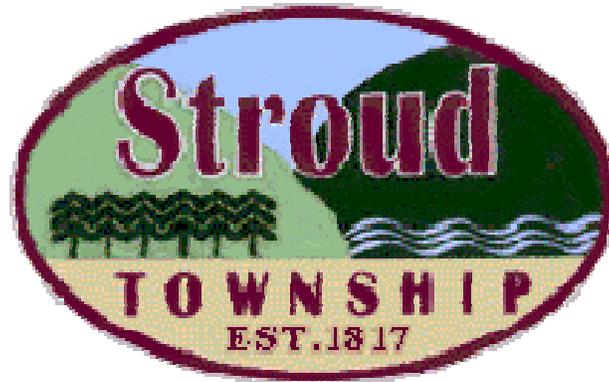


# RECYCLING TECHNICAL ASSISTANCE

PROJECT #542



## STROUD TOWNSHIP MONROE COUNTY, PENNSYLVANIA COMMERCIAL RECYCLING PROGRAM ENHANCEMENT

October 2014

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

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**Project Completed By:**  
***Environmental Resources Associates***

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*ERA*  *CONSULTANTS IN ENVIRONMENTAL RESOURCE MANAGEMENT*

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## 1.0 Statement of Problem

Stroud Township is a mandated municipality with a commercial sector (commercial, municipal and institutional establishments), that has continued to grow over the past several years. Numerous new retail outlets, specialty stores, restaurants, office complexes and medical care facilities developed along the Township's primary commercial corridor and other commercial zones. The Township requested technical assistance to address recent fluctuations in participation in its Commercial, Municipal and Institutional (CMI) recycling program, evaluate the strengths and weaknesses of the program and make appropriate recommendations for improvements.

## 2.0 Background

Stroud Township is a growing municipality whose population has increased from 13,978 (2000 census) to 19,213 (2010 census). Given the continued growth in the Township and throughout Monroe County, 70% increase since 1990, the commercial sectors have expanded and continue to expand to address the needs of a growing population. However, Stroud Township has experienced a disproportionate amount of commercial growth because of its central location to the population center of the county. Aiding this situation is the ready access via Interstate 80 to the Township's primary commercial corridor, located along a 4.2 mile stretch of Route 611 extending from Stroudsburg to Bartonsville.



The Township has conducted a successful comprehensive mandatory recycling program for nearly a quarter century. Residential recyclables are collected curbside (single stream) by private collectors. Commercial recyclables are collected by private collectors, document destruction contractors, via direct haul, and large retail establishments often use a

combination of the aforementioned. Leaf and yard waste is collected spring and fall during scheduled times.

Drop-off facilities are also available to the residential and commercial sector. These include:

- A Township owned and operated compost facility and co-located drop-off site located along Route 611 within the commercial corridor. The drop-off site accepts leaf, yard waste and tree debris. The drop-off collection site is available seven days a week from 8:00 am to 4:00 pm.
- A recycling drop-off site operated by the Monroe County Municipal Waste Management Authority (depicted below) is located within the Township at the junction of Routes 191 and 447. The drop-off site accepts corrugated (cardboard and boxes), paper (office, newspapers, magazines, junk mail, shredded paper, books, cereal boxes and the like); plastics (all numbers); aluminum and bi-metal cans; plastic bags and film and glass containers. The drop-off collection site is available 24 hours a day, 7 days a week.



The Monroe County Municipal Waste Management Authority drop-off site is used extensively by small businesses from Stroud Township and surrounding municipalities.

The Township recycled a total of approximately 7,500 tons of residential and commercial materials during 2013, inclusive of leaf and green wood waste. Although the Township's recycling program is successful, challenges exist relative to gaining full commercial sector participation. Fluctuations in the annual amount of CMI recyclables reported have been noted over the past several years (2011 - 2,267 tons, 2012 - 2,208 tons and 2013 - 2,412 tons).

### 3.0 Project Scope of Work and Execution

The Township specifically requested Recycling Technical Assistance to evaluate the existing CMI recycling program, identify, and assess potential program enhancements and improvements to insure compliance.

- ☑ **Refine Work Scope and Gather Pertinent Information** - ERA met with the Township to discuss and refine proposed scope of work and gathered pertinent information relevant to its CMI recycling program. This information included copies of the Township's CMI recycling reports, tax records; recycling and burning ordinances; education, reporting, monitoring and enforcement materials. The objective of this task was to gain relevant baseline data for use in subsequent evaluations and assessments.

- ☑ **Review of Data and Information** - Summarized below are ERA's initial comments and findings, based on an ensuing review of the data and information provided by the Township.
- ☑ **Assessment of Historical and Current Data** - ERA reviewed and assessed the following information to assist in confirming the operating status of establishments included in the Township's CMI listing and identified recently established CMI.
  - The Township's recycling reports submitted by, or on behalf of, CMI establishments for the years 2011, 2012; and 2013; Act 101 section 904 grant applications for the years of 2011 and 2012, the Township's most recent listing of CMI establishments (dated 2008).

