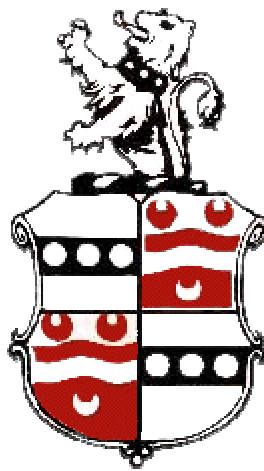


**SWANA RECYCLING
TECHNICAL ASSISTANCE STUDY**

**SPRINGETTSBURY
EVALUATION OF COMMERCIAL RECYCLING PROGRAM AND
ALTERNATIVES**

Prepared for:



**SPRINGETTSBURY TOWNSHIP,
YORK COUNTY, PENNSYLVANIA**

Prepared by:

GANNETT FLEMING, INC.



HARRISBURG, PENNSYLVANIA

December 2002

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SWANA TECHNICAL ASSISTANCE STUDY
EVALUATION OF COMMERCIAL RECYCLING PROGRAM
AND ALTERNATIVES

1.0 INTRODUCTION

Through the partnership with the Solid Waste Authority of North America (SWANA), the Pennsylvania State Association of Township Supervisors, and the Pennsylvania Department of Environmental Protection (PADEP), Springettsbury Township was awarded \$6,000 in technical assistance to be provided by Gannett Fleming, Inc. Gannett Fleming will assist Springettsbury Township by completing the following three tasks:

- Task #1** Gannett Fleming staff will work with and meet with Springettsbury Township to review/evaluate the existing recycling program. Specific Township needs and/or problems associated with the current program will be identified.

- Task #2** GF will develop a recycling survey that can be distributed to Springettsbury Township food establishments to gather feedback on how local businesses view the existing recycling program and services.

- Task #3** GF will develop a summary report that will include findings and recommendations. The recommendations section will identify potential areas for program improvement and provide guidance for meeting the Pennsylvania recycling goal.

2.0 BACKGROUND

Springettsbury Township has over 1,300 commercial establishments and is one of the fastest developing municipalities in York County. With the assistance of an active Recycling Committee, Springettsbury implements a program that responds to both residential curbside recycling and commercial recycling needs. In 1994 the Committee developed and distributed a survey to gain background information about commercial recycling in Springettsbury. The Committee mailed 826 surveys to identified local businesses to learn about recycling in the commercial sector (see Appendix A for a copy of the survey results presented in the Recycling Committee Report). Approximately 200 commercial businesses responded to the survey. The survey asked businesses to identify problems related to recycling and requested information on materials collected, collection methods, collectors, etc. The survey responses provided valuable feedback on local commercial recycling activities and these results are used in this study for reference and background information.

The 1994 survey findings became the basis for Springettsbury Recycling Committee action items and follow-up tasks. Some of the major findings identified by this survey included:

- The list of commonly recycled items (commercial establishments) in order of descending frequency included:
 - Aluminum cans (69%)
 - Corrugated cardboard (55%)
 - Clear glass (44%)
 - Office paper (42%)
 - PET (35%)
 - HDPE (26%)
 - Bimetal cans (26%)
- The large majority of respondents (65%) used a private waste hauler for collection
- 61 percent of the respondents had recyclables collected on a weekly basis

In reaction to the 1994 survey results, the Committee responded to commercial businesses by assisting them with their individual recycling needs and by following up on a variety of tasks. Some of these tasks included: developing and updating recyclables outlet/market lists, contacting and providing guidance to individual business who requested assistance, informing the public of survey results, and developing commercial recycling packets to inform businesses of recycling requirements. In the time following the survey to the present, the recycling committee has continued to address recycling issues through regular committee meetings and associated efforts.

At this time the Township is again targeting commercial recycling to determine how commercial recycling can be improved. The township has requested Gannett Fleming to complete an independent evaluation of the existing program. Specifically, the Township would like to increase recycling efforts from food establishments. In addition to targeting food establishments, the Township would like to identify other areas where improvements could be made to the recycling program to help to achieve Pennsylvania’s 35 percent recycling goal.

