Recycling Database
Exeter Township

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Gannett Fleming
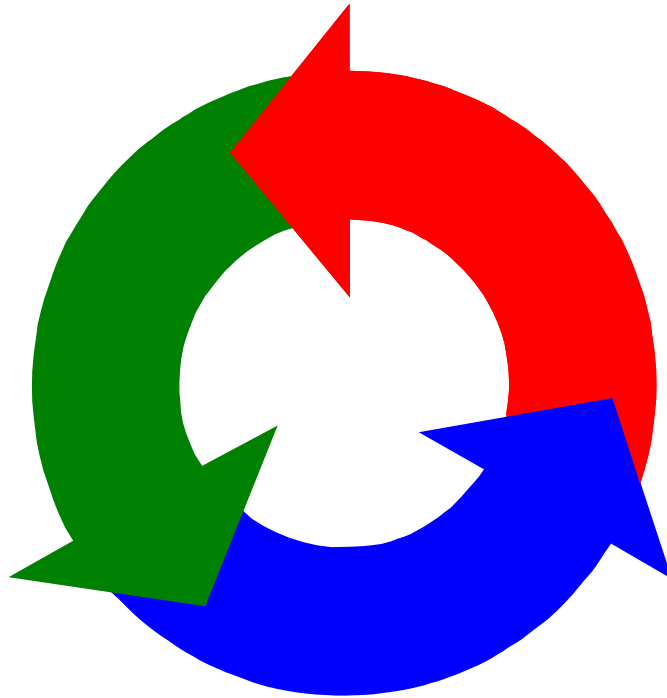
SWANA TECHNICAL ASSISTANCE PROGRAM

EXETER RECYCLING DATABASE

1.0 Background

Exeter Township, Berks County is a mandated curbside community under Act 101, and also implements a drop-off collection program within it's municipality. In it's curbside program, the Township collects glass, aluminum, bimetallic and tin cans, and aluminum pie pans, #1 - #7 plastics, newsprint and cardboard.

The Township has a goal to increase recycling in residential households and would like to get local businesses more involved in the recycling program. Increased participation would compliment the township program and would benefit the overall recycling agenda for the County. The Township would like to create a commercial establishment recycling database to track participation, to track waste volumes, and to provide educational materials to operators of these businesses.

Exeter township also believes the educational component of their recycling program is critical to its success. The township would like to provide it's residents with additional recycling information in the form of an educational booklet to let residents know where to take items not currently recycled so disposal of these materials is done properly and the overall volume of waste directed to disposal facilities is reduced.

2.0   PURPOSE

As a basis for design of an appropriate, working database, Gannett Fleming considered the needs of Exeter Township. After review of the key considerations Gannett Fleming and Exeter agreed that the database must:

▪ Be created as a working database for all commercial, business, institutional, and multi-family residential establishments able to generate a list of establishments participating in the program.

▪ Have Fields to catalog program participants addresses, volumes recycled, and mailing labels.

▪ Be designed to improve collection volumes and reporting figures prepared by the township and submitted to PADEP annually as part of the Township annual reporting requirements.

▪ Be developed using Visual FoxPro to be used as a stand alone application to track recycling program participants, tonnages, generate bills and late notices, and generate labels for mass mailings

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3.0   FEATURES AND FUNCTIONALITY FOR EXETER TOWNSHIP

Although the recycling database for Exeter consists of many features, the following list demonstrates screens and buttons that were developed to meet the specific recycling database needs specific to Exeter Township needs.

3.1 Screens And Buttons

The application was designed with three screens. The Main screen is the screen that allows navigation to the rest of the application and consists of three four labeled buttons and one "hidden" button.

▪ *Edit Data button* – this button takes the user to a screen that allows them to edit data pertinent to the participants such as building address, owner address, mailing address, phone numbers, contact person, hauler, box

number, zone number, amount paid, tonnages reported, and whether they participate or not. This screen has basic navigation buttons lining the bottom of the screen.

▪ *Print Reports button* – This button takes the user to a screen that allows them to print bills, late notices, labels, tonnage reports, or a complete database listing. The printed information can be used and distributed appropriately based on which aspect of the recycling information Exeter is interested in reviewing. For example, as the database listing grows, new business can be added and tracked and compared to previous businesses. The printed reports will be used as a reference to compare months, quarters and years, to determine participation trends and for basic documentation of recycling volumes. Bills and late notices are self-explanatory features, but are important features built into the database and simplify the entire process.

▪ *Quit button* – this is the only way to exit the program. "X" button are grayed out to force the user to exit using this button so tables and databases are closed properly upon exit.

▪ *About button* – This button opens a screen that tells the user information about the application.

▪ *"Hidden button"* – There is a recycling symbol at the upper left corner of the main screen. Pressing this symbol allows the user to edit information pertinent to their municipality. This information includes: name and address of center, contact, phone number, billing amount and late charge.

4.0 CONCLUSIONS AND RECOMMENDATIONS

The recycling database designed for Exeter Township should be used as a tool for documenting the recycling activities as outlined in this summary report. The information

should be input, reviewed, and distributed appropriately to make the tracking aspects of this database an effective tool to increase recycling. As outlined by Exeter Township, participation is important to their program. In light of that, the database should be reviewed frequently to determine which companies are participating and which companies are uninvolved or have opportunity to increase recycling volumes.