks of the year – one week in the spring and two weeks in the fall. The Borough needs to confirm that commercial, institutional, and municipal establishments generating leaf waste have monthly collection service, which may include access to a drop-off location in the Borough or a neighboring municipality.

Public Education and Outreach

Public education and outreach to promote the recycling program should be led and facilitated by the Borough. SCS recommends that the hauler contract include language that requires the hauler to provide recycling information to the Borough at regular intervals so that public education and outreach materials maintained and distributed by the Borough remain current. This requirement will help the Borough stay informed of changes the hauler may make to the recycling program, ensure the program remains in compliance with Act 101 and the Borough’s ordinance, and provide timely updates and education to residents and tenants/occupants of commercial, institutional, and municipal establishments. Note that although the Borough can request help from the hauler for education, the Borough must ultimately take responsibility for education.

Enforcement of Hauler Contract

The Borough entered into a contract with Tri-County to provide for the collection of solid waste and recyclables from residential establishments and commercial, institutional, and municipal establishments. No other hauler is authorized to collect waste and recyclables in the Borough.

The contract titled, *Borough of Greenville, PA Contract Specifications for Refuse, Recycling, and Household Hazardous Waste Collection/Disposal Service*, identified important provisions that require Tri-County to provide recycling services to commercial properties in the Borough. Specifically, Section 3.04(B)³ states:

Commercial, Municipal and Institutional Establishments

Contractor shall provide refuse collection service and recycling service to commercial and institutional establishments. In the case of commercial and institutional establishments – recyclable materials shall, at a minimum, include high-grade office paper, aluminum, corrugated cardboard and such other material as may be designated from time to time by the Borough and/or State of Pennsylvania.

This contract language includes the required materials for recycling by commercial establishments with the exception of leaf waste.

Requirement (C) of Section 3.04 goes on to require that Tri-County provide recycling collection service at least once per week for commercial accounts.

Frequency of Recycling Service

Recycling service provided in accordance with this section shall be provided at a minimum of once per week for residences and once a week for commercial accounts. All commercial, industrial and institutional establishments shall be subject to the laws and regulations of the Commonwealth of Pennsylvania and the ordinances of the Borough of Greenville and for all recyclable items generated at the source, as outlined elsewhere herein.

Based on SCS’s conversations with Borough staff and our analysis that indicates only a small number of businesses in the Borough have recycling collection service, it appears there are opportunities to increase business recycling under this contract. SCS recommends the Borough Manager arrange a meeting with representatives of Tri-County to discuss these contract provisions and the need to have businesses participate in the Borough’s mandatory recycling program.

Additionally, Part 4 – General and Special Conditions of the contract with Tri-County, Section 4.31 specifies:

Contractor’s Reporting Requirements

The Contractor shall further provide the Borough with certified weight receipts, in tons,

³ Borough of Greenville, PA Contract Specifications for Refuse, Recycling, and Household Hazardous Waste Collection/Disposal Service, Section 3.04(B) Refuse and Recycling Service for Apartment Buildings, Institutional and Municipal Establishments.

of all material collected for recycling, by material; and further provide certified weight receipts, in tons, of all recyclable material sold and revenues received, by material.

Enforcement of this provision is important for the Borough to obtain information on the quantities of materials recycled that can be used to help assess the success of the Borough's recycling program. SCS obtained recyclable material tonnage reports from Tri-County and it appears they are providing this data as required. Continually obtaining this data will only prove to be more important as the Borough looks to increase recycling in the commercial sector.

PROGRAM ADVANCEMENTS

Education and Outreach

Public education and outreach are central to the success of any commercial recycling program. It is also required by Act 101 to occur at least two times each calendar year (six month apart). When Tri-County Industries became the contracted hauler to collect waste and recyclable materials in the Borough, representatives met with business owners in the Borough to inform them of the waste and recycling requirements. However, based on current data that indicates few businesses have separate recyclable material collection, the impacts of such initial outreach remain minimal. It is SCS's understanding that little to no commercial recycling education has taken place since that time. SCS believes that implementing a targeted education and enforcement program as well as an ongoing sustained education program will reinforce and encourage increased recycling.

Targeted Education and Enforcement

SCS recommends that the Borough implement a targeted commercial recycling public education and outreach program to businesses that do not appear to be participating in the Borough's recycling program. The Borough should coordinate with Tri-County Industries to identify businesses that are not receiving recycling collection services. SCS surmises that businesses in the Borough may not even know that recycling is mandatory in the Borough and the first step would be to inform businesses of the requirement to recycle. Businesses not receiving recycling collection service from Tri-County should be sent an initial letter to communicate the following message::

- Recycling is mandatory.
- The following items must be recycled by businesses in the Borough: high-grade office paper, aluminum, corrugated paper, and leaf waste.
- Borough's contact information for questions and information on how to set-up a program.

Businesses that do not recycle are requested to contact Tri-County to arrange for collection service. This contact with businesses will emphasize the importance of recycling and follows a collaborative (rather than carrot and stick) approach to expand commercial recycling.

Recognizing that not all business owners will respond to the initial communication and arrange for recyclables collection, subsequent letters should be sent to businesses as follow-up. These letters should reinforce the recycling requirements and outline enforcement actions that could be taken if the business does not take steps to recycle. Enforcement is an important and necessary part of compliance with recycling requirements, but the Borough should promote a partnership approach to encouraging recycling among businesses. After two or three attempts to reach businesses through the mail or other similar means, a Borough code enforcement officer should follow-up and visit businesses that do not make an effort to participate. The Borough may be required to cite and fine businesses as a last resort to force compliance with the law. **Appendix B** provides sample recycling program violation letters.

Sustained Education

Obtaining information on recycling in the Borough of Greenville should be simple and straightforward. In this age of continual information and knowledge sharing, business owners expect to quickly and easily access information on recycling. Having a sustained public education and outreach program is also an important component of compliance with Act 101.

The Borough should take steps to increase the visibility of recycling information that is posted on their website. Although recycling information is on the home page of www.greenvilleborough.com, it is located near the bottom of the page and unless users are expecting to find the information on the homepage, it will be missed. It is suggested that recycling information be posted on the website under **Departments > Public Services > Greenville Public Works** to affirm recycling is a function of the Greenville Public Works Department and a natural place for business owners to go to when looking for recycling information.

The word “*Recycling*” on the Borough’s homepage could be made into a live link that takes users to a webpage with information on commercial and residential recycling. Links to recycling information on the homepage and through the “Greenville Public Works” links could direct users to the same place with detailed recycling information. **Exhibit 1** provides a screenshot of the Borough’s website with notations about where information on recycling.

Exhibit 1. Recycling Information on Greenville’s Website



Homepage of the Borough’s website with ideas for where to place information on recycling

It is also recommended that recycling information posted on the Borough’s website be delineated between residential and commercial to direct users to the specific information. Most of the recycling-related information posted on the Borough’s website covers residential recycling. **Appendix C** contains sample website language that could be included to provide for commercial recycling information to business owners.

Increasing the amount of recycling information on the Borough’s website is only one important way to communicate with the business community. Additional information can be provided through:

- Annual mailings
- Newspaper advertisements
- Social media
- Newsletters

- Brochures
- Fact sheets
- Posters
- Stickers/labels for containers
- Community events/fairs
- Training videos

Note that DEP requires at least one educational campaign be in print form annually.

Business Recycling Technical Assistance

Recycling at a business is often more challenging than in the residential sector. Obstacles such as space constraints and employee turnover can create a difficult environment for implementing and sustaining a recycling program. Business owners can be overwhelmed at just the thought of beginning a program.

One powerful and effective, but sometimes time-consuming, way to help businesses recycle is by providing on-site consultation and recycling technical assistance (usually for free) to businesses in establishing or evaluating a recycling program. This provides an opportunity for tailored one-on-one assistance to businesses where the Borough or Tri-County can encourage recycling, address specific challenges, and work together to find an acceptable solution. The Borough may consider adding language to their contract with Tri-County to facilitate cooperation with providing technical assistance. This technical assistance can take on many forms depending on the level of effort put into it. Below are two examples of local governments that offer such assistance.

Montgomery County, MD

Montgomery County, Maryland groups businesses into different categories (i.e. office buildings, restaurants, shopping malls, etc.) and conducts waste audits of select businesses in each category. The waste characterization profile developed for each business category is used to promote opportunities for recycling at all businesses in that group. The County also conducts recycling technical assistance to individual businesses to help them implement and expand current recycling programs. More information on Montgomery County’s business recycling program can be found at <http://www.montgomerycountymd.gov/sws/sorrt/>.

