

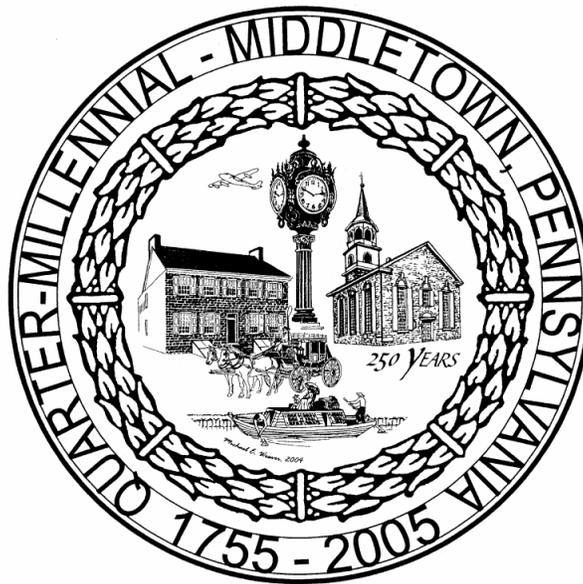
**SWANA RECYCLING  
TECHNICAL ASSISTANCE STUDY**

**RECYCLING EDUCATION RESOURCES  
FOR MIDDLETOWN BOROUGH**

**FINAL REPORT**

Prepared for:

**MIDDLETOWN BOROUGH  
DAUPHIN COUNTY, PENNSYLVANIA**



**MIDDLETOWN  
250<sup>TH</sup> ANNIVERSARY**

Prepared by:

**GANNETT FLEMING, INC.**



**HARRISBURG, PENNSYLVANIA**

**April 2005**

**SWANA RECYCLING  
TECHNICAL ASSISTANCE STUDY**

**RECYCLING EDUCATION RESOURCES  
FOR MIDDLETOWN BOROUGH**

**Table of Contents**

	<i>Page</i>
1.0 INTRODUCTION .....	1
1.1 Scope of Work .....	1
2.0 BACKGROUND .....	2
3.0 MUNICIPAL WASTE COLLECTION.....	2
4.0 RECYCLING.....	3
5.0 YARD WASTE AND LEAF COLLECTION.....	4
5.1 Leaf Collection.....	5
5.2 Green Waste/ Woody Waste Collection .....	6
5.3 Woody Waste Recycling Center.....	6
6.0 RECYCLING EDUCATION MATERIALS AND RESOURCES.....	7
6.1 Educational Resources for Children .....	8
6.2 Clip Art .....	8
6.3 Recycling Posters/ Message Boards .....	9
6.4 Effective Recycling Education Ideas .....	10
7.0 CONCLUSIONS AND RECOMMENDATIONS .....	11
7.1 Recommendations .....	11

**FIGURES**

---

**Figure 1:** Middletown Borough Solid Waste and Recycling Map

**Figure 2:** Middletown Borough Leaf Collection Zones

**APPENDICES**

---

**Appendix A:** PADEP Permit-By-Rule & Compost Guidelines

**Appendix B:** Listing of Recycling Education Material Resources

**Appendix C:** Educational Material Examples

**SWANA RECYCLING  
TECHNICAL ASSISTANCE STUDY**

**RECYCLING EDUCATION MATERIALS  
FOR MIDDLETOWN BOROUGH**

## **1.0 INTRODUCTION**

Through the partnership with the Solid Waste Authority of North America (SWANA), the Pennsylvania State Association of Township Supervisors, and the Pennsylvania Department of Environmental Protection (PADEP), Middletown Borough (Borough), Dauphin County, PA was awarded \$6,000 in technical assistance to be provided by Gannett Fleming, Inc.

The Borough is in the process of improving its recycling education program with emphasis on “woody waste” recycling. The Borough is requesting assistance from Gannett Fleming (GF) to help develop recycling education materials to improve the Borough’s residential education program.

### **1.1 Scope of Work**

GF worked with Middletown Borough to develop the following four tasks for the recycling education project.

**Task #1** GF staff will work with Middletown Borough to gather pertinent background information and educational materials from the Borough related to the current recycling educational program and woody waste collection program.

**Task #2** GF will contact a number of municipalities to gather educational templates and to determine what vendors are used for developing recycling materials. GF will follow up with recycling education vendors to gather information on the available services and products related to recycling education. These companies will be organized in a document so they may easily be contacted for the needed service(s). GF will provide any templates gathered during the contacts with municipalities and vendors to serve as examples for use by the Borough.

**Task #3** GF will prepare and provide Middletown Borough with a brief summary report of findings along with educational resources and templates that have been acquired during the study. This task includes a review of the draft report by the PADEP and response to comments. An electronic file of the final report will be submitted to PADEP along with a MS Word summary (as required) of the project conclusions and findings. An electronic and hardcopy version of the report will be provided to Middletown Borough.

## 2.0 BACKGROUND

Middletown Borough is home to approximately 10,000 residents and is located in Dauphin County, Pennsylvania. The Borough is mandated to provide curbside recycling by the Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101). Currently, Borough residents have contracted curbside municipal waste collection and recycling services. The Borough has a comprehensive recycling education program, but understands the importance of an ongoing and effective recycling message as a tool to increase public participation.

Borough staff does not have adequate time available to locate resources and develop the materials needed to maximize recycling education outreach, or to identify companies who can provide promotional materials and related services. In short, Middletown Borough wants to do more recycling education outreach. Additionally, there has been a new focus on collection of yard trimmings, sometimes referred to as “green waste”, “yard waste” or “woody waste”. On March 9, 2004, the Pennsylvania Department of Environmental Protection (PADEP) notified the Borough and York Waste, the Borough’s trash contractor, that woody waste would no longer be collected with the trash. In addition to other recycling messages, the Borough hopes to educate the public on the proper handling and recycling of these woody waste materials.

## 3.0 MUNICIPAL WASTE COLLECTION

Note: The source of most of the information for Section 3.0 was the Middletown Borough website ([www.middletownborough.com](http://www.middletownborough.com)).

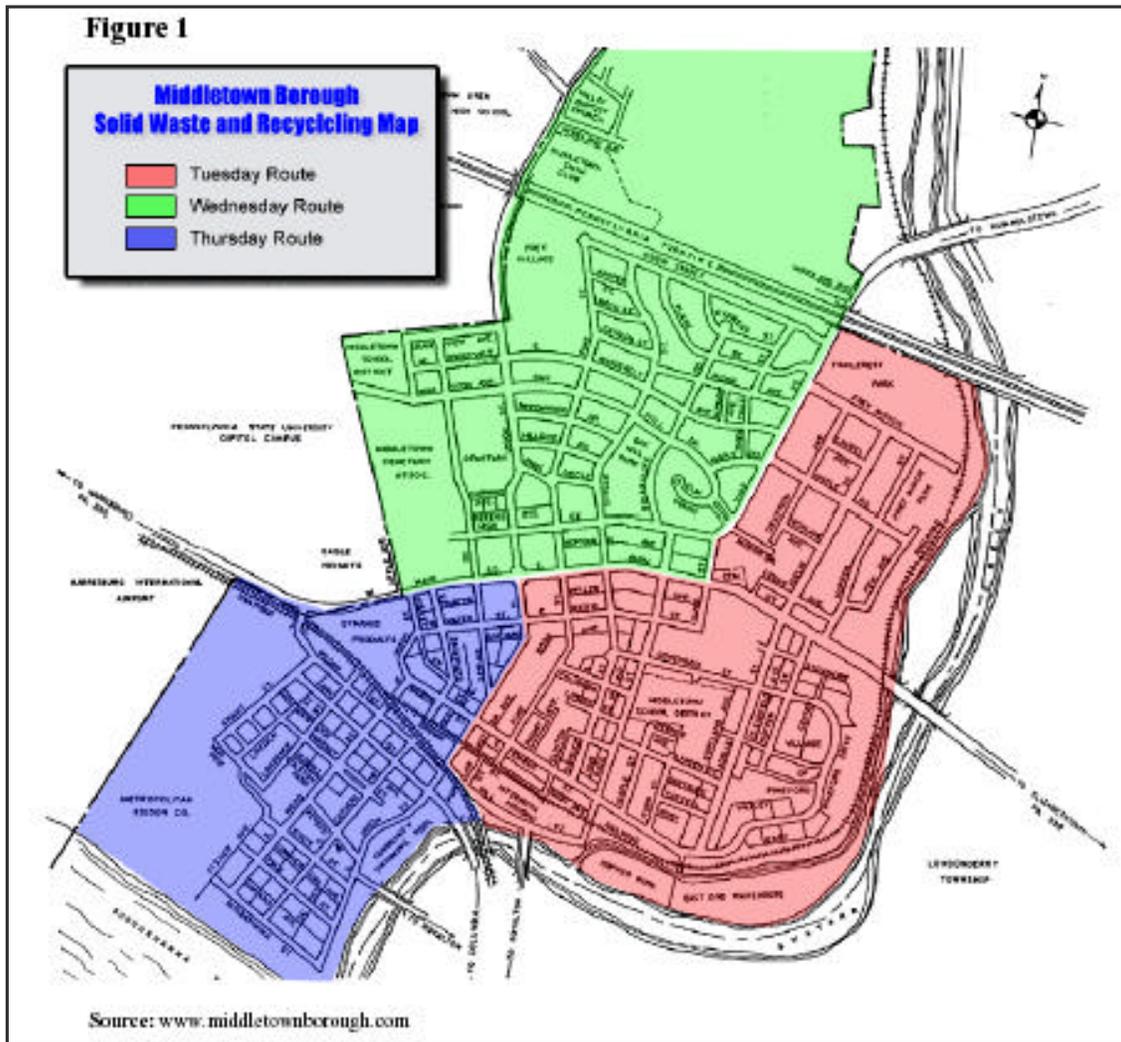
York Waste Disposal is the refuse hauler for the Borough of Middletown. York Waste Disposal also handles weekly curbside recyclables collection services. York Waste Disposal has normal collection days scheduled in the Borough each Tuesday, Wednesday, and Thursday (see map, **Figure 1** below).