3.0 RESIDENTIAL CURBSIDE RECYCLING

3.1 Commingled materials and Newspaper

Springettsbury Township currently contracts with Penn Waste for curbside recycling (and trash) collection for all residential properties. Materials collected at the curbside include:

- Aluminum
- Steel
- Bi-metal and aerosol cans
- Glass (clear, green, and amber)
- Plastics (#1 and #2 with necks only)
- Newspaper (includes mixed paper and magazines)

Residents pay for garbage and recycling collection services under the following price format:

- 96 gallon toter plus recycling – 52.07 per quarter
- Three 32 gallon bags/week plus recycling – 34.07 per quarter
- One 32 gallon bag/week plus recycling – 29.87 per quarter

Penn Waste collects curbside recyclables each week on the same day as trash pick-up. A split recycling vehicle is used to collect the commingled material and paper. Residents use a 14-gallon and a 20-gallon recycling container (provided by the Township) for curbside set-out. Newspaper is bundled, placed in paper bags, and then placed in the 14-gallon recycling container to be kept separate from the commingled material. There has been a contamination problem with the newspaper because some residents leave or place newspapers in plastic bags. Penn Waste tags bags to educate residents to avoid using plastic bags.

As seen in Table 1, in 2001 York Waste and Waste Management reported 1,230 tons of newspaper (includes mixed paper and magazines) and 706 tons of commingled material collected from residential properties. All haulers (currently only Penn Waste for residential properties) collecting in the Township are required by the current ordinance to report tonnages for municipal waste, designated recyclable materials, leaf waste and other municipal waste each quarter. Currently the recyclable materials are collected and reported as newspaper and commingled material. If it becomes necessary, the Township can request the hauler to report the weight of each type of commingled material separately as specified by the existing ordinance.

Table 1: Springettsbury Residential Recycling Totals

Residential Recycling 2001					
	York Waste	Waste Mgmt		Totals	
Newspaper*					
Weight	2,284,860.00				
Tons	1,142.43	87.64		1,230.07	Newspaper
Commingled					
Weight	1,268,740.00				
Tons	634.37	71.71		706.08	Commingled
<i>Total weight</i>	3,553,600.00				
Total tons	1,776.80	159.35		1,936.15	

* Newspaper includes mixed paper and magazines (residential mixed paper).

It is interesting to note the high tonnage of newspaper reported in 2001 as compared to the reported commingled material. The total newspaper (including mixed paper and magazines) tonnage was nearly twice the commingled tonnage. In a typical municipal waste stream, newspaper/residential mixed paper accounts for approximately 50 percent of the *recycled* material by weight. It is possible that the unexpected high newspaper volume stems from inaccurate reporting and/or participation tendencies in the Township.

Under the new contract with Penn Waste, recyclables reporting may become more accurate for residential recyclables collected in the Township. Contracting one hauler for recyclables often increases hauler accountability and can improve data and collection performance. Penn Waste owns and operates its own recycling facility and there is a good system in place for recording recycling weights. At the recycling facility Penn Waste 1) weighs the incoming combined loads of commingled material and newspaper for an initial total weight, 2) dumps the commingled material and reweighs the vehicle, 3) dumps the newspaper/mixed paper then reweighs the vehicle.

3.2 YARD WASTE

Penn Waste collects residential yard waste, including grass, at the curb in the Township. The Township Public Works Department collects residential leaf waste. The Township notifies the residents in advance of scheduled leaf collection days (dates are posted on the Springettsbury Township website). Leaf collection is also advertised in the Township newsletter. The estimated labor costs for leaf collection is approximately \$39,000 per year. Leaf waste is taken to York County Solid Waste Authority's compost site at a cost of \$6 per ton.

PADEP specifies that municipalities allowing the burning of leaves will be prohibited from receiving 902 recycling grant funding. The practice of a landfill or resource recovery facility (incinerator) accepting "truckloads composed primarily of leaf waste" is a violation of Act 101, Section 1502(a).

