

SWANA TECHNICAL ASSISTANCE

Lockhaven Recycling Database

Introduction

The city of Lock Haven is a mandated curbside community under Act 101, and is currently in the process of restarting its mandatory curbside collection program. The City has entered into a three-year agreement with the Clinton County Solid Waste Authority to provide the curbside collection. The new program is mandated by PADEP to begin in January 1999.

The City needs a working database of curbside participants which includes its current voluntary program of residents, businesses, commercial, multi-family residential, institutional, and other establishments that have participated in the program since its beginning, plus the complete listing of participants prior to the defunct year of 1998.

PROJECT RESULTS

- Developed a working database including all participants in the City's Curbside Program.
- Generated list of all commercial, business, institutional and multi-family (MFR) establishments participating in the blue box program.
- Developed a sample invoice to mail to establishments to obtain the per year cost to be included in the program.
- Created a working file of all commercial, business, institutional, and MFR establishments who currently receive the annual information sent to program participants.
- Developed a descriptive concise notice to be mailed to all commercial, and MRFs to assist the City in tracking volumes of materials recycled, thus improving collection volumes and reporting figures that are submitted to PADEP annually as part of the City's annual recycling report (Appendix A).

Appendix A

Public Notice

CITY OF LOCK HAVEN

MANDATORY CURBSIDE RECYCLING PROGRAM

PUBLIC NOTICE

FEBRUARY, 1999

INFORMATION FOR COMMERCIAL/OFFICE, MUNICIPAL & INSTITUTIONAL ESTABLISHMENTS, AND MULTI-FAMILY DWELLING UNIT OWNERS

Why?

The City of Lock Haven established a mandatory curbside recycling program in 1991 as required by PA Act 101 - The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988.

The city's recycling program consists of the following elements:

- Requires participation of all residents in the Blue Box Recycling Program.
- Requires all commercial/office, municipal & institutional establishments, multi-family dwelling units, and community activities to recycle.
- Clinton County Solid Waste Authority provides residential recycling collection service twice per month.
- Blue Box Recycling Program participation is provided free to residents and costs \$30.00 annually per commercial/office, municipal & institutional establishment and multi-family dwelling units.
- All commercial/office, municipal & institutional establishments, and multi-family dwelling unit owners must create and implement a recycling program. Local solid waste haulers may assist in program development.

These establishments are required to recycle the following:

Commercial/Office, Municipal & Institutional Establishments, and Community Activities

- Clear & colored glass
- Aluminum, steel & bi-metal cans

- High grade office paper
- Corrugated cardboard

Multi-Family Dwelling Units (4 or more units)

- Clear & colored glass
- Aluminum, steel & bi-metal cans

PADEP Reporting Requirements

PA Act 101 requires the city to annually submit quantities of materials recycled through the city's curbside program. The city determines this number using volumes of materials collected from residents and commercial, institutional, municipal and multi-family establishments. The city is requesting the following:

- All commercial/office, municipal & institutional establishments, and multi-family dwelling units must provide quantities of materials recycled for 1998.
- Use the Recycling Report Form attached to catalog volumes of materials recycled— instructions are provided.
- Complete and return the form to City Hall no later than **March 1, 1999**.

For the City of Lock Haven's Recycling Program to be successful, cooperation and participation from all local business owners and operators is required. If there are any questions regarding the program or completing this form, please contact the City's Recycling Coordinator by telephone at 893- 5922, fax at 893-5905, or e-mail at entprise@cub.kcnet.org.

CITY OF LOCK HAVEN

MANDATORY RECYCLING PROGRAM

Source Separation & Recycling Report
for
Commercial/Office, Municipal & Institutional Establishments, and
Multi-Family Dwelling Unit Owners

1. Complete this form indicating each material recycled. If a blue box is used for recycling, write blue box in the amount column.
2. Form is to be submitted on or before March 1, 1999 for the materials recycled during the previous year.
3. Attach available documentation concerning quantities recycled.

Return to:
City Hall
Attention: Recycling Coordinator
20 East Church Street
Lock Haven, PA 17745

Company Name _____ Reporting Year _____
Contact Person _____ Date _____
Street _____ Phone _____
City _____ State _____ Zip _____
Hauler's Name _____

Materials Recycled	Amount (tons/year)	Marketed To
Corrugated Cardboard		
Paper		
Clear Glass		
Colored Glass		
Aluminum		
Steel Bi-Metal		
Other		

Signature _____
