

Recycling Program Improvements

City of New Kensington
301 11th Street
New Kensington, PA 15068
724-337-6911



SCS ENGINEERS

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11260 Roger Bacon Drive
Reston, VA 20190
703-471-6150

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1 PROJECT DESCRIPTION

The City of New Kensington (City) is located in Westmoreland County about 18 miles northeast of Pittsburgh. The City is mandated by the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101) to conduct a curbside recycling program for residents, as well as confirm commercial properties throughout the City have recycling services. **Appendix A** provides a summary of Act 101 municipal recycling requirements. Approximately 5,800 households are serviced by the City's solid waste program, which provides environmentally sound management of solid waste to about 12,500 residents.

The purpose of this Recycling Technical Assistance project is to review the City's current recycling program and make recommendations for how the program can be improved. Key issues and considerations emphasized in the review of the City's recycling program focused on the following:

- **Act 101 Compliance** –The current program was reviewed to identify conformance to Act 101 requirements.
- **Education and Outreach** – The City identified education and outreach as an area where improvement is needed. This project provides the City with some resources that can be used to promote the City's recycling program.
- **Coordination with Existing Municipalities** – The City of New Kensington borders the City of Arnold to the west and the City of Lower Burrell to the east. Contact was made with each of these cities to discuss the level of interest in having regular dialogues on recycling issues within the three cities.

2 SUMMARY OF WORK

This section summarizes the tasks and outcomes completed for this project.

Task 1 – Data Collection and Site Visit

SCS requested technical and operational information/data from the City's recycling program. The information received was reviewed prior to conducting a site visit. The site visit and field observations occurred over a one-day period in December 2018 and included observations of collection operations and the City's paper recycling drop-off site. The City Clerk provided a representative of SCS Engineers a personalized tour of the City to facilitate understanding of the types of properties serviced by the City's program.

Task 2 – Program Improvements

SCS identified considerations and opportunities that may improve recycling program efficiencies that could result in a more cost-effective and strategic program that results in greater participation and/or larger quantities of materials recovered.

Task 3 – Education and Outreach

Central to the success of recycling is a public education and outreach program that reaches all demographics and waste generators in the City. Using resources from the Recycling Partnership, SCS developed sample educational materials that the City can use to educate residents, owners/managers of apartment buildings and rental houses, and commercial property owners on recycling issues.

Task 4 – Final Report

This final report includes the observations, suggestions, and recommendations made as part of Task 2 and the education and outreach initiatives identified in Task 3.

3 RESULTS

CURRENT PROGRAM

Residential

Residential waste is collected weekly (Friday) by Waste Management, Inc. (WM) under a contract with the City. The City currently pays WM a contracted rate of \$150.89 per ton of refuse collected from residents in the City. In 2018, the City paid WM about \$893,500 to collect around 6,000 tons of waste. The rate the City pays WM for the collection of solid waste is the same no matter what material is collected. WM manually collects waste residents place curbside in personal containers. There are no limits to the amount of waste that can be placed at the curb for collection each week.

The City maintains two types of recycling programs to serve residents:

- **Curbside Service** – City staff collect glass and metal containers from residents curbside every other week. The City provides each household with an 18-gallon recycling bin for this purpose. The glass and metal containers are separated by collection crews at the curb and placed in separate compartments of the City’s collection vehicle.
- **Drop-Off Convenience Center** - The City operates a drop-off convenience center behind the City garage for residents to bring paper materials, including cardboard, for recycling. All paper materials are collected together in front-load dumpsters provided by the City’s vendor.



City of New Kensington curbside recycling vehicle



Containers for paper recycling behind the City garage

The City does not contract directly with recyclers for processing and marketing of their materials. The City receives pricing from local recycling companies on a regular basis and transports their recyclable materials to the vendor that will provide them the best price. With a limited number of material buyers and processors in the area, most metal and glass collected are delivered to PJ Greco

and Sons in Tarentum while paper is sent to Royal Oaks Recycling in Pittsburgh. **Table 1** summarizes the amount of recyclable materials collected in the City along with their end-market for 2018.

Table 1. Residential Recyclable Material Quantities and End Markets

Material	Quantity (tons)	End Market
Aluminum Cans	9.2	PJ Greco
Steel/Bi-metal Cans	12.3	PJ Greco
Mixed Glass	64.8	PJ Greco
Mixed Paper	30.6	Royal Oaks Recycling
TOTAL	116.9	

The City’s yard waste management program includes curbside collection of woody materials and leaves. Woody materials/branches are collected curbside from residents from May through September. Residents must call the City to schedule a collection in advance of placing materials on the curb. Leaves are collected via a vacuum truck that makes four passes through the City from October through December.