Currently, residents are limited to four (4) containers for household trash per week. The monthly trash fee covers the cost of the four (4) containers of trash per week. Residents are permitted to place one (1) bulk item per week with their regular weekly refuse. Bulky items may include appliances such as stoves, washers, dryers, hot water heaters or dishwashers and furniture such as couches, tables, chairs or mattresses (one item). Residents must call ahead to dispose of freon/coolant containing items such as refrigerators, freezers, air conditioners & dehumidifiers.

Residents can pay \$3 each for additional stickers to place on extra bags of garbage. Stickers are available for purchase at the Borough's Finance Office at 60 W. Emaus Street.

**Dumpster Service:** Middletown Borough offers once or twice per month dumpster drop-off service at the Borough's dumpsters for an additional fee.

**Dumpster Tickets:** The Borough has non-refundable dumpster tickets for residents to use the Borough dumpsters for bulky item disposal. The cost for tickets for a pick-up truck is \$30.00. The cost for tickets for a car trunk is \$20.00.



**Multi-Family Houses/Apartments:** Apartments are expected to pay a monthly trash fee. Each trash fee entitles the tenant to four (4) containers worth of household trash per week and one bulky item per week.

#### 4.0 RECYCLING

York Waste Disposal provides weekly collection services for recyclables. Accepted recyclable containers include:

- Aluminum Cans
- Tin cans
- Glass bottles and jars
- Plastics #1 & #2

These materials are placed in a recycling container marked "**Middletown Recyclables**" and then placed alongside the garbage container at the curbside.

Fiber materials include:

- **Newspapers**
- **Magazines**
- **Office fiber**

These materials are paper-bagged or tied in bundles separately and set alongside the recycle container. It is noted that York Waste stopped collecting cardboard at the curb in Middletown Borough in January 2005. The acceptable and unacceptable recyclables, as well as recycling preparation methods are presented in **Table 1** below:

**Table 1: Middletown Borough Recyclable Items and Recyclables Preparation**

ACCEPTED RECYCLABLES	RECYCLABLES PREPARATION	NOT ACCEPTED
<p><b>Glass Jars &amp; Bottles:</b> All food and beverage jars and bottles of all colors</p>	<p>Labels <b>DO NOT</b> have to be removed. Remove and discard caps &amp; lids. Rinse containers.</p>	<ul style="list-style-type: none"> <li>- Caps or Bottle Tops</li> <li>- Window Glass</li> <li>- Drinking Glasses</li> <li>- Dishes or Ceramics</li> <li>- Lightbulbs</li> <li>- Mirrors</li> </ul>
<p><b>Rigid Plastic Bottles &amp; Jugs:</b> Narrow neck plastic containers with a 1 or 2 on the bottom</p>	<p>Labels <b>DO NOT</b> have to be removed. Remove and <b>discard caps &amp; lids</b>. Rinse containers.</p>	<ul style="list-style-type: none"> <li>- Wide-Neck Plastic Containers</li> <li>- Plastic Toys</li> <li>- Plastic Food Containers (Such as Cottage Cheese, Margarine, Etc.)</li> <li>- Plastic Film, Wrap or Bags</li> <li>- Styrofoam Containers</li> <li>- Plastic Plates, Knives, Forks, Spoons, Etc.</li> </ul>
<p><b>Aluminum &amp; Tin:</b> All food and beverage containers</p>	<p>Labels <b>DO NOT</b> have to be removed. Rinse containers.</p>	<ul style="list-style-type: none"> <li>- Scrap Metal (Such as Engine or Car Parts, Bicycles, Chairs, Etc.)</li> <li>- Pots &amp; Pans</li> <li>- Fencing, Siding or Screening</li> <li>- Hangers or Wires</li> </ul>
<p><b>Newsprint:</b></p>	<p>Tied securely in bundles or contained in paper bags.</p>	<ul style="list-style-type: none"> <li>- No Glossy Advertising, Inserts or Magazines.</li> </ul>

## 5.0 YARD WASTE AND LEAF COLLECTION

Although “green waste”, “woody waste” and “yard waste” are all terms that may be used to describe potentially recyclable material generated from yards, it is important to understand the Municipal Waste Regulation definitions for leaf waste and yard waste. As a mandated municipality, Middletown Borough is required to provide for the collection of “leaf waste” for

residents as described by Chapter 271 of the PA Code. “Leaf waste” is defined as **leaves, garden residues, shrubbery and tree trimmings**, and similar material, but not including grass clippings. Collection of other yard waste materials (e.g. grass clippings) is not required by the Act 101 recycling mandate, but clippings are sometimes accepted by mandated curbside recycling programs.

By municipal waste regulation definition, “yard waste” includes **grass, leaves and tree and brush trimmings**. Grass can be the biggest yard waste component by weight but is often encouraged to be kept out of the compost stream. Grass clippings may compact and restrict airflow throughout the compost pile and slow the composting process. Leaves are usually the biggest yard waste component by volume. Local yard waste generation varies dramatically based on yard size, percentage of the population in single-family housing, and various other related factors.

## 5.1 Leaf Collection

The Leaf Collection scheduled for Middletown Borough in 2003 was conducted on the following dates:

<b>Section #1</b>	October 6-7	October 28-29	November 19-20
<b>Section #2</b>	October 8-9	October 30-31	November 21-24
<b>Section #3</b>	October 10-13	November 3-4	November 25-26
<b>Section #4</b>	October 14-15	November 5-6	December 1-2
<b>Section #5</b>	October 16-17	November 7-10	December 3-4
<b>Section #6</b>	October 20-21	November 11-12	December 5-8
<b>Section #7</b>	October 22-23	November 13-14	December 9-10
<b>Section #8</b>	October 24-27	November 17-18	December 11-12

The map presented in **Figure 2** shows the corresponding collection areas for the above schedule. The dividing line between sections is in the middle of the street. The downtown business areas are serviced every Friday where the permanent street sweeping signs are installed. Leaf waste collected currently at the municipal yard is processed with a tub grinder. After grinding, the material is used as a bulking agent for sewage sludge that is land applied to approved land application farms. The Borough intends to continue this practice as long as it remains feasible.



