



## **Borough of Greenville Residential Recycling Project #610**

Prepared for:

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## 1 STATEMENT OF PROBLEM

The Borough of Greenville (Borough) is a community with about 5,900 people that includes light commercial, industrial, and other small businesses. The Borough is located in Northwest Pennsylvania, about 80 miles north of Pittsburgh. It is located in Mercer County and sits on the banks of the Shenango River. The Borough is mandated to conduct a curbside recycling program by the Pennsylvania Municipal Waste Planning, Recycling and Waste Reduction Act of 1988 (Act 101). Curbside trash and recyclable material collection is provided to about 2,200 households by the Borough’s contracted hauler.

The Borough of Greenville prides itself in implementing programs that save money, conserve resources, and encourage innovation. As a result, the Borough achieved recognition as a Sustainable Pennsylvania Gold Certified Community by the Pennsylvania Municipal League and Sustainable Pittsburgh.

This project and report is a follow-up to recycling technical assistance project #604, which focused on evaluating the Borough’s commercial recycling program. This project (#610) addresses improvements the Borough could make to their residential recycling program. Concern over reduced recyclable material tonnages prompted the Borough to consider how their residential recycling program could be improved to divert more materials.



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## 2 SUMMARY OF WORK PERFORMED

This section summarizes the work activities performed for this recycling technical assistance project.

### **Task 1 – Data Collection and Site Visit**

A representative from SCS traveled to the Borough of Greenville and met with Borough staff to discuss the project. SCS requested information and data on the Borough’s existing solid waste, recycling, and yard waste collection program for residents, including material quantities collected, equipment used, and program costs. The meeting focused on filling-in data gaps and discussing program evaluation components.

### **Task 2 – Residential Solid Waste and Diversion Program Evaluation**

SCS reviewed data and information from the Borough’s residential solid waste and recycling programs. Items reviewed and evaluated include program options, material quantities, collection frequency, and resident program participation. The evaluation included limiting program options that are available to residents. As part of this task, SCS estimated the current recycling rate for the residential generating sector.

### **Task 3 – Residential Recycling Program Recommendations**

Based on a review of the Borough’s residential recycling program, SCS proposed recommendations for how the residential recycling program could be improved to facilitate greater material diversion.

### **Task 4 – Final Report**

This report contains the results of our research and suggested recommendations.

### 3 RESULTS

The Borough of Greenville is mandated by Pennsylvania Act 101 to conduct a curbside recycling program. Among other things, this law requires residents to separate, store, and recycle at least three materials deemed appropriate by the municipality. **Appendix A** includes a summary of the Act 101 municipal recycling program requirements.

#### CURRENT PROGRAM

The Borough contracts with Tri-County Industries for the collection of trash and recyclable materials from approximately 2,200 households and all commercial properties. No other hauler is authorized to collect trash and recyclable materials in the Borough.

Recyclable materials are collected single-stream once a week in 20-gallon recycling bins that are provided (at no charge) to each household by Tri-County Industries. The cost for recyclable material collection is paid for by the monthly solid waste fee charged to all households in the Borough. The amount each household pays for solid waste collection and management varies by the type of program. The Borough offers residents three program options for weekly trash collection. Error! Reference source not found. summarizes these programs, their cost to residents, and the number of households that are enrolled in each of these programs.

As new residents move to the Borough or new homes are constructed, homeowners have the opportunity to select which of the three collection programs best suits their needs. Residents who do not actively select a trash collection program are automatically enrolled in the unlimited customer provided container program. Regardless of what service option a resident selects, each household receives a bin for the weekly collection of recyclable materials.

**Table 1. Summary of Trash Collection Programs and Participation**

Program Type	Cost	Number of Households Participating <sup>1</sup>
Sticker	\$0.95/sticker, and \$14 base rate/month	74
95-Gallon Cart	\$19/month Includes base rate; (additional cart costs \$2/month)	185
Unlimited Customer Provided Containers	\$17.75/month Includes base rate	1,950
<b>TOTAL</b>		<b>2,209</b>

Both the sticker and cart programs are characterized as pay-as-you-throw (PAYT). PAYT is an approach to municipal solid waste services whereby residents are billed based in part on how much waste they dispose. These programs incentivize residents to reduce the amount of trash generated, as each unit (i.e. bag or cart) requires residents to pay an additional fee. The

<sup>1</sup> Jerry Bowser, Tri-County Industries, personal communication, 5/15/2018

unlimited customer provided container option is not considered PAYT as residents pay a flat fee regardless of how much trash they generate and dispose. This program does not provide an incentive for residents to reduce waste. An unlimited amount of trash may be placed curbside for collection each week.

All households pay a \$14 monthly rate either separate (i.e. sticker program) or as part of their monthly refuse fee. The disposal portion of the refuse rate varies by program type and is discounted for the unlimited customer provided container option. **Table 2** summarizes the user fees charged for each program type.

**Table 2. Refuse Rate Structure**

Program Type	Monthly Base Rate	Monthly Disposal Rate	Weekly Refuse Limits
Sticker	\$14	\$3.80 <sup>1</sup>	30 gallons <sup>2</sup>
95-Gallon Cart	\$14	\$5.00	95 gallons
Unlimited Customer-Provided Containers	\$14	\$3.75	None

<sup>1</sup> Assumes one sticker attached to one 30-gallon bag/container will be used per week or four per month.

<sup>2</sup> Per sticker.

Based on program costs to residents it is easy to understand why most households in the Borough participate in the unlimited customer provided container program. It is the most economical for residents and there are no limits to the amount of refuse that can be placed for collection.

A representative from Tri-County Industries provided SCS with data on the amount of trash and recyclable materials collected from the residential generating sector in the Borough from April 2017 through April 2018. This information was used to estimate the residential recycling rate. The quantities of the waste and recyclable materials collected for the last 13 months (since Tri-County began collecting materials in the Borough) are included in **Table 3**. Quantities of paper and commingled materials are reported separately although the materials are collected single stream.

**Table 3. Residential Waste and Recycling Tonnage Collected**

Y E A R	Collection Month	Trash (Tons)	Recyclable Materials (Tons)	
			Paper	Commingled
2017	April	138.5	3.52	12.5
	May	134.9	2.92	10.3
	June	177.0	3.92	13.9
	July	154.8	4.44	15.7
	August	167.9	3.92	13.9
	September	136.3	2.73	9.7
	October	143.1	3.36	11.9
	November	181.9	3.95	14.0
	December	154.7	3.23	11.5
2018	January	138.0	2.74	9.7
	February	121.4	2.74	9.7
	March	153.6	3.49	12.4
	April	129.8	2.88	10.2
	<b>SUBTOTAL</b>	<b>1,931.9</b>	<b>43.8</b>	<b>155.4</b>
<b>TOTAL</b>		<b>1,931.9</b>	<b>199.2</b>	
<b>RECYCLING RATE</b>		<b>9.3%</b>		

Note that yard waste quantities are not included in the figures presented in **Table 3**. It is estimated that about 200 tons of recyclable materials were collected from residential properties from April 2017 through April 2018. This includes 43.8 tons of paper (including cardboard) and 155.4 tons of commingled materials (comprised mostly of glass - ~100 tons). Over the same period, Tri-County Industries collected about 1,932 tons of trash from residential properties.

The Borough’s yard waste collection program diverts organic waste from disposal and includes three programs, including:

- **Curbside Collection Events** – The Borough’s contract with Tri-County Industries requires that the hauler schedule and complete three curbside collection events for leaves. These events are scheduled for once in the spring and twice in the fall.
- **Monthly Branch Chipping** – The Borough’s chipping program allows residents to schedule in advance the curbside chipping of brush by Borough staff.
- **Leaf Sweeping** – The Borough diverts leaves collected from the street sweeping program and composts them at the municipal airport.