The City charges residents \$312.52 annually for refuse services. This fee is billed in quarterly installments on the City’s water bill.

Commercial

The City’s contract with WM for the collection of residential refuse does not include services for commercial entities. Commercial property owners must arrange with a private hauler for trash and recyclable material collection. An exception is made for small businesses that generate small amounts of recyclable materials. These businesses may obtain an 18-gallon bin for the placement of metal and glass containers that the City will collect every other week. Businesses are required to report the annual amount of waste generated and quantity of recyclable materials they divert to the City.

4 RECOMMENDATIONS

This section discusses the considerations and opportunities for the City to modify and continue their recycling program to serve residents and businesses.

OPERATIONS

Continue Source-Separation

The City’s recycling program currently collects a limited number of materials curbside (metal and glass containers) from residents. The City requests that resident’s source-separate their materials in the recycling bin. City collection staff place the metal and glass containers collected in the program in separate compartments of the City’s recycling truck. Paper materials are collected in designated dumpsters located behind the City Garage. Residents must bring paper to this drop-off location for recycling. The City’s source-separated recycling program has allowed the City to produce clean streams of commodities that retain some market value, despite challenging market conditions.

Nationally and in Pennsylvania, the trend has been to implement single-stream recycling in an effort to divert more materials from disposal. The City’s closest neighbors, the City of Arnold and the City of Lower Burrell, have transitioned to single-stream recycling whereby all materials are collected

together in the same container. While single-stream recycling is popular for its convenience, mixing materials together in the same container has reduced the overall value of the materials because of the difficulty in separating materials and the placement of non-program materials in the bin. Many local governments that have implemented single-stream recycling must now pay to have the materials processed. This has created significant financial challenges for many recycling programs.

SCS anticipates recycling markets to remain challenging for the foreseeable future, particularly for single-stream recycling programs that contain non-recyclable materials. The City's source-separation program has built-in procedures that facilitate recycling. Collectors who observe non-recyclable or undesirable materials in recycling bins simply do not collect this material. This results in clean streams of recyclable materials desired by recycling markets for which the City receives a small amount of revenue. Continuing the City's source-separation recycling program puts the City in a position to continue to operate a recycling program that serves residents while reducing the risks associated with the volatile recycling market.

Evaluate Adding Materials to Curbside Collection Program

SCS notes that the City is interested in expanding their recycling program to recover more materials. One of the best ways to do this without compromising the City's ability to produce clean marketable recyclable materials is by adding a new material to include in the source-separated curbside collection program. Adding another Act 101 material to the program such as paper (high-grade office paper, newsprint, or cardboard) or plastics has the potential to increase the amount of material diverted for recycling while providing a greater service to residents. Paper or plastics are the most common and logical material options for expanding the City's curbside recycling program.

- **Paper** - Adding paper to the curbside program would complement the City's drop-off program. The City already has a well-established market for paper and additional paper recovered by including it in curbside recycling could be combined with paper recovered from the drop-off program.
- **Plastic** – There has been substantial growth in plastic packaging over the last several years. Plastic containers represent a common recyclable material that many residents expect to be able to recycle. Recycling plastic has the opportunity to reduce the volume materials the City disposes. Some types of plastic packaging (#1 PET and #2 HDPE) are more valuable than other types. Adding plastic to the City's curbside recycling program may be challenging because the City would need to find an end market for the material. Also, because there are many different types of plastic packaging, residents can be confused as to what types of plastic should be placed in the recycling bin.

Ultimately, including additional materials in the City's curbside recycling program will come down to what market is available and if the City can transport the material to that market cost-effectively. Multiple markets for materials should be identified in the event the City's primary market ceases operations.

Adding additional materials to the curbside recycling program will require upgraded equipment in order to handle increased amounts of materials. In particular, the City would need a new recycling collection vehicle with additional compartments. New, larger recycling bins would also be necessary to accommodate more materials. Recycling collection vehicles and bins are eligible for reimbursement under PADEP's Section 902 Municipal Recycling Program Grants. More information

about this program is available at:

<https://www.dep.pa.gov/Business/Land/Waste/Recycling/Municipal-Resources/FinancialAssistance/Pages/902-Recycling-Grant-Application-Guidelines.aspx>.