4.0 DROP-OFF SITES

Springettsbury residents have access to the York County Solid Waste Authority's (YCSWA) public recycle drop-off center located across from the Resource Recovery Center at 2651 Blackbridge Road, Manchester Township, in York. The Recycle Drop-off Center is open seven (7) days a week during daylight hours and accepts the following materials:

- Newsprint (bundled or brown bagged)
- Glass (clear, brown, green)
- Aluminum
- Bimetallic cans
- Plastic #1
- Cardboard

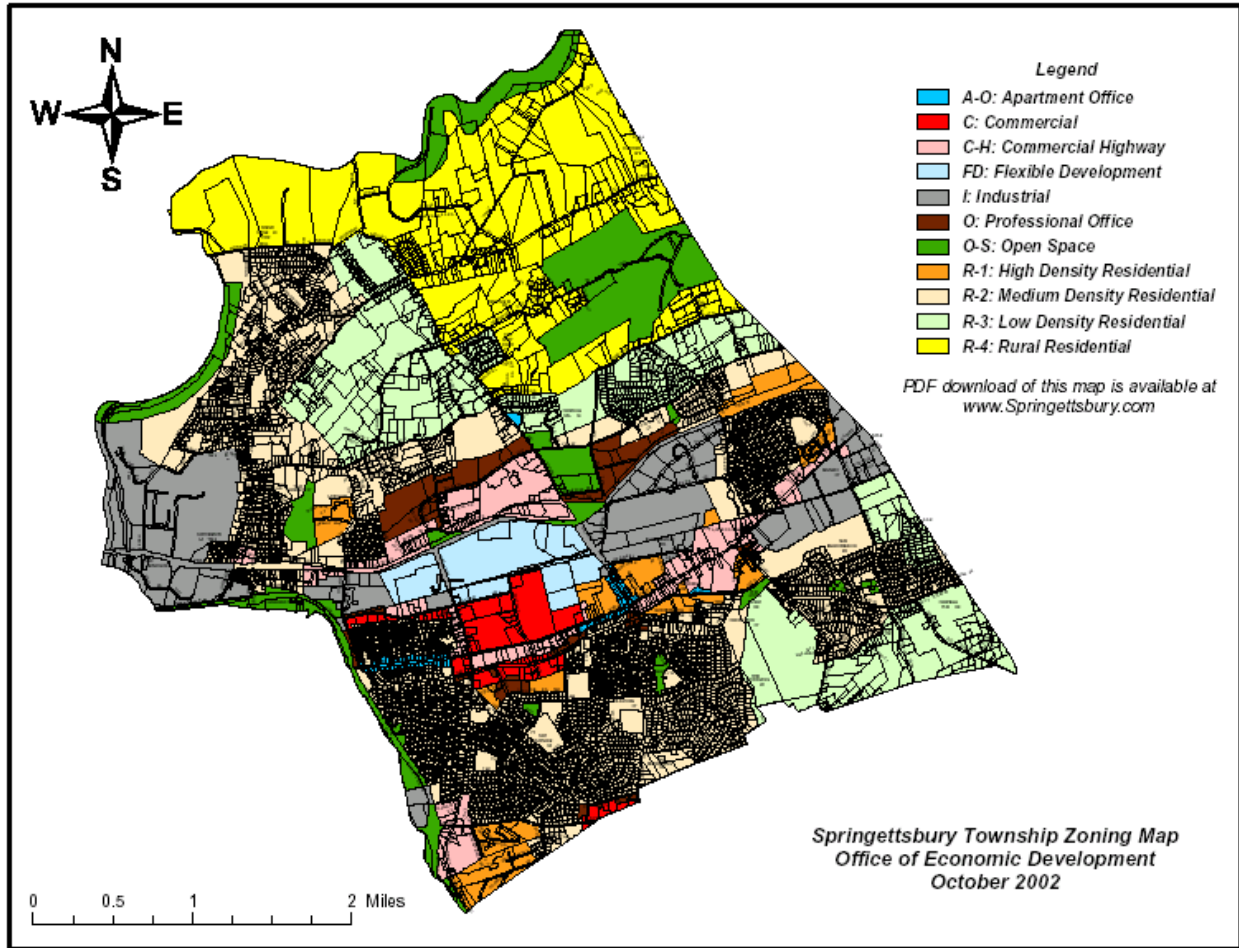
The YCSWA also stages a dumpster periodically at the Queensgate shopping center and the West Manchester Mall to collect phonebooks.

