

Recycling Technical Assistance Project
#536

HONEY BROOK TOWNSHIP, CHESTER COUNTY, PENNSYLVANIA

**ASSESSMENT OF POTENTIAL OPTIONS FOR ESTABLISHING
A CURBSIDE RECYCLING PROGRAM IN HONEY BROOK TOWNSHIP**

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



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1.0 STATEMENT OF PROBLEM

Honey Brook Township (the Township, or Honey Brook) is required to establish a residential recycling program, according to Act 101 requirements. The Township does not currently have an official residential recycling program; however, many residents contract privately with a recycling hauler. Honey Brook requested assistance with determining and analyzing “minimally invasive” ways to meet the requirements to establish a recycling program. Honey Brook is primarily interested in the ordinance language, enforcement policies, effective education methods, participation rates, and administrative requirements associated with requiring residents and businesses to contract with a recycling hauler privately via ordinance. Honey Brook Township is also interested in comparing hauling costs and administrative requirements, for different methods of collecting yard waste including contracting with one hauler to collect leaves township-wide, and require residents and businesses to privately contract with a hauler. Through the partnership between the Pennsylvania State Association of Township Supervisors and the Pennsylvania Department of Environmental Protection (PADEP), the Township was provided with technical assistance by KRF Environmental.

2.0 SCOPE OF WORK

Task 1 – Project Organization – KRF Environmental (KRF) met with Honey Brook Township and developed a Scope of Work.

Task 2 – Data Gathering – KRF gathered ordinance language examples, enforcement policy details, yard waste collection details, educational measures, program effectiveness, costs, administrative requirements, common issues, and other information for the types of programs of interest, as specified by Honey Brook Township. KRF contacted other municipalities and haulers via phone, e-mail, and record searches as necessary to obtain at least three data points for each option.

Task 3 – Report Writing – KRF produced a report detailing each program option. Appendices include example ordinance language, enforcement program structure, and example educational material. The report also addresses other considerations such as yard waste pick-up and grant opportunities.

Task 4 – Report Revision and Final Submission – KRF revised the report as necessary and submitted the final report.

3.0 EXISTING WASTE MANAGEMENT PROGRAM

Honey Brook Township is a 25.4-square-mile newly-mandated¹ Act 101 municipality in Chester County, Pennsylvania with 7,647 residents, or approximately 2,500 households, according to Township records. Please refer to Appendix A for applicable Act 101 Recycling Program Requirements. The Township has one full-time administrator, one part-time administrator, and four public works staff. Township vehicles include two dump trucks, one small pickup truck, and assorted road and field maintenance vehicles. Honey Brook Township currently operates under a private subscription program and requires residents and businesses to contract privately with the trash hauler of their choice. The Township does not provide pickup of any type of waste. The annual waste-hauling fee per household varies by hauler, but is estimated to be \$300 to \$400. Currently, Honey Brook Township does not require residential curbside recycling, but many residents and businesses do contract for this service already. The County-run Lanchester Landfill is located approximately 0.6 miles outside Honey Brook Township, in Narvon, PA. Lanchester Landfill is open year-round for the drop-off of recyclables, leaf and yard waste, and solid waste. Yard waste is not collected curbside by the Township, but residents may drop off yard waste at the County Composting Facility at the Lanchester Landfill. Businesses are responsible for contracting privately for trash and (if desired) recycling collection.

¹ Act 101 mandates that Pennsylvania municipalities containing over 10,000 people, or over 5,000 people if population density exceeds 300 per square mile, require residential and commercial recycling.

4.0 PROPOSED WASTE MANAGEMENT PROGRAM OPTIONS

At least 61% of municipalities, serving 83% of the population, in Chester County provide or require curbside residential recycling collection. Being in compliance with Act 101 recycling, leaf waste, and no-burning requirements not only makes environmental sense, it also makes financial sense. In 2012, Honey Brook Township residents and businesses recycled approximately 1,700 tons of material, based on information provided by haulers. Based on a rough estimate of the PADEP Section 904 Recycling Performance Grant Award amount², Honey Brook is eligible for a 2012 annual grant award of \$14,000, if the Township is in compliance with the applicable rules of Act 101.

KRF studied more than ten local municipal recycling programs and interviewed four haulers. All recycling programs that were examined operate under a private subscription program or a municipally-contracted hauler program. Municipal representatives provided recycling program information, ordinance information, recommendations, education methods, estimates of administrative requirements, program cost, and collection tonnage, some of which were assimilated into this report. While haulers would not give specific service costs, they shared opinions and preferences based on experience. The information and numbers in the following tables are estimates, for illustration purposes only, and may not be exact or representative.

4.1 Private Subscription Curbside Pickup Program

Residents and businesses in Honey Brook Township currently contract privately with haulers for trash (and in some cases recycling) pickup, a method known as “private subscription”. Based on discussions with Honey Brook Township representatives, requiring residents to contract for recycling services under a private subscription program is the desired route for compliance and represents the least disruptive and least administratively time-intensive method. At least 40% of mandated municipalities in Chester County operate under a private subscription program. The type of program (private subscription, municipally-contracted hauler, or municipality as hauler) does not seem to affect participation rates as much as the amount of effective education and enforcement. Table 4.1.1 shows the three top-performing private subscription municipalities in Chester County, based on estimated tons of residential recycling collected per 100 people in 2011. Hauling costs include solid waste and recyclable collection.

Table 4.1.1*	London Britain Township	West Nottingham Township	West Vincent Township
Population	3,139	2,722	4,567
Estimated Tons of Residential Recycling per 100 people	27.2	23.7	23.6
Estimated Hauling Cost per Household (varies by hauler)	>\$300	\$304	>\$300

*Numbers are approximate. Residential recycling tonnage data obtained from Chester County; population based on 2010 census.

While a single municipally-contracted hauler program typically offers the benefits of reduced wear and tear on roads, and lower hauling costs per household, the participation rate may not be affected by which collection method is employed, as much as it is affected by education and enforcement. Table 4.1.2 shows the three top-performing municipally-contracted hauler program municipalities in Chester County, based on estimated tons of residential recycling collected per 100 people in 2011. Hauling costs include solid waste and recyclable collection in addition to yard waste (YW) collection multiple times per year.

Table 4.1.2*	Upper Uwchlan Township	Uwchlan Township	Easttown Township
Population	11,227	18,088	10,650
Estimated Tons of Residential Recycling per 100 people	27.2	23.7	22.8
Estimated Hauling Cost per Household (plus YW)	\$315	\$260	\$318

*Numbers are approximate. Residential recycling tonnage data obtained from Chester County; population based on 2010 census.

² Through the Section 904 Grant, PADEP annually awards grants to municipalities based on recycling tonnage. See Appendix H.

4.1.1 Recyclable Material Collection

The Township may establish a private-subscription recycling program by enacting an ordinance requiring all residents and businesses to privately contract with a hauler for recycling collection services, similar to how Honey Brook currently operates solid waste collection. The ordinance should specify the requirements of the recycling program. Since most material recovery facilities can process single stream (combined glass, cans, plastics, cardboard, and paper) or commingled (combined glass, cans, and plastics, with cardboard and paper collected separately) materials, many local haulers collect single stream or commingled recycling. Therefore, although Act 101 requires the recycling of a minimum of three materials, requiring collection of all the aforementioned materials does not present a hardship to most local haulers. Some haulers operating in the Township, such as AJ Blosenski Inc. and Charles Blosenski Disposal Company, offer commingled recycling pickup to their waste-hauling clients at no additional charge.

4.1.2 Leaf Waste Collection

Per Act 101, leaf waste must be separated from the municipal waste stream and composted at home or at a composting facility; it therefore cannot be disposed of or burned. Appendix B, Pennsylvania's Act 101 Leaf Waste Collection Requirements, provides exact details. Since Honey Brook residents can conveniently drop off leaf waste for composting at the Lanchester Landfill, the municipality is only required to establish a leaf waste collection schedule for pickup at least twice per year, once in the spring and once in the fall. However, local PADEP representatives and Chester County municipal representatives agree that having leaf pickup once in the spring and *twice* in the fall is a preferable and much more effective schedule. Residents and businesses are welcome to properly mulch or compost leaves on their own property, but if they choose not to, they must either self-haul their leaf waste to a state-approved composting facility, such as the Lanchester Landfill, or the leaves must be collected by a hauler who will transfer the leaf waste to a compost facility.

The Township must choose how to establish the leaf waste collection program. Leaf waste is typically collected one of three ways: collection by the municipality, collection by a municipally-contracted hauler, or collection by individually-contracted haulers. Collection by the municipality requires an extensive financial commitment in both capital and maintenance costs, and since Honey Brook has limited financial resources, equipment, and personnel, this option is not recommended. Collection by a municipally-contracted hauler requires that the municipality engage in a competitive procurement process for leaf waste collection services. While local haulers interviewed by KRF did not want to provide any yard waste collection service costs, based on information from another county, KRF estimates that this service may at *least* cost \$10,000 to \$15,000, and likely more. Only a competitive procurement process would yield accurate service costs, since each hauler and each municipality is different. The Township could defray the cost of leaf collection with the annual Section 904 grant award and/or charge residents an annual yard waste collection fee. Collection by individually-contracted haulers is established through enacting an ordinance requiring residents and businesses to privately contract with a hauler for leaf waste collection services. This is how Honey Brook currently operates the solid waste collection, and how the Township will likely establish recycling collection, so there is consistency in this method. Local haulers acknowledged they can provide this service to clients for a minimal additional fee on their annual bill, though no hauler provided an estimated price.

Although the minimum requirement is to collect leaves once in the spring and once in the fall, KRF recommends requiring leaf pickup twice in the fall. To meet the Township's desire to be minimally invasive, KRF recommends initially instituting private subscription leaf collection. This method gives residents the option of self-hauling leaves, to avoid a collection charge, and does not require a competitive procurement process or the establishment of a billing system for leaf pickup. If residents are given the option of self-hauling leaves, it will be difficult to ensure proper leaf disposal simply by scanning haulers' leaf pickup customer lists. Therefore, In addition to education, the Township can discourage improper leaf disposal by enforcing the ban on leaf burning, and alerting haulers that leaves should not be collected as trash. Depending on the efficacy of this system, the Township may want to review the leaf pickup program in two to three years.

4.2 Ordinance Language

In order to comply with Act 101 and establish a mandatory recycling program through private subscription, the Township must enact a recycling ordinance that outlines the details of the recycling program. At Honey Brook's request, KRF drafted a recycling ordinance tailored to comments from Chester County municipal representatives experienced in administering a recycling program, and Honey Brook's preference of private subscription. KRF took into account the Township's concern for farmers and desire to be "minimally invasive." Please refer to Appendix C for the Draft Recycling Ordinance. In no way does the presentation of this draft ordinance represent legal advice, and consultation with the solicitor is required. KRF sent a digital copy of the ordinance to Honey Brook Township, in order that after review and discussion, the ordinance may be revised by Honey Brook as desired.

4.2.1 Recyclables and Solid Waste

A clear and detailed ordinance can assist in the administration, education, and enforcement of a recycling program. It is also imperative that the ordinance promotes the rules of Act 101 in order for the municipality to be in compliance with Act 101 and to be eligible for state grants, such as the Section 904 Recycling Performance Grant discussed in Section 4.7. The ordinance should include the requirements for disposition of solid waste, hazardous waste, recyclables, and leaf waste. The ordinance should also include details on enforcement, violations, and penalties. KRF included standard language for the procedure and fines associated with violation of the ordinance. The ordinance should require haulers to provide trash, recycling, and leaf collection. Although it is not legal for a municipality to "license" a hauler for a fee, municipalities may require haulers to register. Many ordinances require hauler registration, and local municipal representatives interviewed by KRF encouraged hauler registration because it can save a municipality time in gathering data for the annual County report and Section 904 grant application. Although it is not necessary to require hauler registration, KRF included a "Waste Collector Authorization" section in the draft ordinance.

4.2.2 No-burning

Prohibition of outdoor burning may be addressed in the recycling ordinance, or may be addressed in a fire prevention or specific no-burn ordinance. A township that is mandated to recycle under Act 101 may not allow the burning of any materials it recycles (e.g., paper, plastic, glass, cardboard, cans, and leaf waste). As stated in the draft ordinance, this rule should not prevent a farmer from carrying out the normal activities of his farming operations, per the Pennsylvania Right-to-Farm Act. However, a farmer may not burn municipal waste, leaves, and recyclables that were generated at his/her dwelling unit located on farm use property. Certain burning activities may be permitted by the Township on a case-by-case basis, which can be managed through dispensation of "burn permits." Some local townships have the burning activities in the municipality monitored by the fire marshal. KRF included the burning prohibition in the recycling ordinance. Implementation of a "burn permit" process, if desired by Honey Brook, could be separate from the no-burn ordinance.

