

### **Pennsylvania County Recycling Coordinator Responsibilities**

1. Provide municipal refuse/recycling program technical assistance
  - a. Work with mandated municipalities to help them achieve 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. Assist and encourage 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.
  - h. Facilitate municipal special collection events.
  
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. Complete the Annual Report process as required
  - a. Submit annual report for county and municipal recycling programs to DEP by April 1<sup>st</sup> each year for the prior year as required by Act 101.
    - 1) Provide a list of recycled materials that were procured for county operations.
    - 2) Maintain a list of existing recycling markets within the county.
    - 3) Demonstrate participation in the development of 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. Review and analyze the reports submitted by each municipality for errors and anomalies.
  - d. Distribute to municipal coordinators the statewide annual reports collected and disseminated by the PROP Data Management Committee.
  - e. Update and maintain Re-TRAC Connect with county-wide and municipal recycling data
    - 1) Recycling & Compost Facility Directory for county
    - 2) Municipal Contact Information
    - 3) DEP Mandated Information
    - 4) Curbside Program Information
    - 5) Residential Data

- 6) Commercial Data
  - 7) Financial Data [voluntary]
  - 8) Haulers/Vendors [voluntary]
4. 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. Residential tons recycled per capita and per household
    - d. Effects from public education, program changes and/or enhancements on diversion by recycling or waste minimization efforts
  5. Collaborate and communicate with haulers
    - a. Work to establish standard and accurate documentation practices that can be utilized by all haulers operating within the county.
    - b. Respond to questions or needs that may arise regarding municipal contracts, routes, and/or recycling markets.