The Springettsbury recycling committee attempted to start a trial residential drop-off site to collect corrugated cardboard as a supplement to the existing curbside recycling program. The committee worked with a local Boy Scout troop and NCB Commodities, Inc. The drop-off project was cancelled due to anticipated costs and due to questions concerning the operation and management of the project.

5.0 COMMERCIAL RECYCLING

Businesses and institutions contract with one of several local private waste haulers. As shown by the zoning map presented in Figure 1, the majority of the commercial and industrial establishments are concentrated across the central part of the Township.

FIGURE 1



The following five waste haulers handle the majority of the commercial recyclables collection services for Springettsbury businesses:

- York County Solid Waste Authority
- Shimmels
- Penn Waste
- Waste Management
- Tiger Trash

Penn Waste along with other private commercial haulers is designated by ordinance to report collected quantities to the Township each quarter. Table 2 shows the total commercial recycling quantities for newspaper and commingled material.

Table 2: Springettsbury Commercial Recycling Totals

Commercial Recycling 2001						
	York Waste	Shimmels	Penn Waste	Waste Mgmt	Tiger Trash	Totals
Newspaper						
Weight	0.00	8,020.00	0	41,600.00	0	
Tons	0.00	4.01	0	20.80	0.00	24.81
Commingled						
Weight	450,500.00	8,920.00	112,320.00	104,000.00	0	
Tons	225.25	4.46	56.16	52.00	0.00	337.87
Office Paper						
Weight	183,000.00	0.00	48,480.00	43,680.00	0	
Tons	91.50	0.00	24.24	21.84	0.00	137.58
Cardboard						
Weight	2,350,800.00	53,660.00	874,120.00	1,879,580.00	0	
Tons	1,175.40	26.83	437.06	939.79	0.00	2,579.08
Metals						
Weight	23,000.00	0.00	0.00	0.00	0.00	
Tons	11.50	0.00	0.00	0.00	0.00	11.50
Total Recycle	3,007,300.00	70,600.00	1,034,920.00	2,068,860.00	0.00	
Total Tons	1503.65	35.3	517.46	1034.43	0.00	3,090.84

A large portion of the commercial recyclables collected in the Township by private haulers is taken to NCB Commodities, Inc. located at 3340 Concord Road in York, PA. In 2001, NCB Commodities accepted the following commingled materials:

- Plastics
- Glass
- Aluminum
- Bi-metal cans

NCB Commodities accepts cardboard and is open to waste haulers for dumping of old corrugated containers. NCB assists commercial establishments with recycling needs by providing start up guidance and by providing various types of recycling containers.

Pennsylvania Code specifies that mandated recycling communities (such as Springettsbury) must have a municipal ordinance that designates commercial, municipal, and institutional establishments to separate and to store high-grade office paper, aluminum, corrugated paper, and leaf waste until collection. Springettsbury’s ordinance specifies glass and steel/bi-metallic cans as additional recyclable items that must be collected. Although state regulation and the municipal ordinance are in place to direct commercial establishments on what to recycle, it appears there is still no *effective* mechanism in place that requires the private haulers operating in the Township to also provide recycling services to local businesses. As is

evidenced from recycling survey results presented in this report, commercial establishments are often out of compliance with Act 101 recycling specifications and/or the existing ordinance.

5.1 Data Collection

Data Collection from commercial establishments is an ongoing and difficult challenge that faces the Springettsbury Recycling program and most municipal recycling programs across Pennsylvania. Accurate recycling data from commercial establishments is particularly difficult to attain when there are numerous private haulers collecting in a municipality.

Currently, the Township sends out a letter request at the end of each year to licensed haulers operating in the Township for commercial recycling information. As shown in Table 2 above, five haulers reported annual recycling tonnages in 2001.

Using a complete, up-to-date list of commercial establishments in a municipality is necessary for tracking recycling activities effectively. Currently, there is no up-to-date list or database of all the commercial establishments in Springettsbury for tracking commercial recycling activities.