4.3 Enforcement

Honey Brook is required to designate an individual as "recycling coordinator" for the Township. The recycling coordinator may be the Township administrator, another staff member, or even an individual contracted for that specific purpose. The recycling coordinator is typically the "go-to" person for recycling questions or problems, and the person who submits the annual County recycling report (mandatory) and annual Section 904 Recycling Performance Grant application (not mandatory, but recommended). The recycling coordinator may also administer notice of recycling ordinance violations, or a zoning officer or other township official may cite violations. No township interviewed by KRF reported many problems or frequent need to impose fines. East Whiteland Township suggested a simple way of dealing with a violation was to send a letter to the violator outlining the nature of the violation and a highlighted copy of the ordinance, including the fines. "Once they see the fines, they fix the problem." Appendix D provides an Example Notice of Violation. In no way does this Draft Notice constitute legal advice, and any such notice should be reviewed by the solicitor.

4.4 Hauler Education

When Honey Brook Township enacts the recycling ordinance, it is important to educate local haulers about the requirements of the new program so they can act as partners in establishing the new recycling program. If haulers know that residents and businesses must contract for recycling pickup and leaf pickup, the haulers can inform residents that they are providing those services. Haulers can also educate clients by tagging cans that contain inappropriate material; for example, a hauler would tag a recycling can containing some trash, and would leave the full can at the curb. While some haulers may be reluctant to upset a customer, this tagging method was standard practice for at least two local haulers interviewed by KRF. Haulers need to be informed of the services they must offer, their registration requirements, and reporting requirements. Honey Brook should send each hauler a bullet point summary of the new rules, with a copy of the new ordinance and hauler registration form. Honey Brook can request that haulers offer recycling and leaf pickup services, educate clients on appropriate recycling procedures, tag inappropriate disposals, register with the Township, and report recycling and leaf waste tonnages at the end of the calendar year. Although the Township can request hauler assistance with education, Honey Brook must ultimately take responsibility for enforcing the ordinance. Appendix E provides the Draft Hauler Notification and Registration Application.

4.5 Residential and Commercial Education

Haulers and municipalities agree that education is the most important factor for a recycling program's success. When Honey Brook establishes the recycling program, frequent and varied education is highly recommended. At a minimum, most municipalities provide recycling education via their website and newsletters (sent at least twice per year). Municipalities recommended the following additional effective education methods: door hangers, flyers twice per year, detailed website information, press releases, information on the municipal cable access channel, a publicly-displayed banner, promotional items, school education, and inclusion in any municipal communication such as newsletters and tax bills. Residents and businesses should be educated on the new recycling and leaf waste collection requirements per the Recycling Ordinance and Act 101. It is also helpful to provide a list of local haulers that can provide these services. Residents and businesses should also be made aware that the more they recycle, the more grant money the Township can receive from the State, which may translate into lower taxes. At a minimum, a municipality must, at least 30 days prior to the initiation of the recycling program and at least once every 6 months thereafter, notify residents and businesses of the ordinance requirements. Appendix F provides more detailed information on Recycling Education Requirements.

Additionally, rural municipalities like Honey Brook found the prohibition on burning leaves and recyclables was met with resistance in the beginning. KRF recommends that along with the announcement of the prohibition on burning, the Township should provide educational materials on how to properly compost leaves and why a prohibition on burning 1) improves air quality, 2) conserves our natural resources, 3) allows the Township to receive State grant funding annually, and 4) is the law. Appendix G provides a Draft Resident and Business Notification.

4.6 Cost and Administrative Time

For private subscription programs, municipalities estimated between 10 and 30 hours of required administrative time per year, once the program is well established. More administrative time is required during the first two years for start-up and education. Within the first two years of establishing a recycling program, administrators may develop website information, develop and send out recycling education materials to residents and businesses, send out hauler notifications, and respond to community questions and complaints. After the program is established, the administrator's annual duties for administering the recycling program primarily involve sending out the hauler registration forms, providing recycling education at least every six months, preparing and submitting the County recycling report, and preparing and submitting the Section 904 Recycling Performance Grant Application. Most municipalities reported minimal time required to deal with recycling violations for an already established program. Aside from administrative time, the municipal cost of a private subscription program mainly involves mailing costs and is negligible.

4.7 Section 904 Recycling Performance Grant

The Section 904 Recycling Performance Grant is awarded annually to municipalities that report their recycling tonnages to the State via an application that is sent out each year and available on the PADEP website. The Section 904 application is typically due in late September. Haulers provide annual residential and commercial recycling tonnages to Chester County and/or directly to the Township (as noted in the Hauler Registration Application). Haulers are required to keep this information on file for each municipality, and they report this information to the County each year for the mandatory County recycling report, so obtaining this information should not impose any additional burden on the haulers.

As mentioned previously, based on a cursory look at Honey Brook's 2012 hauler tonnage documentation provided by Chester County, the Township may be eligible for a grant award of approximately \$14,000. Each year reported tonnages are different, and thus there is no guarantee Honey Brook will be eligible for the same grant amount next year. Also, some of the hauler sheets from Chester County need to be signed and/or verified by the haulers to constitute "valid documentation", so 2012 tonnage totals are still subject to change. If the municipality is in compliance with Act 101, the grant funds awarded may be expended by the municipality on any expense as determined at the discretion of the municipality. If the municipality is not in compliance for any reason (for example, no leaf waste was collected) either the grant funding will be denied, or the grant funds awarded must be expended by the municipality only to meet the performance requirements. KRF strongly recommends that Honey Brook apply for the Section 904 grant every year, beginning with this year. Appendix H contains Section 904 Grant Application Information, including applicable rules and regulations, grant award estimate calculations, 2012 hauler tonnage information, and the 2012 Section 904 Recycling Performance Grant Application. Honey Brook may fill out the 2012 application and submit it by September 30, 2013.

5.0 RECOMMENDATIONS AND CONCLUSION

- **RECYCLING PROGRAM** – Establish a private subscription solid waste, recyclable material, and leaf waste pickup program via ordinance. In three to five years, review the municipal recycling program, implement changes as needed, or consider switching to a single municipally-contracted hauler to reduce wear and tear on roads and reduce residents' annual hauling fees.
- **LEAF WASTE PROGRAM** – Establish a private subscription leaf pickup program via ordinance. In two to three years, review the leaf pickup program, implement changes as needed, or consider switching to a single municipally-contracted hauler.
- **ORDINANCE** – Review, revise, and enact the attached draft ordinance (Appendix C).
- **ENFORCEMENT** – Designate a recycling coordinator and determine a clear process for handling violations. For example, the recycling coordinator can receive complaints of violation, send a notification of violation and fines, and have the solicitor proceed with the penalty procedure if the problem is not resolved.
- **HAULER EDUCATION** – Implement a hauler registration program. Review and revise the attached draft hauler notification and registration application (Appendix E), and send it to haulers before instituting the recycling program.
- **RESIDENTIAL AND COMMERCIAL EDUCATION** – Implement an aggressive recycling education program before establishment of a recycling program. Update the website, include information in newsletters, prepare press releases, and send residents and businesses a notification letter, such as the draft letter included in Appendix G. Request that the haulers distribute flyers detailing appropriate recyclable and leaf waste preparation.
- **SECTION 904 RECYCLING PERFORMANCE GRANT** – Prepare and submit the Section 904 Grant application by September 30, 2013, and every year hereafter.

Ultimately, the Honey Brook Township Supervisors should choose the hauling program structure they feel best serves the residents of Honey Brook at this time. The Township should consult with the Solicitor or legal counsel to determine the appropriateness of these recommendations.

Appendix A

Pennsylvania's Act 101 Recycling Program Requirements

Honey Brook Township is mandated by Act 101, the Municipal Waste Planning, Recycling, and Waste Reduction Act of 1988, to implement a curbside recyclables collection program. Various relevant sections of Act 101 are provided below for reference.

REQUIRED RECYCLING PROGRAMS

§ 272.411. Affected municipalities.

(a) By September 26, 1990, a municipality other than a county that has a population of 10,000 or more shall establish and implement a source separation and collection program for recyclable materials in accordance with this subchapter.

(b) By September 26, 1991, a municipality other than a county that has a population of more than 5,000 but less than 10,000 and which has a population density of more than 300 per square mile, shall establish and implement a source separation and collection program for recyclable materials in accordance with this subchapter.

(c) For purposes of this section, population shall be determined by the most recent decennial census by the Bureau of the Census of the United States Department of Commerce.

(d) The results of the 2000 census, or a subsequent decennial census, shall affect a municipality's obligation to establish and implement a recycling program under this subchapter only as follows:

(1) A municipality that meets requirements of subsection (a) or (b) but which was not required by the previous decennial census to conduct a recycling program, shall establish and implement a source separation and collection program in accordance with this subchapter within 2 years after the census data becomes official.

(2) A municipality that no longer meets the requirements of subsection (a) or (b) based on the most recent decennial census, but which was required by the previous decennial census to conduct a recycling program, may discontinue the program.

Source

The provisions of this § 272.411 adopted October 9, 1992, effective October 10, 1992, 22 Pa.B. 5105; amended December 22, 2000, effective December 23, 2000, 30 Pa.B. 6685. Immediately preceding text appears at serial pages (226139) to (226140).

PROGRAM ELEMENTS

§ 272.421. Program elements.

The source separation program shall include, at a minimum, the following elements:

(1) An ordinance or regulation adopted by the governing body of the municipality, in accordance with § 272.422 (relating to municipal ordinance).

(2) A scheduled day during which separated materials are to be placed for collection at the curbside. Collection shall be at least once per month for materials other than leaf waste. Collection for leaf waste shall be scheduled as appropriate. If no curb exists, separated materials shall be placed at a location similar to the curb where they may be collected easily.

(3) A system, including trucks and related equipment, that collects recyclable materials from the curbside or similar location at least once per month from each residence or other person generating municipal waste in the municipality.

(4) A public information and education program, in accordance with § 272.423 (relating to public information and education).

(5) Provisions for the recycling of collected materials.

Source

The provisions of this § 272.421 adopted October 9, 1992, effective October 10, 1992, 22 Pa.B. 5105.

§ 272.422. Municipal ordinance.

(a) The ordinance or regulation adopted by the governing body of the municipality shall contain the following requirements:

(1) Persons shall separate at least three materials from municipal waste generated at their homes, apartments and other residential establishments, and shall store the materials until collection. The three materials shall be designated in the ordinance, and shall be chosen from the following: clear glass, colored glass, aluminum, steel and bimetallic cans, high-grade office paper, newsprint, corrugated paper and plastics.

(2) Persons shall separate leaf waste from municipal waste generated at their homes, apartments and other residential establishments until collection, unless those persons have otherwise provided for the composting of leaf waste.

(3) Persons shall separate high grade office paper, aluminum, corrugated paper and leaf waste generated at commercial, municipal or institutional establishments and from community activities, and store the materials until collection. The ordinance may designate additional materials for recycling.

(b) The ordinance shall allow an owner, landlord or agent of an owner or landlord of multifamily rental housing properties with four or more units to comply with its responsibilities under this subchapter by establishing a collection system for recyclable materials at each property. The collection system shall include suitable containers for collecting and sorting materials, easily accessible locations for the containers and written instructions to the occupants concerning the use and availability of the collection system. Owners, landlords and agents of owners or landlords who comply with the ordinance under this subsection are not liable for the noncompliance of occupants of their buildings.

(c) The ordinance shall exempt persons occupying commercial, institutional and municipal establishments within its municipal boundaries from the ordinance if the following requirements are met:

(1) The persons have otherwise provided for the recycling of materials that they are required by this subchapter and the ordinance to recycle.

(2) The persons annually provide written documentation to the municipality of the amount of municipal waste generated as well as the type and weight of materials that were recycled in the previous calendar year.

(d) Nothing in the ordinance or regulation may impair the ownership of separated materials by the persons who generated them until separated materials are placed at curbside or similar location for collection by the municipality or its agents.

Source

The provisions of this § 272.422 adopted October 9, 1992, effective October 10, 1992, 22 Pa.B. 5105.

Appendix B

Pennsylvania's Act 101 Leaf Waste Collection Requirements

PENNSYLVANIA'S ACT 101 LEAF WASTE COLLECTION REQUIREMENTS

Act 101, Section 1501(c)(1)(ii) and (iii), requires persons in mandated municipalities to separate leaf waste from other municipal waste generated at residential, commercial, municipal and institutional establishments. "Leaf waste" is defined in the Act and its regulations as "Leaves, garden residues, shrubbery and tree trimmings, and similar material, but not including grass clippings." Source separated leaf waste, as with other recyclable material, is to be collected at least once per month as set forth in Act 101 Section 1501(c)(2) and (3) and processed at Pa. DEP-approved composting facilities.