In February 2005, Middletown Borough was awarded \$435,000 through the Municipal Waste Planning, Recycling and Waste Reduction act (Act 101) to develop a woody waste facility. The proposed permanent site, named the Woody Waste Recycling Center, will be developed on three acres of a prior federal Superfund and state Hazardous Sites Cleanup Act site. The grant funding will help the borough pay for the following (up to 90 percent of approved costs are paid by the grant):

**Site improvements**

Fill

Paving

Seeding

Erosion and sedimentation control

**Equipment**

Dump truck

Front-end loader with grappler

Wood chipper

**In-Kind contributions** by the Borough may include site engineering, electrical engineering, and paving.

The Woody Waste Recycling Center will be available to residents in Middletown, Steelton, Highspire and Royalton boroughs and to residents in Lower Swatara Township. The site will have the potential to remove 6,500 tons of yard waste material from landfills each year (PADEP newsletter 2/18/2005). The Borough will help offset operational costs through the sale of the finished material for residential and municipal landscaping needs. Some of the finished products may include sawdust, wood chips, tan bark, and colorized mulch. The Borough will encourage residents to deliver woody waste to the site through ongoing public education efforts. Optimally, the availability and use of the Woody Waste Recycling Center may help to reduce the annual curbside leaf waste collection efforts of the Borough. It is not intended at this time that this facility become an active compost facility. However, as confirmed by PADEP, the facility does meet the Permit-By-Rule requirements for compost facilities. The PADEP Permit-By-Rule and Compost Guidelines are provided in **Appendix A** for reference.

Because the development of the Woody Waste Recycling Center will include paving, electrical work, construction of a storage facility and other related work, there will be a number of permitting, planning and engineering considerations and tasks. Some of these considerations are reviewed in Section 7.0 of this report.

## **6.0 RECYCLING EDUCATION MATERIALS AND RESOURCES**

GF assisted Middletown Borough by collecting and consolidating a number of recycling education resources. GF developed a contacts list/ resource listing to include companies/ vendors recommended by and used by other local (Pennsylvania) municipalities for their recycling education programs. The list of recycling education material resources presented in **Appendix B**. During the contacts with various municipalities, a number of municipalities provided hard copy and/ or electronic version of recycling brochures, pamphlets, newsletters, door hangers, recycling graphics, etc. These examples were organized and provided to the Borough electronically and/or as hardcopies (refer to **Appendix C**). In addition to contacting

municipalities, GF also contacted PADEP and the Professional Recyclers of PA (PROP) for recommended recycling education resources.

## 6.1 Educational Resources for Children

The PROP website ([proprecycles.org](http://proprecycles.org)) is a tremendous resource for all types of recycling information and is updated regularly. The following listing (active links) of educational resources for children is provided on the PROP website:

[Waste Information for Students](#) - EPA's "Make a Difference" campaign is aimed at educating and engaging young people in resource conservation and environmental protection. It encourages teens to make informed decisions in their day-to-day lives to help protect the environment.

The [Planet Protectors Club](#) - The U.S. Environmental Protection Agencies site that has (Activities, Downloads, Games, and Reading materials) for young children.

The [Making Friends](#) website. - Many different projects for all ages from youth to adults.

### Arts & Crafts

<http://www.tealdragon.net/rs/boxproj/rsprbox.htm>

A fun way to make a box out of paper.

<http://www.intersurf.com/~redstic/Extras.htm> - Interesting ideas. Includes pop-out cards, envelope templates and a flat-fold box.

<http://www.kid-at-art.com/htdoc/lesson23.html> - How you can make your own butterfly mobile.

<http://www.sciswa.org/crafts.html> - Different crafts from recycled materials.

<http://www.bydonovan.com/templates.html> - Scroll down on this page and you'll be delighted with the number of templates that are offered.

The [Make Stuff website](#) - Projects and tips of what to do with different empty household products containers.

There is no machinery at [The Imagination Factory](#), and smokestacks don't pollute the air. Instead, we teach children and their caregivers creative ways to recycle by making art.

## 6.2 Clip Art

As part of this technical assistance, the Borough requested GF organize and provide some electronic graphics and sources of graphics that could be used in their recently purchased Microsoft Publisher 2003 software package. GF collected a number of electronic graphics and forward these to the Borough via email in several MS Word files. GF also contacted the

Dauphin County Recycling Coordinator, who forwarded a number of recycling-related graphics and offered continued assistance to the Borough.

A simple search for “recycling clip art” on the worldwide web will provide a substantial number of sites where recycling clip art can be copied or downloaded for free or purchased. Some useful recycling clip art sites were found as part of this study and are listed below (as active links). Clicking on the links shown will take you directly to the clip art page(s).

### CLIP ART LINKS:

#### Waste Prevention Clip Art (California)

<http://www.ciwmb.ca.gov/>

#### U.S. Environmental Protection Agency

<http://www.epa.gov/>

#### American Forest & Paper Association

[www.afandpa.org](http://www.afandpa.org)

#### Waste Management & Recycling Program

[www.state.me.us/spo/recycle/clipart/](http://www.state.me.us/spo/recycle/clipart/)

#### Department of Natural Resources (Wisconsin)

<http://www.dnr.state.wi.us/>

#### Hassle Free Clip Art.com

[www.hasslefreeclipart.com](http://www.hasslefreeclipart.com)

#### Clip Art Heaven.Com

[www.clipartheaven.com](http://www.clipartheaven.com)

#### Oregon DEQ

[www.deq.state.us](http://www.deq.state.us)

#### Environment, Health and Safety Online

<http://www.ehso.com/>

#### Online Institute.Com

<http://www.onlineinstitute.com/>

### 6.3 Recycling Posters/ Message Boards

Posters and/or attractive and highly visible recycling message boards (more sturdy than posters) may be very useful in communicating a recycling message. Posters and message boards can be displayed and referenced at municipal meetings and at public meetings. Other good display locations are schools, lobbies, recycling sites, compost facilities, recycling facilities, offices, etc.

GF has quality printing services available through Gancom, a division of GF. Gancom, with locations in Highspire and Camp Hill, Pennsylvania is able to develop professional posters and message boards, as well as provide many other printing & mailing services. Upon request from the Borough, GF has offered to produce a recycling message board as part of this project. GF will rely on the Borough to



develop the initial concept and content, but will assist the Borough in final layout and production of the recycling message board.

#### 6.4 Effective Recycling Education Ideas

A goal of any recycling education program is for it to be effective. It is an ongoing challenge for municipalities to get residents to recycle only accepted recyclable materials. Through GF's experience with municipal recycling programs, GF has identified some effective recycling education methods. First, it is important for municipalities to get their recycling message onto something that will not be immediately discarded. This can be tough when so much "junk mail" is immediately tossed and never read by the recipient. One solution is to have the recycling message printed onto a **refrigerator magnet** so that a resident (or business) can view the message throughout the year. Graphics, in addition to words, can help reinforce an understanding of exactly which materials are acceptable for the recycling program. The list of accepted recyclable materials, contact information and any beneficial information to the program is good information to have on a magnet. The price range for magnets will vary based on set-up and design, quantity, size, and the selected vendor.

Another great place for a recycling message is on curbside **recycling containers**. Recycling containers are an excellent place to remind residents of acceptable recyclables and proper handling procedures. Contact numbers or locations of recycling sites, compost facilities (if applicable) and/or other relevant information can also be included. Many container vendors have custom printing available for their containers. However, some municipalities elect to use custom printed stickers - in case the message changes from time to time. Use pictures when ever possible to convey your recycling message.

**Immediate feedback** is an important tool for educating residents on what does not belong in their curbside recycling container. Some municipalities (typically those with contracted or municipal curbside collection services) work with their curbside recycling hauler to develop and implement a residential feedback program. During the collection service, the hauler will be designated to leave some form of information with the resident explaining what material do/ do not belong in the curbside container. Some municipalities tag the unwanted materials and leave the tagged item on the curb (or in the bin). Other municipalities use paper door hangers with a polite reminder of the proper materials. Once in awhile, leaving a "you did it right" message can be beneficial as well. Regardless of the specific method, providing quick feedback can be an effective way to curve a curbside contamination problem and educate residents about recycling.

**Valpak** is a very recognizable form of direct mail advertising. Valpak blue envelopes provide coupons and a variety of offers for national and local stores. Because people are interested in the savings provided with the offers and coupons, Valpak mailings have proven to be a successful method of custom advertisement. Valpak is being used successfully by municipalities in PA as a method for advertising municipal recycling programs.