Clinton County Solid Waste Authority, PA

Pennsylvania’s Clinton County Solid Waste Authority provides free waste audit services to businesses that are interested in assistance to implement or expand recycling at their property. Information about Clinton County’s commercial recycling program can be found at www.waynetwplandfill.com/index.php?p=commercial-recycling.

Working with individual businesses can build rapport with the owners and foster a collaborative approach to helping solve recycling issues. It also provides businesses with an opportunity to show Borough staff specific problems or obstacles to recycling while then allowing alternative solutions to be shared and discussed onsite. For example, a bar owner that states there is no room for recycling containers behind the bar may not have thought that reducing the size of the trash containers will free up space if all glass bottles are diverted for recycling.

Business Recycling Cooperatives

Establishing business recycling cooperatives can also provide an opportunity for increased recycling in the commercial sector. A cooperative is a group of businesses located in the same geographic area that separate the same materials for recycling. These materials are placed in centrally located containers that are shared by a number of businesses. The materials are collected by the same hauler.

Benefits

Implementing a cooperative in the Borough of Greenville could make sense for the following reasons:

- **Contracted Hauler** – The Borough contracts with Tri-County Industries exclusively for the collection of solid waste and recyclables in the Borough from both the commercial and residential sectors. Using a single hauler in the Borough helps with cooperative program logistics in terms of materials accepted and promotion of the program.
- **Central Business District** – Cooperatives work best when there is a high concentration of businesses located in a relatively small geographic area. Most of these businesses generate recyclable materials. While on an individual level the quantity of materials may not be significant, collectively the amount of recyclable materials these businesses generate can be significant and provide opportunities for increased diversion. Greenville’s downtown businesses district provides an appropriate setting to test implementing a cooperative to encourage recycling.
- **Space Constraints** – One obstacle to increasing recycling in the Borough’s downtown business district is limited space. There is limited space behind these businesses for placement of trash and recycling containers. Implementing a cooperative where multiple businesses share a recycling container should reduce the need for individual businesses to find or make space for a separate recycling container.
- **Improved Collection Efficiency** – Cooperatives can make collection of recyclables more efficient for the hauler. Instead of a hauler needing to collect materials from several containers in different locations, consolidation of the materials in one dumpster or cart reduces the number of stops needed to collect materials.
- **Past Experience** – The Borough’s previous contracted hauler, Waste Management, provided a centralized dumpster for consolidation of recyclable materials in the downtown business district. Overall this project was a success and implementing a similar program in a handful of areas in the downtown area could reinvigorate such a program.
- **Cost Savings** – Another benefit of business recycling cooperatives is that the cost for recycling collection services is shared among all businesses that use a container. This has the potential to reduce recyclable material collection costs on an individual level.

- **Act 101 Compliance** – As discussed above, SCS estimates that only about 20 of the approximately 114 businesses receiving trash collection services also subscribe to recycling collection services. Act 101 states that all commercial, municipal, and institutional establishments must separate and store materials for recycling. The law provides local governments with flexibility with how to implement a program. Establishing recycling cooperatives that provide businesses with opportunities to recycle will help the Borough comply with this law.

Challenges

While there are many good reasons for establishing businesses cooperatives in the Borough there are also a number of challenges that need to be overcome, including:

- **Convenience** – Although an effective business recycling cooperative collection program will place recycling containers in locations that are convenient and close to businesses being served by the containers, employees of such businesses will likely have to walk further to place recyclable materials. This may contribute to recyclable materials being disposed of in trash containers if they are more convenient.
- **Illegal Dumping** – Recycling containers that may be perceived as not “belonging” to any one business could become dumping grounds for non-recyclable materials. In some cases, containers for cooperatives can be secured with only those businesses provided access (i.e. key or combination) to the container. Business owners can also be vigilant to monitor recycling containers, and unauthorized or illegal dumping observed should be reported to the Borough police. Also, if the Borough continues to maintain their public trash receptacle at their building, that could be advertised as a place for individuals to dispose of materials that might otherwise be disposed of illegally in recycling containers.
- **Customer Billing** – Representatives from Tri-County indicated that a concern for implementing a business cooperative is a more complicated billing structure. Representatives from businesses, the Borough, and Tri-County will need to discuss options for the billing of services and how to allocate costs so that such a program does not put undue pressure on any one party.
- **Promotion** – Business recycling cooperatives are most successful if there is a champion to continue to promote and encourage participation in the program. With employees stretched thin and multiple competing priorities, it may be difficult to find someone or a group of individuals to champion and promote the existence of the program. These programs work best when there are champions in the local government and in the business community.

Implementation

In order to facilitate the success of cooperatives in the Borough, there needs to be a champion to promote the program. SCS recommends that the Borough convene a meeting with representatives from the businesses community (particularly businesses that already recycle), the Borough, the Chamber of Commerce, Tri-County, community organizations or non-profits, and

anyone else in the community that champions recycling to talk through what a theoretical business recycling cooperative would look like in the Borough. Obstacles and concerns of each stakeholder should be noted. In follow-up, the Borough should ask for a formal commitment from the groups represented at the meeting to support the initiation and development of a business recycling cooperative by forming a formal advisory committee.

The advisory committee would meet regularly to discuss obstacles and concerns of all parties participating in the cooperative and find acceptable solutions. As these details are worked out, the committee would be responsible for designing the cooperative to “fit” the downtown commercial district and other places in the Borough where a cooperative may make sense. This includes making decisions on collection frequency, container size, placement of containers, fee structure, and surveying the greater business community to gauge their level of participation. The Borough should oversee this process to ensure such a program conforms to the requirements of Act 101.

Partnership with Thiel College

The Borough should pursue partnering with Thiel College to explore working together to promote recycling in the Borough. The Borough does not have dedicated solid waste and recycling staff to promote recycling to businesses. A partnership with Thiel to establish an internship program whereby students can support the Borough’s recycling efforts makes sense for the following reasons:

- **Local Resource** – The college is local and has a vested interest in preserving resources in the community;
- **Internship Requirements** – Students in Thiel’s Environmental Science Program are required to have an internship to graduate.
- **Environmentally-Minded Students** – The College’s Environmental Club includes students that are passionate about the environment and have the enthusiasm to promote and encourage recycling throughout the community.
- **Capabilities** – Public education is key to promoting and encouraging recycling among businesses in the Borough of Greenville. Students are creative and proficient at using social media. These skill sets would benefit the Borough in promoting recycling.
- **Longevity** – Improving and expanding recycling in the Borough is a long-term initiative and will not happen overnight. An internship (or similar) program has the potential to be long term as new students need internships and the Borough continually needs dedicated help to encourage recycling.
- **Borough Staff Shortage** – As noted above, the Borough Manager and Public Works Director oversee a number of programs servicing residents and business owners. Little time is available for dedicated support for improving recycling. Tapping into students at Thiel can fill the staffing void needed to truly promote and expand recycling in the Borough.

- **Reduced Costs** – The Borough is not in a financial position to invest significant sums of money to promote and facilitate recycling in the Borough. Tapping into students at Thiel provides an opportunity to recruit individuals to support recycling in the Borough at minimal cost. The Borough may provide a small stipend, but the real-world experience and internship requirement to graduate should suffice to make it a valuable opportunity for most students.

SCS contacted Dr. Anna Reinsel, Department Chair and Associate Professor of Environmental Science and Chemistry to gauge the college’s interest in dialoguing with the Borough to establish an internship program. Dr. Reinsel indicated that the college would be interested in talking with the Borough about such a program. Should the Borough wish to explore this opportunity further, Dr. Reinsel can be reached at:

Anna Reinsel, Ph.D.
Thiel College
Department Chair
Associate Professor of Environmental Science and Chemistry
Phone: (724) 589-2821
areinsel@thiel.edu

DEP Section 902 Recycling Grant Opportunity

The DEP launched a new round of Act 101 Section 902 recycling grants in late 2017. These grants are allocated from the Recycling Fund and are available to municipalities, including boroughs. Municipalities are eligible to obtain up to 90 percent of approved program costs; municipalities designated by the Department of Community and Economic Development as being financially distressed are eligible for up to 100 percent of approved program costs.

Municipalities must meet a number of criteria in order to be considered eligible to apply for a grant, including:

- The recycling program funded may not duplicate or interfere with other operating recycling programs as determined by DEP;
- Municipalities must have implemented a recycling ordinance that complies with Act 101;
- Municipalities that do not have a mandatory trash collection program or projects seeking support for residential recycling when a corresponding commercial recycling program does not exist will not be considered for funding;
- Municipalities must conduct a recycling education program that notifies all persons occupying every residential, commercial, municipal and institutional establishment within its borders of the requirements of their recycling ordinance.

The Borough should explore the possibility of applying for a Section 902 grant to support their commercial recycling program. Eligible projects for funding include the costs of developing a recycling program and the costs with educating the public on recycling program requirements.