The following discussion provides recommendations for how the Borough could improve their residential recycling program.

## ADMINISTRATIVE ADVANCEMENTS

### Develop Recycling Ordinance

Act 101 requires the Borough to adopt an ordinance or regulation mandating recycling. A recycling ordinance that establishes clear recycling requirements for residents in the Borough is the foundation for improving recycling. A recycling ordinance will help the Borough comply with state recycling requirements, establish procedures for the separation and collection of recyclable materials, and provide enforcement provisions for residents that are not in compliance. **Appendix A** includes a summary of the requirements for recycling as established in Act 101. **Appendix B** contains an example recycling ordinance that could be adapted to the Borough's recycling program and requirements.

### Quantify/Measure Household Waste Generation

SCS recommends significant changes to the municipal waste collection programs offered to residents to encourage and incentivize recycling. To facilitate these changes and obtain buy-in from Borough leaders and political appointees, the Borough should work with Tri-County Industries to track the amount of waste households using each municipal waste collection program set out for collection. The goal of measuring waste quantities is to understand if there is a difference in waste generation rates among households with PAYT program types and the unlimited customer provided containers service option.

Measuring waste quantities by household could be completed by having collection crews estimate the volume of waste set out for collection. Waste volumes can be recorded (on paper) while collection crews are completing the routes. Ideally, data gathering should occur over multiple seasons to account for variations in waste generation throughout the year. Waste volume data for households using different programs should be kept separate so the Borough can calculate the average weekly volume of waste produced by households using each program type. Data can then be evaluated to identify trends and estimate how household waste generation differs by program type. The data can be used to inform how the Borough restructures their waste collection program to encourage additional recycling.

Transitioning all households in the Borough to a PAYT collection program is facilitated by the fact that the Borough already has PAYT program options established and contracted for with a waste hauler. The difficult part will be communicating with residents and transitioning nearly 90 percent of households in the Borough to a different program.

## PROGRAM ADVANCEMENTS

### Change "Default" Program Option

Residents that do not select a specific solid waste and recyclable material collection program are automatically assigned to the unlimited customer provided container program. This is the only collection program offered by the Borough that does not limit the amount of solid waste residents can place at the curb for weekly collection. For this program, residents pay \$17.75 per



month, which includes the Borough's base rate of \$14 per month, (\$213 per year) for unlimited amounts of trash collection and disposal. This program provides for the collection of the following items:

- **Household solid waste** – Residential solid waste generated at homes;
- **Recyclable materials** – Metal, plastic, and glass containers; paper; cardboard; newspapers;
- **Christmas trees** – Organic trees that are free from ornaments, tinsel, and plastic bags;
- **Bulk waste** - Includes mattresses/box springs, carpet, furniture, large toys, etc.

About 88 percent of the Borough's households participate in this program. This program provides no monetary incentive for residents to reduce solid waste generation through waste reduction, reuse, and recycling. Residents pay the same fee no matter how much waste they generate.

One effective way to encourage and facilitate more recycling is by connecting the price residents pay for solid waste services directly to the amount of solid waste they produce. The Borough has already done this by establishing programs that limit the amount of solid waste that is collected from residences (i.e. cart-based programs) or require residents to pay based on the "units" of solid waste they generate (i.e. sticker program). Since these programs encourage waste reduction and recycling and are already established in the Borough, the transition to them is eased somewhat, although significant planning and preparation is required. The Borough should change the default program that households are assigned to either the sticker or cart program as a way to transition all households to a program where the costs for solid waste collection and disposal are directly related to the amount of materials generated for disposal. In such a program, the cost for collection and processing of recyclable materials should be included in the cost for solid waste as is currently set-up.

### **Eliminate Unlimited Customer Provided Container Option**

For many of the reasons described in the previous section, the Borough should consider discontinuing the unlimited customer provided container option. This program is significantly different from the other two program options available and is not consistent with the Borough's recognized efforts to reduce waste and increase waste reduction and recycling. SCS understands that transitioning 88 percent of the Borough's households to a different solid waste collection program is likely to create concerns and opposition. Many residents will perceive this as cutting service while maintaining or increasing costs. The Borough's approach to eliminating this service will need to be carefully planned and should occur in phases or stages to minimize the disruption it has the potential to cause. Public education (discussed below) is key to the successful transition from this program. The community will need to understand why the service is being changed and how it benefits residents and the community. Selecting the preferred PAYT program to transition residents to is outside the scope of this study. To facilitate the change, the Borough could consider offering residents a special or complementary service (i.e. "free" supply of stickers) in order to get them use to the new PAYT program.

### **Revised Pricing for Second Container in Cart-Based Program**

The cart based solid waste collection program offers a number of benefits to the Borough. Carts offer a consistent, polished, and professional looking program in a community. If the hauler uses an automated or semi-automated truck to collect materials, worker injuries can be reduced. Carts also reduce the ambiguity/subjectivity of the limits placed on municipal waste collection requirements that can make other PAYT programs more complex.

Residents who participate in the cart-based trash collection program have the option to obtain a second 95-gallon cart for the discounted rate of \$2.00 per month. Providing discounted pricing for a second cart is not consistent with a program that aims to reduce waste and encourage more recycling. Residents that require a second cart for solid waste disposal should not be afforded a nearly 90 percent per unit discount on the monthly fee for the additional solid waste collection service that they require. In order to increase recycling among residents participating in this program, the rate for the second cart should at least be equal to – if not more – than the cost of the first cart. Economies of scale that the Borough or hauler realize from having more than one cart at a residence should not be used to subsidize residents who generate enough waste to warrant having a second cart. The Borough may also consider requiring residents that request a second solid waste cart to first have a second recycling container and demonstrate why a second solid waste cart is needed.

### **Consider Operating One PAYT Program Type**

In many instances, having multiple program options is good for residents and service providers. Different levels of service provide flexibility to meet the variety of residential waste management needs. However, managing multiple different collection programs may increase the administrative and program costs for both the Borough and hauler, and makes waste collection inconsistent. PAYT programs can be structured to accommodate differences in waste generation rates. SCS recommends that the Borough transition to a single type of PAYT program where all residents use carts or stickers to dispose of their solid waste. Operating both programs is unnecessary when a single program type would suffice. The selection of a single type of PAYT program for all Borough residents will need to be carefully considered. **●** summarizes the benefits and challenges of a PAYT tag or sticker program and **●** summarizes the benefits and challenges of a cart-based program.