Considering the Township's most recent CMI listing was dated, ERA secured current listings from the Monroe County Planning Department and Tax Assessment Office, based on zoning codes and tax rolls.

- ☑ **Identify Noncompliant and New CMI Establishments** - ERA assessed the above noted recent data, and compiled an updated listing of the Township's CMI establishments based on the available historical and current data. The updated listing will serve as a valuable tool in developing a comprehensive list of individual CMI establishments and property owners and/or management firms leasing commercial space in malls and strip malls.

Subsequently, ERA conducted drive-by/windshield surveys/inspections of CMI establishments' waste and recyclable collection dumpsters and compactors located within the commercial corridor. ERA conducted the surveys to assist in determining current operational status and program compliance of CMI establishments and to identify private collectors providing waste and recyclables collection services.

The surveys included the majority of the large and midsized retail establishments, professional and medical services, restaurants and taverns. More than 150 establishments were included in the surveys. Dumpsters were clearly marked waste, cardboard only and single stream recycling. Based on observations made during the surveys it was apparent that, with few exceptions, recycling is being conducted by CMI establishments.





The results of the surveys indicated that the vast majority of CMI establishments were recycling to some degree and assisted in verifying operational statuses and new establishments. However, a detailed review of 2013 recycling reports and the corresponding private collectors' client list of CMI's receiving recycling services (as required by PADEP and the Township's Recycling Ordinance) was conducted in an attempt to determine compliance.

It was evident from the review that:

- Only the three largest private collectors (CHRIN, SCS and Waste Management, Inc.) provided a current list of clients to the Township. The remaining local collectors either failed to provide a list of clients or had not updated the list in more than one year.
- Several of the local collectors had failed to submit recycling reports for one or more quarters in 2013.
- Several of the large and mid-sized CMI establishments that historically submitted recycling reports on their own behalf, directly to the Township, had either failed to submit a recycling report for one or more quarters or an annual report during 2013.

**Note:** It is imperative that the Township maintain a current and accurate list of its CMI establishments in order to effectively monitor participation and enforce its CMI recycling program. Securing current client lists from the private collectors is essential to this effort.

Based on the review of available 2013 recycling reports, updated CMI listing and the drive-by/windshield surveys, ERA compiled a listing of apparent noncompliant CMI establishments and private collectors.

- ☑ **Upgrade Education, Reporting, Monitoring and Enforcement Materials** - ERA reviewed the Township's recyclables report form, education/outreach materials and pertinent ordinances. The purpose of the review was to update/enhance, to the extent necessary, current materials and assist in assuring regulatory compliance.
  - Upon review and evaluation of the Township's recyclables report form and education/outreach materials, ERA concluded that considerable improvements and updates were necessary to enhance the Township's education/outreach program and simplify reporting of recyclables. ERA discussed options for program improvements with the Township. As a result of input provided, sample

recycling report forms and education and outreach materials were revised/updated and provided for the Township's consideration and approval, see Appendix A.

- Upon ERA's review of the Township's Municipal Waste and Recycling Ordinance (inclusive of burning prohibitions) it was determined that it complies with the requirements of Act 101 and, the subsequent requirements of Act 140 of 2006, relative to Act 101 Section 904 Recycling Performance Grant funding. Revisions and/or modifications are not required to improve clarity or regulatory consistency of the Ordinance.

- ☑ **Contact Noncompliant and New CMI Establishments** - Those establishments previously identified as noncompliant and/or newly established, were contacted by telephone and/or visited to determine the individual responsible for waste disposal and recycling. ERA subsequently met with responsible parties to discuss mandatory recycling program parameters and requirements for participation.

CMI establishment responsible representatives were visited by ERA and provided education/outreach materials, recycling report forms, pertinent sections of the Township's recycling ordinance and, as appropriate, a notice of probable non-compliance. ERA reviewed the information provided and discussed their obligation to recycle designated materials and report their tonnages to the Township. ERA also gathered information regarding any assistance required or desired to establish or expand a recycling program, types of recyclables generated, collection procedures and collection services utilized. Each representative signed an acknowledgement of receipt of the materials received.

- ☑ **Final Report** - ERA prepared a draft project report detailing its findings and recommendations, and submitted it to the PADEP for review and comment. Based on comments and input provided, a final report was prepared and submitted to the PADEP and an electronic and hard copy provided to the Township.

## 4.0 Solutions

Although the Township has implemented and operated a successful mandatory recycling program with an annual recycling rate of approximately 34%, its CMI participation has not showed significant increase over the past few years, in spite of continued growth in this sector.