To explore this opportunity further, the Borough should contact the DEP's Regional Planning and Recycling Coordinator for the Northwest Region. Contact information for this individual is:

Ms. Regina Schweinsberg
DEP, Pollution Prevention and Compliance Assistance
230 Chestnut Street
Meadville, PA 16335
Phone: (814) 332-6981
rschweinsb@pa.gov

Applications are due to DEP by April 7, 2018. The application process takes some time and includes a pre-application conference so the Borough is encouraged to pursue this opportunity in the near future. **Appendix D** contains the Section 902 Grants for Development and Implementation of Municipal Recycling Programs Fact Sheet.

SURVEY

Understanding how business owners perceive recycling and gauging their level of interest will help the Borough make decisions on how to encourage more recycling. To obtain this information as well as understand obstacles and challenges to recycling at businesses, SCS developed a short survey to obtain the following information from business owners in the Borough:

- Level of participation in the current recycling program;
- Challenges/obstacles to recycling;
- Willingness to participate in recycling program;
- Thoughts on how recycling can be improved in the Borough.

Appendix E contains the survey. SCS recommends the Borough send the survey out to business owners to obtain information on the obstacles impeding recycling in the commercial sector.

4 RECOMMENDATIONS

There remains significant potential to expand and increase recycling among the commercial sector in the Borough. With an estimated 18 percent of businesses in the Borough subscribing to recycling services through Tri-County Industries and an estimated 16 percent recycling rate, the Borough should take steps to improve recycling in the commercial sector. The administrative advancements provided in this report will give the Borough a foundation for requiring compliance with state recycling laws. The Borough's solid waste and recycling ordinance and hauler's contract will spell out in detail what is required and enable enforcement of those requirements.

Implementing the program advancements recommended in this report will also improve participation, divert materials, and facilitate compliance. These recommendations are geared to fostering a collaborative approach between the Borough, businesses, and Tri-County Industries to encourage recycling.

5 CONCLUSION

The Borough of Greenville should ultimately select the administrative and programmatic advancements that they think will best improve recycling in the commercial sector. Expanding commercial recycling in the Borough will take time and will only be successful through a partnership approach with Tri-County Industries and business owners. Before advancements are implemented, Borough representatives should discuss them with all parties that will be impacted.

Appendix A

Act 101, Chapter 15, Section 1501
Municipal Recycling Requirements

**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.

(b.1) Determination of population.--For purposes of determining the population of a municipality other than a county under subsections (a) and (b), the number of people residing in a Federal or State facility that conducts a facility-wide recycling program administered by the Federal or State government and that is situated in the municipality shall be excluded. ((b.1) added June 30, 2012, P.L.734, No.83)

(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 B
Sample Violation Letters

EXAMPLE NOTICE OF VIOLATION – FIRST NOTIFICATION

Borough of Greenville Letterhead

[Date]

[Business Name]

Attn: [Name]

[Address]

[City, State, Zip]

RE: NOTICE OF RECYCLING PROGRAM VIOLATION

Dear [Name]:

All residents and businesses, including multi-family dwellings and apartments, in the Borough of Greenville are required by Ordinance #_____ to separate recyclables and leaf waste from the municipal waste stream. The following materials must be separated and recycled by businesses in the Borough:

- Plastic bottles
- Corrugated cardboard
- Mixed paper
- Cartons/drink boxes
- Steel, tin, and aluminum cans
- Newspapers
- High-grade office paper
- Leaf waste
- Glass bottles and jars
- Junk mail
- Magazines

Businesses must contract with the Borough’s exclusive waste hauler, Tri-County Industries, for the collection of separated recyclables. The burning of recyclables and leaf waste is prohibited. Our records indicate that your business may not be participating in this required program.

If your business has not arranged to have recyclable materials collected separately from solid waste by Tri-County Industries, please contact them at **[phone number]** today to arrange for collection. If your business separates the required materials and recycles them, please contact the Borough office at **[phone number]** with proof of your participation in this program so that we may update our records. Please respond to this notice within 30 days.

We appreciate your cooperation with the Borough’s mandated recycling and leaf collection program. If you have questions please contact the Borough at **[phone number]** or **[email address]**.

Sincerely,

Borough of Greenville Code Enforcement Officer

EXAMPLE NOTICE OF VIOLATION – SECOND NOTIFICATION

Borough of Greenville Letterhead

[Date]

[Business Name]

Attn: [Name]

[Address]

[City, State, Zip]

RE: SECOND AND FINAL NOTICE OF RECYCLING PROGRAM VIOLATION

Dear (Name):

All residents and businesses, including multi-family dwellings and apartments, in the Borough of Greenville are required by Ordinance # _____ to separate recyclables and leaf waste from the municipal waste stream. The following materials must be separated and recycled by businesses in the Borough:

- Plastic bottles
- Corrugated cardboard
- Mixed paper
- Cartons/drink boxes
- Steel, tin, and aluminum cans
- Newspapers
- High-grade office paper
- Leaf waste
- Glass bottles and jars
- Junk mail
- Magazines

Businesses must contract with the Borough’s exclusive waste hauler, Tri-County Industries, for the collection of separated recyclables. The burning of recyclables and leaves is prohibited.

Our records indicate you have not taken the required action outlined in our **[date]** letter. If your business has not arranged to have recyclable materials collected separately from solid waste by Tri-County Industries, please contact them at **[phone number]** today to arrange for collection. If your business separates the required materials and recycles them, please contact the Borough office at **[phone number]** with proof of your participation in this program so that we may update our records.

A copy of the Ordinance is enclosed. Please note the applicable fines, fees, and penalties. Each day that a person is in violation of the ordinance constitutes a separate offense. Please arrange for recyclables collection within 10 days.

We appreciate your cooperation with the Borough’s mandated recycling and leaf collection program. If you have questions please contact the Borough at **[phone number]** or **[email address]**.

Sincerely,
Borough of Greenville Code Enforcement Officer

Appendix C
Sample Commercial Recycling Text

SAMPLE WEBSITE TEXT

Borough of Greenville Commercial Recycling Information

Businesses in Greenville Borough must recycle! Pennsylvania’s Municipal Waste Planning Recycling and Waste Reduction Act (Act 101) and the Borough’s solid waste ordinance requires owners of commercial, municipal, and institutional to provide recycling services to tenants or occupants of their buildings. Not only is commercial recycling required, it is also important for preserving resources, reducing emissions, and improving the quality of life in our community.

Requirements

The following materials must be recycled by all businesses in the Borough:

- | | |
|------------------------|-------------------------|
| Plastic bottles | Corrugated cardboard |
| Steel and tin cans | Newspapers |
| Aluminum cans | Junk mail |
| Glass bottles and jars | Mixed paper |
| Cartons/drink boxes | Magazines |
| | High-grade office paper |

Recyclable materials must be collected from each business weekly.

Leaf Waste – Businesses that generate leaves, tree trimmings, branches or stumps, shrubs, or other yard waste (excluding grass clippings) are required to separate the material from trash and arrange for separate collection.

Existing Program

The Borough contracts waste and recycling collection services with Tri-County Industries of Grove City, PA. This is the only company allowed to collect and transport waste and recyclable materials in the Borough.

Business owners must subscribe to waste and recyclable collection services from Tri-County Industries. Representatives of Tri-County will work with business owners to provide for the collection needs unique to each businesses. Please contact Tri-County Industries to arrange for recyclable materials collection service:

Tri-County Industries
159 TCI Park Drive
Grove City, PA 16127
(724) 748-4705

Customer Services Hours:
Mon – Fri: 7:30 a.m. to 5:00 p.m.
Sat: 8:00 – 12:00 p.m.