**Table 4. Benefits and Challenges of a PAYT Tag/ Sticker Program**

Benefits	Challenges
Borough already operates a sticker program	Greater revenue uncertainty - revenue fluctuations based on tag/sticker sales
Easy to understand and less expensive to implement than cart programs	Some labor and administrative expense to sell and distribute tags/stickers
Promote a stronger reduction incentive as fees are based on smaller waste increments (30 gallons)	Residents may perceive tags/stickers as an inconvenience
Convenience - customers can choose to tag/sticker their container of choice (i.e., bag or can), although permanence of stickers on containers would have to be demonstrated	Tags/stickers are subject to weather impacts (i.e. adherence problems)
Compatible with the Borough's bulky waste program, which already requires stickers if using one of the Borough's existing PAYT programs	With a choice of container size, clear limits and rules for disposal (i.e., size, weight) must be established and enforced by hauler
	Collections are potentially slowed by checking for tags/stickers and managing enforcement
	Tags/stickers are susceptible to vandalism and theft.
	Only 74 of the over 2,200 households in the Borough currently use this program

**Table 5. Benefits and Challenges of PAYT Cart Program**

Benefits	Challenges
Borough already operates a cart program	Higher implementation costs as the hauler must deliver carts to residents
Cart approach is generally easy to understand	Less incentive to reduce waste disposal (currently only 95-gallon containers are available)
Program revenues are relatively stable and easier to forecast	Residents may find it difficult to store carts and/or bring the carts to the curb
Carts could be labeled, tagged, or installed with RFID chips for tracking, inventory, billing, and enforcement	Storage space and inventory systems and infrastructure are necessary to manage containers
Carts often have a more polished/professional look	Only 185 of the over 2,200 households in the Borough currently use this program
Program could be expanded to provide a smaller sized cart (i.e. 32 or 64 gallon) to residents that do not need a 95-gallon cart	

SCS recommends that the Borough consider transitioning all residents to either the cart or sticker program. If the Borough were to implement a cart-based program, the potential exists to obtain and offer residents smaller sized carts (i.e. 32- or 64- gallon) at lower rates to further incentivize waste diversion. A similar modification can be made to the sticker program whereby a special sticker (often a different color) can be offered at a lower cost for the disposal of smaller amounts of waste (i.e. 13 gallons).

**Bulky Waste Management**

Residents that are part of the Borough’s unlimited customer provided container service do not pay an extra fee for the collection of bulky waste. Residents who utilize the sticker or cart-based programs must purchase tags that are to be placed on bulky items in order for the item to be collected. Each tag costs an additional \$2.00. Requiring residents to purchase a sticker to pay for the cost of hauling and disposing of bulk items is an effective program to divert these materials from disposal since these items have the potential to be reused or recycled.

Regardless of the decision the Borough makes with respect to the availability of the unlimited customer provided container program option, SCS recommends that all residents be required to purchase stickers for the disposal of bulk waste. This provides for a consistent program of bulk waste management to all residents in the Borough and further transitions the Borough to a

program whereby the cost of a solid waste service is directly paid for by the residents who use the service. If residents are required to purchase tags for the disposal of bulky waste it may encourage them to think about options for donating or reusing items.

### **Leaf Waste**

Leaf waste is defined by Act 101 as including leaves, garden residues, shrubbery, tree trimmings, and similar materials, excluding grass clippings. These materials must be collected monthly to comply with Act 101. The Borough has two options for establishing a leaf waste collection program. The Borough can either establish a program where leaf waste is collected curbside monthly or implement a program where leaf waste is collected curbside twice per year (once in the spring and once in the fall) and a drop-off program is set-up where residents can bring leaf waste for composting at least monthly. Although the Borough has a number of programs to divert different materials included in the Act 101 definition of leaf waste, these programs may not comply with Act 101.

Since the Borough closed the public drop-off site for leaf waste that was operating at the airport, the Borough could consider expanding their curbside branch chipping program to include all types of leaf waste as defined by Act 101. Another program option is to procure the services of Tri-County Industries for monthly curbside collection of leaf waste. The Borough's recycling ordinance should address the requirement for leaf waste to be separated and recycled and should include specific information on what residents are required to do with the materials.

### **Target Non-Recyclers**

The Borough should work with Tri-County Industries to identify households that do not appear to be participating in the Borough's recycling program. The Borough could request that Tri-County's collection crews note the address of households that do not place a recycling bin at the curb for at least two weeks (or another time period). The Borough should reach out to residents of these households to confirm they have a recycling bin and remind them of the requirements for recycling in the Borough. **Appendix D** is a sample letter that could be sent to households that do not appear to be participating in the Borough's recycling program. Residents who do not respond to the notice or still do not place separated recyclables out for collection in subsequent weeks after the issuance of the letter will need additional follow-up and possible enforcement actions taken against them. These actions should be outlined in the Borough's recycling ordinance.

### **Education and Outreach**

Public education and outreach are central to the success of the Borough's residential recycling program. It is also required by Act 101 to occur at least two times each calendar year (six months apart). Based on the Borough's low residential recycling tonnages, the Borough should prioritize education and outreach activities to residents. When Tri-County Industries became the contracted hauler to collect waste and recyclable materials in the Borough, a letter was issued to all residents informing them of the requirements for managing and collecting waste and recyclable materials as well as a schedule for collection (**Appendix C**). The Borough should update this letter annually and send it to all residents in the Borough at regular intervals.

Detailed recycling information should also be provided to residents via their website, social media, and through face-to-face interactions. Using a variety of different media for educating residents on recycling will help facilitate outreach to different demographics of the Borough's population.

Obtaining information on recycling in the Borough should be simple and straightforward. In this age of continual information and knowledge sharing, residents expect to quickly and easily access information on recycling. Having a sustained public education and outreach program is also an important component of compliance with state law. To comply with the Act 140 amendment to Act 101, a municipality must have a "residential and business recycling education program." Failure to comply with this requirement could influence the funding available to the Borough through the Section 904 Grant Program. This requires the Borough to notify residents and businesses of their recycling ordinance requirements at least 30 days prior to the initiation of the recycling program and at least once every six months thereafter.

Should the Borough restructure collection program options as recommended in this report, it will be important to communicate those changes to residents. In addition to providing print and electronic communications about program updates, SCS recommends hosting public meetings to discuss the changes and why they are being made. These meetings would provide information on how the Borough arrived at the decision to make changes, what changes are being made, and a timeline for their implementation. The Borough should encourage residents to come with questions and engage in a dialogue with residents about waste reduction and recycling practices.

## 4 RECOMMENDATIONS

There remains significant potential to expand and increase residential recycling in the Borough. **Section 3** of this report summarizes the recommendations the Borough should consider as they evaluate opportunities for increasing recycling. The administrative recommendations provided in this report will give the Borough a foundation for requiring compliance with state recycling laws. It will also provide the Borough with the data necessary to make informed decisions on what programmatic changes are needed. The Borough should transition all their residents to either the sticker or cart-based program that directly links the costs residents pay for municipal waste services to the amount of waste generated. Implementing the program advancements recommended in this report will also improve participation, divert materials, and facilitate compliance.

## 5 CONCLUSION

Greenville Borough should ultimately select the administrative and programmatic advancements they think will best improve recycling in the residential sector. Improving residential recycling in the Borough will take time and will require the partnership of Tri-County Industries and support from residents. In order to make the changes needed to improve recycling, the Borough could consider a phased approach whereby the “default” program is changed to a PAYT program before the unlimited customer provided containers program is eliminated. Such a transition may reduce the impact program changes will have on residents and allow the Borough to obtain feedback on what the ultimate solid waste collection program will look like.



Appendix A  
Summary of Act 101 Requirements for Mandated Recycling  
Communities

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## Summary of Act 101 Requirements for Mandated Recycling Communities

### Overview

Chapter 15, Section 1501 of the Pennsylvania Municipal Waste Planning Recycling and Waste Reduction Act (Act 101), outlines the requirements for large municipalities to recycle.

Municipalities, other than counties, with a population of 10,000 or more people or with a population of more than 5,000 but less than 10,000 people, and a population density of more than 300 people per square mile, are mandated to recycle.

### Recycling Ordinance

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

- 1) Recycling at single-family homes and apartments; commercial, municipal, and institutional establishments; and at community activities.
- 2) A scheduled day, at least once per month, when separated recyclable materials are to be placed at the curb or similar location for collection.
- 3) A collection system, including trucks and related equipment, to pick-up separated recyclable materials from the curb or similar location at least once per month from homes and businesses in the municipality. The municipality shall explain how the system will operate, the dates of collection, the responsibilities of persons within the municipality and incentives and penalties.
- 4) Provisions to ensure compliance with the ordinance, including incentives and penalties.
- 5) Provisions for the recycling of collected materials.