Act 101 mandated municipalities with programs that collect leaves only in the fall are not in compliance with the Act. Mandated municipalities desiring to establish leaf waste collection programs in compliance with Act 101 must, as a minimum:

1. Require by ordinance that leaf waste consisting of leaves, garden residues, shrubbery and tree trimmings, and other similar material are targeted for collection from residences and commercial, municipal and institutional establishments; and
2. Establish a scheduled day, at least once per month, when leaf waste is collected from residences; or
3. Establish a scheduled day, not less than twice per year and preferably in the spring and fall, when leaf waste is collected from residences, and facilitate a drop-off location or other collection alternative approved by Pa. DEP that allows persons in the municipality to deposit leaf waste for the purposes of composting or mulching at least once per month. The leaf waste drop-off location may be located in a neighboring municipality or at a private sector establishment provided that an agreement is in place to utilize that location and the municipality keeps residents and commercial, municipal and institutional establishments informed of the option at least once every six months.
4. Ensure that commercial, institutional and municipal establishments generating leaf waste have collection service.
5. Municipalities are encouraged to manage source separated Christmas trees as leaf waste for processing at Pa. DEP-approved composting facilities.

Appendix C

Draft Recycling Ordinance

NOTE: DRAFT – In NO Way does this draft ordinance constitute legal advice. This draft language is presented to convey a proposed structure for the newly mandated recycling program, and is for discussion and review by the Honey Brook Township Board of Supervisors, Solicitor, and those they wish to share it with.

Chapter 210

Municipal Solid Waste Collection and Recycling

Part 1 General

- §210-101. Short Title
- §210-102. Purpose
- §210-103. Definitions

Part 2 Handling and Disposition of Municipal Solid Waste

- §210-201. Municipal Solid Waste Collection and Disposal
- §210-202. Unlawful Disposition of Municipal Solid Waste
- §210-203. Bulk Waste
- §210-204. Hazardous Waste, Batteries, and Electronic Waste

Part 3 Handling and Disposition of Recyclables

- §210-301. Separation of Recyclable Materials
- §210-302. Residential Collection
- §210-303. Multi-Family Residential Collection
- §210-304. Commercial, Institutional, and Municipal Recycling
- §210-305. Community Activities

Part 4 Handling and Disposition of Leaf Waste

- §210-401. Separation of Leaf Waste
- §210-402. Residential, Multi-Family, Commercial, Institutional, and Municipal Collection
- §210-403. Farm Use of Recyclable Material

Part 5 Prohibition of Outdoor Burning and Illegal Dumping

- §210-501. Prohibition of Outdoor Burning
- §210-502. Prohibition of Illegal Dumping

Part 6 Waste Collector Authorization

- §210-601. Registration Program Established

- §210-602. Registration Requirements
- §210-603. Collection Requirements
- §210-604. Prohibitions

Part 7
Adoption of Rules and Regulations

- §210-701. Rules and Regulations

Part 8
Enforcement, Violations, and Penalties

- §210-801. Enforcement, Violations, and Penalties

Part 9
Severability

- §210-901. Severability

Part 10
Repealer

- §210-1001. Repealer

Part 11
Effective Date

Part 1

General

§210-101. Short Title.

1. This Ordinance shall be known and may be cited as the “Honey Brook Township Municipal Solid Waste Collection and Recycling Ordinance”.

§210-102. Purpose.

1. This Ordinance is intended to be an integral part of an overall system designed to facilitate mandatory recycling and ensure Township compliance with the Municipal Waste Planning, Recycling and Waste Reduction Act of July 8, 1988 (P.L. 528, No. 101), (“Pennsylvania Act 101”).

§210-103. Definitions.

1. As used in this Chapter the following terms shall have the meaning indicated.

AUTHORITY: Chester County Solid Waste Authority.

BOARD: The Board of Supervisors of Honey Brook Township.

BULK WASTE: All waste materials too large for collection in ordinary containers. Examples of bulk waste include: furniture, appliances, carpeting and similar items. Bulk waste shall not consist of any items that may be packaged and disposed of using regular trash collection procedures.

CANS: Aluminum cans (i.e., soda), tin (steel) cans, bimetal; all food cans (i.e., vegetables, fruit, pet food, juice, coffee, etc., including large economy size), aluminum pie tins and foil; all items must be rinsed and cleared.

COMMERCIAL: Any establishment engaged in a nonmanufacturing or nonprocessing business including, but not limited to, stores, markets, office buildings, restaurants, shopping centers, and theaters. Multifamily dwellings, town homes, mobile home parks, hotels, motels, mixed-use properties (combined business/residential on a single parcel) and farms which use commercial dumpsters shall be considered commercial establishments. Does not include properties where primary permitted use is residential and accessory use is commercial (i.e., home occupations). Multiple dwelling residential buildings, including residential units over store front commercial business, containing more than four (4) dwelling units, shall be treated as commercial properties.

COMMUNITY ACTIVITIES: Church, school, civic, service group, municipal functions, and all other such functions conducted within Honey Brook Township and sponsored privately, which include, but are not limited to, fairs, bazaars, socials, picnics, and organized sporting events that will be attended by 25 or more individuals per day.

COMPOSTING: A process involving the microbial decomposition of organic matter.

CORRUGATED PAPER: Structural paper material with an inner core shaped in rigid parallel furrows and ridges. (i.e., cardboard)

CURBSIDE RECYCLING COLLECTION: The scheduled collection and transportation of recyclable materials placed at the curblineline or other area designated by the collector.

CUSTOMER: The owner of any residential, commercial, industrial, or institutional property located within the Township.

DISPOSAL FACILITY: A facility which processes or acts upon solid waste so as to dispose of the material, such as a composting facility, an incinerator, a resource recovery plant, a recycling processing facility, a waste-to-energy facility or a sanitary landfill.

DROPOFF SITES: Those specified locations, staffed or unstaffed, where recyclable materials may be taken at specified times.

DWELLING UNIT: An occupied single or multi-family structure having up to, and including, four dwelling units per structure, or each unit in a multi-family structure if the units are individually owned with a separate entrance onto a public or approved private street.

ENFORCEMENT OFFICER: The official designated herein or otherwise charged with the responsibilities of administering this ordinance, or the official authorized representative.

FARM USE: Any number of continuous lots comprising, in the aggregate, five (5) or more acres under common control by way of ownership or lease, used in whole or in part for agricultural purposes including, without limitation, the growing of crops or the keeping of farm animals, including without limitation, cattle, horses, goats, sheep, alpacas, or maintained in anticipation of farm use as set forth herein.

GLASS CONTAINERS: Bottles and jars made of clear or colored glass. Expressly excluded are non-container glass, mirrors, automobile glass, dishware, plate glass, crystal, light bulbs and porcelain and ceramic products.

HIGH-GRADE OFFICE PAPER: All white paper, bond paper, and computer paper used in commercial, industrial, institutional and municipal establishments.

INDUSTRIAL: Any establishment engaging in manufacturing or processing including, but not limited, to factories, foundries, mills, processing plants and refineries.

INSTITUTIONAL: Any establishment engaged in service to persons including, but not limited to, hospitals, nursing homes, orphanages, schools and universities.

LEAD ACID BATTERIES: Shall include, but not be limited to, automotive, truck and industrial batteries that contain lead.

LEAF WASTE: Leaves from trees, bushes, and other plants, garden residue, chipped shrubbery and tree trimmings, but not including grass clippings.

MAGAZINES AND CATALOGS: Glossy publications including catalogs.

MUNICIPAL SOLID WASTE: Any garbage, refuse, industrial lunchroom, or office waste and any other material including solid waste, liquid, semisolid or contained gaseous materials resulting from the operation of residential, municipal, commercial, industrial, or institutional establishments and from community activities, and any sludge not meeting the definition of residual or hazardous waste in the Solid Waste Management Act from a municipal, commercial, industrial, or institutional water supply treatment plant, wastewater treatment plant, or air pollution control facilities (Pennsylvania Act 101, Section 103), but excluding human body waste, debris from household renovations, whether interior or exterior, dirt, rock, lead pipes, leaf waste, hazardous wastes, and recyclable items as defined herein.

MUNICIPAL WASTE COLLECTOR: Any person registered in Honey Brook Township collecting or transporting municipal waste or recyclable materials for owners or occupants of property in Honey Brook Township, and any business or institution within Honey Brook Township which generates municipal waste or recyclable materials and uses its own employees and equipment for the collection or transportation of municipal waste or recyclable materials. Municipal waste collectors must be registered by Honey Brook Township and authorized by the State of Pennsylvania.

NEWSPAPER: All paper of the type commonly referred to as newsprint and distributed at fixed intervals having printed thereon news and opinions, containing advertisements and other matters of public interest including glossy inserts. Expressly excluded is junk mail included with newspapers.

PERSON: An individual, partnership, corporation, association, institution, cooperative enterprise, municipal authority, federal government or agency, state institution or agency or any other legal entity whatsoever which is recognized by law as the subject of rights and duties.

PLASTIC: Bottle and jar containers only (i.e., milk, water, soda, detergent, shampoo). Rinse and crush. Excluded are motor oil bottles, flowers, pens, plastic wrap and Styrofoam.

RECYCLABLE MATERIALS: Source-separated recyclable materials, including materials listed in Section 1501 of Act 101 and materials identified by the Township to be recycled. Such materials may include, but not be limited to: corrugated cardboard, aluminum products, bi-metal, glass, and plastic containers, newspapers, paper, magazines and periodicals and leaf waste. The Township reserves the right to periodically update the list of materials defined as recyclable.

RESIDENTIAL: See "dwelling unit."

SOURCE SEPARATION: The separation of recyclable materials from municipal waste at the points of origin for the purpose of recycling.

TOWNSHIP: The governmental jurisdiction and legal entity of the Township of Honey Brook, County of Chester, Pennsylvania.

Part 2

Handling and Disposition of Municipal Solid Waste

§210-201. Municipal Solid Waste Collection and Disposal.

1. All municipal solid waste generated by persons throughout the Township shall be collected by a state-authorized municipal waste collector.
2. Residents may be required to provide proof of a contract with a registered hauler or proof of proper self-disposal at a State permitted disposal facility
3. Collection of municipal solid waste and recyclable materials shall be made by the municipal waste collector at a minimum of once per week or at such frequency as shall be set forth in rules and regulations adopted hereunder.
4. Owners, landlords or residents of multi-family residential dwellings with two or more units including, but not limited to rental townhouses, condominiums and apartments, shall comply with their responsibilities under this Ordinance by establishing a common system for the collection of municipal solid waste and recyclable materials for all residents of such property by a municipal waste collector.
5. Containers for municipal solid waste, recyclable materials, bulk waste and yard waste set out for collection shall be placed at the street curb or at the end of the driveway of the property from which collected, but in no case within the paved cartway of the street. It is the responsibility of the individual residents to place their containers at curbside in time for collection by the municipal waste collector. Containers shall not be placed in a location which obstructs a public sidewalk or which impedes clear vision for motorists traveling on the adjacent street or at intersections. Containers shall be taken inside or removed from the curbside no later than 12:00 midnight of the collection day.
6. Bulk containers (such as dumpsters) shall not be permitted to overflow or to have municipal waste strewn or left about them on the ground. A violation of this provision shall be deemed a violation of this Part by the person on whose property the bulk container is located, if it is located on private property.
7. Nothing herein shall limit the right of the Township to implement public collection of municipal waste or recyclables wither by entering into contracts or by engaging in any collection practice permitted by law.
8. Nothing in this Section shall modify the requirements in this Part pertaining to separation and disposal of recyclables. Nothing in this Section shall impair the ability of the township to provide a system of placement for removal and public collection of leaf waste, or for Township residents to utilize such system of public collection of leaf waste, anything herein contained to the contrary notwithstanding.

§210-202. Unlawful Disposition of Municipal Solid Waste.

1. It shall be unlawful for any person to bring any municipal solid waste into the Township or to transport municipal solid waste from one address to another within or outside of the Township for the purpose of taking advantage of the collection service or to avoid the cost of collection.

§210-203. Bulk Waste.

1. Bulk waste may be collected by the municipal waste collector separately from municipal solid waste or by a legitimate salvage dealer that is in the business of disposing or recycling such items. Disposal of bulk waste shall be in accordance with the Chester County Solid Waste Management Plan at a State permitted disposal facility.

§210-204. Hazardous Waste, Batteries, and Electronic Waste.

1. It shall be unlawful for any person to place hazardous or residual waste, as defined in Act 101, in mixed municipal solid waste, discard, or otherwise dispose of hazardous or residual waste except by disposition in compliance with applicable State and Federal laws and regulations.
2. It shall be unlawful for any person to place a used lead acid battery in mixed municipal

solid waste, discard, or otherwise dispose of a lead acid battery except by delivery to an automotive battery retailer or wholesaler, to a secondary lead smelter permitted by the Environmental Protection Agency, or to a collection or recycling facility authorized under the laws of this Commonwealth.