5.1.1 Using the Annual Commercial Recycling Report Form

An Annual Report Commercial Report form is included with the 904 Recycling Performance Grant application and can be used for data collection. According to PADEP, municipalities can:

- 1) Provide the Annual Report Form to haulers performing recycling collection services in the municipality and have them submit the completed form to you in support of the 904 grant application.
- 2) Provide the form to businesses recycling in the community. Businesses can record the amount of materials recycled each year and have their hauler or market sign the form to verify the reported quantity. If a company provides a recycling report and is also included in a hauler's recycling report, use only one of the reports to calculate commercial tonnage in the 904 grant application. The Annual Commercial Recycling Report forms do not need to be submitted with the grant application, but must be retained to support the grant application during grant reviews or audits. Refer to the PADEP website below for Section 904 guidance on 904 grant procedures.

(http://www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/Coordinators/References/904_QA.htm)

Springettsbury (or other municipalities) can modify the Annual Commercial Recycling Report form or create a separate form if necessary to meet specific reporting needs of the Township.

5.2 Commercial Recycling Survey

As part of this study, Gannett Fleming worked with Springettsbury to develop a one-page recycling survey to be distributed to 60 food establishments located in the Township. Food establishments were targeted by this survey because of the Townships interest in assessing restaurant and bar recycling activities. Addresses for the food establishments were compiled from the York Water Company records. The survey was designed to be simple and designed to be easily modified for distribution to other local businesses as needed by the Township. A blank Food Establishment survey is provided in Appendix B. The surveys were mailed out on September 17th, 2002. Of the 60 surveys mailed, 26 of the surveys were returned accounting for a 43 percent response rate.

The Food Establishment survey results the survey findings are summarized in Table 3.

Table 3: Food Establishment Survey Results

Indicated they Recycle all Designated Act 101 and Ordinance Designated materials	Cost <u>was</u> a limiting Factor	Recycle Corrugated Cardboard	Recycle Glass	Use a private Hauler for Recyclables	Receive Sufficient Recycling Info.	Requested Assistance
2	2	15	6	18	7	6

*Note: This is a small survey sample and results may not accurately represent businesses throughout the entire Township.

Based on the Food Establishment Survey results, the large majority of commercial establishments are recycling only some of the materials required by Act 101 and the Township municipal ordinance. Only 2 respondents *indicated* that they are in compliance with Act 101 and the Springettsbury recycling ordinance. Being in compliance with both Act 101 and the ordinance would require *businesses* to recycle (at a minimum) the following materials:

Act 101

- High-Grade Office Paper
- Aluminum
- Corrugated Cardboard
- Leaves (not surveyed)

Springettsbury Ordinance

- High-grade Office Paper
- Aluminum
- Corrugated Cardboard
- Steel/Bi-metallic Cans
- Glass

Very few businesses (2) indicated they felt cost for recycling services hindered their ability or willingness to recycle. Nearly 60 percent of the responding food establishments indicated they are recycling corrugated cardboard. Six of the 26 food establishments indicated they are currently recycling glass. The large majority of respondents (18 of 26) indicated they use a private hauler for recyclables collection. Seven respondents indicated they receive sufficient recycling information from the township on recycling. Six businesses requested follow-up recycling assistance from Springettsbury.

6.0 CURRENT RECYCLING RATE

As part of Springettsbury’s recycling effort, the Township wants to meet the State’s 35 percent recycling goal. At the time this study began, Springettsbury was unaware of the Townships recycling rate. In order to calculate Springettsbury’s recycling rate (as a reasonable comparison to a County rate) the following data was used:

- Year 2000 Census Population Data – **23,883**
- 2001 recycling tonnages Provided by Springettsbury
 - 1,936.15 Residential (commingled and newspaper)
 - 3,090.84 Commercial (commingled, news, office paper, cardboard, metals)
 - 1,848.14 Leaf waste
- **6,875.13 Total Reported Tons**
- **1.1 tons** per person, per year for the waste generation rate (1998 Municipal Waste Generation rate for York County - PADEP).