### Residential Recycling

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

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

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

Owners or landlords of multi-family rental properties with four or more units must establish a recycling collection system at each property. The collection system must include suitable

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containers for collecting and sorting materials, easily accessible locations for the containers and written instructions to the occupants concerning the use and availability of the collection system. Owners or landlords that comply with these requirements shall not be liable for noncompliance by occupants of their buildings.

**Commercial, Municipal, and Institutional Recycling**

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

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

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

**Community Activity Recycling**

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

**Leaf Waste Diversion**

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

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

commercial establishments are informed of the drop-off location at least every six months.

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

### **Public Education and Outreach**

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

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

Numerous forms of educating the public are acceptable and include:

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

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

### **Implementation**

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

- 1) Collect, transport, process, and market recyclable materials themselves;
  - 2) Enter into a contract(s) with other entities for the collection, transportation, processing, or marketing of recyclable materials. If contracting for recycling services, the entity being contracted is responsible to the municipality for implementing of recycling activities.
  - 3) Contract with a landfill or material recovery facility, in lieu of a curbside recycling program, that guarantees by contract that at least 25 percent of the waste received is recycled. The technology utilized in this program must have prior approval from DEP.
  - 4) Utilize a recycling facility that demonstrates that the materials separated, collected, recovered, or created by the facility can be marketed as readily as materials collected
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through a curbside recycling program. In addition, the mechanical separation technology used by the facility has been demonstrated to be effective for the life of the facility.

### **Exceptions**

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

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

## **Act 140 Requirements for Section 904 Recycling Performance Grants**

### **Overview**

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

### **Requirements:**

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

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

If these requirements are not satisfied by the municipality, then the grant funds awarded under

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this section must be expended by the municipality only to satisfy these requirements. If all these requirements are satisfied, then the grant funds awarded may be used for any expense as selected by the municipality.

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Appendix B  
Sample Recycling Ordinance

# Sample Recycling Ordinance

## Recycling Requirements

### **Title.**

This article shall be known and may be cited as the "[Municipality] Recycling Ordinance."

### **Program established.**

There is hereby established a program for the mandatory source separation and collection of recyclable materials in [Municipality]. No person shall collect, remove, treat, transport, or dispose of recyclable materials and leaf waste in [Municipality]. except in accordance with this article. The use of a registered and approved authorized collector will not relieve any person from compliance with this article.

### **Definitions.**

As used in this article, the following terms shall have the following meanings:

#### **Act 101**

The statewide recycling requirement in Pennsylvania known as the Municipal Waste Planning Recycling and Waste Reduction Act of 1988.

#### **Aluminum**

Empty beverage and food containers, trays and plates comprised of 100 percent aluminum.

#### **Authorized Collector**

Person registered and authorized by [Municipality] to collect, remove, transport, and dispose of municipal waste, recyclable materials, and/or leaf waste for owners or occupants of single-family residential establishments, multi-family residential establishments, commercial establishments, institutional establishments, and municipal establishments in [Municipality].

#### **Bi-Metal Containers**

Empty food or beverage container made of steel with a thin plating of tin over the steel.

#### **Cardboard**

A structural paper material with an inner core shaped in rigid parallel furrows and ridges.

#### **Commercial Establishment**

A building or buildings used or designed for use for commercial purposes, including wholesale, retail, industrial, manufacturing, transportation, financial or professional services, offices, businesses, or other commercial activities.

#### **Community Activity**

Events sponsored in whole or in part by [Municipality] or conducted within [Municipality] and sponsored privately, which include, but are not limited to, fairs, bazaars, socials, picnics and organized sporting events that will be attended by 200 or more individuals per day.

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**Dwelling Unit**

One or more rooms in a residential establishment in which rooms have fixed cooking facilities arranged for occupancy by one or more people in each room.

**Glass**

Empty bottles, jars, and food and beverage containers made of clear, blue, green, brown, or amber glass, excluding plate glass, window glass, automotive glass, porcelain, ceramic products, and glass ornaments.

**Institutional Establishment**

Of or pertaining to any establishment engaged in service to persons, including but not limited to hospitals, nursing homes, orphanages, schools, universities, churches and social or fraternal societies and organizations.

**Leaf Waste**

Leaves, garden residues, shrubbery and tree trimmings and similar materials, but not including grass clippings.

**Magazine**

A periodical publication containing a collection of articles, stories, photographs, illustrations, and other features usually bound with a paper cover and printed in one or more colors on glossy or chemically coated paper, excluding newsprint and all other paper or fiber materials.

**Mixed Paper**

Recyclable paper materials including paperboard/boxboard, junk mail, and other designated recyclable paper. Excludes cardboard containers, magazines, office paper, and newsprint.

**Multi-Family Residential Establishment**

A building or buildings under single or multiple ownership and designed as a residence for four or more families living independently of each other and doing their own separate cooking therein, including apartments townhomes, or condominiums.

**Municipal Establishment**

Of or pertaining to any office or other property under the control of any branch or arm of the Federal Government of the United State of America, the Commonwealth of Pennsylvania, or any political subdivision of the Commonwealth of Pennsylvania including, but not limited to, the [Municipality], any counties, cities, [Municipality]s, and municipal authorities.

**Municipal Waste**

Any garbage, refuse, industrial lunchroom or office waste and other material, including solid, liquid, semisolid or gaseous material, resulting from the operations of residential, municipal, commercial or institutional establishments and from community activities and any sludge not meeting the definition of residential or hazardous waste in the Solid Waste Management Act, Act of July 7, 1980, P.L. 380, No. 97, as amended, 35 P.S. § 6018.101 et seq., from a municipal, commercial or institutional water supply treatment plant, wastewater treatment plant or air pollution control facility. The term does not include source-separated recyclable materials or leaf waste.

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**Newspaper**

Paper distributed at fixed or stated intervals, usually daily or weekly, having printed thereon news and opinions and containing advertisements and other matters of public interest.

**Office Paper**

Any white printed or unprinted sheets of ledger, bond, writing, or other papers, including letter-writing stationary, note paper, computer paper, envelopes, and other general purpose paper, including shredded paper.

**Person**

Any individual, partnership, association, corporation, institution, cooperative enterprise, trust, municipal authority, federal government or agency, commonwealth institution or agency or any other legal entity whatsoever which is recognized by law as a subject of rights and duties. In any provision of this article prescribing a fine, imprisonment or penalty or any combination of the foregoing, the term "person" shall include the officers and directors of any corporation or any other legal entity having officers and directors.

**Plastic**

Empty and clean plastic containers that contained food, beverage, cleaning, laundry, and other household products. Includes only rigid containers marked with a recycling symbol and a single number (i.e. 1, 2, 3, 4, 5, 6, or 7). Examples include soda and water bottles, milk and water jugs, laundry soap containers, produce and other food containers, and soap bottles. Excludes expanded polystyrene containers.

**Recyclable Materials**

Those materials specified by [Municipality] for collection in accordance with this article and recycling regulations that may be promulgated from time to time for separation, collection, processing, and recovery as part of a recycling program. These materials may include aluminum, bi-metal containers, cardboard, glass, leaf waste, magazines, mixed paper, newspaper, office paper, and plastic.

**Recycling**

The separation, collection, processing, and recovery and sale or reuse of recyclable materials, which could otherwise be disposed of or processed as municipal waste.