## 7.0 CONCLUSIONS AND RECOMMENDATIONS

Middletown has a successful existing recycling program and is in the process of improving this program through educational efforts and through development of a Woody Waste Recycling Center. The Woody Waste Recycling Center will accept green wastes including leaves, twigs, branches, brush, and grass clippings. The Borough intends to continue to educate its residents on the Borough's recycling program through a variety of methods (e.g. website, newsletters, brochures, message boards and posters, news articles, school outreach, etc.). Through this study, GF has provided a number of recycling education resources and examples that may be used to expand (and simplify) the recycling outreach program.

GF's discussions with a number of Pennsylvania municipalities revealed that these municipalities, like Middletown Borough, often do not have the time to develop all the recycling education materials they need to promote their programs. Consequently, many municipalities rely on companies with the expertise in providing the necessary services or products. In many cases, municipalities use templates/ examples provided by other municipalities and/or their County recycling coordinators. In other words, avoid developing recycling materials from scratch; there are a number of vendors, resources and fellow recyclers who are willing to help.

GF has offered to produce a recycling or woody waste message board as part of this project. GF will rely on the Borough to develop the initial concept and content, but will assist the Borough in final layout and production of the recycling message board.

### 7.1 Recommendations

It is recommended that Middletown Borough do the following as they move forward with their recycling education program and development of the Woody Waste Recycling Center:

#### **Recycling Education**

- As needed, it is recommended the Borough contact the resources listed in the appendices of this report to get assistance with developing recycling educational materials. It is understood that services such as printing, graphics development, coloring books, etc. can be expensive. However, having a professional company develop (and print) certain quality educational materials, often saves time when compared to developing these materials internally (and many effective educational tools, like coloring books, can't be produced by municipalities).
- It is suggested that the costs for recycling education be treated as an annual expenditure, which may not be guaranteed funding through state grants. Thus, adding recycling education as a line item in the annual Borough budget, if not already being done, is an important consideration.
- It is recommended the Borough continue to develop and distribute their newsletter throughout the year. Example newsletters containing recycling and compost information have been provided as part of this project. These can be referenced for

ideas and information. Graphics and sources of clip art have been provided and can be used to improve the look and content of the newsletters. It is recommended that most recycling messages generated by the Borough maximize the use of pictures and images to convey their intended message.

The Borough already has a good concept of how to schedule the release of different recycling messages (e.g. spring newsletter and grass recycling, special collection events, etc.). In order to fine tune this schedule, the Borough can identify gaps in the current delivery of recycling information to the public. These gaps can be filled with recycling information distributions that relates to the upcoming season and upcoming recycling (or related) events. Because the Borough wants to educate children and youths, the Borough is encouraged to contact the schools and coordinate educational outreach with events that may already be occurring at the schools. It is noted that when using a publisher for distributing information (e.g. Eco Partners - One Person's Trash), the publisher may only print/ distribute the information according to their regular publishing schedule.

### **Woody Waste Recycling Center**

- The Borough should investigate and comply with required permitting for this project. Possible requirements and considerations may include:
  - PADEP Permit-By-Rule and Compost Guidelines. The Borough should review the guidelines included in **Appendix A** of this report to determine their applicability to this project.
  - Erosion and Sedimentation Control Plan as required by the County Conservation District (Dauphin County).
  - NPDES permit for stormwater management from the site. This could include stormwater detention and groundwater recharge, control of peak discharge, etc.
  - Any local zoning, landuse, and land development requirements applicable to this project.
  
- It is recommended the Borough obtain qualified engineering services for the final design and construction of the proposed facilities, including such items as:
  - Wood chip storage shelter design
  - Site grading and paving (as needed)
  - Access road paving (right-of-way if necessary)
  - Electrical system expansion on site
  - Stormwater management and stormwater pond design (if applicable)
  - Design of other facilities that may be incorporated into the project
  - Procurement of woody waste processing equipment

## **Funding**

- Grant funding for recycling programs is not guaranteed and currently the availability of Section 902 grant funding is limited. However, the Borough should continue pursue state grant funding as necessary to help pay for recycling equipment and to partially offset the costs of developing new or improving existing recycling programs.
- It is recommended the Borough help offset the costs of operating and maintaining the Woody Waste Recycling Center through sale of finished woody waste products. It is important to produce consistent and quality finished materials so the material provides value to the customer. GF encourages the Borough to investigate the production of a variety of end products (some have been identified) that may be attractive to customers and beneficial to the community. Finally, the Borough should carefully consider an economically sound and fair starting price for each of the finished materials that will be sold. If the price is set too low initially, the Borough may be viewed negatively by the public if it raises prices in the early stages of the program (to make up for the erred starting prices).
- As the Township implements its curbside recycling program and investigates future yard waste and recycling programs, the Township could apply (through the County) for Act 101, Section 901 Planning Grant funding for 80 percent of approved costs for conducting related studies, surveys, investigations, and research and analysis.

**APPENDIX A**

**PADEP PERMIT-BY-RULE & COMPOST GUIDELINES**

**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Bureau of Land Recycling and Waste Management**  
**Division of Municipal and Residual Waste**

**Document Number:** 254-5403-100

**Title:** GUIDELINES FOR YARD WASTE COMPOSTING FACILITIES

**Authority:** Solid Waste Management Act (35 P.S. §§ 6018.101 et seq.) and regulations at 25 Pa. Code Chapters 271, 281, and 285 (the “municipal waste regulations”).

**Effective Date:** September 1, 1997

**Policy:** It is the Department’s policy to provide a person, municipality, or county with the information necessary to operate a yard waste compost facility.

**Purpose:** The purpose of this document is to provide instructions and operating procedures for the operation of a yard waste composting facility operating under permit-by-rule.

**Applicability:** This guidance applies to all persons, municipalities, and counties who own or operate a yard waste composting facility operating under 25 Pa. Code Section 271.103(h) Permit-By-Rule.

**Disclaimer:** The policies and procedures outlined in this guidance are intended to supplement existing requirements. Nothing in the policies or procedures shall affect regulatory requirements.

The policies and procedures herein are not an adjudication or a regulation. There is no intent on the part of DEP to give the rules in these policies that weight or deference. This document establishes the framework within which DEP will exercise its administrative discretion in the future. DEP reserves the discretion to deviate from this policy statement if circumstances warrant.

**Page Length:** 15

**Location:** Volume 6 Tab 27

**Definitions:** The definitions listed below are found in 25 Pa. Code Section 271.1.

**“Yard Waste”:** Leaves, grass clippings, garden residue, tree trimmings, chipped shrubbery, and other vegetative material.

**“Yard Waste Composting Facility”:** A facility that is used to compost leaf waste, or leaf waste and grass clippings, garden residue, tree trimmings, chipped shrubbery, and other vegetative material. The term includes land affected during the lifetime of the operation, including, but not limited to, areas where composting actually occurs, support facilities, borrow areas, offices, equipment sheds, air and water pollution control and treatment systems, access roads, associated on-site or contiguous collection and transportation activities, and other activities in which the natural surface has been disturbed as a result of or incidental to operation of the facility.

**GUIDELINES FOR YARD WASTE  
COMPOSTING FACILITIES**

**Table Of Contents**

	<u>Page</u>
Introduction .....	1
Technical Guidance for The Operation of a Yard Waste Composting Facility Under Permit-By-Rule .....	3
Yard Waste Composting Facility Application Form .....	8
Land Application of Leaf Waste .....	11
Land Application of Leaf Waste Form .....	14

## **INTRODUCTION**

Composting has been demonstrated to be an effective waste management technique that can produce a useful end-product while diverting a portion of the wastestream from disposal. It has been estimated that yard wastes--including leaves, trimmings, grass, and related yard debris--can comprise up to 18 percent of the municipal waste stream, with a greater percentage realized in some municipalities on a seasonal basis.

Certain yard waste composting facilities are eligible for permit-by-rule under Section 271.103(h) of the municipal waste regulations if they comply with these guidelines. Section 271.103(h) provides that a person, municipality, or county that operates a yard waste composting facility that is less than 5 acres, other than an individual backyard composting facility, shall be deemed to have a municipal waste processing permit-by-rule if the person, municipality, or county meets the requirements of Subsections 271.103(a)-(c)(relating to storage, PPC plan, daily records, financial assurances, and inappropriate activity), and the facility is operated in accordance with these guidelines on yard waste composting.