Contact

For questions on the Borough’s commercial recycling program, please contact the Borough City Hall at:

Borough of Greenville
125 Main Street
Greenville, PA 16125
(724) 588-4193

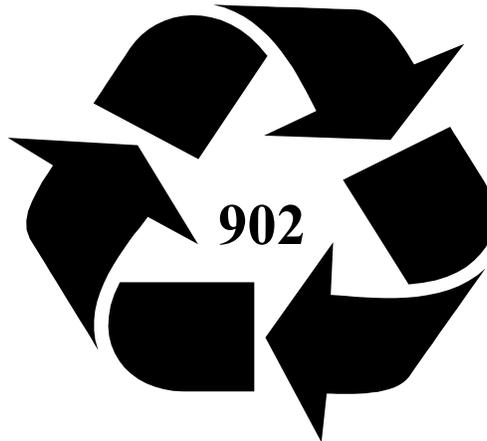
Appendix D

Section 902 DEP Grants for Development and Implementation of Municipal Recycling Programs Fact Sheet



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

MUNICIPAL RECYCLING PROGRAM GRANTS
UNDER SECTION 902 OF ACT 101
THE MUNICIPAL WASTE PLANNING, RECYCLING AND WASTE REDUCTION ACT OF
JULY 1988



Recycling Grant Application

Filing Deadline: April 7, 2018

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
DIVISION OF WASTE MINIMIZATION AND PLANNING**

www.dep.pa.gov

GRANTS FOR DEVELOPMENT AND IMPLEMENTATION OF MUNICIPAL RECYCLING PROGRAMS FACT SHEET

1. The 902 Grant Program:

Grants are authorized under Section 902 of the Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101 of July 1988). All grants are allocated from the Recycling Fund authorized under Act 101. Section 902 grants are available to all municipalities including counties, cities, boroughs, incorporated towns, townships, home rule municipalities, councils of governments, consortiums, Solid Waste Authorities, or similar entities established by two or more municipalities under 53 PA. C.S. Chapter 23 Subchapter A (relating to intergovernmental cooperation). Municipalities are eligible for up to 90% funding of approved program costs. Municipalities designated by the Department of Community and Economic Development as financially distressed are eligible to receive 100% funding of approved program costs.

Projects eligible for grant funding are those that divert the following recyclable materials from municipal solid waste: source separated recyclable materials (clear glass, colored glass, aluminum, steel and bimetallic cans, highgrade office paper, newsprint, corrugated paper, plastics and other marketable grades of paper), source separated food scraps and leaf waste.

Municipalities may sponsor recycling projects involving not-for-profit agencies acting on a municipality's behalf to implement projects that benefit the municipality. Private enterprises cannot be funded. These grants are limited to funding for the processing of source separated recyclable materials and yard waste or the manufacturing of products made from those materials.

The recycling program to be funded may not duplicate or interfere with other operating recycling programs as determined by the Department of Environmental Protection. To ensure this, municipalities may need to advertise their intent to establish collection and/or processing programs.

Municipalities mandated to recycle under Act 101 must have enacted an ordinance that includes, but is not limited to, the following:

- a. a requirement for the separation of at least three materials from municipal solid waste ("MSW") by residents of homes and apartments;
- b. a requirement for the separation of leaf waste (as defined by the Act) from MSW by residents of homes and apartments;
- c. a requirement for the separation of at least high-grade office paper, corrugated paper, aluminum cans and leaf waste from MSW by commercial, municipal and institutional establishments;
- d. a curbside collection system for recyclable materials operating at least once per month;
- e. provisions to ensure compliance with the ordinance; and,
- f. provisions for the recycling of collected materials.

Projects that involve municipalities lacking a mandatory trash collection program, or projects seeking support for a residential recycling program where a corresponding commercial recycling program does not exist, will not be considered for funding. Additionally, mandated municipalities that allow the burning of recyclables including leaf and yard waste will also not be considered for funding. Applicants seeking funds to replace curbside collection containers and/or collection vehicles will need to demonstrate that the new equipment will increase collection efficiencies and tonnage of materials.

In addition, mandated municipalities must conduct a recycling education program that notifies all persons occupying every residential, commercial, municipal and institutional establishment within its borders of the requirements of the ordinance. This must be conducted at least once every six months. **Mandated municipalities that fail to meet the above requirements or that fail to enforce the provisions of their recycling ordinance will not be considered for a recycling grant. Any municipality that has failed to submit its Annual Recycling Report for calendar year 2017 will not be considered for a recycling grant. Municipalities that were a grant recipient from the last 902 grant award round will be considered for funding this solicitation period.**

2. Terms Used in this Fact Sheet:

The definitions provided below are intended to aid the reader in understanding this fact sheet and grant application. They are not intended to substitute for, replace, or modify statutory or regulatory definitions.

Administrative costs – Executive, organizational, and clerical costs associated with the general management of an organization rather than with a specific program or project. Under this grant program, postage is considered an administrative cost.

Date of encumbrance – The date a grant agreement is signed by the Comptroller's Office when grant funds become available.

Direct salaries – Salaries of employees involved in the recycling program or its components.

In-kind services – Services that are donated to the project. There are no actual cash outlays for in-kind services. Volunteer and pro-bono services are considered in-kind.

Match – The portion of project costs provided by the applicant.

Source separated recyclable materials – Materials that are separated from municipal waste at the point of origin for the purpose of recycling, including: clear glass, colored glass, aluminum cans, steel and bimetallic cans, highgrade office paper, newsprint, corrugated paper, other marketable grades of paper, plastics, yard waste and food scraps.

Leaf Waste - leaves, garden residues, shrubbery and tree trimmings, and other vegetative materials.

3. The Application Process:

Grant application periods and funding priorities are published in the **Pennsylvania Bulletin**. You may also contact your DEP or County Recycling Coordinator for this information.

Pre-application conferences are **required**. The Department's Regional Planning and Recycling Coordinators (see attached list) should be contacted for application forms and the scheduling of pre-application conferences. Your County Recycling Coordinator should also be able to assist you with completing the application. At a minimum, you should have a draft of your project's proposed expenditures available for the pre-application conference.

All applications submitted in compliance with the application deadline will be evaluated in accordance with a grant application review and evaluation procedure. This procedure is outlined under Section 8 of this fact sheet.

Successful applicants will be notified and a grant agreement (contract) developed for signature by the applicant, DEP, the Attorney General and the Comptroller's Office. The grant agreement is considered fully executed after signature by the Comptroller.

4. Grant Limitations:

- Grant awards are contingent upon the availability of monies in the Recycling Fund.
- Grant contracts must be fully executed within one year of a grant offering.
- Funds must be spent within two years after full execution of a contract.
- Only one extension of a contract's termination date is permissible, and may not exceed three months. A request for a contract extension must be made no later than 90 days prior to the contract termination date.

- A county (or authority representing a county or a combination of the two) may receive no more than 10% of the money available under this grant program in any fiscal year. No municipality (including a county and/or an authority representing that county, or a combination of the two) may request or be awarded more than \$350,000 in this funding period.
- A grant may not be awarded to any county or municipality that has failed to comply with the conditions set forth in previously awarded grants, the grant requirements of Act 101, the regulations of the Act, or the reporting requirements of the Act. A county or municipality that encourages or allows the destruction and/or burning of materials included in its recycling program will not be awarded a grant.
- The funding of equipment available under the Department of General Services' COSTARS program will be limited to the amount identified in the current state contract for that equipment. Contact the COSTARS www.dgs.state.pa.us/costars/ program (866) 768-7827 for a list of available equipment.
- The cost of educational materials, equipment or facilities purchased for the recycling program that are also used for purposes other than recycling will be pro-rated to reflect their recycling use.
- Funding for wood chipping equipment will be approved only when the equipment is part of a comprehensive leaf waste collection program and where the material is collected curbside from residents and where the wood chips produced are put to a beneficial use as determined by the Department.
- A municipality must retain sole ownership of equipment or facilities funded by a grant for the useful life of said equipment or facility. Grant funded property may be transferred to another municipality through written approval by the Department.
- If collection or processing vehicles are to be purchased as part of this grant, you should be aware of the restrictions governing such purchases under the Motor Vehicle Procurement Act, Act 40 of 1984.
- If construction costs are part of this grant, you should be aware of the provisions contained in the Prevailing Wage Act, Act 442 of 1961.
- **Equipment and property purchased with funds from this grant and with a purchase price of \$1,000 or greater shall be clearly identified by the grantee, through a sign or lettering permanently affixed to the equipment or property, as being funded by a Department of Environmental Protection Act 101, Section 902 Recycling Grant.**
- Each grantee must provide for an independent performance audit to be completed within six months after all reimbursable work under the grant has been completed. Grant funds cannot be used to complete this requirement.
- The Department may withhold 10% of the grant award until all conditions of the grant agreement are completed and verified.

5. Fundable Costs For Municipal Recycling Program Grants:

- The costs of developing a recycling program, including recycling program design costs, recycling market investigations, development of recycling market commitments, development of recycling program ordinances, development of the recycling public education program, and costs for developing contracts for procuring equipment or services necessary for the operation of the program. The grants may also be used toward the cost of developing a leaf waste collection and composting program. Examples of project development costs include consultant fees, advertising associated with equipment purchases or ordinance reviews, and conference fees.