Consider Pay-As-You-Throw

Pay-as-you-throw (PAYT) solid waste programs encourage residents to reduce the amount of waste they generate by charging variable rates that correspond to the amount of waste generated. Residents that produce less solid waste are rewarded with lower rates than residents that produce more waste.

The City's current program requires resident's pay a flat rate for solid waste collection and disposal services regardless of how much waste is generated. This type of solid waste program provides no incentive for residents to divert materials from disposal by participating in the City's recycling program. Research¹ has shown that PAYT programs not only increase the amount of materials diverted through recycling programs, but also reduce the amount of waste generated. The United States Environmental Protection Agency (US EPA) reported in 2006 that nearly 7,100 U.S. communities use PAYT programs. In Pennsylvania alone, 253 communities were identified as having some form of a PAYT program².

The primary goals of a PAYT program include:

- Provide for equitable allocation of disposal costs (i.e., those who dispose more, pay more);
- Reduce the quantity of solid waste requiring disposal either in a landfill or other disposal facility;
- Encourage behaviors that facilitate reduction in waste generation, and increase material reuse and recycling versus disposal.

The PAYT approach is similar to that used by private commercial haulers that service businesses and multi-family residences in the City. Commercial haulers establish a fee schedule based on the size of the container provided and the frequency of collection. Business establishments that generate less, pay less for the overall collection and disposal services based on smaller container sizes and less frequent pickups, or they pay more if they require larger containers and increased collections.

Municipal PAYT programs typically are structured similarly in that residents are billed as a function of the container size (multi-cart system) or directly based on the amount of waste disposed (bag or sticker system or direct weighing systems on collection vehicles). A PAYT program in the City of New Kensington has the potential to help control the City's cost for residential waste collection and disposal services. SCS recognizes shifting to a PAYT system will take significant time, commitment, and investment; however, it will result in a more fair and sustainable solid waste program for the City. SCS encourages the City to evaluate PAYT programs further. Some PAYT resources include:

- U.S. EPA - <https://archive.epa.gov/wastes/consERVE/tools/payt/web/html/index.html>

¹ Institute for Local Self-Reliance, <https://ilsr.org/metering-residential-garbage-can-pave-the-way-to-zero-waste/>

² U.S. EPA Pay-As-You-Throw, <https://archive.epa.gov/wastes/consERVE/tools/payt/web/html/06comm.html>.

- The Recycling Foundation - <http://payasyouthrow.org>
- Natural Resources Council of Maine - www.nrcm.org

Establish Regional Recycling Dialogue

The City’s close proximity to the City of Arnold (population ~5,000) and the City of Lower Burrell (population ~11,500) provides an opportunity for regional cooperation on recycling issues. The uniqueness of each cities’ solid waste and recycling program lends itself to having a dialogue about what types of programs (i.e. single stream vs. source-separation, private vs. public sector collection) can best serve residents in the region. Each city will have a unique perspective on what works for their jurisdiction that can help other cities refine their program to make it more effective.

SCS recommends that the City of New Kensington establish regular meetings with representatives from the cities of Arnold and Lower Burrell to discuss solid waste and recycling issues in the area. SCS encourages meetings to be regular (i.e. quarterly) and each meeting can have a discussion topic (i.e. collection, education, commercial recycling, etc.). The meetings can be informal gatherings that discuss challenges and opportunities for solid waste and recycling in each city with the benefit of hearing the perspective from other cities on how to overcome obstacles. For example, the City of New Kensington finds it challenging to reach occupants of rental properties with recycling information. Representatives from other cities can discuss what they do to encourage recycling among that sector of their population.

Another benefit of having a regular regional dialogue on recycling issues is that it can help synchronize recycling. Due to the close proximity of the three cities, residents often travel from one jurisdiction to the next for work, shopping, and entertainment. Recycling in all three cities can be improved if certain recycling messages are consistent in the area. This might include identifying the top three items that residents commonly put in their curbside recycling container that are not accepted in any city program (i.e. electronics, bagged materials, expanded polystyrene). Having a coordinated message that is consistent whether one is in New Kensington, Arnold, or Lower Burrell can improve recycling in all three cities. The Recycling Partnership³ provides ideas for how recycling messages can be synchronized across multiple jurisdictions.

