

Pennsylvania County Recycling Coordinator Responsibilities

1. Provide municipal refuse/recycling program technical assistance
 - a. Work with mandated municipalities to ensure Act 101 compliance and understand municipal demographics.
 - b. Provide models of ordinances, contracts, rules and regulations, and procedures to municipalities.
 - c. Provide support to municipal coordinators for annual report data collection, Section 902 recycling program implementation grants, and Section 904 recycling program performance grants.
 - d. Provide relevant, concise and timely public information on county-wide recycling programs and markets to coordinators to share with residents.
 - e. Encourage PROP membership for municipal coordinators to learn about Act 101 requirements, recycling markets, best practices, public education, etc.
 - f. Conduct an education/training program for municipal officials or municipal recycling coordinators within the county and submit documentation of the program.
 - g. Assist municipalities within the county with finding markets for their recycled materials.
2. Provide commercial, institutional, and community event refuse/recycling program technical assistance
 - a. Work with municipal coordinators to ensure the non-residential entities and community events organizers are knowledgeable about recycling requirements and how to set up programs.
 - b. Provide instructions and templates for conducting waste audits, measuring program efficiencies and improving recycling and record-keeping.
3. Update and maintain Re-TRAC Connect with county-wide and municipal recycling data
 - a. Recycling & Compost Facility Directory for county
 - b. Municipal Contact Information
 - c. DEP Mandated Information
 - d. Curbside Program Information
 - e. Financial Data
 - f. Haulers/Vendors
 - g. Residential Data
 - h. Commercial Data
4. Complete the Annual Report process as required
 - a. Submit annual report for county and municipal recycling programs to DEP by April 1st each year for the prior year as required by Act 101.
 - 1) Show that recycled materials were procured for county operations.
 - 2) Show market developments within the county.
 - 3) Show participation in writing/contributing to the recycling section of the county Solid Waste Plan in years when the plan is being developed.
 - 4) Provide summaries of each meeting with County Commissioners showing recycling progress within the county.
 - b. Assist municipal coordinators in getting annual recycling data from commercial and self-haulers.

- c. Audit the reports submitted by each municipality to ensure all entities reported accurately.
 - d. Distribute to municipal coordinators the statewide annual reports collected and disseminated by the PROP Data Management Committee.
5. Review and report County and municipal recycling programs analytics to elected officials/municipal coordinators
- a. Program and material trend reports for each municipality and the county
 - b. Environmental equivalencies for the greenhouse gases diverted by recycling
 - c. Percentage of weights recycled by material types
 - d. Residential tons recycled per capita and per household
 - e. Effects from public education, program changes and/or enhancements on diversion by recycling or waste minimization efforts
6. Collaborate and communicate with haulers
- a. Ensure accurate documentation practices are followed for each load of recycling delivered to a processor or market
 - b. Help to address any questions or needs that may arise regarding municipal contracts, routes, and/or recycling markets.