- Costs associated with educating the public on recycling program requirements, including the development and publication of printed and audio-visual educational materials, advertisements, the development of Internet “Recycling Home Pages,” and school or special event programs. No part of the administrative costs associated with conducting an education program shall be considered as a fundable cost.
- The costs of purchasing or leasing vehicles used to collect recyclables, transport recyclables to processing facilities or markets, and vehicles used in the operation of a materials recovery facility, as well as the cost of reusable containers for collection or storage of recyclable materials. Examples of collection equipment costs include leaf boxes and vacuums, drop-off boxes, and household or office recycling collection containers.
- The costs of acquiring equipment used to process or manufacture recyclable materials into usable products. Examples of processing equipment costs include balers, shredders, windrow turners and grinders. See Section 7 regarding advertising requirements for mechanical processing equipment.
- The costs of acquiring and/or renovating buildings for processing and storage of recovered materials. Examples of building costs include construction, utility installation and repairs to existing structures.
- Improvements to land needed to operate a recycling facility or leaf waste composting facility. Examples of land association costs include fencing, grading, paving and site work in preparation of construction.
- Applicants requesting support for the following (and demonstrating how the request will lead toward greater program self-sufficiency) will receive additional consideration:
 - An incentive based pricing and collection program designed to increase the quantities and types of recyclable materials and reduce the quantity of waste collected.
 - Multi-municipal collection, processing and/or materials marketing programs where capital costs are reduced and/or recycling marketability is enhanced due to intergovernmental cooperation.
 - Development and implementation of collection methods that will provide greater marketability and value to collected recyclable materials..
 - In addition, communities whose existing recycling programs contain the following components will receive additional consideration:
 - Public provided or municipal contracted waste and recycling services.
 - The collection of six(6) or more Act 101 materials.

Items specifically excluded as eligible for grant funds:

- Land.
- Postage.
- Salaries and administrative costs associated with the implementation of the recycling program.
- In-kind services and activities not related to the program.
- Travel-related costs.
- Vehicles used to collect solid waste (other than recyclables) from generators.
- Operation and maintenance of projects.
- Any work or equipment funded under previous Department grants.
- Street sweepers.
- Plastic lumber for benches or tables.
- Sales tax.
- Garages (buildings for the storage or maintenance of equipment).
- Computers, related hardware, and other office equipment.
- Billboard advertising.
- Backyard composting containers.

- Public recycling containers for parks and streetscapes.
- Community event containers
- Pick-up trucks.
- Glass crushing equipment (unless specific marketing arrangements have been identified).
- Vehicles equipped with compaction units (except for the sole collections of yard waste, paper fiber and/or single-stream collection where a facility equipped to process such material has been identified).
- Promotional items not containing program specific information (materials collected, collection frequency, material preparation, etc.).
- Awards or incentives.
- Costs associated with the preparation of the grant application.

6. Eligible Match For Municipal Recycling Program Grants:

- Any funds expended on grant eligible costs.
- The lease value of land or existing buildings utilized for project purposes during the life of the grant agreement. Construction costs of new equipment storage facilities may also be considered for match. Justification will be required by the Department.
- The lease value of municipal equipment dedicated to the operation of the recycling program during the life of the grant agreement. Justification will be required by the Department.
- Postage related to a municipality's recycling education program.
- The cost of bio-degradable yard waste collection bags.
- The administrative costs associated with the recycling public education program, including travel costs directly related to the recycling program occurring within the Commonwealth and 300 miles of the agency's official business address unless otherwise approved by the Department. Travel costs are to be in accordance with and are not to exceed maximums prescribed in Department Travel Regulations, as set forth in Management Directive 230.10 of February 15, 2007, as revised.
- In-kind services for which no cash outlay occurs that are directly related to the recycling program.
- Interest paid to financial institutions on eligible expenditures.
- Containers, education and development of the waste collection portion of a "Pay As You Throw" or other incentive-based recycling program.

Items specifically excluded as eligible match toward a program:

- Direct salaries.
- Vehicles which are used to collect solid waste from generators.
- Operation and maintenance of projects.
- Administrative costs associated with the implementation of the recycling program other than the recycling public education program.
- In-kind services and activities not related to the program.
- Any work or equipment funded under previous Department grants.

7. Public Notice Requirements For Purchase of Mechanical Processing Equipment

If a municipality proposes to use some or all of recycling grant funds to purchase mechanical processing equipment, it must demonstrate that the equipment is not available from the public or private sector for use in the program. Before submitting a recycling grant application seeking funding for the purchase of mechanical processing equipment with a retail value of \$200 or greater, a municipality must publish a public notice.

The notice can be in the form of a display advertisement or legal notice. The notice must:

- Include a description in reasonable detail of the equipment the municipality proposes to purchase or cause to be purchased.
- Include a description of the intended uses of the equipment.
- Include a statement that the equipment is proposed to be funded by an Act 101, Section 902 grant.
- State that interested persons may submit comments to the municipality within 30 days of the publication of the notice.
- Be published once a week for at least two consecutive weeks in a newspaper of general circulation in the area where the proposed equipment will be maintained. An additional two-week advertising period may be required. Please consult your DEP Regional Planning and Recycling Coordinator.

The Recycling Grant application must include:

- Proof of compliance with the notification requirements including dated copies of the public notice.
- A description of the responses received to the public notice.
- An explanation of why the municipality has concluded the equipment is not available from the private sector.

8. Grant Application Review and Evaluation Procedure:

All applications submitted to the Department by the announced deadline are reviewed by the appropriate DEP Regional Planning and Recycling Coordinator.

The DEP Regional Coordinator conducts an administrative review to determine that all pages and requirements have been completed by the applicant. Once deemed administratively complete, the DEP Coordinator reviews the application to determine the feasibility of the proposed project; the relation of the proposed project to other existing or proposed projects in the area, and the need for this project in relation to the municipality's, county's and/or Commonwealth's recycling goals, efforts and mandates. Applicants will be notified by their Regional Office of any deficiencies found.

Recommendations for funding are submitted to the DEP Central Office by each Regional Office. DEP Central Office reviews grant recommendations for consistency with funding priorities, confirms eligibility and compares programs across regional boundaries. A final list of recommendations is developed that does not exceed the total of funds budgeted for the grant awards. Approximately six months may be required to complete the application review and approval process. Successful applicants are officially notified of a grant award (offering) by letter.

9. Grant Contract:

Included with the grant offering letter will be a copy of the draft grant contract for the project. No grant funds can be released until the grant contract has been fully executed.

A fully executed grant contract for the project *must* be developed between the applicant and the Department within one year of the date of the offering letter, otherwise the grant will be returned to the Recycling Fund. A minimum of two months may be needed for processing of the grant contract after it is signed by the applicant and forwarded to the Department.

10. Disbursement of Funds:

The applicant will be sent a copy of the fully executed contract along with a copy of the Disbursement Request Form associated with this contract. Requests for disbursement (reimbursement) must be made to the Department in order to receive funds. Disbursement requests are reviewed/approved by the appropriate DEP Regional Coordinator, ***who must verify that items or services claimed for reimbursement have been delivered to the grantee.***

The approved disbursement request is forwarded to DEP Central Office for coding and to ensure that adequate funds are available to cover payment. Generally within two weeks of receipt by Central Office, the disbursement request is forwarded to the Department's Comptroller's Office for processing, and then to the Department of Treasury for payment. It takes approximately two to six weeks from the date the disbursement request was forwarded to the Comptroller's Office to receive payment. Please allow a total of 12 to 16 weeks for the complete processing of any disbursement request.

All grant funds covered under the grant contract must be expended within the specified length of the contract. The termination date of the contract is determined by the length of the contract beginning from the date grant funds are encumbered by the Comptroller. The date of encumbrance will be listed in the grant contract. All grant accounts will be closed by the Department six months after the grant contract terminates. Any remaining funds will be returned to the Recycling Fund.

INSTRUCTIONS TO COMPLETE THE 902 GRANT APPLICATION

GENERAL INSTRUCTIONS

1. Two copies of the application must be submitted to the Department's Central Office, (Pennsylvania Department of Environmental Protection, Bureau of Waste Management, Division of Waste Minimization and Planning, P.O. Box 8472, Harrisburg, PA 17105-8472) in accordance with the application deadline established by the Department and published in the *Pennsylvania Bulletin*. A copy of each application must also be submitted to your County Recycling Coordinator (see attached list).
A completed application consists of:
 - a. Part I - Applicant Information
 - b. Part II - Executive Summary
 - c. Part III - Project Narrative
 - d. Part IV - Project Sustainability Plan
 - e. Part V - The Proposal: Scope of Work and Financial/Work Completion Data
 - f. Part VI - Land Use Planning Form
 - g. Part VII - Form W-9, Request for Taxpayer Identification No. and Certification
 - h. Part VIII - Supporting Documents
2. Applications should only be bound with a staple at the upper left corner. Other bindings, covers, tabbed pages, etc., are not to be used. **Please use recycled paper. Detach these instructions prior to submittal.**
3. The application will be reviewed in accordance with a review and evaluation procedure developed by the Department and described in the fact sheet for this grant program. Further information on this procedure may be obtained from the Department's Regional Planning and Recycling Coordinator serving your area.