SCS contacted representatives from Arnold and Lower Burrell and there was initial interest in having a regional dialogue on recycling. The following table provides the name and contact information from these cities.

Table 2. Contact Information for Cites of Arnold and Lower Burrell

City	Contact Name/Title	Contact Information
City of Arnold	Mario Bellevia, City Clerk	Phone: (724) 337-4441 Email: Mario.bellavia@cityofarnoldpa.org
City of Lower Burrell	Amy Rockwell, City Administrator	Phone: (724) 335-9895 x201

³ The Recycling Partnership, <https://recyclingpartnership.org/harmonized-recycling/>

Procure New Recycling Bins

The City distributed 18-gallon recycling bins to households when the program was first implemented many years ago. The recycling bins observed by SCS in use were old and in various states of disrepair. In an effort to revitalize the recycling program, encourage greater participation in the program, and increase the recovery of materials, SCS recommends that the City purchase new recycling bins to distribute to all households.

The 18-gallon bin, which was a staple of recycling programs in the 1990s and early 2000s, has been replaced by larger containers or carts in communities across the County. The type of recycling bin to procure and issue to residents will depend on the type of recycling program the City continues to operate. SCS recommends that the City continue with their source-separation program because the City produces clean streams of commodities that retain value. This type of program could better be serviced by larger 22-gallon bins for the placement of glass and metal containers. If the City were to expand their curbside program to recover paper or plastic, the City may opt to purchase two recycling bins per household (including a lid for one bin if paper is added) to accommodate increased amounts of recyclable materials collected. Having multiple and larger containers will allow the City to expand their recycling program to increase the amount of materials diverted.

Issuing new, larger recycling containers to residents provides the City the opportunity to re-energize the recycling program. New, clean, brightly-colored bins will get the attention of residents, give the City the opportunity to confirm that each household has a bin, and potentially provide an opportunity for the City to expand the recycling program. New recycling bins are eligible for reimbursement under PADEP's Section 902 Municipal Recycling Program Grants. More information about this program is available at: <https://www.dep.pa.gov/Business/Land/Waste/Recycling/Municipal-Resources/FinancialAssistance/Pages/902-Recycling-Grant-Application-Guidelines.aspx>.

Explore Processing and Marketing Contracts

The City currently does not have processing and marketing (P&M) contracts in place with companies that accept recyclable materials collected by the City. Although this is common in Pennsylvania and provides greater flexibility for the City to “shop” their recyclable materials around to the highest bidder, it increases the City's risk in having access to recycling markets. The City's current vendors could go out of business leaving the City with no readily available market, which would compromise the City's ability to be compliant with Act 101.

Establishing P&M contracts is standard practice in the recycling industry to stabilize pricing and minimize risk associated with vendors going out of business. Recyclers may still cease to operate even though contracts are in place, but the contract should provide the City with options to recover damages if necessary. P&M contracts will require that the City make their recyclable materials available to a specific vendor, which limits the City's ability to find the best price for their materials. However, the stability and reduced program risk that results for having an established contract should protect the City's recycling program over the long-term.

Implement Year-Round Leaf Waste Collection

A requirement of Act 101 is that the City implement a leaf waste collection program that services residents as follows:

- **Monthly Curbside Collection** – The City to collect leaf waste curbside from residents at least monthly, or:

- **Bi-Annual Curbside Collection with Monthly Drop-Off** – The City collects leaf waste curbside from residences at least two times per year (preferable once in the spring and once in the fall), and establishes a drop-off location whereby residents can monthly bring leaf waste generated on their property for processing into compost/mulch.

Leaf waste is defined in the Pennsylvania Code as “Leaves, garden residues, shrubbery and tree trimmings, and similar material, but not including grass clippings⁴.” The City’s curbside leaf waste program that includes seasonal collection of woody materials (branches/brush) from May through September) and leaves from October through December should be expanded so that all materials defined as leaf waste are collected at least monthly throughout the entire year. One way to expand the current program is to establish a monthly drop-off at the City Garage (where paper is current collected) whereby residents can bring leaf waste for mulching/composting. SCS recommends that the City contact one of the PADEP Regional Planning and Recycling Coordinators for the Southwest Region to discuss an updated program further. Their contact information is as follows:

- Ms. Sharon Svitek: (412) 442-4000; ssvitek@pa.gov
- Mr. Bradley Cunningham: (412) 442-4000; bcunningham@pa.gov
- Mr. Bill Jester; (412) 442-4000; wijester@pa.gov

EDUCATION AND OUTREACH

Revamp Educational Materials

Each year the City issues a recycling guide that contains information on what materials are required for recycling in the City. Act 101 requires that the City establish and operate a continuous public information and education program that informs all persons in the City of recycling requirements. Education must occur at least 30 days prior to implementation of the recycling program and at six month intervals thereafter. At least one annual educational campaign must be in print form. **Appendix A** includes a summary of the education requirements of Act 101.