These guidelines have been established to promote yard waste composting and reuse in the Commonwealth while providing protection to human health and the environment. Health or environmental problems, resulting from the improper operation of a yard waste composting facility operated under Section 271.103(h), will be treated in the same manner as health or environmental problems at other solid waste management facilities.

More than 250 municipalities and counties in the Commonwealth are conducting yard waste collection and composting programs. In an effort to increase awareness of the benefits of composting and to promote the proper environmental and technical practices involved, the Department has designated several of these facilities as yard waste composting demonstration sites. Many of the other sites also present backyard composting demonstrations for homeowners. The Department has developed a reference manual, brochures, and educational videos to provide further information. To learn more about these and other related resources, contact your DEP regional office or the world wide web site (<http://www.dep.state.pa.us>).

Yard waste composting operations must comply with these guidelines to comply with Section 271.103(h) of the municipal waste regulations. Please contact your DEP regional office for further information.

## DEP REGIONAL OFFICES

<p><b>REGION 1:</b></p>	<p>DEP SOUTHEAST REGION  Lee Park, Suite 6010  555 North Lane  Conshohocken, PA 19428  Telephone: (610) 832-6212  Counties Served:  Bucks, Chester, Delaware,  Montgomery, and Philadelphia</p>	<p><b>REGION 4</b></p>	<p>DEP NORTHCENTRAL REGION  208 West 3<sup>rd</sup> Street, Suite 101  Williamsport, PA 17701  Telephone: (717) 327-3653  Counties Served:  Bradford, Cameron, Center,  Clearfield, Clinton, Columbia,  Lycoming, Montour, North-  umberland, Potter, Snyder,  Sullivan, Tioga, and Union</p>
<p><b>REGION 2:</b></p>	<p>DEP NORTHEAST REGION  2 Public Square  Wilkes-Barre, PA 18711  Telephone: (717) 826-2516  Counties Served:  Carbon, Lackawanna, Lehigh,  Luzerne, Monroe, Northampton,  Pike, Schuylkill, Susquehanna,  Wayne, and Wyoming</p>	<p><b>REGION 5:</b></p>	<p>DEP SOUTHWEST REGION  400 Waterfront Drive  Pittsburgh, PA 15222-4745  Telephone: (412) 442-4000  Counties Served:  Allegheny, Armstrong, Beaver,  Cambria, Fayette, Greene,  Indiana, Somerset, Washington  and Westmoreland</p>
<p><b>REGION 3:</b></p>	<p>DEP SOUTHCENTRAL REGION  One Ararat Blvd.  Harrisburg, PA 17110  Telephone: (717) 657-4588  Counties Served:  Adams, Bedford, Berks, Blair,  Cumberland, Dauphin, Franklin,  Fulton, Huntingdon, Juniata,  Lancaster, Lebanon, Mifflin, Perry,  and York</p>	<p><b>REGION 6:</b></p>	<p>DEP NORTHWEST REGION  230 Chestnut Street  Meadville, PA 16335  Telephone: (814) 332-6848  Counties Served:  Butler, Clarion, Crawford, Elk,  Erie, Forest, Jefferson, Lawrence,  McKean, Mercer, Venango, and  Warren</p>

## **TECHNICAL GUIDANCE FOR THE OPERATION OF A YARD WASTE COMPOSTING FACILITY UNDER PERMIT-BY-RULE**

A person, municipality, or county that operates a yard waste composting facility under permit-by-rule shall comply with these guidelines, as required by 25 Pa. Code Section 271.103(h).

### **General Requirements**

The following operational information must be submitted to the Department on the attached Yard Waste Composting Facility Application Form:

- a. The name, address, and telephone number of the operator of the facility.
- b. The sponsoring municipality or county (where applicable).
- c. The location of the facility, including identification of the site by outlying perimeter site boundaries on a United States Geological Survey 7.5 minute topographic map.
- d. Proof that the operator has the legal right to enter the land and perform the approved activities.
- e. A general site plan drawn to scale for the facility indicating the following:
  - i. The location of access roads and gates in relation to public and private roads, wells, and property lines.
  - ii. The location of the tipping area.
  - iii. The location of the processing area, including compost piles and windrows.
  - iv. The location of storage and curing areas.
  - v. Surface water controls.
- f. The operational narrative describing:
  - i. The yard waste collection methods that will be employed by the facility.
  - ii. The methods that will be utilized at the facility to construct compost piles.
  - iii. The proposed dimensions of compost piles and windrows at the facility.

- iv. The source of supplemental water that will be used to maintain an optimal 50 percent moisture content of compost piles or windrows at the facility.
  - v. The proposed method of turning windrows, the turning frequency for composting at the facility and the method for determining that frequency.
  - vi. The proposed duration of the composting process, including curing time, storage time, and the proposed term of compost distribution.
  - vii. A plan for the marketing and distribution of the finished compost.
  - viii. A residue disposal plan, including the location of disposal sites.
  - ix. Provisions for emergency response.
  - x. A public information and education program.
- g. The projected volume of material that will be processed by the facility during the calendar year.

### **Siting Restrictions**

Yard waste composting operations, including storage, composting, and curing, shall not occur in the following areas or the following distances, unless the operator takes special precautions and receives written authorization from the Department:

- a. In a 100-year flood plain.
- b. In or within 300 feet of an exceptional value wetland.
- c. In or within 100 feet of a wetland other than an exceptional value wetland.
- d. Within 100 feet of a sinkhole or area draining into a sinkhole.
- e. Within 300 feet measured horizontally from an occupied dwelling unless the owner has provided a written waiver consenting to the facility being closer than 300 feet.
- f. Within 50 feet of a property line, unless the operator demonstrates that only curing of compost is occurring within that distance.
- g. Within 300 feet of a water source.
- h. Within 3.3 feet of a regional groundwater water table.
- i. Within 100 feet of a perennial stream.

## **Access Control**

1. A gate or other barrier shall be maintained at all potential vehicular access points to block unauthorized access to the site.
2. Access to the site shall be limited to those times when an attendant is on duty.

## **Operational Requirements**

1. No person, municipality, or county shall bring to or receive any material at a yard waste composting facility other than shrubbery and tree trimmings that have been shredded or chipped, unless shredding or chipping is provided at the facility, leaves, grass, and similar related yard debris.
2. The Department may prohibit the use of grass clippings at a yard waste composting facility if the grass clippings cause or contribute to nuisances, or if the site is adversely affecting, or has potential to adversely affect, the citizens or environment of the Commonwealth. Grass clippings shall not be brought to or received at a yard waste composting facility unless:
  - a. Grass clippings delivered to the yard waste composting facility in bulk, bags or other collection containers are emptied of all grass clippings within 24 hours of delivery to the facility.
  - b. Grass clippings are incorporated into the windrows of partially composted leaves or other yard waste within twenty-four (24) hours of delivery to the facility.
  - c. Grass clippings are incorporated into the partially composted windrows of partially composted leaves or other yard waste at a ratio not to exceed one part grass clippings to three parts yard waste, by volume.
3. No more than 3,000 cubic yards of yard waste shall be placed, stored, or processed on any acre of a facility where composting activity occurs or is planned to occur.
4. A person, municipality, or county operating a yard waste composting facility shall, for the duration of yard waste composting activities, identify the operation by posting and maintaining signs that are clearly visible at the junction of each access road and public road. The signs shall be easily seen and read. They should be constructed of a durable, weather-resistant material. The sign wording shall include the name, address, and telephone number of the person(s), municipality(ies), or county(ies) operating the facility, the operating hours, and the materials that can be received by the facility.
5. Each yard waste composting facility shall be operated in a manner which results in the active biological decomposition of the vegetative material received.