PART I - APPLICANT INFORMATION

Complete Part I - Applicant Information form as follows:

Line #1. The applicant must be a municipality as defined in Act 101 as amended (i.e.: county, city, township, town, borough, home rule municipality, council of governments, consortium, Solid Waste Authority, or similar entity). If the application represents the efforts of more than one municipality, a lead municipality should be designated to act as the applicant and signer of the agreement. Only one municipality may be listed on line #1. COG's, consortiums and similar entities must provide documentation of their establishment under 53 PA C.S. Chapter 23, Subchapter A.

Line #2. Use the municipality's official business address.

Line #4. This is the official local government representative who will be contacted concerning details of the application and grant agreement development.

Line #6. Please enter your email address.

Line #7. If your municipality does not have a web site, please leave this line blank.

Statement Verification. The application **must** be signed by an authorized official of the municipality or county applying for the grant.

PART II – EXECUTIVE SUMMARY

Please answer all questions listed. Attach additional pages if clarification of any answer is necessary. Please provide supporting documents to verify program components as necessary.

PART III – PROJECT NARRATIVE

On the page provided, give a concise description of the proposed project to be funded.

PART IV – PROJECT SUSTAINABILITY PLAN

All applicants are required to submit a plan as a part of their funding request that includes definitive actions and strategies for optimizing program self-sufficiency. The plan shall include, at a minimum, strategies for reducing costs and generating revenues, provisions for establishing incentives associated with waste reduction and recycling, mechanisms for public outreach and stakeholder input, and tracking mechanisms to document progress toward sustainability milestones until optimum sustainability is realized. The Department's technical report on Building Financially Sustainable Recycling Programs can provide assistance in developing such methods and strategies. The technical report can be found on the DEP's website at http://files.dep.state.pa.us/Waste/Recycling/lib/landrecwaste/recycling/documents/fin_sust_rec.pdf. **Applicants failing to complete the Sustainability Plan portion of the application will not be considered for funding.**

PART V – THE PROPOSAL

A. SCOPE OF WORK

1. Provide a narrative description of each item to be purchased, acquired or claimed as match, including the function of each, as listed in Part V.B. Project development items, educational program items, each item of equipment, and each building or land improvement to be funded or claimed as match, must be listed as a separate item. All in-kind costs or services must be identified and the derivation of their value explained.
2. All applicants required to provide public notice of their grant applications must provide documentation of the public notice, the responses received, and an explanation of why the applicant has concluded the equipment is not available from the private sector. See Section #7 of the preceding fact sheet. Attach documentation to the application forms as Part VIII.
3. Documentation must be provided in support of all anticipated capital expenses. Bid quotes, invoices, catalogue prices, and manufacturers' statements are examples of acceptable documentation. Please be sure to consider the Department of General Services' COSTARS program when obtaining price quotes. Attach documentation to the application forms as Part VIII.

B. FINANCIAL/WORK COMPLETION DATA

1. List the items described in Part V.A., Scope of Work. Enter the total cost expected to be incurred for each item in the "Item Cost" column. Subdivide each cost, as necessary, into the portion to be reimbursed by DEP and the share that will be financed by the municipality (match). The DEP share for the TOTAL program should equal but not exceed 90% of the total item costs unless the Department of Community and Economic Development has designated the applicant as financially distressed. Your DEP Regional Planning and Recycling Coordinator will assist you in defining approved project costs. All costs listed on Part V.B. should be in whole dollars.
2. Project development items, educational program items, each item of equipment, and each building or land improvement to be funded or claimed as match, must be listed as a separate item. All in-kind costs or services must be identified.
3. The total Item Costs must equal the total DEP share plus the applicant match.

PART VI – LAND USE PLANNING FORM

Complete this form by answering the appropriate questions provided. Additionally, for purposes of completing this form, the following definitions should be utilized:

“Comprehensive plans and zoning ordinances” are county, municipal or multi-municipal comprehensive plans adopted under the Municipal Planning Code (MPC) and zoning ordinances adopted under the MPC.

“Consistency” is an agreement or correspondence between matters being compared which denotes a reasonable, rational, similar connection or relationship.

“De Minimis Proposals” are applications for the development of facilities or infrastructure that are minor in scope; they involve a modification of an existing facility or infrastructure project that does not change the basic nature of the facility or infrastructure and that does not alter the associated land use impacts. For example, a grant to hold a public meeting to determine whether there is support for the creation of a greenway or park, the planting of trees in a park to replace an expanse of grass, or construction of a source separated drop off box at a municipally owned property would be considered a de minimis proposal qualifying for the early-opt provisions in this policy.

“Facilities” are buildings and other structures that involve new land development, or result in a change to existing use of land.

“Infrastructure” is permanent structures for transportation, sewer and water facilities, schools, parks, greenways and open space, electric and gas delivery systems, stormwater facilities and telecommunications networks.

PART VII – FORM W9

Complete and sign this form. Grant agreements cannot be finalized without this form.

PART VIII – SUPPORTING DOCUMENTS

Attach such items as mandatory waste, recycling and burning ordinances, proof of publication and responses received, price quotes and/or bids, waste or recycling regulations, examples of educational materials, letters of support, and any other items necessary to support your grant request. Be sure to consider the Department of General Services’ COSTARS program when seeking quotes for equipment.

Complete all sections of the application form as instructed. Be sure to sign and date the form to complete the application.

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
REGIONAL PLANNING & RECYCLING COORDINATORS**

SOUTHEAST REGIONMs. Ann Ryan
DEP, Bureau of Waste ManagementMs. Mary Alice Reisse
2 E. Main Street..... (484) 250-5900
Norristown, PA 19401-4915

Email:
aryan@pa.gov
mreisse@pa.gov

Bucks, Chester, Delaware, Montgomery & Philadelphia Counties

NORTHEAST REGIONMr. Berit Case
DEP, Bureau of Waste Management (570) 826-2108
2 Public Square
Wilkes-Barre, PA 18711-0790

Email:
bcase@pa.gov

Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne & Wyoming Counties

SOUTHCENTRAL REGION Mr. Christopher Bosnyak
DEP, Bureau of Waste Management (717) 705-4927
909 Elmerton Avenue
Harrisburg, PA 17110-8200

Email:
cbosnyak@pa.gov

Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry & York Counties

NORTHCENTRAL REGIONMr. Joseph Delgrippe
DEP, Bureau of Waste Management (570) 321-6533
208 W. 3rd Street, Suite 101
Williamsport, PA 17701

Email:
jdelgrippe@pa.gov

Bradford, Cameron, Centre, Clearfield, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga & Union Counties

SOUTHWEST REGIONMs. Sharon Svitek
DEP, Bureau of Waste ManagementMr. Brad Cunningham
400 Waterfront Drive Mr. Bill Jester
Pittsburgh, PA 15222-4745 (412) 442-4000

Email:
ssvitek@pa.gov
bcunningham@pa.gov
wjester@pa.gov

Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington & Westmoreland Counties

NORTHWEST REGION Ms. Regina Schweinsberg
DEP, Pollution Prevention and Compliance Assistance (814) 332-6981
230 Chestnut Street
Meadville, PA 16335-3481

Email:
rschweinsb@pa.gov

Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango & Warren Counties

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
COUNTY RECYCLING COORDINATOR LIST**

Adams County

Ms. Bicky Redman
Solid Waste and Recycling Coordinator
670 Old Harrisburg Rd., Suite 100
Adams County Courthouse
Gettysburg, PA 17325
717-337-9827
717-337-0730 fax
e-mail: bredman@adamscounty.us

Allegheny County

Ms. Joy Smallwood
Recycling Coordinator
Allegheny County Health Dept.
Division of Public Drinking Water and Waste
Management
3901 Penn Ave.- Building #5
Pittsburgh, PA 15224-1347
412-578-8390
412-578-8053 fax
e-mail: jsmallwood@achd.net

Armstrong County

Ms. Sally Conklin
Recycling Coordinator
Dept. of Planning and Development
402 Market St.
Kittanning, PA 16201
724-548-3223
724-545-7050 fax
e-mail: sconklin@co.armstrong.pa.us

Beaver County

Ms. Holly Nicely
Director
Dept. of Waste Management
469 Constitution Blvd.
New Brighton, PA 15066
724-770-2066
724-770-2071 fax
e-mail: hnicely@beavercountypa.gov

Bedford County

Ms. Regina Miller
Recycling Coordinator
Bedford County Conservation District
702 West Pitt St.
Bedford, PA 15522
814-623-8099
814-623-0481 fax
e-mail: regmiller@embarqmail.com