While the City’s recycling guide communicates important messages about recycling in the City, SCS thinks that the guide might be trying to communicate too many messages at one time. For example, the guide includes information on both the curbside and drop-off recycling program, instructions for obtaining a recycling bin, instructions for properly preparing recyclables for collection, and a calendar indicating which day recyclables will be collected curbside. Having all this information in the guide is helpful, but it also increases the likelihood information and requirements will be missed and overlooked. SCS recommends that the City also issue recycling information in short, simple messages to communicate important aspects of the recycling program. Information might include the top three materials people put in their recycling bin that are not accepted for recycling or that boxes/cardboard must be flattened for acceptance at the drop-off location.

The Recycling Partnership (Partnership) has a number of tools that the City can use at no charge to create tailored, eye-catching recycling flyers, mailers, and handouts. SCS used the Partnership’s campaign builder to create some specific mailers or handouts for the City’s recycling program. **Appendix B** includes these sample recycling flyers and promotional materials.

⁴ The PA Code, Chapter 271 – Municipal Waste Management, <https://www.pacode.com/secure/data/025/chapter271/chap271toc.html>

Community Presentations

Face-to-face interaction with the public and business community on recycling issues is one of the most important ways the City can promote and encourage recycling. The City should identify community events that staff can participate in to share information about recycling. Opportunities to meet with residents and provide information on recycling might include hosting a booth at local special events such as the Fireworks Festival. The New Kensington Chamber of Commerce hosts events that City staff may be able to participate in and share information on recycling.

The City can publicize their availability and interest in providing displays and presentations to groups and at events throughout the community. Planned participation in such events can be advertised on the City's social media accounts.

Target Rental Property Owners

Based on U.S. Census Bureau data, it is estimated that the City has an owner-occupied housing unit rate of 58 percent. This means about 40 percent of housing units in the City are rental properties or similar. Non-owner occupied housing units typically tend to have lower participation in recycling programs than owner-occupied units. This results from the high turn-over in these properties that makes providing educational material challenging as people are often moving in and out. Without a regularly scheduled education program, residents may not receive recycling information, making the program confusing or unclear.

With a significant portion of housing units in the City being occupied by renters, it is important for the City to have targeted outreach to these residents and the owners of rental properties. Since property owners track occupants of the properties as they move in and out, providing recycling information and resources to them can be an effective way of distributing recycling information to occupants of their properties. Rental property owners in the City of New Kensington have established an association that meets monthly to discuss issues relating to owning and renting property in the City. City staff already attend this monthly meeting to provide updates on the City's code and requirements for rental properties. This individual or another City staff can incorporate the requirement for recycling into their discussion at the meeting. Recycling information and flyers can also be passed out with a request that recycling information be provided to any new tenant that moves into a rental property in the City.

Commercial Recycling Education Information

The City does not have firm data on the number of businesses that separate recyclable materials for collection. Section 10 of the City's Solid Waste Code requires that people occupying commercial establishments in the City recycle high-grade office paper, aluminum, corrugated paper, and leaf waste. Businesses are also required to report to the City waste generation rates and the weight of recyclable material collected on an annual basis. Even though these requirements exist, little to no enforcement occurs.

SCS understands that limited commercial recycling education occurs. SCS believes that implementing a targeted education and enforcement program as well as an ongoing sustained education program will expand recycling in the commercial sector.

Targeted Education and Enforcement

SCS recommends that the City implement a targeted commercial recycling public education and outreach program to businesses. SCS suspects that businesses may not even know that recycling is

mandatory and the first step would be to inform them of the requirement to recycle. A simple way to do this is to send a letter to all businesses that informs them of the following:

- Recycling is mandatory;
- The following items must be recycled by businesses in the City: high-grade office paper, aluminum, corrugated paper, and leaf waste;
- Business owners must arrange for the separate collection of recyclable materials by a private waste hauler;
- Businesses are required to report waste generation rates and recycling tonnages on an annual basis (January/February);
- Borough's contact information for questions.