Successful implementation of the CMI recycling program is the paramount challenge for any municipal recycling program and can only be accomplished via sustained efforts to provide comprehensive education and outreach, active program compliance monitoring and to the extent required, aggressive enforcement.

As previously noted, it is imperative that the Township maintain a current and accurate list of its CMI establishments in order to effectively inform establishments of their obligations, monitor participation and enforce its CMI recycling program.

During the course of this study, ERA has worked with the Township to evaluate the existing CMI recycling program, and identify and implement program enhancement and improvements

compliant with the requirements of Act 101 of 1988 and Act 140 of 2006. Because of the work efforts described above, an additional 360 tons of recyclables were reported to the Township for inclusion in the 2013 Section 904 performance grant application.

## 5.0 Recommendations

Based on evaluations and assessments conducted during the course of this study, ERA offers the following recommendations to assist the Township in further updating and improving its CMI recycling program.

Employing the recommendations provided below will assist the Township in achieving their objectives: to revitalize its CMI recycling program participation, increase the volumes of recyclables recycled reported and insure compliance with the requirements of Act 101 of 1988 and Act 140 of 2006.

- ✦ Continue to update the listing of CMI establishments, as current and accurate identification of establishments is essential for program success.
- ✦ Insure that private collectors submit current lists of CMI clients, at a minimum annually.
- ✦ Continue to require quarterly recycling reports from private haulers in order to actively track participation and monitor changes in CMI establishment's operational status.
- ✦ Request copies of private hauler's required semiannual notice of recycling program requirements, provide copies of the Township's CMI education and outreach materials to the private collectors for distribution.
- ✦ Prepare and submit an Act 101 Section 902 Grant Application to assist in covering the cost for the development/upgrade of the Township's educational materials and particularly, to upgrade its website to include specific CMI recycling education/outreach information, recycling program parameters and obligations.
- ✦ Include the CMI annual report form #11 (included in Appendix A) when updating the Township's website. The form is formatted for completion and submission electronically. This addition will add convenience for CMI submission of data to the Township and will streamline data collection.
- ✦ Place articles in newsletters highlighting the benefits of the CMI recycling program and reinforce the need for continued participation.
- ✦ Distribute a CMI education packet detailing the Township's mandatory recycling program to new commercial establishments.
- ✦ Routinely visit CMI establishments and conduct random inspections of CMI recycling containers/dumpsters. Continued contact with and monitoring of establishments will greatly assist in maintaining participation.
- ✦ Actively monitor program participation and aggressively enforce program requirements.

**APPENDIX A**  
**Education/Outreach**



**NOTICE: Commercial, Municipal and Institutional Establishments, Document Destruction Companies and Private Collectors**

*Stroud Township is an Act 101 mandated community under the Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101).*

Act 101 requires that all commercial, institutional and municipal establishments located in Pennsylvania's mandated municipalities recycle designated materials. As a mandated municipality, businesses and institutions with facilities located within Stroud Township must implement recycling programs (IT IS THE LAW). Stroud Township's Recycling Ordinance requires businesses and institutions to recycle glass containers, newspaper, mixed and high-grade office paper, HDPE and PET plastics, aluminum and steel cans, corrugated paper (cardboard) and leaf waste.

All commercial, municipal and institutional entities, and multifamily residential complexes located in Stroud Township must ensure that designated materials are recycled as required by Pennsylvania's Act 101 and Stroud Township's Recycling Ordinance. As noted above, both mandate that commercial, municipal and institutional establishments separate designated recyclables (to include leaf waste) from their trash. *Commercial, municipal and institutional establishments* must self-haul the material or they must contract with a private collector/contractor to collect and deliver this material to a recycling facility.

Use of a private collector and/or document destruction company fulfills this requirement, provided the contractor can demonstrate that the material is recycled. Private collectors and document destruction companies must report to the Township the amount of material, which they collected and recycled from their customers. Additionally, private collectors and document destruction companies must supply customer lists to verify service. Attached are copies of Report Forms. To fulfill the requirements of the report, a copy of the weigh tickets or certification from the facility to which the materials were delivered must be included with the form.

The following materials shall be separated for recycling:

-  Clear and colored glass containers
-  Aluminum and steel cans
-  HDPE and PET plastics
-  Cardboard
-  Mixed and high-grade office paper



Please note that commercial, municipal and institutional establishments, document destruction companies and private collectors that do not comply with the Recycling Ordinance can be fined not less than \$100.00 and not more than \$1,000.00 per day, for lack of compliance with certain provisions. The Township reserves the right periodically to inspect commercial and multi-family residential establishments and the contents of waste/recycling collection containers to confirm compliance with the recycling ordinance.

Our records indicate that you do not comply with the reporting requirements. Please be advised that the Township is committed to ensuring compliance with Act 101, and to that end, takes enforcement of this Ordinance very seriously.