Berks County

Ms. Jane Meeks
Recycling Coordinator/Executive Director
Berks County SWA
633 Court St.
Reading, PA 19601
610-478-6362
610-478-3470 fax
e-mail: swa@countyofberks.com

Blair County

Mr. John Frederick
Executive Director
IRCCOG
1301 12th St.
Altoona, PA 16601
814-942-7472
814-949-2411 fax
e-mail: jfrederick@ivcenvironment.org

Bradford County

Mr. Ben McBratney
Recycling Coordinator
Northern Tier SWA
PO Box 10
Burlington, PA 18814-0010
570-297-4177 ext. 21
570-297-3158 fax
e-mail: ltwory@ntswa.org

Bucks County

Mr. Drew Shaw
Recycling Coordinator
Bucks County Planning Commission
1260 Almshouse Rd.
Doylestown, PA 18949
215-345-3414
215-345-3886 fax
e-mail: aafeltes@co.bucks.pa.us

Butler County

Ms. Sheryl Kelly
Recycling Coordinator
Butler County Courthouse
PO Box 1208
Butler, PA 16003-1208
724-284-5300
724-284-5315 fax
e-mail: skelly@co.butler.pa.us

Cambria County

Mr. Kris Howdyshell
Recycling Coordinator
Cambria County SWMA
PO Box 445
507 Manor Drive
Ebensburg PA 15931
814-472-2109
814-472-2389 fax
e-mail: cambriarecycles@earthlink.net

Cameron County

Ms. Tara Newton
Recycling Coordinator
Cameron County Office of Emergency Services
20 E. 5th Street
Emporium, PA 15834
814-486-1137 Ext. 9935
814-486-3176 fax
e-mail: camcotreas2@cameroncountypa.com

Carbon County

Mr. David Bodnar
Recycling Coordinator
Carbon County Planning Office
PO Box 210, 76 Susquehanna St.
Jim Thorpe, PA 18229
570-325-3671
570-325-3303 fax
e-mail: davidbodnar@carboncounty.net

Centre County

Ms. Joanne Shafer
Recycling Coordinator
Centre County SWA
253 Transfer Rd.
Bellefonte, PA 16823
814-238-6649
814-238-3195 fax
e-mail: jshafer1@uplink.net

Chester County

Ms. Nancy Fromnick
Recycling Coordinator
Chester County Health Department
PO Box 2747
601 Westtown Rd., Suite 295
West Chester, PA 19380-0990
610-344-5940
610-344-4705 fax
e-mail: nfromnick@chesterccswa.org

Clarion County

Ms. Kristi Ditz
Director/Subdivision Administration
Dept. of Planning and Development
421 Main St., Courthouse
Clarion, PA 16214
814-226-4000
814-226-5275 fax
e-mail: kditz@co.clarion.pa.us

Clearfield County

Ms. Jodi Brennan
Clearfield County SWA
650 Leonard St., Suite 110
Clearfield, PA 16830
814-765-5149
814-765-6056 fax
e-mail: ccswa@clearfieldco.org

Clinton County

Mr. Michael Crist
Recycling Coordinator
Clinton County SWA
PO Box 209
McElhattan, PA 17748-0209
570-769-7802
570-769-7366 fax
e-mail: mcrist@waynetwplandfill.com

Columbia County

Mr. Bob Aungst
Acting Recycling Coordinator
Columbia County Planning Commission
702 Sawmill Rd., Suite 104
Bloomsburg, PA 17815
570-389-9146
570-784-5769 fax
e-mail: raungst@columbiapa.org

Crawford County

Ms. Brenda Schmidt
Crawford County SWA
369 Center St.
Meadville, PA 16335
814-333-7366
814-337-0457 fax
e-mail: educationbabe@gmail.com

Cumberland County

Mr. Justin Miller
Recycling Coordinator
Cumberland County RWA
310 Allen Rd., Suite 201.
Carlisle, PA 17013
717-240-6489
717-240-5337 fax
e-mail: jcmiller@ccpa.net

Dauphin County

Mr. Keith Kepler
1620 South 19th St.
Harrisburg, PA 17104
717-982-6772
717-982-6773 fax
e-mail: kkepler@dauphinc.org

Delaware County

Ms. Sue Cordes
Recycling Coordinator
Delaware County SWA
1521 N. Providence Rd.
Rosetree Park-Hunt Club
Media, PA 19063
610-892-9716
610-892-9622 fax
e-mail: Recycledelco@comcast.net

Elk County

Ms. Bekki Titchner
Recycling Coordinator
Recycling and Solid Waste Department
Elk County Courthouse Annex
300 Center St., P.O. Box 448
Ridgeway, PA 15853-0448
814-776-5373
814-776-5379 fax
e-mail: btitchner@elkoes.ncentral.com

Erie County

Ms. Brittany Prischak
Sustainability Coordinator
Erie County Dept. of Planning
140 W. Sixth St.
Erie, PA 16501
814-451-6336
814-451-7000 fax
e-mail: bprischak@eriecountygov.org

Fayette County

Mr. Bob Carson
Director of Public Works
61 East Main St.
Third Floor, Courthouse
Uniontown, PA 15401
724-430-4884
724-430-4029 fax
e-mail: bcarson@fayettecountypa.org

Forest County

Ms. Donna Zofcin
Recycling Coordinator
PO Box 4
526 Elm Street
Tionesta, PA 16353
814-755-3560
814-755-3960 fax
e-mail: dzofcin@co.forest.pa.us

Franklin County

Ms. Rochelle Barvinchack
Recycling Coordinator
Franklin County Administrative Annex
218 North Second St.
Chambersburg, PA 17201
717-261-3855
717-264-8667 fax
e-mail: rbarvin@franklincountypa.gov

Fulton County

Mr. Greg Reineke
Environmental Education Specialist
Fulton County Conservation District
216 N. Second St., Suite 15
McConnellsburg, PA 17233
717-485-3547
717-485-9411 fax
e-mail: gregfccd@pa.net

Greene County

Ms. Mimi Ritenour
Recycling Representative
Dept. of Planning & Development
49 South Washington Street
Waynesburg, PA 15370
724-852-5300
724-852-2944 fax
e-mail: mritenour@co.greene.pa.us

Huntingdon County

Ms. Lou Ann Shontz
Recycling Coordinator
Huntingdon County Planning Commission
223 Penn St.
Huntingdon, PA 16652
814-643-8192
814-643-8152 fax
e-mail: recycle@huntingdoncounty.net

Indiana County

Mr. Timothy Long
Recycling Coordinator
Indiana County SWA
1715 Route 119 South
Homer City, PA 15748
724-479-0444
724-479-0474 fax
e-mail: ICSWA@ptd.net

Jefferson County

Ms. Donna J. Cooper
Recycling Coordinator
Jefferson County SWA
351 Aviation Way, Suite 105
Reynoldsville, PA 15851
814-328-5361
814-328-2207 fax
e-mail: dcooper@jeffersoncountypa.com

Juniata County

Mr. Teddi R. Stark
Resource Conservation
Juniata County Conservation District
146 Stoney Creek Dr., Suite 4
Mifflintown, PA 17059
717-436-8953
717-436-9128 fax
e-mail: teddi-stark@juniataccd.org

Lackawanna County

Ms. Barbara Giovagnoli
Recycling Manager
Lackawanna County Recycling Dept.
200 Adams Ave.
Scranton, PA 18503
570-963-2071
570-963-2005 fax
e-mail: giovagnolib@lackawannacounty.org

Lancaster County

Ms. Barb Baker
Recycling Program Manager
Lancaster County Solid Waste
Management Authority
1299 Harrisburg Pike
Lancaster, PA 17604
717-397-9968
717-397-9973 fax
e-mail: bbaker@lcswma.org

Lawrence County

Mr. Jerry Zona
Director
Lawrence-Mercer Co. Recycling/Solid Waste
Department
Lawrence County Government Center
430 Court St.
New Castle, PA 16101
724-658-6925
724-656-2287 fax
e-mail: jzona@carlawrence.pa.us

Lebanon County

Ms. Amy Mazella di Bosco
Recycling Coordinator
Greater Lebanon Refuse Authority
1610 Russell Rd.
Lebanon, PA 17046
717-867-5790 ext. 307
717-867-5798 fax
e-mail: amdb@goglra.org

Lehigh County

Mr. Timothy Bollinger
General Services Manager
Lehigh Co. Gov't. Center
Dept. of General Services
17 S. 7th St.
Allentown, PA 18101
610-782-3000
610-799-4099 fax
e-mail: timbollinger@lehighcounty.org