**Recycling Container**

A container designated by the property owner or resident for the storage of recyclable materials. A recycling container may be provided by the property owner, resident or tenant, or the authorized collector. A container must be durable, watertight, and be at least 30-gallons in size with a label indicating the container is for recyclable materials.

**Resident**

Any person that owns, leases or occupies a property located in [Municipality] used as a residence.

**Single-Family Residential Establishment**

Of or pertaining to any occupied dwelling unit for human habitation, except multi-family residential establishment with four or more units. Home occupations incidental to the residential use within a dwelling unit are considered a "residential establishment."

### **Source-Separation**

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

### **Requirement for collection service.**

All persons in the [Municipality] must contract with an authorized collector for the separate curbside or similar location collection of recyclable materials and leaf waste.

### **Self-haul allowance.**

Persons may self-haul recyclable materials and leaf waste to a state-authorized recycling facility in lieu of contracting for curbside recyclable material and leaf waste collection services. Persons opting to self-haul materials must receive prior approval from the [Municipality] to self-haul, retain receipts and/or weigh tickets that document the quantity of recyclable materials and leaf waste disposed, and submit annual reports to the [Municipality] documenting their name, address, quantities of each material self-hauled, name and address of facility where materials were self-hauled, and other information as required by the [Municipality]. Reports must be submitted within 30 days of the end of each calendar year for the previous year.

### **Single-Family Residential Establishment.**

- 1) Except as otherwise provided herein, all persons owning or occupying single-family residential establishments shall separate all recyclable materials from municipal waste. Recyclable materials shall be placed in recycling containers and the recycling containers placed curbside or in another designated location for collection by an authorized collector.
  - 2) Separate collection of recyclable materials shall be arranged with an authorized collector by the owner or occupants of each single-family residential establishment. Owners or occupants of each single-family residential establishment and the authorized collector shall establish a collection frequency that shall occur no less than once per week.
  - 3) The owner or occupant of the single-family residential establishment must obtain information from their authorized collector on how recyclable materials should be prepared for collection.
  - 4) Requirements for collection.
    - a. All recyclable materials must be placed in a recycling container separate from municipal waste. Recycling containers may be provided by the authorized collector, property owner, or resident.
    - b. Recyclable materials must be prepared to prevent the materials from being blown about or littered on [Municipality] streets or on private property. This may include placement of recyclable materials in recycling containers with latching lids.
    - c. No persons shall place recyclable materials in containers used for the collection of municipal waste and no municipal waste shall be placed in recycling containers.
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- d. Containers shall be placed at the curbside or another location as designated by an authorized collector for collection. Under no circumstances shall containers be placed on the paved portion of a roadway or sidewalk or otherwise obstruct the flow or vision of motorists or pedestrians traveling on adjacent roads, streets, or sidewalks.
  - e. No container shall be placed at the curb or in the front yard on any lot before 6:00 P.M. on the night prior to the scheduled collection.
  - f. Recyclable materials must be clean and dry and prepared according to the requirements of the [Municipality] or authorized collector.
- 5) Nothing herein shall be deemed to impair the ownership of recyclable materials by the person who generated them unless and until such materials are placed at the curb or similar location for collection by the authorized collector.

## Multi-family residential establishments.

- 1) Owners, landlords, or agents of owners or landlords of a multi-family residential establishment must establish a system for source-separation, collection, transportation, and recycling of the recyclable materials generated at multi-family residential establishments. The system must include an appropriate number of labeled recycling containers at easily accessible locations to accommodate the amount of recyclable materials generated at each multi-family residential establishment. The system must also include written instructions to the residents of multi-family residential establishments to inform them of the requirement to recycle and the use and availability of the collection program. The [Municipality] reserves the right to require additional recycling containers if the [Municipality] deems there is insufficient recycling containers to serve residents.
  - 2) Owners, landlords, or agents of owners or landlords of multi-family residential establishments must contract with an authorized collector for the separate collection of recyclable materials.
  - 3) No persons shall place recyclable materials in containers used for the collection of municipal waste and no municipal waste shall be placed in containers designated for the collection of recyclable materials.
  - 4) Recyclable material collection frequency shall be set by the owner, landlord, or agent of an owner or landlord of a multi-family residential establishment and the authorized collector, but shall occur no less than once a week. More frequent collection recyclable materials may be necessary to prevent recycling containers from being overfilled and cause materials to be blown about or littered on [Municipality] streets and private property.
  - 5) The owner, landlord, or agent of an owner or landlord of multi-family residential establishments must provide a written report to the [Municipality] that lists the authorized collector collecting recyclable materials, the name and address of the property that recyclable materials are collected, the total quantity of each recyclable material collected, and the name and affiliation of the person submitting the report. Reports are to
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be completed on a form supplied by the [Municipality] and shall be submitted annually, 30 days after the close of each calendar year.

- 6) Owners, landlords, or agent of an owner or landlord who comply with the ordinance shall not be liable for the non-compliance of residents.

## Commercial, institutional, and municipal establishments.

- 1) Owners, landlords, or agents of owners or landlords of a commercial, institutional, or municipal establishment must establish a system for source-separation, collection, transportation, and recycling of recyclable materials generated at each building. The system must include an appropriate number of labeled recycling containers at easily accessible locations to accommodate the amount of recyclable materials generated at each building. It must also include written instructions to the tenants or occupants of commercial, institutional, and municipal establishments to inform them of the requirement to recycle and the use and availability of the collection program. The [Municipality] reserves the right to require additional recycling containers if the [Municipality] deems there is insufficient containers to serve occupants or tenants.
- 2) Owners, landlords, or agents of owners or landlords of a commercial, institutional, and municipal establishments must contract with an authorized collector for the separate collection of recyclable materials.
- 3) No persons shall place recyclable materials in containers used for the collection of municipal waste and no municipal waste shall be placed in containers designated for the collection of recyclable materials.
- 4) Recyclable material collection frequency shall be set by the owner, landlord, or agent of an owner or landlord of a commercial, institutional, or municipal establishment and the authorized collector, but shall occur no less than once a week. More frequent collection of recyclable materials may be necessary to prevent recycling containers from being overfilled and cause materials to be blown about or littered on [Municipality] streets and private property.
- 5) The owner, landlord, or agent of an owner or landlord of a commercial, institutional, or municipal establishment must provide a written report to the [Municipality] that lists the authorized collector collecting recyclable materials, the name and address of the property that recyclable materials are collected, the total quantity of each recyclable material collected, and the name and affiliation of the person submitting the report. Reports are to be completed on a form supplied by the [Municipality] and shall be submitted annually, 30 days after the close of each calendar year.

## Community activities

- 1) The organizers or sponsors of a community activity must establish a system for source-separation, collection, transportation, and recycling of aluminum, plastic, glass,
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cardboard, and leaf waste. Arrangements for the source-separation and collection of these materials shall be the responsibility of the organizers or sponsors.

- 2) The organizers or sponsors of a community activity must establish a collection system that includes an appropriate number of recycling containers at easily accessible locations to accommodate the amount of recyclable materials generated. Community activity organizers and sponsors must provide signage and/or labels on recycling containers to indicate what recyclable materials are to be source-separated by event participants.
- 3) Organizers or sponsors must contract with an authorized collector for the collection of recyclable materials.
- 4) Organizers or sponsors of a community activity must provide a written report to the [Municipality] that lists the name of the community activity, the authorized collector collecting recyclable materials, the total quantity of each recyclable material collected, and the name and affiliation of the person submitting the report. Reports are to be submitted to the [Municipality] no later than 30 days upon the conclusion of the event.