Please complete 2014 Recycling Report Form and submit it to the Township by February 1, 2015 in order to avoid enforcement action.

Please return forms to:  
Recycling Coordinator  
Stroud Township  
1211 North Fifth Street  
Stroudsburg, PA 18360

Should you believe that you have received this notice in error or have any questions regarding recycling or reporting procedures in Stroud Township, please call (570) 421-3362.

Sincerely,

Recycling Coordinator



## STROUD TOWNSHIP RECYCLING

Stroud Township encourages residents to reduce the amount of trash that is generated and collected at curbside and to purchase items that are recycled. The Township's Solid Waste and Recycling Ordinance, requires all residents to use the services of an authorized collector for waste and recyclables collection. Recycling in Stroud Township is mandatory.

Stroud Township is required by Act 101 to remind its residents and commercial, municipal and institutional establishments about the requirements of our recycling programs. The following outlines recycling program requirements and proper recycling procedures.

### Recycling Requirements

 Recycling is mandatory in the Township. Every authorized waste collector, as a precondition to being authorized to do business within the Township, is required to provide recycling services to its residential customers by removing recyclables from their properties at the curb side (within the public right-of-way). In addition, every authorized waste collector, as a precondition of approval to do business within the Township, is also required to provide recycling service to its commercial, municipal, institutional and multifamily housing property customers.

All recyclables collected by authorized waste collectors are to be kept separate from municipal waste and taken to a recycling facility. Recyclables shall be separated from municipal waste consistent with the following provisions and the guidelines provided by authorized collectors:

(1) Owners and occupants of all residential properties must keep separate from municipal waste, the following recyclables: clear, green and brown glass containers, plastic containers



(PETE and HDPE), aluminium, steel cans, corrugated cardboard and newsprint; and leaves.

(2) Owners and occupants of all commercial, municipal and institutional establishments and properties and sponsors or organizers of community activities shall keep separate from municipal waste the following recyclables: clear, green and brown glass containers, aluminium, corrugated cardboard and mixed and high-grade office paper, newspapers; and leaves.

**This is a mandatory recycling program; you are required by the Township Ordinance to separate the recyclables designated above for collection, for recycling. Recyclables shall not be mixed with municipal waste for collection and burning of designated recyclables is prohibited.**

**Do Your Part and Recycle**

## **Act 140 Impacts on Act 101 Recycling Performance Grants**

***Act 101 mandated curbside municipalities and other municipalities, except for counties, receiving Act 101 Section 904 Recycling Performance Grant funding must meet the following performance requirements:***

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

## **PERTENANT SECTIONS OF STROUD RECYCLING ORDINANCE #5 OF 2008**

### **RECYCLING**

#### **§101. ESTABLISHMENT AND INTENT.**

1. This Ordinance hereby establishes a program for collection, storage, transportation, processing and disposal of municipal waste and for the mandatory source separation and separate curbside collection and recycling of designated recyclables; providing for the regulation of private haulers; disposal of designated recyclables and leaf waste recycling with municipal waste; prohibiting the burning of designated recyclables and leaf waste; empowering the Township to adopt (reasonable regulations/policies and procedures) thereof and fixing penalties for violation of this Ordinance.
2. All domestic, commercial, institutional and industrial recyclables accumulated upon any property within Stroud Township shall be collected and removed by a private hauler who shall be permitted by the State of Pennsylvania. Waste shall be disposed of in accordance with the Solid Waste Management Act and the Monroe County Municipal Waste Plan.
3. This Ordinance shall provide mandatory participation in the recycling program in accordance with the requirements of Act 101 of 1988 and govern all aspects of the collection, storage, transportation, processing and disposal of municipal solid waste in Stroud Township. It contains regulations that are applicable to collectors of municipal waste and/or recyclables, individuals, developments and commercial, municipal and institutional establishments, and community activities.

#### **§102. PURPOSE.**

A Ordinance to establish a program in accordance with the requirements of Act 101 of 1988 for the mandatory source-separation, separate collection and recycling of designated recyclable materials, and composting of leaf waste, from residences and properties receiving municipal waste collection service from or on behalf of the Township of Stroud for recycling and composting purposes; to prohibit the disposal of designated recyclable materials into the conventional municipal waste disposal system; to empower the Township to promulgate and adopt reasonable rules and regulations therefore, and to fix penalties for violation of this Ordinance.

#### **§106. MANDATORY SOURCE SEPARATION OF RECYCLABLES.**

1. Recyclables and leaf waste shall be kept separate from municipal waste, for the purpose of recycling and composting respectively, to the extent required by the following provisions:

A. Owners and occupants of all residential properties shall keep separate the following designated recyclables: clear glass containers, brown glass containers, green glass containers, aluminum cans, tin cans, plastics #1 and plastics #2, and newspapers. Leaf waste is required to be separated for the purpose of composting.