Luzerne County

Ms. Beth Denardi
Recycling Coordinator
Solid Waste Management Department
200 North River St.
Wilkes-Barre, PA 18711-1001
570-820-6300
570-825-4906 fax
e-mail: beth.dinardi@luzernecounty.org

Lycoming County

Ms. Lauren Robinson
Resource Recovery Manager
Lycoming County Resource Management Services
PO Box 187
Montgomery, PA 17752
570-567-2625
570-745-6534 fax
e-mail: lauren.robinson@lcrms.com

McKean County

Mr. Justin Lund
Regional Director
17137 Rt. 6
Smethport, PA 16749
814-887-2754
814-887-3234 fax
e-mail: jtlund@mckeancountypa.org

Mercer County

Ms. Megan Gahring
Assistant Director
Lawrence-Mercer Recycling/Solid Waste Dept.
430 Court St.
New Castle, PA 16101
724-658-6925
724-656-2287 fax
e-mail: mgahring@co.lawrence.pa.us

Mifflin County

Ms. Lisa Smith
Recycling Coordinator
Mifflin County SWA
P.O. Box 390
Lewistown, PA 17044
717-242-3301
717-242-3394 fax
e-mail: kerry@mifflincountyswa.com

Monroe County

Mr. James Lambert
Executive Director
Municipal Waste Management Authority
New Ventures Park, Lot 6, Rt. 115
Blakeslee, PA 18610
570-643-6100
570-643-6112 fax
e-mail: lambertjames@epix.net

Montgomery County

Ms. Veronica Harris
Recycling Manager
Montgomery County Planning Commission
PO Box 311
Montgomery County Courthouse
Norristown, PA 19401
610-278-3744
610-278-3713 fax
e-mail: vharris@wsaemc.org

Montour County

Mr. Mike Heaps
Recycling Coordinator
388 Jerseytown Rd.
Millersville, PA 17846
570-458-6646
570-458-5794 fax
e-mail: info@heapscontainerservice.com

Northampton County

Northampton County DCED
669 Washington Street
Easton, PA 18042
610-559-3200 Ext 6
610-559-3775 fax
e-mail: kzinis@northamptoncounty.org

Northumberland County

Mr. Guy Kratzer
Recycling Coordinator
201 Market St.
Sunbury, PA 17801
570-988-4320
570-988-4436 fax
e-mail: guy.kratzer@norrycopa.net

Perry County

Ms. Kristie Smith
Recycling Coordinator
Perry County Conservation District
P.O. Box 36
31 W. Main St.
New Bloomfield, PA 17068
717-582-5138
717-582-3771 fax
e-mail: ksmith@perryco.org

Philadelphia County

Mr. Scott Mcgrath
Philadelphia Recycling Office
1401 JFK Blvd.
780 Municipal Service Building
Philadelphia, PA 19102-1664
215-686-5504
215-686-7812 fax
e-mail: scott.mcgrath@phila.gov

Pike County

Ms. Christine Kerstetter
Recycling Coordinator
Community Planning and Human Development
Pike County Administration Building
506 Broad St.
Milford, PA 18337
570-296-3434
570-296-3436 fax
e-mail: ckerstetter@pikepa.org

Potter County

Mr. Mike Salvadge
Recycling Coordinator
Potter County SWA/Recycling Center
2504 State Rt. 49W
Ulysses, PA 16948
814-848-9610
814-848-9640 fax
e-mail: pcswa1@pennswoods.net

Schuylkill County

Mr. Joseph Scribbeck
Solid Waste & Recycling Coordinator
Schuylkill County Courthouse
410 N. Second St.
Pottsville, PA 17901
570-628-1220
570-628-1005 fax
e-mail: jscribbick@co.schuylkill.pa.us

Snyder County

Mr. Thomas Gibson
Recycling Coordinator
713 Bridge St., Suite 9
Selinsgrove, PA 17870
570-374-5751 ext. 115
570-374-6144 fax
e-mail: scswma@snydercounty.org

Somerset County

Mr. Brad Zearfoss
Director
Somerset County Planning Commission
Somerset County Office Building
300 North Center Ave., Suite 540
Somerset, PA 15501
814-445-1544
814-445-1575 fax
e-mail: bzearfoss@co.somerset.pa.us

Sullivan County

Ms. Leigh Twoey
Recycling Coordinator
Northern Tier SWA
P.O. Box 10
Burlington, PA 18814-0010
570-297-4177
570-297-3158 fax
e-mail: leight@epix.net

Susquehanna County

Ms. Jennifer Hibbard
Recycling Coordinator
Solid Waste and Recycling Department
P.O. Box 218
Montrose, PA 18801
570-278-3509
570-278-2749 fax
e-mail: jhibbard@susqco.com

Tioga County

Mr. Daniel Short
Recycling Coordinator
Northern Tier SWA
540 Old Bloss Rd.
Blossburg, PA 16912
570-638-2107
570-638-2109 fax
e-mail: tc Bloss@ntswa.org

Union County

Mr. Bob Huntingdon
Recycling Coordinator
Government Center
155 North 15th Street
Lewisburg, PA 17837
570-524-3840
570-524-3850 fax
e-mail: rhuntingdon@unionco.org

Venango County

Mr. Erik Johnson
Venango Co. Regional Planning Commission
1168 Liberty Street
Franklin PA 16323
814-432-9684
814-432-5885 fax
e-mail: ejohnson@co.venango.pa.us

Warren County

Mr. Dan Glotz
Commissioner
Warren County Conservation District
204 4th Ave.
Warren, PA 16365
814-726-2431
814-726-2431 fax
e-mail: dglotz@warren-county.net

Washington County

Mr. Jason Theakston
Recycling Coordinator
Washington County Planning
Room 701 Courthouse Square
100 West Beau St.
Washington, PA 15301
724-228-6811
724-250-4110 fax
e-mail: theaksti@co.washington.pa.us

Wayne County

Ms. Mary Van Patten
Recycling Coordinator
Wayne County Recycling Center
RR 4, Box 524
Honesdale, PA 18431
570-253-9727
570-253-9395 fax
e-mail: wcrecycling@co.wayne.pa.us

Westmoreland County

Ms. Ellen Keefe
Interim Executive Director
Westmoreland Cleanways
226 Donohue Rd., Suite 101
Greensburg, PA 15601-2981
724-836-4129
724-836-5597 fax
e-mail: ekeefe@westmorelandcleanways.org

Wyoming County

Mr. Michael Rogers, Jr.
Recycling Coordinator
440 SR92S
Tunkhannock, PA 18657
570-836-0729
570-836-0729 fax
e-mail: mrogers@wycopa.org

York County

Ms. Kelly Megonnel
Recycling Coordinator
York County SWA
2700 Blackbridge Rd.
York, PA 17402
717-845-1066
717-843-1544 fax
e-mail: k.megonnel@ycswa.com

Appendix E
Business Recycling Survey

Borough of Greenville Business Recycling Survey

The Borough of Greenville wants to facilitate increased recycling at businesses in the Borough. Pennsylvania state law (Act 101) and the Borough's solid waste ordinance requires commercial establishments to recycle. In order to better understand the challenges to recycling at businesses, the Borough requests your feedback on the following.

Recycling Questionnaire:

- 1) Does your business recycle (if no, skip to question #4)?
 - Yes
 - No
- 2) What material(s) are recycled at your business (check all that apply)?
 - High-grade office paper
 - Aluminum
 - Corrugated paper
 - Leaf waste
 - Other (please specify)
- 3) What types of collection containers are used by your hauler to collect recyclables from your business?
 - Wheeled carts
 - Dumpsters
 - None, you self-haul your recyclables to a recycling center
 - Other (please explain)
- 4) What are the obstacles you face to participating in recycling OR recycling more materials (check all that apply)?
 - Did not know recycling was required at businesses
 - Recycling service is not provided by hauler
 - Space limitations for recycling containers
 - Convenience – separating materials for recycling takes too much time
 - Not sure what materials can/cannot be recycled
 - Too expensive
 - Other (please explain)
- 5) For the obstacles you identified in #4, please provide any thoughts/feedback you have on how to overcome them?
- 6) The Borough *might* consider designating centrally located “shared” recycling containers located within a given block to be used by all businesses on that block to alleviate space restrictions behind some businesses. Would you consider participating in such a program if it were to be implemented?
 - Yes
 - No
 - Maybe
- 7) Please explain your response to question #6; in particular what conditions would need to be met for you to likely participate in such a program.

- 8) Please provide any additional feedback you wish to share with the Borough about improving business recycling in the Borough.

Contact (optional)

Business Name:

Business Address:

Type of Business (retail, restaurant, office, etc.):

Contact Name:

Contact Phone:

Contact Email:

Thank you for providing your feedback! The Borough will use this information to make decisions on how best to improve commercial recycling activities.