Based on the above information the 2001 recycling rate was calculated as follows:

$(23,883 \text{ population}) \times (1.1 \text{ tons per person per year}) = 26,271.3 \text{ total waste generation}$

$(6,875.13 \text{ total reported tons}) / (26,271.3 \text{ total waste generation}) = 26\% \text{ recycling rate}$

It should be noted that the estimated 26 percent recycling rate is based on the 1998 waste generation rate for York County. The recycling rate estimate only accounts for the recyclable tonnages/materials shown above. County recycling rates are calculated in the Annual Recycling Report using reported quantities from an extensive list of eligible recyclable materials listed on the Annual Report form. Springettsbury’s recycling rate will be higher if any additional eligible materials and their corresponding tonnages are included in the calculation.

7.0 PERFORMANCE GRANT GUIDANCE

In 2000 Springettsbury Township received a \$103,846 grant award under the 904 Performance Grant program. This award amount was based on 3858.6 total recycled tons reported in 1999. The subsections below are provided to explain how the performance grant is currently calculated and also to demonstrate how increased recycling tonnages may affect the grant award.

7.1 PADEP Guidance

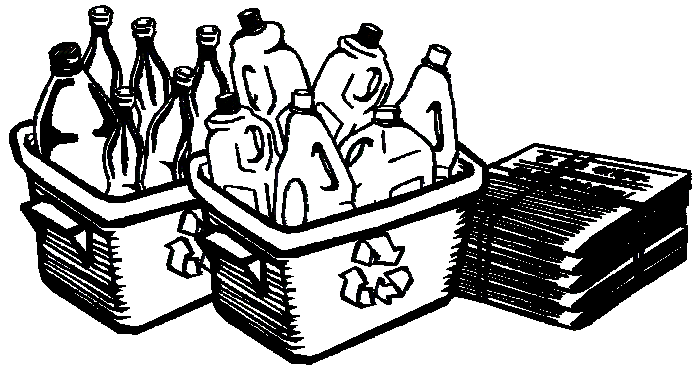
The following guidance information on recycling Performance Grants was developed by PADEP and has been provided for reference. This information is available on the PADEP website.

Section 904 Recycling Performance Grants are awarded to provide incentives to counties and municipalities, awarding more money for more successful recycling programs. DEP officials encourage accurate record keeping and request the following information be documented:

- Material recycled
- Percentage of contamination of commingled loads
- Municipality in which it was collected
- Amount of commercial/institutional and residentially generated material
- Weight of material (documented by weight receipts)
- Name and signature of the collector, broker, or transporter
- Reports should be on a form from the collector or the letterhead of the collector

Eligible materials include all those post-consumer materials listed in the original Act 101 list.

- Glass bottles and jars
- Steel and aluminum cans
- Plastic bottles
- Newspaper and magazines
- Other recyclable paper grades
- Corrugated cardboard



It does not include pre-consumer materials or leaf and yard waste. (Leaf and yard waste is not included primarily because of the difficulties in recording accurate and consistent weights.)

- The new formula adds a \$10 bonus for each ton of commercially generated material.
- The base award remains \$5 per ton and an additional \$1 per ton for each percent diverted from the municipality's waste stream.
- Your diversion percentage is based on .8 tons of municipal solid waste per person per year.
- In computing your diversion rate, a municipality may only count commercial/institutional materials equal to the residential tonnage.

When commercial material tonnage exceeds your residential total, it is the upper limit of the diversion rate. This was done so that communities with large commercial districts and low populations would not receive unfairly large amounts of Performance Grant money.

Table 3: PADEP Performance Grant Calculation Example

	Formula	Tonnage	Grant Award
Population - 2,000	Multiplied by .8 tons	= 1,600 tons of waste	
Residential Recycling		160 tons recycled	
Commercial Recycling		250 tons recycled	
Base Tonnage Eligible	160 tons + 160 tons	= 320 eligible tons	
Base Award	\$5 ton x 320 tons		\$1,600
Diversion Percentage	320 tons / 1,600 tons	= 20% diversion	
Diversion Award	20% x 320 total tons		\$6,400
Commercial Bonus	\$10 x 90 tons		\$900
Grant Total			\$8,900

This example is based on a community of 2,000 people. The community recycles 160 residential tons and 250 commercial tons. For computing the diversion rate, only 160 of the 250 commercial tons can be claimed. (Do not claim more commercial tons than residential tons when computing the base award.) Since everyone is assumed to generate .8 tons of waste per person each year, multiply the population by .8 to compute total waste generation. The diversion rate is 20 % (320 tons of recyclables divided by 1600 tons of waste). One dollar is awarded for every eligible diverted ton (or \$20 x 320 eligible tons = \$6,400). Ten dollars a ton is awarded for the 90 commercial tons (or \$10 x 90 = \$900) that were in excess of the residential total. The three awards total \$8,900.