B. Owners and occupants of all commercial, municipal and institutional establishments and properties and organizers of community activities shall keep separate the following recyclables: clear glass containers, brown glass containers, green glass containers, aluminum cans, corrugated, newspapers, and high-grade office paper. Leaf waste shall also be kept separate for the purpose of composting. Owner and occupants of commercial, municipal and institutional establishments may seek an exemption to the requirements of this Chapter (as specified under

Act 101, Section (c)(1)(iii)) if the owners and occupants have otherwise provided for recycling of the materials they are required by this Ordinance to recycle. To be eligible for an exemption a commercial, municipal or institutional solid waste generator must annually provide written documentation to the Township of the total number of tons recycled.

C. Additionally, the Township may subsequently enumerate additional recyclables that will be required to be separated from municipal waste and collected in accordance with this Ordinance, provided a 60 day notification is provided to private haulers and residents.

D. Corrugated paper shall be placed in easy-to-manage bundles not to exceed (50) fifty-pounds and kept dry. Glass containers and aluminum cans shall be emptied and cleaned. Aluminum cans and glass containers may be mixed together and placed in containers initially provided by the Township. High-grade office paper shall be placed in boxes not to exceed (50) fifty-pounds. Recyclables shall not be placed in the same garbage can or other container as or otherwise mixed with, municipal waste for collection, removal or disposal. Recyclables shall not be placed in plastic bags or other disposable bags or containers made of polyethylene or other similar base.

E. Recyclables may be set out for collection in a manner different from the requirements in paragraph B (above) if the authorized private hauler that is approved by the Township designates an alternative manner.

#### **§107. MANDATORY SOURCE SEPARATION OF LEAF WASTE.**

1. Unless otherwise provided for composting, all persons who gather leaf waste shall keep leaf waste, from trees, bushes and other plants, garden residue, shrubbery and tree trimmings but not including grass clippings, separate from all other forms of municipal waste and separate from recyclables. Such leaf waste shall be set out for collection at the times and in a manner to be designated by the Township and shall be collected and delivered by the Township to its leaf composting facility. The leaf waste collection schedule shall be advertised by the Township two weeks prior to the fall and spring collections.

2. Nothing herein shall require any person to gather leaf waste or prevent any person from utilizing leaf waste for compost, mulch, or other agricultural or horticultural purposes.

#### **§110. PLACEMENT OF RECYCLABLES COMMERCIAL, MUNICIPAL, INSTITUTIONAL AND COMMUNITY ACTIVITIES.**

All recyclables, which are required to be kept separate from municipal waste in commercial, municipal and institutional establishments and properties and community activities, either shall be delivered directly to a recycling center or shall be picked up by an authorized private hauler separately from municipal waste, in a prearranged manner, for the exclusive purpose of recycling. Commercial, municipal and institutional establishments and community activities shall not place recyclables within or near the public right-of-way for curbside collection, such curbside collection being intended solely for the placement of recyclables generated in residential properties other than Multi-family housing properties.

#### **§111. RECYCLING PLAN AND REPORTS FOR COMMERCIAL, MUNICIPAL AND INSTITUTIONAL ESTABLISHMENTS AND COMMUNITY ACTIVITIES.**

1. Every commercial, municipal and institutional establishment and community activity sponsor or organizer shall annually complete a form to be designated "Recycling Plan for Commercial,

Municipal and Institutional Establishments and Community Activities," to be provided by the Township, on which the establishment or sponsor shall set forth its planned method for removal of recyclables.

A. On the recycling plan, each establishment shall set forth its name, the address of the premises to which the plan pertains, the name and address of the building owner, the name and address of the Private Hauler who regularly services the establishment, the method of municipal waste disposal utilized by the establishment if no Private Hauler is used, and, in such case, where the waste is disposed of.

B. The recycling plan shall further set forth the name and business address of the employee or other person responsible for arranging disposal or removal of municipal waste and recyclables within the establishment, the method by which recyclables will be removed by the establishment, who will remove the recyclables, and the destination of the recyclables.

C. The operator of the business or other establishment occupying the premises, whether or not such person is the owner of the building, shall be responsible for filing the recycling plan. For community activities, the sponsor or organizer shall be responsible for filing the recycling plan.

D. The recycling plan required hereby must be submitted annually to the Township at its designated office, and shall be acted upon and either approved or disapproved by the Township's designated official within 60 days of proper filing thereof. If no action is taken within 60 days, then the plan shall be deemed approved. Any person required by this Ordinance to complete and submit a recycling plan and obtain approval thereof, and who fails to do so, shall be guilty of a violation of this Ordinance.