3. In accordance with Act 108, no person or company may dispose of a covered device or any of its components with their municipal solid waste. This type of waste requires special collection and disposal arrangements. Information may be obtained from the County. Covered Devices include:

- A. Desktop computers, laptop computers, computer monitors, CPUs
- B. Computer peripherals (keyboards, mouse, printers, scanners and faxes)
- C. Cables, battery backups
- D. Radios and speakers
- E. Televisions and television screens

Companies recycling electronics in Pennsylvania must have R2 or similar certification that assures the public that any information contained in recycled devices is protected until the time the device is destroyed, and the human health and the environment are protected at all steps during the recycling process, whether the recycling occurs in the United States or abroad.

Part 3

Handling and Disposition of Recyclables

§210-301. Separation of Recyclable Materials.

1. There is hereby established a program for the mandatory source-separation and collection of recyclable materials from municipal waste, as set forth herein, from residential, commercial, institutional, and municipal premises within the Township. The occupant or owner of a home, apartment, or other residential establishment shall separate recyclable materials and leaf waste from other municipal solid waste. In addition, commercial, institutional and municipal establishments and community events shall separate the materials described in this Section.

2. Items to be recycled by dwelling units and mobile home parks include, at a minimum:

- A. Glass containers.
- B. Cans.
- C. Plastics: No. 1 to No. 5 and No. 7.
- D. Paper: newspaper, books, catalogs, magazines, junk mail, paper, envelopes.
- E. Cardboard boxes and containers.

3. Items to be recycled by commercial, industrial, institutional, municipal, and community activities include at a minimum:

- A. Glass containers.
- B. Cans.
- C. Plastics: No. 1 to No. 5 and No. 7.
- D. Paper: newspaper, books, catalogs, magazines, junk mail, paper, envelopes.
- E. Cardboard boxes and containers.
- F. High-grade office paper.
- G. Corrugated cardboard.

§210-302. Residential Collection.

1. Collection of recyclable materials shall be made by a registered municipal waste collector at a minimum of once per week. When placed at the curb for collection in accordance with the provisions of this Ordinance, recyclable materials shall be placed in separate, reusable containers, which clearly identify the contents as recyclables. No person shall place municipal solid waste in containers designated for the separation and collection of recyclables. No person shall place recyclable materials in containers used for the separation and collection of municipal solid waste.

§210-303. Multi-Family Residential Collection.

1. An owner, landlord or agent of an owner or landlord of a multi-family residential dwelling unit with two or more units, or the residents of multi-family residential dwelling units acting by and through a duly constituted homeowners' association, shall comply with their responsibilities under this Part by establishing a collection system for recyclable materials at each property and pickup by a registered municipal waste collector. The collection system must include suitable containers for collecting and sorting materials, easily accessible locations for the containers and written instructions to the occupants or residents concerning the use and availability of the collection system. Owners, landlords and agents of owners or landlords who comply with the requirements of this section shall not be liable for noncompliance of occupants of their buildings

§210-304. Commercial, Institutional and Municipal Recycling.

1. All persons occupying commercial, institutional and/or municipal establishments within the Township shall separate materials listed in Section 301, generated at such establishments; store the materials until collected by a registered municipal waste collector; and annually provide written documentation to the Township of the types of materials and the total tons of materials recycled. Such documentation shall be provided to the Township within 30 days of the end of each calendar year.

§210-305. Community Activities.

1. All community activities or events sponsored within the Township shall separate aluminum, glass, plastics, and corrugated cardboard; store materials until collected by a registered municipal waste collector; and provide written documentation to the Township of the type of materials and the total tons of materials recycled.

Part 4

Handling and Disposition of Leaf Waste

§210-401. Separation of Leaf Waste.

1. There is hereby established a program for the mandatory source-separation and collection of leaf waste within Honey Brook Township. The occupant or owner of a home, apartment, or other residential establishment shall separate leaf waste from other municipal solid waste. Owners, landlords and agents of owners or landlords will be responsible for compliance with the collection of leaf waste in accordance with this Part. All persons occupying commercial, institutional and/or municipal establishments within the Township shall collect and separate leaf waste in accordance with this Part and store the leaf waste until collected and recycled.

§210-402. Residential, Multi-Family Residential, Commercial, Institutional, and Municipal Collection.

1. All leaf waste shall be source-separated from municipal solid waste and recyclable materials. Leaf waste shall be collected by a municipal waste collector in accordance with a schedule established annually by the municipal waste collector, but no less than one collection in the Spring and no less than twice during the months of September through December. When the municipal waste collector has scheduled collection of leaf waste, leaf waste shall be placed in separate containers (can, box or bag) at the curb for collection. Leaf waste collected must be taken to a State permitted compost facility.

2. Residents have the option of disposing of leaf waste by composting and/or mulching, and therefore would not be required to comply with the provisions of this section if they choose to compost their leaf waste. Backyard compost should be managed as to not create a nuisance.

3. Residents have the option of disposing of leaf waste by self-hauling to a State permitted compost facility, such as the Chester County Lanchester Landfill Composting Site, and therefore would not be required to contract a municipal waste collector for disposition of leaf waste.

§210-403. Farm Use of Recyclable Material.

1. Nothing contained herein shall prohibit a farmer from carrying out the normal activities of his farming operation on farm use property, including use of newspaper (e.g. shredding for bedding for farm animals), composting and spreading of manure or other farm-produced agricultural wastes, as provided for under the Pennsylvania Right-to-Farm Act, 3 P.S. § 951 et seq., as amended by Act No. 1998-58, provided that such activities are conducted in accordance with all applicable laws, rules, regulations.

Part 5

Prohibition of Outdoor Burning and Illegal Dumping

§210-501. Prohibition of Outdoor Burning.

1. It shall be unlawful for any person to burn or cause to be burned outdoors for purposes of disposal any municipal waste, leaf waste, yard waste or recyclable materials that are required to be separated and collected pursuant to this Ordinance.

2. Nothing contained herein shall prohibit a farmer from carrying out the normal and customary activities of his farming operations as provided for under the Pennsylvania Right-to-Farm Act, 3 P.S. § 951 et seq., as amended by Act No. 1998-58, provided that such activities are conducted in accordance with all applicable laws, rules, regulations. A farmer may not burn municipal waste, leaves, and recyclables generated at a residential dwelling unit located on farm use property, or generated at any other residential property.

§210-502. Prohibition of Illegal Dumping.

1. No person shall store, process or dispose of any regulated municipal waste or designated recyclable material except at a facility or in preparation for collection by a permitted collector as provided herein. Notwithstanding the foregoing, yard waste may be composted.

2. An accumulation, dumping, or depositing of trash, garbage, ashes, rubbish, and/or other refuse on any private or public property or grounds within the Township is hereby prohibited.

Part 6

Waste Collector Authorization

§210-601. Registration Program Established.

1. With the exception of those persons who directly deliver (self-haul) their municipal waste and/or recyclables, it shall be unlawful for any municipal waste collector to collect and/or transport municipal waste or recyclable materials from any other person's property within Honey Brook Township without having first registered with the Township and be duly authorized by the Commonwealth of Pennsylvania. Any and each such collection in violation hereof from each location shall constitute a separate and distinct offense, punishable as hereinafter provided. The Township may decide at any time to enter into an exclusive contract for residential and/or commercial municipal solid waste collection or any part thereof.

2. All agreements for collection, transportation and disposition of municipal waste and recyclables shall be by private contract between the owner or occupant of the property where the waste is generated and the private hauler who is to collect such waste and/or recyclables.

§210-602. Registration Requirements.

1. All municipal waste collectors shall be registered with the Township through an application process as outlined below.

2. As a condition of the registration, the municipal waste collector shall provide for the

collection of municipal solid waste, bulk waste, recyclable materials, and leaf waste, including annual written reports to the township of the materials collected. Such reports shall include separate tonnages of each type of recyclable material, including leaf waste, collected in the Township for the past calendar year. Residential and commercial tonnages shall be reported separately. Such reports shall be provided to the Township within 30 days of the end of the calendar year

3. A registered municipal waste collector may collect or transport such municipal solid waste or other designated materials within the Township for one calendar year (January 1 through December 31). Each collector must renew the registration no later than January 30 of each calendar year. Any municipal waste collector that is registered shall have the privilege of collecting and transporting municipal solid waste, bulk waste, recyclables, and leaf waste, as defined herein, from within the Township, in strict conformance with this Ordinance and any other applicable State, Federal or local provision of law.

4. Contents of application – At the time of application, the municipal waste collector shall provide the following information to the Township:

- A. The name of the municipal waste collector, the name of a contact person, an email address, the business address, fax, and telephone number of the business office and a 24-hour emergency telephone number to receive calls from persons in the Township who receive collection service.
- B. The dates of proposed leaf waste, solid waste, and recyclable material collection for residential and commercial clients.
- C. The annual written recycling report with collected material tonnages, as outlined in §210-602.2.
- D. A certificate of the municipal waste collector's workmen's compensation insurance, as required by law; naming the township as additional insured.
- E. A certificate of insurance covering complete third-party public liability for bodily injury and property damage, municipal waste collector's protective insurance and automotive insurance with respect to personal injuries and property damage, or owner of the municipal waste collector if the owner is considered a separate entity. Such insurance shall be in amounts that shall be from time to time, set forth by the Board of Supervisors by regulations adopted hereunder. Each and every policy of insurance herein mentioned which is required pursuant to the terms of this Ordinance shall carry with it an endorsement to the effect that the insurance carrier will convey to the Township by certified mail, written notice of any modifications, alterations or cancellations of any such policy or policies of the term thereof. The above-mentioned written notice shall be mailed to the Township at least 10 days prior to the effective date of any such modifications, alteration or cancellation.
- F. The approved disposal site where municipal solid waste, bulk waste, and leaf waste will be taken, as provided in the Chester County Solid Waste Management Plan.
- G. The processing and/or marketing facility where the recyclable materials will be taken.
- H. Such other information as the Township, in furtherance of this Ordinance, shall deem appropriate and necessary.

§210-603. Collection Requirements.

1. Except as provided herein below, the municipal waste collector shall establish a program for the collection and transportation of municipal solid waste, bulk waste, recyclable materials, and leaf waste and shall at a minimum comply with the following:
 - A. Establish procedures for the separation, storage and collection of recyclable materials and provide Township residents with adequate notification of all procedures.
 - B. Provide for the collection of leaf waste in compliance with Part IV.
 - C. Provide for the collection of bulk waste.
 - D. Issue warning notices of violations to persons failing to comply with procedures for the separation, storage and collection of bulk waste, recyclable materials and leaf waste, and provide a copy of such warning to the Township.

- E. Provide annual written and certified documentation to the Township, within 30 days of the end of the calendar year, to provide the following:
 - i. Total number of tons of designated materials that were collected and recycled
 - ii. Separate totals for residential and commercial materials
 - iii. The place of disposition of recycled materials

§210-604. Prohibitions.

- 1. It shall be unlawful and a violation of this Part for any municipal waste collector to:
 - A. Collect or transport any municipal solid waste, bulk waste, recyclable materials or leaf waste from any person failing to source-separate said materials in violation of this Ordinance.
 - B. Commingle recyclables or leaf waste collected within the Township with municipal solid waste.
 - C. Fail to provide for the proper disposition of any municipal solid waste, bulk waste, recyclable materials or leaf waste collected or transported within the Township.
 - D. Commence the collection of municipal waste, bulk waste, recyclable materials or leaf waste for any property in the Township prior to 7:00 a.m. or after 8:00 p.m.
 - E. Load or operate any vehicle within the Township or transport municipal solid waste, bulk waste, recyclable materials or leaf waste within the Township in such a manner as to allow municipal solid waste, bulk waste, recyclable materials or leaf waste to fall upon public roads or upon land abutting the public roads in the Township.
 - F. Fail to replace the containers with their lids or covers in place at the location of collection in an orderly manner and off of the roadway.
 - G. Fail to accurately report the residential and commercial tonnages of recyclable materials collected in the Township in accordance with this Part.
 - H. Otherwise create a public nuisance.

Part 7

Adoption of Rules and Regulations

§210-701. Rules and Regulations.

1. The collection of municipal solid waste, bulk waste, recyclable materials or leaf waste by the designated municipal waste contractor, the preparation for collection of municipal solid waste, bulk waste, recyclable materials, or leaf waste by property owners and residents of the Township and the provision of reusable containers for the temporary collection and storage of waste or recyclables by the Township shall be made in compliance with any regulations which are adopted by the Board of Supervisors to carry out the intent and purpose of this Part. Such rules and regulations shall be approved by resolution of the Board of Supervisors and, when so approved, shall have the same force and effect as the provisions of this Part. Said rules and regulations may be amended, modified, or repealed by resolution of the Board of Supervisors.