## Leaf waste.

- 1) It is prohibited and will be deemed a violation hereof for any person in the [Municipality] to put or cause to put leaf waste with municipal waste. Leaf waste shall be source-separated from municipal waste and recyclable materials generated on any property in the [Municipality] and stored in recycling containers until collection.
- 2) Nothing herein shall prevent any person from utilizing leaf waste for compost, mulch, or other agriculture, horticulture, or landscaping purposes on the property where the leaf waste is generated.
- 3) All persons in the [Municipality] shall arrange to have leaf waste collected curbside or similar location by an authorized collector separate from municipal waste and recyclable materials at a frequency of no less than once per month.
- 4) The owner, landlord, or agent of an owner or landlord of a multi-family residential, commercial, institutional, or municipal establishment must provide a written report to the [Municipality] that lists the authorized collector collecting leaf waste, the name and address of the property that leaf waste is collected, the total quantity of leaf waste collected, the name of the facility authorized by the State to receive collected leaf waste, and the name and affiliation of the person submitting the report. Reports are to be completed on a form supplied by the [Municipality] and shall be submitted annually, 30 days after the close of each calendar year.

## Household hazardous waste, electronic waste, and lead-acid batteries

- 1) It shall be unlawful for any person to commingle hazardous or residual waste, as defined in Act 101, with municipal waste, recyclable materials, and/or leaf waste or to discard or otherwise dispose of hazardous or residual waste except by disposition in compliance with

applicable state and federal laws and regulations. For specific material recycling and disposal requirements, refer to the Chester County Solid Waste Authority or Pennsylvania Department of Environmental Protection guidelines.

- 2) It shall be unlawful for any person to comingle a lead acid battery with municipal waste, recyclable materials, and/or leaf waste or to discard or otherwise dispose of a lead acid battery except by delivery to an automotive battery retailer or wholesaler, to a secondary smelter permitted by the U.S. Environmental Protection Agency, or to a collection or recycling facility authorized under the laws of Pennsylvania.
- 3) In accordance with Act 108, no person may dispose of a Covered Device or any of its components with municipal waste. This type of waste requires special collection and disposal arrangements. Information on how to recycle Covered Devices may be obtained by the Chester County Solid Waste Authority or Pennsylvania Department of Environmental Protection. The [Municipality] accepts select covered devices for recycling at the [Municipality] Building during normal operating hours.
- 4) Large and small appliances containing Freon may not be combined with municipal waste. These appliances contain chlorofluorocarbons and Freon that must be removed by a certified professional, and these should be taken to a Freon-certified handler. Freon-containing appliances may include refrigerators, freezers, air conditioning units, dehumidifiers, and water coolers.

## Prohibitions.

- 1) Collection by unauthorized persons - From the time of recyclable material placement at the curb or other designated location, it shall be a violation of this article for any person unauthorized by the [Municipality] to collect or pick up recyclable materials. Any and each collection in violation hereof from one or more locations shall constitute a separate and distinct offense punishable as hereafter provided.
  - 2) Burning of recyclable materials and leaf waste - The burning of recyclable materials and leaf waste shall be prohibited at all times in the [Municipality].
  - 3) Littering/illegal dumping – It is unlawful for any person in the [Municipality] to dump or deposit recyclable materials, leaf waste, municipal waste, or any other refuse on any private or public property or grounds in the [Municipality].
  - 4) Overfilling containers – Containers of recyclable materials, leaf waste, municipal waste, or any other refuse must not be overfilled to provide for or allow materials to become displaced by natural or manufactured elements.
  - 5) Storing/stockpiling materials – All persons in the [Municipality] are prohibited from storing, processing, or disposing of recyclable material on a property except at a facility or in preparation for the collection by an authorized collector as provided herein. Notwithstanding the forgoing, leaf waste may be composted onsite.
  - 6) Public nuisance - It shall be unlawful and a public nuisance for any person to violate, cause or assist in a violation of any provision of this article or violate, cause or assist in the
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violation of any rule, regulation or resolution promulgated by the [Municipality] Council pursuant to this article.

## Impairment of ownership.

Nothing in this article or any regulation promulgated pursuant hereto shall be deemed to impair the ownership of recyclable materials and leaf waste by the persons who generated them unless and until separated materials are placed at curbside or similar location for collection by an authorized collector.

## Ownership of recyclable materials.

Nothing in this article or any regulation promulgated pursuant hereto shall be deemed to impair the ownership of recyclable materials by the persons who generated them unless and until separated materials are placed at curbside or similar location and collected by an authorized collector.

## Rules and regulations.

The collection of municipal waste and recyclable materials by municipal waste collectors and the preparation and collection of municipal waste and recyclable materials by property owners and residents of the [Municipality] shall be made in compliance with the regulations to be adopted by the Council of [Municipality] to carry out the intent and purpose of this article. Such rules and regulations shall be approved by resolution of [Municipality] Council and, when so approved, shall have the same force and effect as the provisions of this article. Said rules and regulations may be amended, modified or repealed by resolution of the [Municipality] Council.

## Enforcement and penalties.

- 1) Penalties. Any person who violates any provision of this article or of the regulations adopted hereunder or any person who engages in unlawful conduct as defined in this article shall, upon conviction thereof in a summary proceeding before a District Justice, be sentenced to pay a fine of not more than \$1,000 and not less than \$50 or to imprisonment for a term not exceeding 90 days. Each day or portion thereof that such violation continues or is permitted to continue shall constitute a separate offense. Each section of this article that is violated shall also constitute a separate offense.
- 2) Injunction. In addition to any other remedy provided in this article, [Municipality] may institute a suit in equity where unlawful conduct or a public nuisance exists as defined in this article for an injunction to restrain a violation of this article or any rules, regulations or resolution promulgated or issued by the [Municipality] Council pursuant to this article. Concurrent remedies. The penalties and remedies prescribed by this article shall be deemed concurrent. The existence or exercise of any remedy shall not prevent the [Municipality] from exercising any other remedy provided by this article or otherwise provided at law or equity.

## Construal.

The terms and provisions of this ordinance are to be liberally construed to best achieve and effectuate the goals and purposes hereof. This article shall be construed in pari materia with the

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Pennsylvania Code of Regulations, Storage, Collection, and Transportation of Municipal Waste and Act 101, and the rules and regulations adopted thereunder.

Appendix C  
Tri-County Industries Letter to Borough of Greenville  
Residents

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# Tri-County

INDUSTRIES, INC.

159 TCI Park Drive  
Grove City, PA 16127

WASTE & RECYCLING REMOVAL SERVICES

Phone: (724) 748-4705

Fax: (724) 748-3988

www.tricountyind.com

FEBRUARY 2017

Dear Greenville Borough Resident:

We are pleased to inform you that Tri-County Industries, Inc. has been awarded the contract to provide solid waste disposal service to the residents of the Borough of Greenville. The contract is for 1 year effective April 1, 2017 through March 31, 2018. Weekly disposal service will be provided to all households. This includes multi-family units of 4 units or less. **Service under this contract is mandatory for occupied residences through Tri County Industries.**

We extend a welcome to all our new customers. We are a local family-owned company which has been proudly serving area residents for over 41 years. Our Customer Service Dept. is available Monday through Friday 8am-5pm. You may call 800-457-8202, choosing option 1 or send an email to customerservice@tricountyind.com or visit www.tricountyind.com.

Property Owners are responsible for paying for trash service at all residences. Landlords, please ensure that your tenants get a copy so they are informed. **Tri County will start all residents in the Borough of Greenville with the CUSTOMER-PROVIDED CONTAINER service. Therefore, it is VERY IMPORTANT to notify us if you choose to use a different service option as described below.**

### **STICKERED BAGS**

Customers will place 1 sticker on each bag set out. Please see attached guidelines for additional information. \$ 0.95 / sticker  
This price **does not** include the base rate of \$14.00 per month, for which you will be billed separately.  
Bulk item collection is not included with this service (additional information on page 3).