This letter can be sent in the fall of 2019 as a precursor to the waste generation and recycling reports that are required in January/February of 2020. **Appendix B** provides a sample letter that the City might consider modifying and sending to all commercial establishments.

Sustained Education

Obtaining information on recycling in the City 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 City 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.newkensingtononline.com it is outdated and does not include information for commercial recycling. This information should be updated to help promote recycling throughout the City. The distribution of recycling information should occur through multiple media, including social media. **Appendix B** provides simple commercial recycling information that can be used on the City's website and in other media.

5 CONCLUSIONS

The City of New Kensington's recycling program is well-established and well-known within the community. Source-separation of recyclable materials has resulted in clean commodities that provide some revenue for the City. Current and future recycling markets will require clean materials and programs that produce marketable commodities are likely to be sustainable in the long run. SCS recommends that the City continue operating their source-separation program given the current market conditions that require clean materials. The City has opportunities to build on their current program to expand materials recovery and reduce waste disposal.

SCS recommends that the City incorporate another material into the curbside recycling program. Paper and plastics are likely to provide the best opportunity for increasing the amount of material diverted. Paper collected curbside could be combined with the paper already collected at the City's drop-off site. Plastic could also be added to the program; however, significant confusion around plastic recycling requires the City to conduct an extensive education campaign so residents are clear what type(s) of plastic are recyclable. The material(s) that the City ultimately incorporates into their recycling program should have a reliable local market that accepts the City's material.

SCS encourages the City to explore ways that incentivize residents to reduce the amount of waste generated. Since the City pays their hauler based on the amount of waste collected, reducing waste generation has the potential to save the City significant amounts of money. One program that has accomplished this for hundreds of municipalities across the state of Pennsylvania is PAYT. In a PAYT program, residents pay for solid waste collected based on the amount they generate, similar to how residents pay for other utilities. SCS encourages the City to investigate the potential of modifying the current solid waste management program to a PAYT program as a way to incentivize residents to reduce and recycle waste to save the City money.

Expanding recycling education and outreach activities is important for increasing recycling in the City. Revising existing flyers to make them more visually appealing has the potential to raise the profile of recycling in the City. Regularly communicating and providing information to rental property owners is important for educating the 40 percent of residents in the City that live in rental properties.

Appendix A
Act 101 Municipal Recycling Requirements

Summary of Act 101 Municipal Recycling Requirements

Overview

Chapter 15, Section 1501 of the Pennsylvania Municipal Waste Planning Recycling and Waste Reduction Act (Act 101), outlines the requirements for large municipalities to recycle. Municipalities, other than counties, with a population of 10,000 or more people or with a population of more than 5,000 but less than 10,000 people, and a population density of more than 300 people per square mile, are mandated to recycle.

Recycling Ordinance

An Act 101 mandated local government must adopt an ordinance that requires recycling. The ordinance shall require the following:

- 1) Recycling at single-family homes and apartments; commercial, municipal, and institutional establishments; and at community activities.
- 2) A scheduled day, at least once per month, when separated recyclable materials are to be placed at the curb or similar location for collection.
- 3) A collection system, including trucks and related equipment, to pick-up separated recyclable materials from the curb or similar location at least once per month from homes and businesses in the municipality. The municipality 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.

Residential Recycling

Residents must separate for recycling at least three materials deemed appropriate by the municipality from municipal waste generated at their homes, apartments, or other residential establishments. Separated materials must be stored at the property until collection. The three materials must be selected from the following:

- Clear glass;
- Colored glass;
- Aluminum;
- Steel and bimetallic cans;
- High-grade office paper;
- Newsprint;
- Corrugated paper;
- Plastics.

Leaf waste must also be separated from municipal waste generated at residential properties and stored for collection, unless residents have already provided for the composting of the materials (i.e. backyard composting).

Owners or landlords of multi-family rental properties with four or more units must establish a recycling collection system 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 or landlords that comply with these requirements shall not be liable for noncompliance by occupants of their buildings.

Commercial, Municipal, and Institutional Recycling

Occupants of commercial, municipal, and institutional establishments are required separate and store for recycling of the following materials at a minimum:

- High-grade office paper
- Aluminum;
- Corrugated paper;
- Leaf waste.