Part 8

Enforcement, Violations, and Penalties

§210-801. Enforcement, Violations, and Penalties.

1. Any person who violates or permits the violation of any provision of this Ordinance shall, upon being found liable therefore in a civil enforcement proceeding commenced by the Township before a District Justice, shall pay a fine for each such violation in an amount not less than \$100 and not more than \$1,000, plus all court costs, including reasonable attorney's fees, incurred by

the Township and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of each Part continues, or each Section of this Part, which shall be found to have been violated shall constitute a separate offense. No judgment shall be imposed until the District Justice imposes the date of determination of a violation. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable rules of civil procedure.

2. Private haulers who shall violate any provision of this Part may be reported to the DEP, by the Township, and may be subject to the revocation of the Commonwealth's authorization to transport municipal waste, as described in the amended Waste Transportation Safety Program, 27 Pa.C.S.A. §6201 et seq.

Part 9

Severability

§210-901. Severability.

1. If any part of this Ordinance is, for any reason, found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining parts of this Ordinance, which shall continue to be fully operative as if the unconstitutional, illegal, or invalid parts had not been enacted.

Part 10

Repealer

§210-1001. Repealer.

1. Upon enactment of this Ordinance, any and all provisions of any other Ordinance that are inconsistent with the provisions of this Ordinance are hereby repealed.

Part 11

Effective Date

This Ordinance shall become effective five (5) days after the date of its adoption. **ENACTED** and **ORDAINED** this day of _____, 2013.

ATTEST: _____

HONEY BROOK TOWNSHIP BOARD OF SUPERVISORS:

_____/s/_____
, Chairman

_____/s/_____
, Vice-Chairman

_____/s/_____
, Supervisor

Appendix D

Example Notice of Violation

EXAMPLE NOTICE OF VIOLATION

Honey Brook Township Letterhead
(Address)
(City, State, Zip)
(Phone)
(Fax)

(Date)

Attn: (Name)
(Address)
(City, State, Zip)

RE: FIRST AND FINAL NOTICE OF RECYCLING PROGRAM VIOLATION

Dear (Name):

All residents and businesses, including multi-family dwellings, apartments, and mobile home parks, in Honey Brook Township are required by Pennsylvania State Law, Act 101, and Honey Brook Township Ordinance # ____ to separate recyclables and leaf waste from the municipal waste stream. Recyclables must be collected by a registered hauler, and leaf waste must be composted, self-hauled to a composting facility, or collected by a registered hauler for composting. The burning of recyclables and leaves is prohibited. You have been found in violation of Ordinance # ____ due to

A copy of the Ordinance is enclosed. Please note the applicable fines, fees, and penalties in Section 801. Each day that a person is in violation of the ordinance constitutes a separate offense. Please remedy the aforementioned problem(s) within 10 calendar days.

We appreciate your cooperation with Honey Brook’s mandated recycling and leaf collection program. If you have any questions, please contact me at (610) 273-3970 or HBadm@ptd.net.

Sincerely,

Toni Antonini
Honey Brook Township Administrator

Enc. (1)

Appendix E

Draft Hauler Notification and Registration Application

EXAMPLE HAULER NOTIFICATION

Honey Brook Township Letterhead
(Address)
(City, State, Zip)
(Phone)
(Fax)

(Date)

Attn: (Hauler Contact)
(Hauler Company Name)
(Address)
(City, State, Zip)

Dear (Hauler Contact):

Due to Honey Brook Township’s population density calculated from the recent 2010 census, we are mandated to comply with Act 101 and establish a recycling and leaf waste collection program. We will continue to employ a “private subscription” system in Honey Brook, and we hope to work together with each hauler to fulfill the mandate set forth in Act 101. Honey Brook Township will enact a new “Municipal Solid Waste Collection and Recycling” Ordinance effective beginning _____. We have enclosed a copy of the ordinance, and below are a few key points to note.

- **Recycling Collection:** Haulers must collect source-separated recyclables including, at a minimum, glass, plastics #1-#5 & #7, aluminum and bimetallic cans, mixed paper, and cardboard, from both residents and businesses. Please inform your customers of the proper way to prepare recyclables for pick up.
- **Leaf Waste Collection:** Haulers must collect source-separated leaf waste at least once in the spring and twice in the fall and deliver them to a state-approved composting facility. Please inform your customers of the proper way to prepare leaf waste.
- **Hauler Registration:** Haulers operating in Honey Brook Township must register with the Township each calendar year. Please see the attached Hauler Registration.
- **Education:** The Township will implement an aggressive recycling education campaign at the start of the new recycling and leaf waste collection program. We hope to work in conjunction with haulers to provide continuing recycling education to remind residents of the proper recycling methods and leaf-pickup schedules. Haulers can include recycling and leaf pickup information with customer bills or as separate literature provided to customers.

- **Enforcement:** The Township will establish a system to handle recycling and leaf waste violations and complaints of which we are made aware. We hope haulers will provide curbside feedback to customers in the form of a tag or sticker left on containers if the hauler notices inappropriate material in the can (e.g., trash in the recycling can, recyclables in the trash can, leaf waste in the trash can, plastic bags in the leaf waste).

We appreciate your cooperation as Honey Brook establishes a mandated recycling and leaf collection system. If you have any questions, please contact me at (610) 273-3970 or HBadm@ptd.net.

Sincerely,

Toni Antonini
Honey Brook Township Administrator
(Email address)

Enc. (2)

Honey Brook Township
Application for Annual Hauler Registration
to Collect and/or Transport Municipal Solid Waste and Recyclable Materials

In accordance with Honey Brook (HB) Township Ordinance # _____, this form shall be completed and returned to the Township on or before **January 30th**. This registration will be valid for the current calendar year (January 1st through December 31st).

Company Name _____

Contact Name _____

Company Address _____

Phone _____ Fax _____

24-hour Emergency Phone _____ Email _____

Number of Honey Brook Township properties you serviced in the last calendar year _____

Solid Waste Collection Day(s) in HB	
Solid Waste Processing/Disposal Facility	
Recyclables Collection Day(s) in HB	
Recyclables Processing/Disposal Facility	
Leaf Waste Collection FALL Date(s) in HB	
(twice per fall required)	
Leaf Waste Collection SPRING Date(s) in HB	
Leaf Waste Processing Facility	

Please attach the following documentation to this form. An application will not be considered complete without the following.

1. A signed annual recycling report for the previous calendar year with a breakdown of tonnages of materials collected, including different types of recyclable materials **and leaf waste**. Residential and commercial tonnages shall be reported separately.
2. A certificate of the hauler's Workers Compensation Insurance.
3. A certificate of Insurance covering complete third party public liability for bodily injury and property damage, hauler's protective insurance, and automotive insurance.

Name of Person Preparing and Submitting Application _____

Signature _____ Date _____

Title _____

Appendix F

Pennsylvania's Act 101 Recycling Education Requirements

Recycling Education Requirements

Requirements for Public Education, as per Title 25 PA Code 272.423.

(a) A municipality subject to this subchapter shall establish a comprehensive and sustained public information and education program concerning recycling program features and requirements. As part of this program, a municipality shall, at least 30 days prior to the initiation of the recycling program and at least once every 6 months thereafter, notify persons occupying residential, commercial, institutional and municipal premises within its boundaries of the requirements of the ordinance. This notice shall include an explanation of how the system will operate, the dates of collection, and responsibilities of persons within the municipality and incentives and penalties.

(b) The governing body of a municipality may place an advertisement in a newspaper circulating in the municipality, post a notice in a public place where public notices are customarily posted, including a notice with other official notifications periodically mailed to residential taxpayers, or utilize a combination of the foregoing.

Appendix G

Draft Resident and Business Notification

EXAMPLE RESIDENT AND BUSINESS NOTIFICATION

ATTN: Honey Brook Township Residents and Businesses
RE: New Recycling and Leaf Waste Regulations

Due to Honey Brook Township's increase in population density calculated from the recent 2010 census, we have been informed by the Department of Environmental Protection that ***Honey Brook is now required by law to establish a formal recycling and leaf waste pickup program. Residents and businesses will still contract with the hauler of their choice.*** Honey Brook Township will enact an ordinance, to comply with State law, requiring:

- All residents and businesses must separate **recyclables**, including glass, plastics #1-#5 & #7, aluminum and bimetallic cans, paper, and cardboard, from their solid waste, and contract with a hauler for the collection of these recyclable materials.
- All residents and businesses must separate **leaf waste**, including leaves from trees, bushes, and other plants, garden residue, chipped shrubbery and tree trimmings, but not including grass clippings, from their solid waste, and either compost leaf waste on their property, self-haul the leaf waste to a state-approved composting facility (such as the Lanchester Landfill leaf drop-off), or contract with a hauler for the collection of the leaf waste, to be delivered to a state-approved composting facility.
- All residents and businesses are **prohibited from burning** recyclables and leaf waste, or including these items with their other solid waste (trash).

Based on the amount of residential and commercial recycling collected in the Township, Honey Brook is eligible to receive thousands of dollars in State grant money. So remember, more recycling means more state grant money to help **defray taxes!**

Please remember that a prohibition on burning recyclables and leaves 1) improves air quality, 2) conserves our natural resources, 3) allows the Township to receive thousands of dollars in State grant money each year, and 4) is the **law**.

We realize that these new rules represent a change for many of our residents and businesses. We are committed to supporting you through this transition, as we all make an effort to comply with the State law. We appreciate your cooperation.

For a copy of the new Ordinance, and more recycling information, please visit our website www.HoneyBrookTwp.com

Sincerely,

Honey Brook Township Administration

Appendix H

Section 904 Grant Application Information

Applicable Section 904 Rules and Regulations and Grant Award Estimate Calculations

2012 Hauler Tonnage Information

2012 Section 904 Recycling Performance Grant Application

SECTION 904 RECYCLING PERFORMANCE GRANT APPLICATION INFORMATION

Calculation of Section 904 Recycling Performance Grants

Please Note: The Pennsylvania Department of Environmental Protection (PADEP) has stated that beginning with 2010 grant applications, the grant award formula is calculated to reduce the total award amount by 40% to ensure sustainability of the Recycling Fund.

The PADEP will calculate a municipality's Recycling Performance Grant Award as follows.

Base Award = (Approved Residential Tonnage + Approved Commercial Tonnage) x \$5

Bonus Award= (Approved Residential Tonnage + Approved Commercial Tonnage) x Municipality's Recycling Rate x \$1

Municipality's Recycling Rate = [Approved Residential & Commercial Tonnage/(Municipality's Population x 0.8)] x 100

Commercial Incentive=Documented Commercial Tonnage in excess of that approved for base and bonus award x \$10

* Approved Tonnages are less any residues. Approved commercial tonnage for the base award cannot exceed the approved residential tonnage

Total Award = (Base Award + Bonus Award + Commercial Incentive) x 60%

The above projection of the performance grant award is subject to limitations and approval by the PADEP.

For the purpose of estimating a Section 904 grant amount for Honey Brook's 2012 tonnages, the hauler tonnage information provided by Chester County was used. This estimate may contain errors. In no way does this estimate guarantee a grant award and is only presented as an example of a possible grant award. Tonnages must be verified before submitting an application.

Approved Residential Tonnage = 396.6

Commercial Tonnage Total = 1,394.2

Base Award = (396.6+ 1,394.2) x \$5 = \$3,966

Bonus Award= (396.6+ 1,394.2) x Municipality's Recycling Rate x \$1 = \$10,284.53

Municipality's Recycling Rate = [396.6+ 396.6/(7,647 x 0.8)] x 100 = 12.97

Commercial Incentive=(1,394.2 – 396.6) x \$10 = \$9,976

Total Award = (\$3,966+ \$10,284.53+ \$9,976) x 60% = \$14,535.92

Information about Section 904 Grants obtained from PADEP

Description of Section 904 Recycling Performance Grants

Recycling Program Performance Grants are available to all Pennsylvania local governments with recycling programs. The grants awards are based on the total tons recycled and the applicant's recycling rate.

Post-consumer aluminum and steel cans, glass, plastics, corrugated cardboard, newspapers, and other marketable grades of paper are materials eligible for the grants. All eligible materials collected from residents, businesses, schools, colleges, universities, and community events can be factored into the grant awards.

Applicants must retain documentation demonstrating that materials claimed in the application were eligible for the grant, generated within the applicant's boundaries, and were recycled or marketed in the year covered by the application. Residues from the collection and/or marketing of recyclable materials are not eligible for grant consideration. The PADEP administers the program under Section 904 of Act 101, the Municipal Waste Planning, Recycling and Waste Reduction Act.