### **LIMITED 95-GALLON TRASH CART SERVICE**

Customers will use our 95-gallon trash cart. All material contained within the cart will be collected according to the guidelines on page 2. All material in the cart must be generated in your residence. Customers using carts will assume responsibility for care and maintenance of Tri County's cart. This price **includes** the base rate of \$14.00 per month. Bulk item collection is not included with service (additional information on page 3).

Customers may choose to use an additional 95-gallon trash cart for \$2.00 / month. Fee is for each *extra* cart. \$ 2.00 / month  
\$ 6.00 / quarter

### **UNLIMITED CUSTOMER-PROVIDED CONTAINERS**

Customers use their own containers. All material in and beside the containers will be collected according to the guidelines on page 2. Price for unlimited service includes collection of bulk material at curbside weekly. This price **includes** the base rate of \$14.00 per month. \$ 17.75 / month  
\$ 53.25 / quarter

***Sharing service is not permitted. All material set out must be generated in your residence.***

### **COLLECTION DAY**

Trash and Recycle collection will be Thursday every week.

### **RECYCLE SERVICE**

All customers will be receiving a Tri County recycle bin for weekly collection. Please refer to the recycle guideline on page 4.

In addition to our residential service, we offer a full range of commercial solid waste disposal and recycling services. Our commercial containers and roll-off dumpsters range in size from 2 yards to 40 yards in capacity. Please contact our Customer Service Dept. for additional information.

We appreciate the opportunity to provide prompt reliable service for you.

Very truly yours,

TRI-COUNTY INDUSTRIES, INC.



Jerry Bowser  
General Manager

**PLEASE RETAIN THESE IMPORTANT GUIDELINES FOR FUTURE REFERENCE.**

**CURB SERVICE:** Please place your stickered bags, personal cans or Tri County carts on a level area at the curb line no more than 5 feet from the street. If space or slope issues on your property make placement a problem, please call our Customer Service Department for help. Leave at least 2 feet between the carts and adjacent poles, trees, mailboxes, basketball nets, parked vehicles, overhead wires, fences and other obstacles.

Trash bags, cans or carts should be placed out the night before your scheduled collection day and empty containers removed by the end of the collection day. All 95 gallon carts must be provided by Tri-County.

**IDENTIFICATION AND WEATHER:** Clearly identify your street number on your mailbox or some type of permanent marker near the road. It's important to make your containers visible to the driver. In winter months, please remember to remove snow from the area where you place your trash and have a reasonably clear approach path to the containers both for the vehicle and the driver. Also, make sure lids are closed to protect against rain and snow collecting inside causing items to freeze to the bottom of the carts and cans. Drivers will not reach into the containers to remove items that have become frozen to the bottom; therefore, it is recommended you use garbage bags. If the bag is not clearly visible to the driver, service may not be provided.

**STICKERED BAG SERVICE:** Stickers may be purchased by calling our customer service department. Residents would use one complete sticker on each bag they place out to the curb. The stickered bag must be visible to the driver. Tie bag securely closed and wrap the sticker around the neck of bag. Only bags with the required sticker will be picked up. Each bag should not exceed 30 gallons and 50 pounds in weight. We strongly suggest bags not exceed 30 pounds to prevent tearing. Stickers are sold in increments of 10. Bulk items collection is not included with the sticker service.

**STICKERED BAG SERVICE - ITEMS THAT WILL BE PICKED UP AT THE CURB:**

- ✓ Household garbage and refuse in stickered bags.
- ✓ Recyclables: See page 4 for Recycling Guidelines. Please prevent spreading litter by placing heavier items on top.
- ✓ Bulk Items: Must have the proper \$2.00 Bulk Item Tag attached.

**LIMITED CART SERVICE - ITEMS THAT WILL BE PICKED UP AT THE CURB:**

- ✓ Household garbage and refuse contained in the Tri County provided cart with the lid closed.
- ✓ Recyclables: See Page 4 for Recycling Guidelines. Please prevent spreading litter by placing heavier items on top.
- ✓ Bulk Items: Must have the proper \$2.00 Bulk Item Tag attached.

**UNLIMITED CUSTOMER CONTAINER SERVICE - ITEMS THAT WILL BE PICKED UP AT THE CURB:**

- ✓ Household Solid Waste: Includes garbage, table and kitchen waste, containers, paper and packaging materials, broken dishes and glass (wrapped securely in heavy paper), and cold ashes.
- ✓ Recyclables: See Page 4 for Recycling Guidelines. Please prevent spreading litter by placing heavier items on top.
- ✓ Natural Holiday Trees: Will be collected in December, January and February. Remove adornments, do not place in bags or carts. Cut tree so the branch spread is no more than 4 ft. across and trunk pieces are no longer than 5 ft.
- ✓ Bulk Items: Household furniture, large toys, items of weight and size more than allowed for containers. Appliances such as stoves, washers, dryers, water heaters and softeners (that have been emptied of salt, liquids and other chemicals)
- ✓ Appliances that contained refrigerant **must have a tag attached certifying that the refrigerant has been removed**, such as: refrigerators, freezers, air conditioners, dehumidifiers, ice makers and water coolers, otherwise there will be an additional fee.
- ✓ Carpet, rugs and padding must be cut in sections no longer than 4 ft., securely rolled and tied and not weighing over 50 pounds.
- ✓ Mattress/box springs: for our worker's protection, wrap item in plastic and tape securely closed with duct or packing tape to prevent any possible exposure to infectious pests such as bedbugs, fleas, etc.

**LEAF CLEAN UP:** There will be 3 leaf clean ups per year, 1 in the spring and 2 in the fall. See calendar for dates. All leaf waste must be in **BIO-DEGRADABLE LAWN** bags, which can be purchased at most hardware and home improvement stores.

**BULK ITEM COLLECTION:** Bulk items include household furniture, large toys, items of weight and size more than allowed for containers. Appliances such as stoves, washers, dryers, water heaters and softeners (that have been emptied of salt, liquids and other chemicals). For those customers that do not utilize the unlimited service, bulk item stickers must be purchased separately. They are \$2.00 per sticker and each sticker is good for one bulk item.

**E-WASTE/OTHER HOUSEHOLD HAZARDOUS WASTE:** A separate mailing will follow with info regarding this topic.

**STATE REGULATIONS** prevent us from accepting the following: fluids, whole tires, lead acid batteries (vehicle batteries), friable asbestos, CFCs (Freon), items containing mercury, Polychlorinated Biphenyls (PCB's), radioactive, volatile, highly flammable, explosive items including but not limited to any material considered to be toxic, hazardous or infectious by any federal, state or local law, regulation, rule, etc.

**MISSED PICK-UP:** All requests for missed collection must be made within 24-hours of collection day.

**NEEDLES AND SHARP OBJECTS:** Help us prevent needle sticks to our employees. Place all needles, syringes and lancets in a hard plastic container with a tight fitting lid **taped** shut. Place these with your regular trash, **not the recycling**. Wrap all sharp objects, such as broken glass or sharp metal, in heavy paper and tape shut. **Please protect our workers! You will be held responsible for any needle sticks to our employees!**

**HOLIDAYS:** We observe the following holidays only and are closed on the days on which they fall:

**New Year's Day   Memorial Day   Independence Day   Labor Day   Thanksgiving Day   Christmas Day**

**The only time your collection day will be delayed to Friday is when a holiday stated above falls on a day Monday through Thursday, then your collection will be on Friday.**

**WE DO COLLECT ON:   Martin Luther King Jr. Day   President's Day   Columbus Day   Veteran's Day**

To print your own collection day calendar, go to [www.vogeldisposal.com](http://www.vogeldisposal.com), click on PRINT A SCHEDULE in the top right corner and follow the instructions.