E. If, during any calendar year, the identity of the commercial, municipal, or institutional establishment or community activity sponsor, the method of removing recyclables, or the identity of the Private Hauler regularly servicing the property shall change, then the establishment or sponsor shall, at the time of such change(s), submit a revised recycling plan for the balance of the calendar year, accurately setting forth the change(s).

2. Each commercial, municipal and institutional establishment and community activity sponsor or organizer shall complete a form to be designated "Recycling Report," to be provided by the Township, which shall indicate where the property's recyclables were delivered or picked up by whom. Such report shall provide information on the type and amount of each material recycled.

3. The recycling report and all weigh slips obtained from the facility or facilities to which the recyclables are delivered or taken shall be submitted quarterly to the Township. For purposes of submitting such weigh slips and recycling reports quarterly to the Township, the private hauler who removed the recyclables from the property may be the agent for the commercial, municipal and institutional establishment and community activity sponsor or organizer and shall be responsible for completing and submitting such to the Township. Each such quarterly recycling report shall be submitted on or before the last day of the first month of each quarter for the preceding quarter. Quarters shall run on a calendar year basis thus: January through March; April through June; July through September; and October through December.

#### **§314. PRIVATE HAULERS RECYCLING REPORTS.**

All private haulers shall submit to the Township a recycling report and all weight slips obtained from the facility or facilities to which the recyclables were delivered or taken. The said weight slips

shall indicate the weight of all recyclables collected from within the Township. Each such quarterly recycling report shall be submitted on or before the last day of the first month of each quarter, for the preceding quarter. Quarters shall run on a calendar year basis, thus: January through March; April through June; July through September; and October through December

**§134. VIOLATIONS AND PENALTIES.**

1. Any person who shall violate any provision of this Ordinance shall upon conviction thereof, be sentenced to pay a fine of not less than \$300 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this Ordinance continues or each Section of this Ordinance, which shall be found to have been violated, shall constitute a separate offense. For purposes of this Ordinance, the doing of an act or thing prohibited by any provision of this Ordinance or the failure to do any act or thing or to which any provision of this Ordinance creates an affirmative duty shall constitute a violation of this Ordinance, punishable as herein stated.
2. Private haulers who shall violate any provision of this Ordinance may be reported to the State of Pennsylvania Department of Environmental Protection, by the Township, and may be subject to revocation of State authorization to transport municipal waste, as described in the amended Title 27 (Environmental Resources), Waste Transportation Safety Program, of the Pennsylvania Consolidated Statutes
3. Stroud Township shall designate a person or entity as enforcement officer responsible for monitoring and enforcement of this Ordinance.

**Stroud Township – 570-421-3362**  
**1211 North Fifth Street**  
Stroudsburg, PA 18360

**NOTE: The above noted sections of the Stroud Township Recycling Ordinance #5 (adopted August 5, 2008) is meant for information purposes only and does not constitute the full text of the Ordinance. A complete copy of the Stroud Township Recycling Ordinance (adopted August 5, 2008) is available for review at the Stroud Township Municipal Office.**

# FORM-11



## ACT 101 RECYCLING COMPLIANCE REPORT INSTRUCTIONS CHECKLIST

### For Commercial, Municipal, Institutional Facilities

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

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

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

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

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

Please use the following checklist to complete form:

Complete the information about your business. Please choose a primary business function which best describes your establishment. For instance:

- Manufacturing
- Office/Administrative Services (i.e. realtor, bank, insurance agent, etc.)
- Wholesale/Retail
- Institution (i.e. school, hospital, nursing home, etc.)
- Government
- Medical office (i.e. dentist, doctor, chiropractor, etc.)
- Other - explain in your own words

Check which best describes how recyclables are handled within your establishment. The definitions are as follows:

- Source separated - all recyclables are kept separated from each other,

- Commingled - two or more recyclables are collected together but fiber (i.e., paper & cardboard) is kept separate.
- Single stream - all recyclables, including fiber, are collected together.

Check which best describes how your recyclable materials are collected.

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

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

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

Place a check beside the materials your establishment recycles.

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

**If you do not transport your own recyclables, do not enter tonnages on this form and skip over the boxed section of the instructions below! The weights of materials recycled must be provided by the company providing recycling services to you; therefore it is very important you contact the company providing the recycling services to authorize them to supply the required data on your behalf.**

If you deliver your recyclables yourself, enter the tonnage of each material recycled. **Do not report tonnages if you have another company collecting your recyclables.** Tonnages must be entered if you transport the materials yourself to a recycling facility where the materials are weighed. **It is very important you name the company providing recycling services.**

**You must attach a legible weight ticket from your recycler for any materials recycled on page 1.**

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

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

Use the conversion chart on page 2 as necessary.

Sign and date the form.