Occupants of commercial, municipal, and institutional establishments may be exempt from the requirements of this law if those persons have otherwise provided for the recycling of materials they are required to recycle. To be eligible for an exemption, the commercial, municipal, or institutional generator must provide written documentation to the municipality annually.

Community Activity Recycling

Organizers of community events must provide for the separation, storage, and collection of high-grade office paper, aluminum, corrugated paper, and leaf waste at the events. Community activities required to recycle include events sponsored in whole or in part by a municipality or held within a municipality and sponsored privately. Events include fairs, bazaars, picnics, or sporting events that will be attended by more than 200 or more people each day of the event.

Leaf Waste Diversion

Municipalities mandated to recycle under Act 101 must require residential and commercial establishments to separate and store leaf waste for collection. Leaf waste includes leaves, shrubbery, tree trimmings, and similar materials, excluding grass clippings. These materials must be collected at least monthly. In order to comply with Act 101, mandated municipalities must at a minimum:

- 1) Implement an ordinance that requires leaf waste to be separated from municipal waste for recycling at residential and commercial, municipal, and institutional establishments, AND
- 2) Establish a scheduled day, at least once per month, when leaf waste is collected curbside or similar location, OR

- 3) Establish a scheduled day, no less than two times per year and preferably in the spring and fall, when leaf waste is collected curbside or similar location from residential and commercial establishments, AND facilitate a drop-off location or other collection alternative approved by the Pennsylvania Department of Environmental Protection that allows persons to drop-off leave waste for composting at least once per month. A leaf waste drop off site can be in a neighboring municipality or at a private establishment provided there is an agreement in place to utilize the site, and residents and occupants of commercial establishments are informed of the drop-off location at least every six months.

Municipalities are encouraged to manage source separated Christmas trees as leaf waste for processing at DEP approved composting facilities.

Public Education and Outreach

Municipalities subject to the requirements of Act 101 must implement a comprehensive and sustained public education program. This program is to provide residents and owners/tenants/occupants of commercial, municipal, and institutional establishments with information on recycling program features and requirements. The educational program includes two features:

- **Initial Education** – At least 30-days prior to the start of a recycling program notify all persons occupying residential, commercial, municipal, and institutional establishments of the recycling requirements as contained in the ordinance.
- **Sustained Education** – Every six months the municipality must inform and remind all persons occupying residential, commercial, municipal, and institutional establishments of the recycling requirements.

Numerous forms of educating the public are acceptable and include:

- Newspaper advertisement circulating in the municipality;
- Public notice posted where such notices are customarily posted;
- Notices in other official notifications (i.e. utility bills);
- Website;
- Newsletter;

A combination of forms are acceptable and at least one form must be in print annually.

Implementation

Municipalities may implement their responsibilities for the collection, transportation, processing, and marketing of recyclable materials in one or a combination of the following ways:

- 1) Collect, transport, process, and market recyclable materials themselves;
- 2) Enter into a contract(s) with other entities for the collection, transportation, processing, or marketing of recyclable materials. If contracting for recycling services, the entity being contracted is responsible to the municipality for implementing of recycling activities.

- 3) Contract with a landfill or material recovery facility, in lieu of a curbside recycling program, that guarantees by contract that at least 25 percent of the waste received is recycled. The technology utilized in this program must have prior approval from DEP.
- 4) Utilize a recycling facility that demonstrates that the materials separated, collected, recovered, or created by the facility can be marketed as readily as materials collected through a curbside recycling program. In addition, the mechanical separation technology used by the facility has been demonstrated to be effective for the life of the facility.

Exceptions

The municipality is not required to collect, transport, process, or market recyclable materials or contract for these services if all of the following conditions are met:

- 1) The municipality is not collecting and transporting municipal waste from such establishment or activity.
- 2) The municipality has not contracted for the collection and transportation of municipal waste from such establishment or activity.
- 3) The municipality has adopted an ordinance as required, and the establishment or activity complies with the provisions of the ordinance.

Act 140 Requirements for Section 904 Recycling Performance Grants

Overview

Act 101 was amended in 2006 by Act 140 to establishment requirements for the use of Section 904 Recycling Performance Grants.