6. Yard waste compost piles or windrows shall be constructed and maintained as follows:
  - a. The compost area shall be constructed in a well drained area with a workable surface and slope of 2-4 percent to prevent ponding and control surface water.
  - b. The size of the compost piles or windrows should not exceed eight feet in height or sixteen feet in width unless the composting technology can adequately manage the compost piles, and is approved by the Department.
  - c. Compost piles or windrows shall be constructed within one week following receipt of compostable material at the facility.
  - d. During the active composting process, the optimal moisture content of the windrows or compost piles shall range from 40 to 60 percent to promote decomposition.
  - e. All surface water shall be diverted away from tipping, processing, composting, curing and storage areas. Surface water controls shall be based on a 24-hour precipitation event to be expected once every 25 years. Proper drainage must be maintained to prevent ponding and excessive moisture.
  - f. To promote decomposition, compost piles and windrows shall be turned and reconstructed at least once every three (3) months. A higher turning frequency may be required, depending on the composting technology unless the composting technology requires more intensive management.
7. The operator shall maintain sufficient distance between windrows or piles to allow the proper use of equipment during the deposit, removal, and turning of the compost.
8. The operator shall establish an adequate frequency for inspecting the facility to detect hot spots in any composting, curing or storage areas, dust or litter accumulation, surface water accumulation, erosion or sedimentation, vectors, odors, and other problems. The operator shall take prompt, necessary corrective actions.
9. The operator shall not allow compostable materials or residues to be blown or otherwise deposited offsite.

### **Residue Disposal**

1. The operator shall not allow non-compostable residues or solid waste other than yard waste to accumulate at the facility, and shall provide for proper disposal or processing.

2. Yard waste and other municipal waste received at the facility that are not suitable for composting shall be removed weekly and disposed or processed at a permitted municipal waste facility.

#### **Nuisance Control**

1. The operator shall not cause or allow the attraction, harborage, or breeding of vectors.
2. The operator shall not cause or allow conditions that are harmful to the environment or public health, or which create safety hazards, odors, noise, or other public nuisances.

#### **Emergency Response**

1. Adequate space shall be maintained to allow the unobstructed movement of emergency personnel and equipment.
2. The operator of each yard waste composting facility shall immediately contact local police or fire departments or other appropriate state or local emergency response agencies in the event of fire, spill, or other hazards that threaten public health, safety, and welfare, or the environment, and whenever necessary in the event of personal injury.

#### **Air Resources Protection**

1. The operator shall implement fugitive dust control measures.
2. No person, municipality, or county shall cause or allow open burning at the facility.

#### **Water Quality Protection**

1. The operator shall manage surface water and control erosion and sedimentation in accordance with the requirements of 25 Pa. Code Chapter 102, Erosion Control.
2. The operator shall not cause or allow a point or non-point source pollution discharge from or on the facility to any surface waters of the Commonwealth.

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF LAND RECYCLING AND WASTE MANAGEMENT**

**YARD WASTE COMPOSTING FACILITY  
APPLICATION FORM**

Please familiarize yourself with the Pennsylvania Department of Environmental Protection GUIDELINES FOR YARD WASTE COMPOSTING FACILITIES prior to filling out this form.

1. Operator (Name and Mailing Address) \_\_\_\_\_ Telephone Number \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of Facility \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Property Owner's Name \_\_\_\_\_ Phone No. \_\_\_\_\_  
Street Address of Facility \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Includes Access Road Name and Legislative Number)  
State \_\_\_\_\_ Zip Code \_\_\_\_\_  
City-Borough-Township \_\_\_\_\_  
County \_\_\_\_\_

Sponsoring Municipality (where applicable) \_\_\_\_\_

Attach a United States Geological Survey 7.5 minute topographic map identifying the yard waste composting facility site boundaries outlined on it.

Provide proof the operator has the legal right to enter the land and perform the approved activities.

3. The proposed composting method: \_\_\_\_\_  
Total acres of the composting facility: \_\_\_\_\_  
The maximum quantity of yard waste and composted materials to be on the site at any one time: \_\_\_\_\_  
Yard waste in cubic yards: \_\_\_\_\_  
Finished compost in cubic yards: \_\_\_\_\_

4. Prepare and include in this application a general site plan\* for the facility which illustrates the location of the following items:  
access roads in relation to the nearest public and private roads, wells, and property lines  
tipping area  
gate location  
surface water controls, erosion and sedimentation controls  
processing area including location, orientation, and size of compost piles or windrows  
curing or storage areas  
north arrow  
scale of drawing

\* Please note that a hand drawn sketch that includes site dimensions is acceptable. An engineer's drawing is not required.

5 Please address the following items: (attach additional sheets if necessary)

- Provide a complete list of source(s) of yard waste to be received.
- Describe how the yard waste will be collected and received at the facility.
- Describe the method for inspecting incoming yard waste and for removing unacceptable material.
- Describe the windrow construction methods including equipment to be used.
- Describe the windrow size: Initial dimensions will be \_\_\_\_\_ wide x \_\_\_\_\_ high x \_\_\_\_\_ length.
- Describe the source of supplemental water which will be used to maintain an optimal 40 to 60% moisture content of compost piles or windrows.
- Indicate the frequency of windrow turning \_\_\_\_\_  
Indicate the temperature range to be maintained \_\_\_\_\_  
Indicate the method of windrow turning \_\_\_\_\_
- Describe the method for determining turning frequency.
- Describe the approximate duration of the composting cycle: (in days)  
Describe the composting process:  
Describe the curing period for compost:  
Indicate the time required for storage and distribution:  
Indicate the total time required for composting operation:
- Describe the marketing and distribution plan for the finished compost product.

- Describe the residue disposal plan and identify the disposal or processing site(s) to be used.
- Describe the plan for emergency response (fire, police, etc.).
- Outline the public information and education program (attach samples of literature if available).

## LAND APPLICATION OF YARD WASTE

A municipality or county that collects yard waste and delivers it to any person to land apply as part of a normal farming operation, shall comply with the following guidelines in order to comply with the permit-by-rule requirements of 25 Pa. Code Section 271.103(h).

### General Requirements

1. A municipality or county must notify the Department with the following information:
  - a. Sponsoring municipality or county.
  - b. Responsible official/contact person, including name, address, and telephone number.
  - c. Location, including identification of the site on a U.S.G.S. 7.5' topographic map.
  - d. Operational plan:
    - i. A general site plan must be included which contains the following information for land application sites:
      - A. Access road
      - B. Tipping area
      - C. Surface water controls (tipping area only)
      - D. Farm soil conservation plan and nutrient management plan.
    - ii. The operational narrative must include a description of each of the following:
      - A. Operational hours for receiving yard waste
      - B. Land application and incorporation frequency
      - C. Plan for removal of yard waste from bags
      - D. Spreading and incorporation methods and frequency
      - E. Source of leaves and grass clippings.
    - iii. Volume of yard waste processed during the previous year or expected to be processed during the first year of operation.

## **Operational Requirements**

1. All surface water shall be diverted away from the tipping or storage area. Proper drainage must be maintained to prevent ponding.
2. Yard waste should be delivered to the farm in bulk. Where bags or other containers are used for collection, the bags or containers must be emptied of all yard waste delivered to the farm by the end of each day.
3. The Department may prohibit the use of grass clippings at the farm if the grass clippings cause or contribute to nuisances, or if the site has the potential to adversely affect the citizens or environment of the Commonwealth. Grass clippings shall not be brought to or received at a farm unless:
  - a. The grass clippings are delivered to the farm in bulk. Where bags or other containers are used for collection, the bags and containers must be emptied of the grass clippings delivered to the farm by the end of each day.
  - b. The grass clippings are to be spread in layers not to exceed six (6) inches in depth within one (1) week of delivery to the site.
  - c. Grass clippings mixed with manure and stored in an acceptable manure storage facility may be stored for up to 120 days, provided the storage of the material does not create a nuisance or environmental impact.
4. The operator shall not allow compostable materials or residues to be blown or otherwise deposited offsite.
5. No yard waste may be disposed of in waters of the Commonwealth.

## **Residue Disposal**

1. The operator shall not allow non-compostable residues or solid waste other than yard waste to accumulate at the farm, and shall provide for proper disposal or processing.
2. Yard waste and other municipal waste that is received at the farm, that is not suitable for land application, shall be removed weekly and disposed or processed at a permitted municipal waste facility.

## **Nuisance Control**

1. The operator shall not cause or allow the attraction, harborage, or breeding of vectors.
2. The operator shall not cause or allow conditions that are harmful to the environment or public health, or that create safety hazards, odors, noise, and other public nuisances.