**Submit to Stroud Township by February 1<sup>st</sup>.**

**SHOULD YOU HAVE ANY QUESTIONS OR REQUIRE ASSISTANCE PLEASE  
CONTACT STROUD TOWNSHIP AT (570) - 421-3362**

Form - 11  
Rev. 8/1/14

**ACT 101 RECYCLING COMPLIANCE REPORT**  
**For Commercial, Municipal, Institutional**  
**Facilities**  
**Located in Stroud Township**

For the period: Jan. 1, 2014 to Dec. 31, 2014  
Due: February 1, 2015

Send To: Recycling Coordinator  
1211 North Fifth Street  
Stroudsburg, PA 18360

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

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

How are your recyclable materials collected?

Collected by recycling facility or broker (name): \_\_\_\_\_  
(contact \_\_\_\_\_ information)

Collected by private hauler (name): \_\_\_\_\_  
(contact \_\_\_\_\_ information)

Collected by confidential document destruction company (name): \_\_\_\_\_  
(contact \_\_\_\_\_ information)

If any of the above methods are used to collect your recyclable materials. Contact your service provider to obtain the required data.

Establishment delivers materials to recycling facility (name): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

- CHECK the box in front of each **post-consumer\*** material that your establishment recycled.
- If your establishment marketed your own recyclables, enter the weight in tons and **attach a legible weight ticket or certification from your recycler**. Subtract **processing residue\*\*** before entering your weights below.
- CHECK the box in front of each post-consumer material recycled at your establishment.
- If you market the recyclables yourself, enter the weight (in tons) of material recycled.
- If you use a commingled or single stream collection system, check the boxes beside each material in the mix.

<u>Material Type</u>	<u>Weight</u>
<input type="checkbox"/> <b>Single Stream:</b> (all recyclables, including fiber, collected together)	[SS1] _____
<input type="checkbox"/> <b>Commingled:</b> (two or more materials collected together, fiber separate)	[XXX] _____

**Glass Bottles and Jars:**

<input type="checkbox"/> Glass: Clear	[GL1] _____
<input type="checkbox"/> Glass: Mixed	[GL2] _____
<input type="checkbox"/> Glass: Green	[GL3] _____
<input type="checkbox"/> Glass: Brown	[GL4] _____
<input type="checkbox"/> Glass: Plate	[GL5] _____
<input type="checkbox"/> Glass: Other	[GL6] _____

**Paper:**

<input type="checkbox"/> Paper: Cardboard	[C01] _____
<input type="checkbox"/> Paper: Brown Bags & Sacks	[C02] _____
<input type="checkbox"/> Paper: Gabled/Aseptic	[C03] _____

<input type="checkbox"/> Cartons	
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1] _____
<input type="checkbox"/> Paper: Newsprint / Newspaper	[PA2] _____
<input type="checkbox"/> Paper: Mixed / Other Paper Grades (junk mail, paperboard, etc.)	[PA3] _____
<input type="checkbox"/> Paper: Office Paper (all grades)	[PA4] _____
<input type="checkbox"/> Paper: Phone Books	[PA6] _____
<input type="checkbox"/> Drum: Fiber	[DR3] _____

<u>Material Type</u>	<u>Weight</u>
<input type="checkbox"/> <b>Plastics:</b>	
<input type="checkbox"/> Plastic: PET	[PL1] _____
<input type="checkbox"/> Plastic: HDPE	[PL2] _____
<input type="checkbox"/> Plastic: PVC	[PL3] _____
<input type="checkbox"/> Plastic: LDPE	[PL4] _____
<input type="checkbox"/> Plastic: PP	[PL5] _____
<input type="checkbox"/> Plastic: PS	[PL6] _____
<input type="checkbox"/> Plastic: MIXED / OTHER	[PL7] _____

- Plastic: FILM [PL8] \_\_\_\_\_
  - Plastic: DRUM [DR1] \_\_\_\_\_  
(high molecular weight HDPE)
  - Plastic: DRUM (mixed bulky rigid) [DR4] \_\_\_\_\_
- Metals:**
- Aluminum Cans [AA1] \_\_\_\_\_
  - Steel / Bimetallic / Tin Cans [F02] \_\_\_\_\_
  - Mixed Cans [MX2] \_\_\_\_\_
  - Aluminum Scrap [AA2] \_\_\_\_\_

- Ferrous Metals [F01] \_\_\_\_\_
- Non-Ferrous Metals [N01] \_\_\_\_\_
- Copper [N02] \_\_\_\_\_
- Brass [N03] \_\_\_\_\_
- Lead [N04] \_\_\_\_\_
- Stainless Steel [N05] \_\_\_\_\_
- Nickel [N10] \_\_\_\_\_