Description of Recycling Performance Grant RequirementsAct 140 of 2006 Impacts on Act 101 Recycling Performance Grants

Municipalities, except for counties, receiving more than \$10,000 in Act 101 Section 904 Recycling Performance Grant funding must meet the following performance requirements.

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

If the municipality has not met the above performance requirements, the grant funds awarded shall be expended by the municipality only to meet the performance requirements. If the municipality has met the performance requirements, the grant funds awarded may be expended by the municipality on any expense as determined in the discretion of the municipality. The Department may require budget documents or other expenditure records and may deny funding through this Section if an applicant cannot demonstrate that funds have been expended on eligible activities.



A.J. Blosenski, Inc. • P.O. Box 392 • Elverson, PA 19520 • 610-942-2707 • Fax: 610-942-2495 • www.ajblosenski.com

Residential Recycle Report
Honey Brook Township
1st Quarter 2012

April 24, 2012

Total Residential Customers: 506

Newspaper: 25.30 Tons

Commingle: 16.77 Tons

Total Recycle: 42.07 Tons

Please call the office at (610) 942-2707 ext.236 between 8am-5pm, or email me at Kimajb@ptd.net with any questions.

Thank you,

A handwritten signature in black ink that reads 'Kim Kershner'.

Kim Kershner
Residential Operations



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

For the period:
January 1, 2012 to December 31, 2012

ANNUAL RECYCLING REPORT
For Commercial, Institutional Facilities

Due: Feb 1 of the following year
To: Municipality where
recyclables were generated

County Name: Chester		Municipality Name: Honey Brook Twp	
Name of Establishment: Stoltzfus Market			
Address: 3801 Horseshoe Pike		City: Honey Brook	Zip Code: 19344
Email: StoltzfusMarket@verizon.net		Telephone: 610 273-3113	Fax: 610 273-7810
Primary Business Function: Grocery Store			

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

How are your recyclable materials collected?

Collected by recycling facility or broker (name):

Collected by private hauler (name): Associated Wholesalers Inc

Collected by confidential document destruction company (name):

Establishment delivers materials to drop-off facility (location):

If any of the above methods are used to collect your recyclable materials, do not include weights in the list below. Actual weights will be retrieved from your service provider or drop-off facility.

Establishment delivers materials to recycling facility (name):

Other (please specify):

- CHECK the box in front of each post-consumer* material that your establishment recycled.
- If your establishment marketed your own recyclables, enter the weight in tons and attach a legible weight ticket from your recycler. Subtract processing residue** before entering your weights below.

Note: If you use a commingled or single stream collection system, check the boxes beside each material in the mix.

Material Type

Weight

Material Type

Weight

Single Stream: [SS1] _____

(All recyclables, including fiber, collected together)

Commingled: [XXX] _____

(2 or more recyclables collected together, fiber separate)

Paper:

Paper: Cardboard [C01] 11-Ton

Paper: Magazines & Catalogs [PA1] _____

Paper: Mixed/Other (junk mail, paper bags, paperboard, etc.) [PA3] _____

Paper: Newsprint [PA2] _____

Paper: Office Paper (all grades) [PA4] _____

Paper: Phone Books [PA6] _____

Glass Bottles and Jars:

Glass: Brown [GL4] _____

Glass: Clear [GL1] _____

Glass: Green [GL3] _____

Glass: Mixed [GL2] _____

Glass: Other [GL6] _____

Metal Cans and Bottles:

Aluminum Cans [AA1] Under 1-Ton

Steel & Bimetallic (Tin) Cans [F02] _____

Mixed Cans [MX2] _____

Plastics:

Plastic: PET [PL1] _____

Plastic: HDPE [PL2] _____

Plastic: PVC [PL3] _____

Plastic: LDPE [PL4] _____

Plastic: PP [PL5] _____

Plastic: PS [PL6] _____

Plastic: Film [PL8] 1

Plastic: Mixed [PL7] _____

Plastic: Other [PL9] _____

Organics:

Food Waste [FW1] _____

Wood Waste [WW1] _____

Yard and Leaf Waste [Y01] _____

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

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

AbiBow Recycling LLC
Collected weight by Zip Code
 Period: 1/1/2012,12/31/2012
 Center: PHI

Date: 1/10/2013
 Time: 1:10 PM
 Page 3

<u>Total Tons for Category</u>	EcoRewards	2	9.267
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Category PaperRetriever

ADD #	Names	Nbr Of	Tons
868719	GARNET VALLEY HIGH ENVIRONMENTAL CLUB.	1	12.885
129091	ST JOHN'S EPISCOPAL CHURCH	2	8.030
851832	TOWNSHIP OF CONCORD	3	56.898

<u>Total Tons for Category</u>	PaperRetriever	6	78.814
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TOTAL Zip Code	19342	8	88.081
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Zip Code 19344

Category PaperRetriever

168393	HONEY BROOK COMMUNITY LIBRARY	2	41.568
1054208	HONEY BROOK ELEMENTARY PTO	2	8.594

<u>Total Tons for Category</u>	PaperRetriever	4	50.162
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TOTAL Zip Code	19344	4	50.162
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Zip Code 19348

Category PaperRetriever

1054178	KENNETT AREA SENIOR CENTER	2	27.010
145257	KMC DPO	3	9.042
920646	ST PATRICK SCHOOL	2	38.524

<u>Total Tons for Category</u>	PaperRetriever	7	74.575
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TOTAL Zip Code	19348	7	74.575
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Zip Code 19350

Category PaperRetriever

1091603	NEW GARDEN TOWNSHIP	1	0.618
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<u>Total Tons for Category</u>	PaperRetriever	1	0.618
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TOTAL Zip Code	19350	1	0.618
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Zip Code 19380

Category EcoRewards

1048539	STERLING AUTO BODY - WC	2	9.275
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<u>Total Tons for Category</u>	EcoRewards	2	9.275
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Category PaperRetriever

1055794	ARC OF CHESTER COUNTY <i>West Goshen Twp.</i>	1	6.185
172377	CHESTER COUNTY SPCA <i>1212 Phoenix PK</i>	1	37.720
187573	CHESTERBROOK ACADEMY - WEST CHESTER <i>McDermott Dr.</i>	1	5.055
955682	EAST BRADFORD ELEM SCHOOL <i>Frank Rd</i>	1	23.498
1011432	FUGETT MIDDLE SCHOOL-STUDENT GOVT <i>Ellis Ln</i>	1	17.727
183264	PEIRCE MIDDLE SCHOOL <i>Burke Rd</i>	2	12.691
129560	ST AGNES SCHOOL (WEST CHESTER) <i>W. Gay St.</i>	3	66.054
158285	ST PETER AND PAUL-BOOT <i>Rd</i>	2	42.045

**Chester County Commercial Annual Recycle Report - Act 101
2012**

AJ Blosenski, Inc, 1600 Chestnut Tree Rd, Honey Brook, PA 19344 610-942-2707

Watership	Pages	Counties	Counties	Township	Pages	Counties	Counties
Charlestown	3.23	0.42	N/A	Borough of Downingtown	59.89	12.27	N/A
E. Coventry	20.94	0.35	N/A	Borough of Malvern	1.42	0.28	N/A
E. Nantmeal	16.56	7.44	N/A	Borough of Phoenixville	38.12	4.31	N/A
E. Pikeland	12.78	7.42	N/A	Cain Township	53.20	7.01	N/A
E. Vincent	11.03	4.38	N/A	City of Coatesville	8.01	0.80	N/A
E. Whiteland	27.24	5.24	N/A	East Brandywine	5.20		N/A
Honey Brook Twp.	10.61	0.14	N/A	East Cain	86.02	0.80	N/A
N. Coventry	11.11	3.13	N/A	Upper Uwchlan	34.37	14.26	N/A
Schuylkill	21.64	0.56	N/A	Uwchlan	54.83	4.52	N/A
S. Coventry	2.94	1.08	N/A	Westtown	28.56	1.69	N/A
Tredyffrin	39.59	10.86	N/A	West Whiteland	166.61	16.22	117.60
Valley	36.40	0.66	N/A	West Bradford	N/A	N/A	N/A
Wallace	0.21	0.14	N/A	West Brandywine	43.50	11.64	N/A
Warwick	5.08	1.64	N/A	West Sadsbury	11.40		N/A
W. Cain	5.41	1.46	N/A	Birmingham	2.50	1.38	N/A
W. Chester Borough	51.36	24.52	N/A	East Goshen	17.23	3.51	N/A
W. Nantmeal	1.21	1.53	N/A	Kennett Township	0.21	0.14	N/A
W. Pikeland	1.45	0.95	N/A	West Goshen	56.61	3.22	N/A
W. Vincent	5.40	3.62	N/A	Algien Boro	23.64	2.32	N/A
Willistown	23.72	11.56	N/A	E. Marlborough	15.71	9.31	N/A
Newlin Twp	2.02		N/A	Thornbury Twp	10.40		N/A
London Grove	0.54	0.14	N/A	Easttown Twp	1.62	0.28	N/A
East Fallowfield	2.60		N/A	W. Fallowfield Twp	0.33		N/A
Elverson Boro	2.23	2.45	N/A	Chadds Ford Twp	8.81	0.66	N/A

Kim Kerschner
 Kim Kerschner
 Residential Operations
 kimk@pdc.net
 Date 2/28/13



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

For the period:
January 1, 2012 to December 31, 2012

ANNUAL RECYCLING REPORT
Countywide

Due: Feb. 1 of the following year
To: County where recyclables were generated

County Where Recyclables Were Generated: Chester County
 Name of Company Collecting Recyclables: Republic Services of Berwyn
 Address: 1 Br. Dr. Liberty Boro Pa 19350 E-mail: A.Spirito@RepublicServices.com
 Phone: 610-868-7004 x245

List the municipality name, material code (from back) and the tonnage of post-consumer recyclables collected in each of the three types of collection categories. Report only post-consumer materials on this form. If you need more spaces for material codes, please use another sheet. **Subtract processing residue** before entering tonnage information and list the name of the processing facility below the chart.** See reverse for more details.

Material Code	Residential Tonnage**			Drop-off Tonnage			Commercial Tonnage		
	Municipality Name						Food (lbs)	Textiles (lbs)	C&D (lbs)
SS1	Berwyn	129.3					SS1		
	CAIn	258.1					2.3		
	East Marlborough	296.1					18.74		
	E. Nottingham	318.2					16.34		
	EIK	81.7							
	FRANKLIN	219.3							
	Honey Brook	129							
	Highland	39.7					15.1		
	Kennett	258					4.34		
							311.09		

Name of processing facility or market: KOP Recycle, Empresswood Tr, Coatesville Scrap, for A Clark, Secaucus Recycle, Bldg Rm
 Total tons of processing residue or processing residue rate used to calculate reported tonnages: Republic Scrap

I certify that the information on this form is complete and accurate. I authorize the county and/or municipality to use the information on this report for reporting and grant purposes. Processing residue has been subtracted from the above tonnages.

Authorized Representative: A. Spirito Title: Ops MGR
 Signature: [Signature] Date: 1/11/13



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

ANNUAL RECYCLING REPORT
Countywide

For the period: January 1, 2012 to December 31, 2012
Due: Feb. 1 of the following year
To: County where recyclables were generated

County Where Recyclables Were Generated: Chester County
Name of Company Collecting Recyclables: Waste Management
Address: 197 Swamp Creek Rd., Gilbertsville, PA 19525
Phone: 215-257-1142
E-mail: _____

List the municipality name, material code (from back) and the tonnage of post-consumer* recyclables collected in each of the three types of collection categories. Report only post-consumer materials on this form. If you need more spaces for material codes, please use another sheet. Subtract processing residue** before entering tonnage information and list the name of the processing facility below the chart. See reverse for more details.

Municipality Name	Material Code	Residential Tonnage***			Drop-off Tonnage			Commercial Tonnage						
		SS1	Y01					C01	SS1	FW1	WW1	M01	MM1	
East Whiteland									246					
Honey Brook Twp									20					
Malvern								12	602					
North Coventry	48							83	41					
Parkesburg								1	37					
Phoenixville	91								162					
Sadsbury								3	21					
Schuylkill	50								77					
South Coventry	6								3					

Name of processing facility or market: Norristown Transfer, New Smithville Transfer, Cougle's Recycling, Zwicky Recycling, Rapid Recycling

Total tons of processing residue or processing residue rate used to calculate reported tonnages: _____

I certify that the information on this form is complete and accurate. I authorize the county and/or municipality to use the information on this report for reporting and grant purposes. Processing residue has been subtracted from the above tonnages.

Tamra Altonare Authorized Representative
Operations Specialist Title
Tamra Altonare Signature
1/29/13 Date



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

For the period:
January 1, 2012 to December 31, 2012

ANNUAL RECYCLING REPORT
Countywide

Due: Feb. 1 of the following year
To: County where recyclables were generated

County Where Recyclables Were Generated: Chester County

Name of Company Collecting Recyclables: Accurate Recycling Corp.