Requirements:

Municipalities mandated to recycle under Act 101 and receive more than \$10,000 in funding from recycling performance grants must meet the following requirements:

- 1) Requires, through ordinance, that all residents have waste and recycling service.
- 2) Has an implemented residential recycling program and facilitates a commercial recycling program or participates in a similar county or multi-municipal program.
- 3) Has a residential and business recycling education program.
- 4) 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.
- 5) Has provisions, participates in a county or multi-municipal program or facilitates a private sector program for the recycling of special materials.
- 6) Sponsors a program, facilitates a program or supports an organization to address illegal dumping and/or littering problems.
- 7) Has a person or entity designated as recycling coordinator who is responsible for recycling data collection and reporting recycling program performance in the municipal or municipalities.

If these requirements are not satisfied by the municipality, then the grant funds awarded under this section must be expended by the municipality only to satisfy these requirements. If all these requirements are satisfied, then the grant funds awarded may be used for any expense as selected by the municipality.



Appendix B Recycling Flyers and Promotions

RECYCLE

THANK YOU FOR RECYCLING THESE:



Aluminum and Steel Cans
empty and rinse



Bottles and Jars
empty and rinse



Cereal Boxes, Newspaper, Magazines and Mail, Flattened Cardboard & Paper Tubes

NO!



No Food or Liquid
(empty all containers)



Do not Bag Recyclables
(no garbage)



No Plastic Bags
or Plastic Wrap



No Tanglers,
Cords, Hoses
or Chains



No Foam

724-337-4523

New Kensington, New Kensington Public Works Department

www.newkensingtononline.com/recycling



**EMPTY ALL
CONTAINERS BEFORE
RECYCLING**

**IT'S
ALL YOU
RECYCLE**



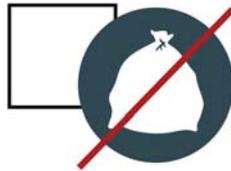
New Kensington Public Works Department
301 Eleventh Street
New Kensington, PA 15068



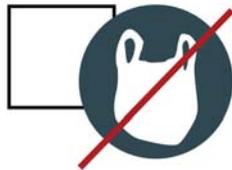
PLEASE LEAVE THESE ITEMS OUT!



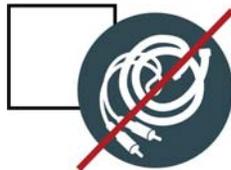
No Food or Liquid
(empty all containers)



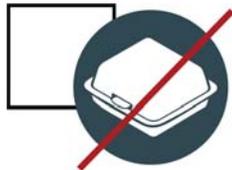
Do not Bag Recyclables
(no garbage)



No Plastic Bags
or Plastic Wrap



No Tangles,
Cords, Hoses
or Chains



No Foam



No Scrap Metal,
Wood, or Furniture

CORRECT THIS AND WE WILL COLLECT NEXT TIME.

www.newkensingtononline.com/recycling

Questions about your curbside recycling service?

724-337-4523



Appendix C
Sample Commercial Recycling Letter and Informational Text

EXAMPLE COMMERCIAL RECYCLING LETTER

City of New Kensington Letterhead

[Date]

[Business Name]

Attn: [Name]

[Address]

[City, State, Zip]

RE: NOTICE OF RECYCLING PROGRAM REQUIRMENTS

Dear [Business]:

All commercial properties, including multi-family dwellings and apartments, in the City of New Kensington are required by the City's Solid Waste Code (Chapter 173) to separate recyclables and leaf waste from their municipal waste stream. The following materials must be separated and recycled by businesses in the City:

- High-grade office paper
- Aluminum
- Corrugated paper
- Leaf waste

Businesses must contract with a private waste hauler for the collection of separated recyclables. Each business is reported to report the amount of waste generated and the amount of materials recycled to the City on an annual basis. These reports must be submitted to the City by February 15, 2020. If your business does not receive separate recyclable material collection services please arrange for this service at your earliest convenience. Failure to do so may result in enforcement action against your business.

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

Sincerely,

City of New Kensington Code Enforcement Officer

SAMPLE WEBSITE TEXT

City of New Kensington Commercial Recycling Information

Businesses in the City of New Kensington must recycle! Pennsylvania's Municipal Waste Planning Recycling and Waste Reduction Act (Act 101) and the City's solid waste code requires owners of commercial, municipal, and institutional properties 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 City:

High-grade office paper	Corrugated paper
Aluminum	Leaf waste

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

Business owners must contract with a private hauling company for the separate collection of recyclable materials. Please check the local directory for a list of companies that provide recyclable material collection services in the City.

Contact

For questions on the City's commercial recycling program, please contact the City at **[phone number]**.