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

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

- | <u>Material Type</u>  | <u>Weight</u> |
|---|---------------|
| <b>Metals Continued:</b>  |               |
| <input type="checkbox"/> Aluminum Cans [AA1] _____  |               |
| <input type="checkbox"/> Steel / Bimetallic / Tin Cans [F02] _____                              |               |
| <input type="checkbox"/> Mixed Cans [MX2] _____   |               |
| <input type="checkbox"/> Aluminum Scrap [AA2] _____   |               |
| <input type="checkbox"/> Ferrous Metals [F01] _____   |               |
| <input type="checkbox"/> Non-Ferrous Metals [N01] _____   |               |
| <input type="checkbox"/> Copper [N02] _____   |               |
| <input type="checkbox"/> Brass [N03] _____  |               |
| <input type="checkbox"/> Lead [N04] _____   |               |
| <input type="checkbox"/> Stainless Steel [N05] _____  |               |
| <input type="checkbox"/> Nickel [N10] _____   |               |
| <input type="checkbox"/> Wire / Cable [W01] _____   |               |
| <input type="checkbox"/> Mixed Metals (includes drum steel) [MM1] _____                         |               |
| <input type="checkbox"/> White Goods [F03] _____  |               |
| <b>Household/Commercial Hazardous Waste:</b>  |               |
| <input type="checkbox"/> Antifreeze [O02] _____   |               |
| <input type="checkbox"/> Batteries: Lead Acid [B01] _____                                       |               |
| <input type="checkbox"/> Batteries: Other [B02] _____   |               |
| <input type="checkbox"/> E-Waste (includes TV) [CR1] _____                                      |               |
| <input type="checkbox"/> Fluorescent Tubes/CFLs [FL1] _____                                     |               |
| <input type="checkbox"/> Used Oil [OL2] _____   |               |
| <input type="checkbox"/> Oil Filters [OL3] _____  |               |
| <input type="checkbox"/> Other Commercial HW [CHW] _____<br>(paints, varnish, pesticides, etc.) |               |
| <input type="checkbox"/> Other Household HW [HHW] _____<br>(paints, varnish, pesticides, etc.)  |               |
| <b>Other Recyclables:</b>   |               |
| <input type="checkbox"/> Asphalt [ASP] _____  |               |
| <input type="checkbox"/> Rubber Tires [M01] _____   |               |
| <input type="checkbox"/> Construction & Demolition [M02] _____                                  |               |
| <input type="checkbox"/> Clothing / Textiles [M03] _____  |               |
| <input type="checkbox"/> Furniture & Furnishings [M04] _____                                    |               |
| <input type="checkbox"/> Mattresses [MT1] _____   |               |
| <input type="checkbox"/> Misc. / Other Consumer Items [MIS] _____                               |               |
| <b>Organics:</b>  |               |
| <input type="checkbox"/> Food Waste [FW1] _____   |               |
| <input type="checkbox"/> Wood Waste [WW1] _____   |               |
| <input type="checkbox"/> Yard & Leaf Waste [Y01] _____  |               |

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

**SUBMIT REPORT TO:**  
**STROUD TOWNSHIP**  
 Recycling Coordinator  
 1211 North Fifth Street  
 Stroudsburg, PA 18360  
**BY FEB 1<sup>st</sup>!**

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

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# STROUD TOWNSHIP

## RECYCLING TONNAGE CLAIM SUMMARY

Quarter Ending - \_\_\_\_\_ 2014



Waste Collector/Company/Sponsor: \_\_\_\_\_ NAME AND ADDRESS  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Tele. \_\_\_\_\_

Indicate the weight (tons) of **Residential** and/or **Commercial Recyclables** that you collected within Stroud Township, Monroe County, PA and marketed or delivered to a processing center/material recovery facility during this reporting period.

<u>RECYCLABLES (tons)</u>	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
_____ Commingled	_____	_____
_____ Single Stream	_____	_____
_____ Newsprint	_____	_____
_____ Cardboard	_____	_____
_____ High Grade Paper	_____	_____
_____ Mixed Office	_____	_____
_____ Glass Containers	_____	_____
_____ Other _____	_____	_____
_____ Other _____	_____	_____
_____ Other _____	_____	_____
	<b><u>TOTAL</u></b>	
	[ ]	[ ]

I \_\_\_\_\_ certify that these recyclable tonnages are correct to the best of my knowledge and were collected within Stroud Township of Monroe County, PA.

\_\_\_\_\_ Date \_\_\_\_\_ Signature  
 \_\_\_\_\_ Company/Organization

Please return form to:  
 Recycling Coordinator,  
 Stroud Township  
 North Fifth Street Stroudsburg, PA 18360  
 Tele. (570) 421-6632

**IMPORTANT NOTE:** *This report is required by Act 101 and The Stroud Township Recycling Ordinance. The report is due within 15 business days at the end of each 3-month quarter period. Please include all weight receipts from markets and/or processing centers when submitting this report.*

*Thank you for your cooperation Stroud Township*