Phone: 610-623-7772

Address: 508 Baltimore Ave, Lansdowne, PA 19050

E-mail: waldo.rodriquez@accuraterecycling.com

List the municipality name, material code (from back) and the tonnage of post-consumer* recyclables collected in each of the three types of collection categories. Report only post-consumer materials on this form. If you need more spaces for material codes, please use another sheet. **Subtract processing residue** before entering tonnage information and list the name of the processing facility below the chart.** See reverse for more details.

Material Code	Residential Tonnage***			Drop-off Tonnage			Commercial Tonnage				
	C01	PA3	PL1	PL7	ASP	F01					
City Name											
Exton	94.10			4.83		4.91					
Frazer	43.28	1.02									
Honey Brook	1336								2.35		
Kennett Square	169.1	.32	.85	4.89	8.06						
Kimberton					6.27						
Landenberg	10.17				90.96						
Malvern	4.67				48.89	17.98					
Middletown					6.24						
Modena					7.04						

Name of processing facility: _____

Accurate Recycling Corp

I certify that the information on this form is complete and accurate. I authorize the county and/or municipality to use the information on this report for reporting and grant purposes. Processing residue has been subtracted from the above tonnages.

Waldemar Rodriguez
Contact Person

Safety Director

Title

Signature

01/23/13

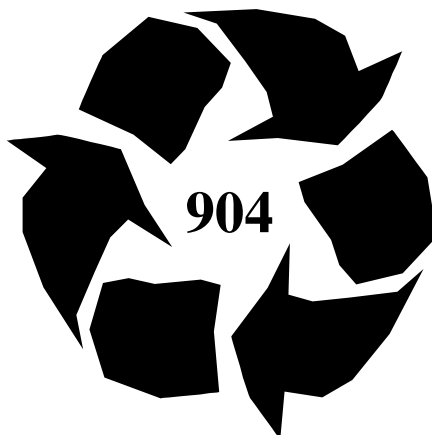
Date



pennsylvania

**DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

**MUNICIPAL RECYCLING PROGRAM PERFORMANCE GRANTS
UNDER SECTION 904 OF ACT 101
THE MUNICIPAL WASTE PLANNING, RECYCLING AND WASTE REDUCTION ACT
OF JULY 1988**



**CALENDAR YEAR 2012
APPLICATION**
Due Date: September 30, 2013

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

www.depweb.state.pa.us

An Equal Opportunity Employer

COMMONWEALTH OF PENNSYLVANIA
Department of Environmental Protection

RE: Act 101, Section 904 Grant Application Information

TO: All Prospective Act 101 Municipal Recycling Program Performance Grant Applicants

FROM: Mark Vottero
Municipal Recycling Grants Coordinator
Division of Waste Minimization and Planning
Bureau of Waste Management

Thank you for your interest in recycling and the Act 101 Recycling Performance Grant Program. All Pennsylvania municipalities that had a recycling program in 2012 may be eligible to apply. The grants are based on the success of your municipality's recycling efforts. Performance is judged according to the weight of DEP-approved eligible materials recovered and marketed last year and the population of your municipality. The grant award can increase as a municipality's recycling rate grows each year.

To apply, you must have records indicating the types and amounts of materials that were recycled in the previous year. If materials were recovered from both residential and commercial sources, they must be clearly identified and reported separately. Any residues, materials not listed as eligible, or any materials that cannot be documented as being generated within your municipality or marketed or recycled into new products or uses are not eligible for consideration toward your grant.

Each year, the department conducts reviews of documentation from a certain number of applicants. If selected, your municipality will be given at least 30 days notice in order to provide the documentation necessary to support your application, including a list of those commercial establishments whose recycling figures were counted toward your recycling program. Your grant award will be determined based on the documentation evaluated at the time of the review. No additional/supplemental documentation will be accepted after the review is completed. Failure to submit a complete and accurate application may result in a denial of your grant request and possible enforcement proceedings. Your application is also subject to audit by the Office of Auditor General, Office of the Treasurer, or agents of those offices. For this reason, you are required to maintain the documentation supporting this grant application for up to four years from the date the application is submitted. **You are not required to submit the documentation when you submit your application; however, you may be requested to provide documentation at a later date.**

Act 140 of 2006 established prerequisites for the awarding of Act 101, Section 904 Performance Grants. Mandated recycling communities that apply for the grant, as well as any other municipality (other than a county) awarded more than \$10,000 in performance grant funds must institute certain recycling program components as specified by the act. Any Act 140 municipality that failed to meet the provisions set forth in this Act will not be considered for funding. Please see the Municipal Recycling Program Performance Grant Fact Sheet attached in this application for further details on the Act 140 recycling program components.

The application deadline for calendar year 2012 Performance Grants is September 30, 2013. Your application must be received by the department or post-marked by that date in order to be considered for funding. If your application is being hand delivered, it must be received by 4 p.m. If your application is submitted after the deadline, it will not be processed and will be returned to you. Please submit your application to one of the following addresses:

If by U.S. Postal Service:

Department of Environmental Protection
Bureau of Waste Management
P.O. Box 8472
Harrisburg, PA 17105-8472

OR

If by Ground Service (UPS, RPS, etc) or hand delivered:

Department of Environmental Protection
Bureau of Waste Management
14th Floor Rachel Carson State Office Building
400 Market Street
Harrisburg, PA 17101-2301

The Performance Grant instructions, frequently asked questions, documentation requirements and examples booklet, and a sample commercial recycling reporting form is available on the Department's website at www.dep.state.pa.us, keyword: Recycling Grants. If you have any questions regarding the Performance Grant Program or the application procedures, please contact me at mvottero@pa.gov.

Thank you again for recycling. The DEP looks forward to receiving your application.

**PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT
ACT 101
MUNICIPAL RECYCLING PROGRAM PERFORMANCE GRANT
PROGRAM OVERVIEW**

1. Statutory Authority:

Grants are authorized under Section 904 of the Municipal Waste Planning, Recycling and Waste Reduction Act (Act 101 of 1988, P.L. 556).

All funds are allocated from the Recycling Fund authorized under Act 101.

2. Basic Provisions:

Grants are based on available funds under Section 706 and shall be available to all municipalities that had a recycling program in existence during the previous calendar year.

Eligible applicants are restricted to municipalities as defined in the Act as amended (i.e., incorporated towns, townships, boroughs, cities, counties, home rule municipalities, authorities, councils of governments, consortiums, or similar entities established by two or more municipalities under 53 PA. C.S. Ch. 23 Subch. A (Relating to intergovernmental cooperation)).

Grants are awarded based on the **weight** of source-separated recyclable materials identified in Section 1501 of Act 101 that were recycled or marketed in the previous calendar year and the population of the municipality. These materials include: old newsprint, high-grade office paper, corrugated paper, other marketable grades of paper, aluminum cans, steel or bimetallic cans, amber glass containers, green glass containers, clear glass containers, PET plastics, HDPE plastics, and all other plastics.

Source-separated recyclable materials are materials separated from municipal waste at the point of origin (home, business, institution) for the purpose of recycling. These include commingled recyclables and single stream recyclables (recyclables collected together), but do not include materials recovered from collected loads of municipal solid waste, residual waste or hazardous waste.

Grant funds will not be awarded for residues, materials not listed as eligible, or any materials that cannot be documented as being recycled into a new product or use. In particular, recovered glass that is being stockpiled or used as daily cover at a landfill will not be considered as recycled. Residue includes materials collected but not processable, or materials that become contaminated through the act of collection, sorting, or processing. The weight of raw or processed yard waste cannot be claimed under this application. Grants are awarded only for the eligible materials that were generated within a municipality's political boundaries.

A recycling operation/program serving more than one municipality may apportion each participating municipality's contribution to its recovery efforts.

The applicant must be able to provide a breakdown of materials collected from residential and/or commercial sources. If the breakdown is estimated, the basis for the estimate must be identified by the applicant.

3. Application Procedures:

Applications delivered and postmarked by the announced deadline will receive grant credit for all eligible materials recycled and marketed in the previous calendar year. Applications submitted after the deadline will be returned.

The DEP will notify each applicant of its receipt of the application. If notification is not received, please call the department at 717-787-7382.

Applicants must be able to substantiate:

- That recycled material was source separated;
- That recycled material was generated within the municipality's borders;
- The quantity of material recycled and marketed (in pounds and/or tons-not cubic yards) in the previous calendar year;
- The quantity of non-recyclable residue removed through processing; and
- That recycled material was not landfilled, reused in the same form, or used for energy recovery.

Documentation for all tonnage claims must be supported by actual records (i.e., weight slips or receipts from each hauler or market verifying all tonnage claims). These records should NOT be submitted with the application, but must be on file with the municipality and be available to the department upon request. Records documenting the weight of materials claimed in this application must be retained by the applicant for four (4) years from the end date of the year the materials were recycled and marketed.

4. Grant Limitations:

A county applicant may receive no more than 10 percent of the funds available under this grant in any fiscal year.

A grant will not be awarded to any county or municipality that has failed to comply with the conditions set forth in previously awarded grants, the grant requirements of Act 101, or the regulations of the act.

The availability of grants is contingent upon the availability of monies in the Recycling Fund.

Act 140 of 2006 established performance requirements for Recycling Performance Grant applicants. Mandated municipalities that apply for the grant as well as any other municipalities (except for counties) that receive or have received in excess of \$10,000, must meet the following performance requirements:

- Require, through ordinance, that all residents have waste and recycling service.
- Have an implemented residential recycling program and facilitates a commercial recycling program or participates in a similar county or multi-municipal program.
- Have a residential and business recycling education program.
- Have 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.
- Have provisions, participate in a county or multi-municipal program or facilitates a private sector program for the recycling of special materials.
- Sponsor a program, facilitate a program or support an organization to address illegal dumping and/or littering problems.
- Have a person or entity designated as recycling coordinator who is responsible for recycling data collection and reporting recycling program performance in the municipality or municipalities.

Municipalities that have not achieved the performance requirements listed above and are now obligated to meet the requirements of Act 140 due to this grant application will be

notified in writing by the department and must use the awarded performance grant funds to comply with those requirements. If any component of Act 140 has not been implemented by the next grant submission, the municipality will not be considered for a recycling grant.

All grants are subject to audit by the department, the Office of the Auditor General, the Office of the Treasurer, and their agents. Any tonnage not properly documented at the time of audit will not be credited toward a municipality's Performance Grant Award. No additional/supplemental documentation will be accepted after the review is completed. Failure to submit a complete and accurate application may result in a denial of your grant request and possible enforcement proceedings.

5. Grant Award Formula:

Grant awards will be calculated as follows:

Base Award = Approved Residential Tonnage + Approved Commercial Tonnage x \$5

* Approved Tonnages cannot include any residues. Approved commercial tonnage for the base award cannot exceed the approved residential tonnage.

Bonus Award =

Approved Residential Tonnage + Approved Commercial Tonnage x Municipality's Recycling Rate X \$1

* Approved Tonnages cannot include any residues. Approved commercial tonnage for the bonus award cannot exceed the approved residential tonnage. A municipality's recycling rate is determined in this manner:

Approved Residential Tonnage + Approved Commercial Tonnage / (municipality's population x 0.8) x 100

Where 0.8 tons/person/year is the average state-wide waste generation rate. Approved commercial tonnage for the Recycling Rate calculation cannot exceed the approved residential tonnage.

Commercial Incentive =

Documented Commercial Tonnage in excess of that approved for base and bonus award x \$10

Total Award = (Base Award + Bonus Award + Commercial Incentive) X 60%

**Instructions for
Filing the Application for
Act 101, Section 904
Municipal Recycling Program Performance Grants**

A. GENERAL INSTRUCTIONS

1. Read all instructions carefully before completing your application. Failure to submit required information will result in a delay in payment.
2. Only include the weight of **eligible materials**. Eligible materials include old newsprint, high-grade office paper, corrugated paper, other marketable grades of paper, aluminum cans, steel or bimetallic cans, amber glass containers, green glass containers, clear glass containers, PET plastics, HDPE plastics, and all other plastics. Materials not eligible include motor oil, scrap metals, white goods, tires, and yard wastes.

All materials claimed must be:

Source separated;

Post consumer;

Generated within the boundaries of the local government applicant;

Diverted from the **municipal** waste stream; and

Recycled or marketed in 2012.

Post-Consumer Materials refer to recovered materials that have been used as a consumer item and are diverted from municipal solid waste for the purpose of collection and recycling. The term excludes materials generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, overissue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials.

Residual waste materials from a manufacturing process **are ineligible** and are not to be included.