**Air Resources Protection**

1. The operator shall implement fugitive dust control measures when necessary.
2. No person, municipality, or county shall cause or allow open burning at the facility.

**Water Quality Protection**

1. The operator shall manage surface water and control erosion and sedimentation in accordance with the requirements of 25 Pa. Code Chapter 102, Erosion Control.
2. The operator shall not cause or allow a point or non-point source pollution discharge from or on the facility to any surface waters of the Commonwealth.

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF LAND RECYCLING AND WASTE MANAGEMENT

**LAND APPLICATION OF YARD WASTE FORM**

Please familiarize yourself with the Pennsylvania Department of Environmental Protection GUIDELINES FOR LAND APPLICATION OF YARD WASTE prior to filling out this form.

1. Sponsoring Municipality or County (Name and Mailing Address) Telephone Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2 Name of Farm \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

Contact Person at Farm \_\_\_\_\_

Property Owner's Name \_\_\_\_\_

Address of Farm \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Include Access Road Name and Legislative Number)

State \_\_\_\_\_ Zip Code \_\_\_\_\_

City-Borough-Township \_\_\_\_\_

County \_\_\_\_\_

Attach a U.S.G.S. 7.5 map identifying the yard waste site boundaries outlined on it.

3. Total acres of farm land application area. \_\_\_\_\_

4. Volume of yard waste to be received annually in cubic yards. \_\_\_\_\_

5. Prepare and include in this application a general site plan\* for the facility which illustrates the location of the following items:

access roads in relation to the nearest public road

tipping area

surface water controls (tipping area only)

fields proposed for land application.

\* Please note that a hand drawn sketch which includes site dimensions is acceptable. An engineer's drawing is not required.

6. Please address the following items:

- A complete list source(s) of yard waste to be received.
- Describe the method for inspecting incoming yard waste.
- Describe the plan for rejecting or disposing of unacceptable materials and residuals.

- Provide the name and location of the disposal or processing site for unacceptable materials and residuals.
  
- Attach the farm soil conservation plan and nutrient management plan.
  
- Describe the volume of yard waste processed during the previous year or expected to be processed during the first year of operation.
  
- Please provide an operational narrative which includes a description of each of the following:
  - Operational hours for receiving yard waste
  - Land application and incorporation frequency
  - Plan for removal of yard waste from bags
  - Spreading and incorporation methods and frequency
  - Source of leaves and grass clippings.



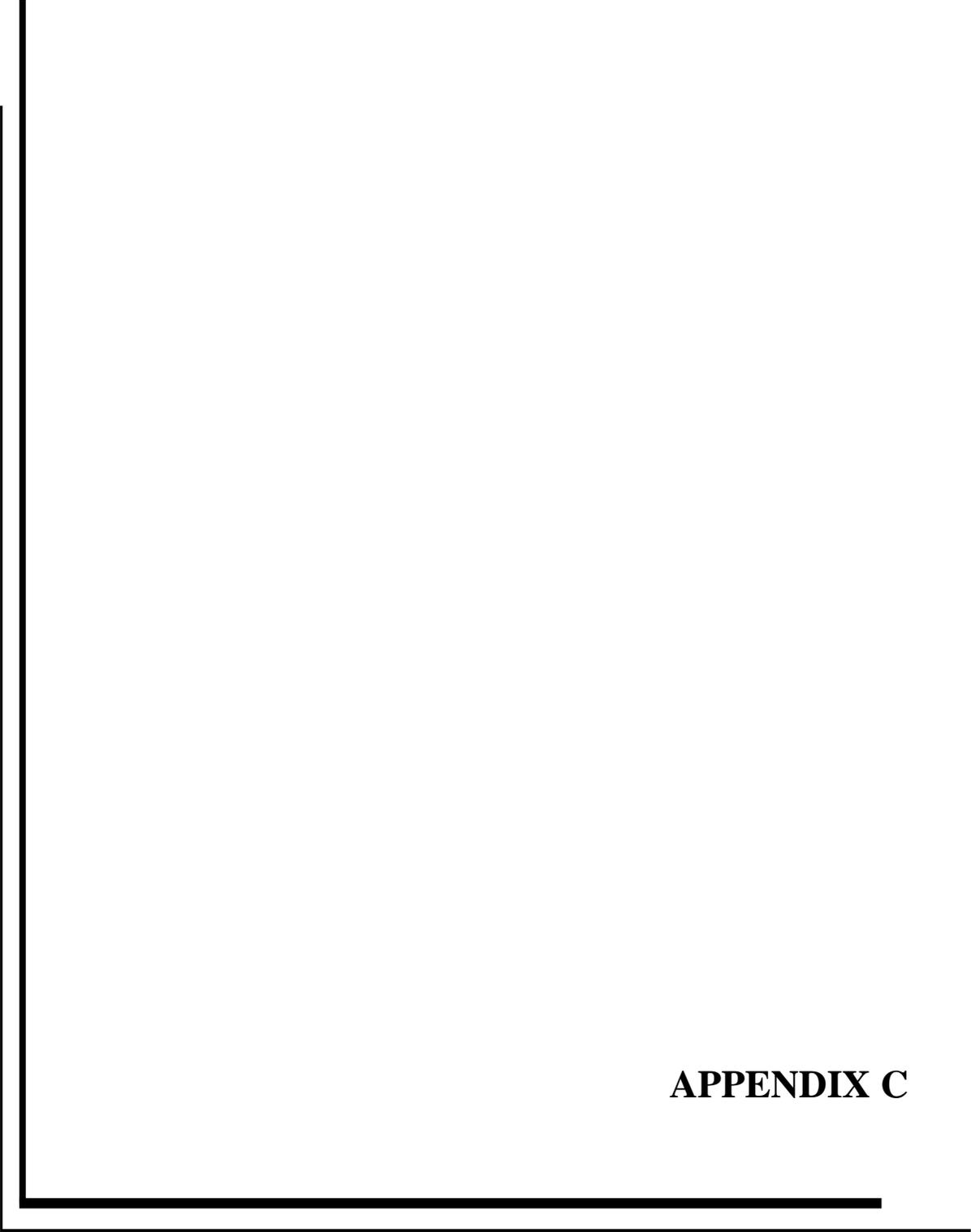
**APPENDIX B**

**LISTING OF RECYCLING EDUCATION MATERIAL RESOURCES**

## Recycling Education Materials Resource List

<p><b>Eco Partners</b>  <b>P. O. Box 496</b>  <b>Carmel IN 46082</b>          Beth Bugbee, President</p> <p>URL - <a href="http://www.trashtalk.com">http://www.trashtalk.com</a>          Email - <a href="mailto:bbugbee@trashtalk.com">bbugbee@trashtalk.com</a>          Phone (317-202-1133)          Fax (317-202-1122)</p>	<p>Produce &amp; Publish newsletters. "Trash Talk!" for kids and "One Man's Trash" for adults and high school students, which promote municipal programs and events. These newsletters are used by a number of Pennsylvania municipalities to promote recycling.</p>
<p><b>EHMI</b>  <b>Environmental Hazards Management Institute (EHMI)</b>  <b>10 Newmarket Road</b>  <b>Durham, New Hampshire 03824</b></p> <p>URL - <a href="http://www.ehmi.org/">http://www.ehmi.org/</a>          Email - <a href="mailto:info@ehmi.org">info@ehmi.org</a>          (800) 558-EHMI (3464)</p>	<p>Recycling and composting coloring books</p>
<p><b>Brophy Marketing Solutions</b>  <b>276 East Grove Street</b>  <b>Clarks Summit, PA 18411</b></p> <p>Email - <a href="mailto:rtjoe@msn.com">rtjoe@msn.com</a>          Phone: (570-254-6898)          Fax: (570-586-853)</p>	<p>Offer a wide variety of promotional items to a number of Pennsylvania and national environmental organizations and companies. Their line of recycled promotional products includes screen printing and embroidery of clothing and hats.</p>
<p><b>Starn Marketing Group</b>  <b>1057 French Street</b>  <b>Meadville, PA 16335</b>          Kim Flynn, Director</p> <p>URL - <a href="http://www.starnmarketing.com">http://www.starnmarketing.com</a>          E-mail - <a href="mailto:kflynn@starnmarketing.com">kflynn@starnmarketing.com</a>          Phone: (814-333-1365)          Fax: (814-724-5342)</p>	<p>A full service marketing, graphic design and advertising agency. Their wide range of services include logos, marketing collateral and visual merchandising, web sites, branding and more. They provide all services under one roof, offering cost savings and continuity between multiple projects. They treat their clients as partners and respect their knowledge, expertise and ideas</p>
<p><b>Signature Marketing LLC</b>  <b>134 West Street</b>  <b>Simsbury, CT 06070</b></p> <p>URL - <a href="http://www.signaturemarketing.com/">http://www.signaturemarketing.com/</a>          Email - <a href="mailto:sigcycle@aol.com">sigcycle@aol.com</a></p> <p>Toll Free Phone (877-658-7172)          Toll Free Fax (800-841-7826)</p>	<p>Produces awards, plaques, promotion products and clothing made from recycled materials—cups, mugs, toys, clothing, office items, tote bags, Garden Gourmet compost bins, curbside bins and more. On PA Contract: Garden Gourmet Composting Bins, and Curbside/ Deskside Containers.</p>
<p><b>Weisenbach Specialty Printing, Inc.</b>  <b>437 Holtzman Ave.</b>  <b>Columbus OH 43205</b>          Dan Weisenbach, President</p> <p>URL - <a href="http://www.recycledproducts.com">http://www.recycledproducts.com</a>          Email - <a href="mailto:sales@weisenbach.com">sales@weisenbach.com</a>          Phone (614-251-8585)</p>	<p>The market leader in recycled promotional products and awards. Their free catalog features items made from recycled plastics, steel, glass and paper. Weisenbach is also a commercial printer and manufacturer specializing in recycled papers printed with soy inks.</p>