**PRIVATE ROADS AND DRIVEWAYS:** The owner(s) of private road(s) or driveway(s) are required to sign a waiver of damages provided by Tri-County Industries holding harmless the municipality and Tri-County for any damage that may occur on the private drive(s) or road(s) in the course of solid waste and recycling collection.

**BILLING:** All accounts will be invoiced on a 3-month basis and collected in advance of service rendered. Payment options include: mail a check, E-check, debit/credit card through our secure website, by phone or pay at our office. We accept debit and credit cards from Discover, MasterCard, Visa and Electronic Funds Transfer (EFT).

**GO PAPERLESS** in 2017; enroll in electronic billing and receive your bill via email. Less paper. More convenience.

**AUTOMATIC BILL PAYMENT** is available at no charge; enroll a bank account for Electronic Funds Transfer (EFT) or a credit card to automatically pay your account balance with every billing cycle. To enroll, print the form from our website, complete and return via our secure email address [billing@tricityind.com](mailto:billing@tricityind.com) or mail via US Postal Service.

**PAYMENT:** Payments must be received in our office by the due date on the bill or a late charge will be added to accounts remaining unpaid. A late notice will be sent and payment not received by the date specified will have service suspended until paid in full. ***A minimum \$35.00 service fee is charged for any payment not honored by the institution upon which it is drawn. There will be a re-delivery fee of \$25 per cart for any cart removed due to non-payment.***

**SERVICE AND MOVING CHANGES:** If you need to make any change to your service or are moving, notify our office. This will ensure proper arrangements are made so there is no interruption in service when moving within our service area or that your account can be closed properly. If you have cart service, we will need to schedule cart removal. If you are going to have large quantities of trash when you are moving, please contact Customer Service.

**WEBSITE:** Visit us at [www.tricityind.com](http://www.tricityind.com) for service news, announcements, holiday schedules, to make payments, for these guidelines and a personalized collection day calendar, as well as up-to-date information if any scheduling change due to severe weather. Employment opportunities are listed under the Career tab.

**BIG PROJECTS:** We offer temporary roll-off dumpsters for your clean-ups, move out, and building or remodeling projects.

# RECYCLE GUIDELINES

<b>We do not accept recyclables mixed with garbage, in plastic bags or wet paper or cardboard.</b>			
<b>MATERIAL</b>	<b>ACCEPTABLE</b>	<b><u>NOT</u> ACCEPTABLE</b>	<b>HOW TO PREPARE MATERIALS</b>
<b>Empty Glass</b>	Clear, amber and green glass from beverage bottles and food jars	Broken glass, light bulbs, dishes, drinking glasses, crystal, window glass, mirrors, ceramics, Pyrex or tempered glass	Empty & Rinse bottles and jars, <b>Do not</b> break glass (labels may be left on)
<b>Empty Metal Cans</b>	EMPTY food & beverage cans	No aerosol cans, aluminum foil, cans containing food, clothes hangers, scrap metal, screws, nails, toys, lawn furniture, paint cans, aluminum siding	Empty & Rinse cans push lid down inside can, crush if space is needed, Wipe out greasy containers
<b>Empty Plastics (PET, HDPE)</b>	#1 thru #7, plastic soda bottles, milk and water jugs, liquid detergent, bleach and softener bottles Hair care bottles	Styrofoam peanuts & blocks, plastic bags (loose or bundled), CD & DVD's, plastic plant pots, foam egg cartons, plastic bubble wrap, toys, lawn furniture, oil or chemical containers	Empty & Rinse containers, crush if space is needed
<b>Paper, Newsprint Magazines</b>	newspaper, magazines, catalogs, phonebooks, office and computer paper	Tissue & wrapping paper	Place loose in bin. Please prevent spreading litter by placing heavier items on top.
<b>Cardboard</b>	<i>clean</i> corrugated & pressed cardboard cartons (moving & shipping boxes, merchandise boxes such as large appliance boxes), cereal boxes, shoe boxes, paperboard boxes	pizza boxes, milk cartons, juice boxes, take-out food containers; oily, soiled or contaminated cardboard and food boxes	Flatten into pieces no larger than 4 ft. Remove all packing material (Styrofoam blocks, peanuts, bubble wrap)

\*\*\*\*You can also print your recycle schedule online at [www.tricountyind.com](http://www.tricountyind.com)\*\*\*\*

## 2017

January							February							March							April							May							June												
Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa						
1	2	3	4	5	6	7	1	2	3	4				1	2	3	4				1	2	3	4	5	6	7	1	2	3	4	<span style="border: 1px solid black; border-radius: 50%; padding: 1px;">5</span>	6	1	2	3	4				1	2	3	4		<span style="border: 1px solid black; border-radius: 50%; padding: 1px;">2</span>	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10						
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17						
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24						
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30								

  

July							August							September							October							November							December												
Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa	Su	Mo	Tu	W	Th	Fr	Sa						
						1	1	2	3	4	5			1	2					1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4				1	2	3	4			
2	3	4	5	6	<span style="border: 1px solid black; border-radius: 50%; padding: 1px;">7</span>	8	6	7	8	9	10	11	12	3	4	5	6	7	<span style="border: 1px solid black; border-radius: 50%; padding: 1px;">8</span>	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	<span style="border: 1px solid black; padding: 1px;">27</span>	28	19	20	21	22	23	<span style="border: 1px solid black; border-radius: 50%; padding: 1px;">24</span>	25	17	18	19	20	21	22	23						
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	<span style="border: 1px solid black; border-radius: 50%; padding: 1px;">29</span>	30						
30	31																											28	29	30	31				31												

○ Trash and Recycle collection on Friday due to Holiday.

□ Leaf Clean Up – Be sure to use Bio-Degradable Bags.

Appendix D  
Sample Letter for Non-Recyclers

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## SAMPLE LETTER FOR NON-RECYCLERS

Greenville Borough Letterhead

[Date]

[Name]

[Address]

[City, State, Zip]

### RE: Greenville Borough's Requirement for Residential Recycling

Dear [Homeowner/Occupants]:

All residents in the Borough of Greenville are required to separate recyclable materials and leaf waste from municipal solid waste. The following materials must be separated and recycled by residents in the Township:

- Plastic containers
- Corrugated cardboard
- Office paper
- Metal cans
- Newspapers
- Magazines/catalogues
- Glass bottles and jars
- Computer paper
- Leaf waste

Our Borough's contracted hauler, Tri-County Industries, collects separated recyclable materials from residents on a weekly basis. Records indicate that the owners or occupants of [ADDRESS] have not participated in the curbside recycling program for the last [TIME PERIOD (MONTH?)].

If you need a recycling bin to participate in the program, please contact the Tri-County Industries at [PHONE NUMBER]. If you have questions on the requirements for how and what to recycle, please contact the Borough at [PHONE NUMBER].

The Greenville Borough has been designated as a Sustainable Pennsylvania Gold Certified Community by the Pennsylvania Municipal League and Sustainable Pittsburgh. Our residents take great pride in advancing sustainability in our community. Participating in the Borough's recycling program is an important way to show a commitment to that message.

We appreciate your cooperation with and participation in the Borough's mandatory recycling program. If you have questions please contact the Township at **[phone number]** or **[email address]**.

Sincerely,  
Greenville Borough