3. Gather all documentation needed to support the weight of the **eligible** materials claimed in the application. Review all documentation and determine if it is valid. (Refer to the booklet on Documentation Requirements and Examples). Separate any invalid documentation and do not include it in the application; or, try to obtain valid documentation to replace the invalid documentation **prior** to completing the application. Although the documentation is not required to be submitted with the application, the **applicant must have valid documentation on file to support all tonnage claimed prior to submission of application. All documentation for this application must be maintained by the applicant for four (4) years from the end date of the year the materials were recycled and marketed.** In the event of an audit, any tonnage not substantiated by valid documentation at the time of the audit will be disallowed and the grant award will be adjusted. No additional/supplemental documentation will be accepted after the review is completed. Failure to submit a complete and accurate application may result in a denial of your grant request and possible enforcement proceedings.
4. Using the valid documentation gathered as instructed in #3 above, calculate the total number of tons of each eligible residential and commercial material recycled and

marketed by your municipality during the calendar year covered by the application. You will need this information to determine the total number of eligible residential and commercial tons to be reported in PART II-B, #1 of the application, and to report the weight of each eligible material in PART III A & B of the application.

5. The completed application must be submitted to the Pennsylvania Department of Environmental Protection, Bureau of Waste Management, Waste Reduction & Recycling Section, P.O. Box 8472, Harrisburg, PA 17105-8472, by September 30, 2013. If your application is hand delivered, it must be received by 4 p.m. Any applications delivered or postmarked after the deadline will not be processed and will be returned to the applicant.

A completed application consists of:

1. Part I – Application Information
2. Part II A – Contact Information
3. Part II B – Performance Information
4. Part II C – Statement and Verification
5. Part III A & B – Tonnage Summary Form
6. Part IV – W-9 Form, Request for Taxpayer Identification Number and Certification

Make sure you are using the most current version of the application. You can determine this by looking at #5 on the first page of the application. It will indicate the application is for the Calendar Year 2012. **Only forms** provided by the department may be used in completing this application.

B. PART I - APPLICANT INFORMATION

1. **APPLICANT:** Enter the name of the municipality applying for the grant. Only municipalities as defined in Act 101, as amended, are eligible for grants (i.e., county, city, township, incorporated town, borough, home-rule municipality, authorities, COGs, consortiums, or similar entities). If the recycling program is a joint effort of several municipalities, a lead municipality must submit the application on behalf of all of the participating municipalities. No municipality should be included in more than one application. COGs, consorting, or similar entities must submit proof of their establishment under 53 Pa.Cs.Ch.23.subch.A.
2. **OFFICIAL BUSINESS ADDRESS:** Enter the Applicant's Box Number, Street Address and City or Town.
3. **COUNTY:** Enter the Applicant's County.
4. **FEDERAL I.D. NUMBER:** Enter the applicant's federal I.D. number.

C. PART II A – CONTACT INFORMATION

1. **Question #5, Population:** Enter the applicant's population as determined by the 2010 decennial census. **If this is a multi-municipal application**, the total populations of all participating municipalities must be used and a **separate sheet must be attached listing the participating municipalities and their populations**. For counties operating a drop-off recycling program, the total county population must be used

(unless it can demonstrate which municipalities are not participating in the drop-off program).

Please enter, in the upper right hand corner of the page, your municipality's name and the county in which your municipality is located.

PART II B - PERFORMANCE INFORMATION

1. Total Tons of Eligible Materials Recycled:

- a) **Residential Tons:** Enter the total tons of **eligible** material recycled and marketed from the municipality's residential recycling program during the 2012 calendar year. (Refer to #2 of the General Instructions for eligible material requirements.) Please round this number to the nearest tenth (0.1) of a ton. **(Please Note:** Recyclables generated in multi-family dwellings are considered "residential" even if they were collected by a "commercial" hauler.) The total amount of residential tons claimed must be substantiated by valid documentation. (Refer to the booklet on Documentation Requirements and Examples.)
- b) **Residential Residue:** Enter the amount of non-recycled residue which was a part of the total residential tons. This is material collected with the recyclables but was not recycled. DEP uses a 15 percent average to calculate residue. If you use a rate other than 15 percent to calculate the residential residue, you **must** have documentation to verify the rate you used. Documentation must be in the form of a signed written statement from the collector or recycling processor containing the amount of tons or the percent of residue to be deducted from the total residential tons collected for the calendar year under consideration. **If you leave this space blank, the department will automatically deduct 15 percent from the residential tons claimed.**
- c) **Commercial Tons:** Enter the total tons of **eligible** commercial (including municipal & institutional) materials recycled and marketed from commercial establishments within the municipality in the 2012 calendar year. (Refer to #2 of the general instructions for eligible material requirements.) Please round the number to the nearest tenth (0.1) of a ton. The amount claimed must be substantiated by valid documentation. (Refer to the booklet on Documentation Requirements and Examples.)
- d) **Commercial Residue:** Enter the amount of non-recycled residue which was a part of the total commercial tons. This is material collected with the recyclables but was not recycled. The department uses a 15 percent average to calculate residue. If you use a rate of other than 15 percent to calculate the amount of non-recycled commercial residue, you **must** have documentation to verify the rate used. Documentation must be in the form of a signed written statement from the collector or recycling processor containing the amount of tons of commercial residue or the percent of residue of the total commercial tons collected for the calendar year under consideration. **If you leave this space blank, the department will automatically deduct 15 percent from the commercial tons claimed.**
- e) **Total Tons:** Enter the total tons of eligible material in the space provided.

PART II C – STATEMENT AND VERIFICATION

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

D. PART III - TONNAGE SUMMARY FORM A & B

Please enter, in the upper right hand corner of the page, your municipality's name and the county in which your municipality is located.

You are not permitted to substitute your own form in Part III A & B. Please use the form provided in this application.

FORM A: List, by hauler or market (or from the entity that is supplying you the documentation), the total tons of each eligible residential material recycled and marketed on behalf of your municipality in the 2012 calendar year. If you have more than one piece of documentation from a particular hauler or market, you may summarize them on one line rather than listing each report or weight ticket separately (i.e. if you receive monthly reports from a recycling collector, you do not have to list that collector and the total of each report twelve times on the form - you may list that collector only once and record the total of the twelve monthly reports for each material on that line). You should calculate the total for each hauler or market, the total for each material and the total residential tons recycled by all of your haulers or markets.

FORM B: List, by hauler or market (or from the entity that is supplying you the documentation), the total tons of each eligible material recycled and marketed on behalf of your municipality in the 2012 calendar year from commercial, institutional or municipal establishments. If you have more than one piece of documentation from a particular hauler or market, you may summarize them on one line rather than listing each report or weight ticket separately (i.e. if you receive monthly reports from a recycling collector, you do not have to list that collector and the total of each report twelve times on the form - you may list that collector only once and record the total of the twelve monthly reports for each material on that line). You should calculate the total for each hauler or market, the total for each material and the total commercial tons recycled by all of your haulers or markets.

Please refer to the attached example on Page 9 for guidance in completing these forms.

Old newsprint is comprised of newspapers offered for circulation (i.e. delivered to homes, businesses, newsstands, etc.) and later collected for recycling.

Other marketable grades of paper includes magazines, telephone books, kraft bags and any post-consumer paper fiber not suitable for inclusion under another category.

Aluminum, steel or bimetallic cans includes containers (primarily food and beverage cans) originating from homes, businesses and institutions. These categories do not include scrap metal (aluminum furniture, stainless steel, iron scrap, 55 gallon drums, etc).

Commercial tonnages are those generated by businesses, institutions (hospitals, nursing homes, schools etc.) and municipal (government offices, libraries, etc.) establishments.

If the eligible materials were collected and marketed as commingled materials (two or more eligible materials collected together), then place the total tons of those materials in the space provided for commingled residential or commingled commercial tons. In this case you are not required to determine the tonnage of each material separately. **LIST THE MATERIALS INCLUDED IN THE COMMINGLED TONNAGE IN THE SPACE PROVIDED**

at the bottom of the Tonnage Summary Form. The above should also be followed for single stream materials.

The **weight** of the eligible **residential materials must be reported separately from the weight of the eligible commercial materials. All weights must be in tons.**

The Total Residential Tons and the Total Commercial Tons reported on the Tonnage Summary Forms must match the total eligible residential and commercial tons reported in PART II B, #1 of the application.

PART III - TONNAGE SUMMARY FORM

A. Residential Tonnage

Business Hauler/Market	Old Newsprint	High Grade Office Paper	Corrugated	Other Marketable Grades of Paper	Mixed Paper	Aluminum Cans	Steel or Bimetallic Cans	Mixed Cans (not scrap metals)	Amber Glass	Clear Glass	Green Glass	Mixed Glass	PET Plastics	HDPE Plastics	Other Plastics	Mixed Plastics	Commingled*	Single Stream*	Total
ABC hauling	301.4					15.1	28.9					52.3							397.7
Ron's Recycling			157.2		77.0												41.8		276.0
Boy Scouts	189.5																		189.5
Ambassador Apartments	10.2							1.7				3.6							15.5
Totals	501.1		157.2		77.0	15.1	28.9	1.7				55.9					41.8		878.7

Total Residential Tons **878.7**

*If claiming residential commingled or single stream tonnage, use the space below to list the materials included in the tonnage:
Ron's Recycling collects all glass, aluminum and steel cans as commingled.

E. PART IV - FORM W-9

Complete this form according to the instructions provided with the form and attach it to the application. Payment cannot be made without submittal of this form. Also, the Name, Address and I.D. Number reported on the Form W-9 must match the applicant name, address and federal I.D. number reported in PART I of the application.

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

Application for Municipal Recycling Program Performance Grant
The Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act,
Act 101 of 1988 (P.L. 556) Section 904
PART I - APPLICANT INFORMATION

PLEASE FOLLOW ALL INSTRUCTIONS AS PROVIDED

1. APPLICANT:

2. OFFICIAL BUSINESS ADDRESS: NUMBER - BOX

STREET

CITY — TOWN

STATE
 P A

ZIP CODE
 —

3. COUNTY:

4. FEDERAL I.D. NUMBER:

5. FOR CALENDAR YEAR: 2 0 1 2

DEPARTMENT USE ONLY			
Vendor Number: _____		Invoice Date: _____	
Invoice Number: 904-__-__-12			
SAP FUND	GEN. LED.	COST CENTER	INT. ORDER
20095____000	6600400	3522509000	35250000__
TOTAL AMOUNT APPROVED: <input type="text"/>			
APPROVED FOR PAYMENT:			
_____			Date

PART II - A: CONTACT INFORMATION

Directions: Please answer the questions below. Attach additional pages if necessary. Please type or print all entries. DO NOT LEAVE ANY QUESTION BLANK.

1. Contact Person for this application: _____
Name of individual or company that compiled/completed this application (if different than above): _____

2. Contact Person Telephone Number: () _____ Fax Number: () _____
Days of the Week and Times you may be contacted at above telephone number:

3. Contact Person Email Address: _____

4. Applicant's Designated Recycling Coordinator (if different than #1 above): _____
_____ Telephone Number: () _____
Email Address: _____

5. Population (per the **2010** Decennial Census): _____
Participating Municipalities: _____

6. Municipality website address: _____

PART II - B: PERFORMANCE INFORMATION

1. TOTAL TONS OF ELIGIBLE MATERIALS RECYCLED: Use totals from Part III A & B - Tonnage Summary Forms to list the total tons of material recycled by your municipality for the calendar year covered by this application. Enter all figures in TONS. Round to the nearest tenth (0.1) of a ton.

<i>Residential Tons</i>	-	<i>Residential Residue*</i>	+	<i>Commercial Tons</i>	-	<i>Commercial Residue*</i>	=	<i>TOTAL TONS</i>
	-		+		-		=	

*Residues are materials collected and weighed with recyclables but are not recycled. See Section C. Part II B 1. (b) and (d) of the instructions for more information.

2. If you are claiming a residue of less than 15 percent of the total Residential and/or Commercial tons recycled, please explain how this number was derived.

3. If the totals of materials listed in #1 above is greater or less than the amount collected in the previous year, list those factors that could account for the difference.

PART II - C: STATEMENT AND VERIFICATION

The information contained in this application is true and correct to the best of my personal knowledge or information and belief.

I also understand the requirements of both Act 101 and Act 140. I hereby acknowledge that all of the requirements are being met by all municipalities participating jointly in this application (this statement is only applicable to those municipalities required to meet the requirements of one or both Acts).

This statement and verification is made subject to the penalties of 18 Pa. C.S.A § 4904 relating to unsworn falsification to authorities, which provides that if I make knowingly false averments, I may be subject to criminal penalties.

Signature of Elected/Appointed Municipal Official

Title

Date

- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules regarding partnerships* on page 1.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules regarding partnerships* on page 1.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, the District of Columbia, and U.S. possessions to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.



pennsylvania

**DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

Bureau of Waste Management

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