<p><b>Rainbow Environmental Products</b>  <b>P. O. Box 6247</b>  <b>Fairfield, NJ 07007</b>  Jeff Brown, President</p> <p>URL - <a href="http://www.ecopromo.com">http://www.ecopromo.com</a>  E-mail - <a href="mailto:ecopromo@erols.com">ecopromo@erols.com</a>  Phone: (800-842-0527)  Fax: (973-575-6001)</p>	<p>A supplier of a number of printed and promotional products made with recycled content. They are also the Pennsylvania representative for the Earth Machine backyard compost bin.</p>
<p><b>Cambria County Solid Waste Authority</b>  <b>P.O. Box 445</b>  <b>507 Manor Drive</b>  <b>Ebensburg, PA 15931</b></p> <p>URL - <a href="http://www.cambriarecycles.org/">http://www.cambriarecycles.org/</a>  Phone: (814) 696-4620</p>	<p>Cambria County Solid Waste Authority has an extensive recycling program and has examples of newsletters and other materials available on their website.</p>
<p><b>The Professional Recyclers of Pennsylvania (PROP)</b>  <b>PO Box 25</b>  <b>Bellwood, PA 16617</b></p> <p><a href="http://www.proprecycles.org/">http://www.proprecycles.org/</a>  <b>PHONE: (814) 742-7777</b></p>	<p>Regularly updated recycling information &amp; links to a host of recycling educational resources and recycling contacts. Offers Recycling Courses tied with Penn State University.</p>
<p><b>Specialties Inc.</b>  <b>3615 Wisconsin Ave NW</b>  <b>Washington, DC 20016</b></p> <p><b>PHONE: (202) 966-9200</b></p>	<p>Produces a number of recycling products that may be used to promote recycling programs (e.g. calendars)</p>
<p><b>Goldleaf Promotional Products</b>  <b>9050 Holliday Dr</b>  <b>Indianapolis, IN 46260</b>  <a href="http://www.goldleafpromotions.com/">www.goldleafpromotions.com/</a>  <a href="mailto:gldleaf@aol.com">gldleaf@aol.com</a>  Phone: (317) 844-2754</p>	<p>Over 70,000 promotional products. Searchable online catalogue to identify suitable items.</p>
<p><b>Pennsylvania Department of Environmental Protection</b>  <b>400 Market St., 14th Fl.</b>  <b>Harrisburg, PA 17105-8472</b></p> <p><a href="http://www.dep.state.pa.us">www.dep.state.pa.us</a> Keyword:("buy recycled")  Phone: 717 787-7382  Fax: 717 787-1904</p>	<p>Under <a href="http://www.dep.state.pa.us">www.dep.state.pa.us</a> keyword:("buy recycled") the RPG database provides the most current and comprehensive info on recycled products including:</p> <ul style="list-style-type: none"> <li>- Over 4,500 recycled product listings certified by manufacturers, distributors and regional merchants</li> <li>Over 950 different recycled product classifications</li> </ul>
<p><b>Valpak (Central PA)</b>  <b>28C East Roseville Road Sterling Center</b>  <b>Lancaster, PA 17601</b>  Kathryn Boyd  <b>Phone: 717-560-9955</b>  <b>Fax : 717-560-9771</b>  <a href="http://www.valpak.com/">www.valpak.com/</a></p>	<p>Targeted marketing, neighborhood by neighborhood, with custom advertising. Coupons for local stores keep the customer interested, which helps promote the message or product advertised.</p>



## **APPENDIX C**

Educational Material Examples  
(Some examples provided only with final hardcopy)

**DRAFT**

## **Middletown Borough:**



**Residents are required to recycle the following items at the curb:**

### **CONTAINERS**

- **Cans**
- **Jars**
- **Bottles**
- **Plastics #1 & #2**

### **PAPERS**

- **Newspapers**
- **Magazines**
- **Office paper**

Please place these materials in a recycling container marked "**Middletown Recyclables**" and place alongside the garbage can at the curbside.

Please remember to prepare all items properly:

- Empty & rinse cans, glass food and beverage bottles & jars, and #1 and #2 plastic bottles & jugs. Remove & discard caps or lids.
- Metal cans & plastic bottles & jugs may be flattened.
- Put newspapers in paper bags or bundle with string & keep separate from magazines & catalogs. Keep dry.

**Middletown Borough**  
**60 West Emaus Street,**  
**Middletown, PA 17057**  
**[www.Middletownborough.com](http://www.Middletownborough.com)**  
**(717) 948-3034**



**MIDDLETOWN**  
**250<sup>TH</sup> ANNIVERSARY**

DRAFT

## Thank you for recycling in Middletown, but....

- ❑ Keep all non-recyclable items out of bin.
- ❑ Only clear, brown, or green glass bottles and jars.  
**No window glass, no light bulbs, no ceramics, etc.**
- ❑ Only #1 and #2 plastic bottles & jugs are acceptable.  
**No plastic bags, no margarine tubs, no buckets, etc.**
- ❑ Please rinse glass bottles and jars, metal cans, and plastic bottles & jugs.  
Please **remove lids**.
- ❑ Newspapers & Mags need to be bagged in paper bags or bundled with string.  
Keep separate from other recyclables.
- ❑ No Styrofoam™

---

---

\_\_\_\_\_ (Other)



Questions? Please call **your hauler:**



MIDDLETOWN  
250<sup>TH</sup> ANNIVERSARY

**DRAFT**

**Middletown Borough  
Woody Waste Recycling Center**

-- 948-3034 --

**Now open year round to Middletown  
Borough residents.**

Hours of operation:

Monday – Friday  
Saturday  
Sunday

**The winter schedule:**

**No Saturday hours.**

The Facility is always **closed** on these holidays:  
New Year's Day, Martin Luther King Jr., Day,  
Presidents Day, Good Friday, General Primary,  
Memorial Day, Independence Day, Labor Day,  
Columbus Day, General Election, Veterans Day,  
Thanksgiving Day, and Christmas Day.

**WOOD CHIP & MULCH SALES**

**SAWDUST\***

VOLUME	PRICE
Self-serve (automobile only)	???
1 cubic yard	???

\*No self-serve truck-loads.

**WOOD CHIPS \*\***

VOLUME	PRICE
1 cubic yard	??

**TANBARK**

VOLUME	PRICE
Self-serve (automobile only)	???
1 cubic yard	???

\*No self-serve truck-loads.



**MIDDLETOWN  
250<sup>TH</sup> ANNIVERSARY**