Contact PADEP at (814) 742-7777 or (717) 787-7382 (DEP Grant Central).

7.2 904 Grant Award Scenarios

In order to fully understand the impact of recycling tonnages on the 904 Grant award amount, Gannett Fleming has provided three scenarios to show how increases in residential, commercial, and residential/commercial (combined) tonnages will affect the total grant award for Springettsbury. These scenarios are presented in Appendix C. Each scenario (1-3) uses the 2001 904 grant submission tonnages as a baseline. For each scenario, the recycling tonnage increases by 100 ton increments up to a 500 ton annual increase. The scenarios reflect how the various tonnage increases will affect the annual 904 grant award total.

Scenario 1 – In Scenario 1 it can be seen that increased residential curbside tonnages have a significant impact on the total grant award. Increased curbside collection of recyclables and the corresponding reported tonnage totals help the bottom line 904 performance grant reimbursement amount. As residential curbside tonnage increases, the total eligible commercial tonnage increases. These totals are used in estimating the Township’s recycling rate. The higher the recycling rate, the greater the award per ton collected under the Section 904 grant formula. Increasing the residential tonnage increases the diversion award and the base award. As the

residential tonnage increases, the eligible commercial tonnage for calculating the base award increases.

Accurate reporting plus maximizing participation can have a significant impact on curbside collection totals and the resulting grant award.

Scenario 2 – Increase commercial tonnage alone has less impact on the total grant award. Because Springettsbury commercial tonnage already exceeds the residential tonnage, the base award does not increase with additional increases in commercial tonnage. However, it should be noted that the commercial recycling program in Springettsbury is far from being fully developed. Limited participation combined with missing reported quantities leaves commercial recycling open for significant improvements and open for improved grant awards.

Scenario 3 – The combined effect of increasing residential and commercial tonnage (equally) yields a greater total grant award than either option alone.

8.0 CONCLUSIONS AND RECOMMENDATIONS

The Springettsbury staff and the Recycling Committee have shown an interest in continuing to expand and improve the Township’s recycling programs. Located within a rapidly expanding commercial area, Springettsbury will continue to be faced with many commercial recycling challenges. The following recommendations have been provided to assist Springettsbury in continuing efforts to expand upon and improve the success of the current recycling efforts. The recommendations focus on improvements to the commercial program and will require an ongoing commitment by Springettsbury Township if these recommendations are to be implemented effectively.

IMPROVE COMMERCIAL RECYCLABLES COLLECTION

If the Township decides to move forward with expanding the commercial recycling program, the Township should consider doing the following:

Work with Local Haulers

Trash/recyclables haulers are the closest source to recycling information and therefore are often the best source for attaining recycling data. With that in mind Springettsbury Township should consider the following recommendations to improve commercial recycling participation and data collection:

- The Township should work closely with the private haulers servicing commercial businesses in the Township to improve reporting methods. The Township should verify that all haulers operating in the Township are reporting recyclables data for commercial establishments serviced. The Township ordinance requires that collectors report recycling data for designated materials each quarter. As necessary, the Township may enforce the ordinance and/or consider adding a provision (through

the County) to the existing hauler license agreement that specifies the requirement of a quarterly recycling report.

- The Township should work with York County and a solicitor to determine if the County would add a provision to the existing Springettsbury/County hauler license agreement. The provision could require that all haulers collecting refuse from non-contract residential dwellings and businesses shall provide recycling to those properties in Springettsbury. The haulers could be designated to bill the customers directly for the services and be designated to receive all customer payments. If license and/or ordinance revisions are pursued, the revisions should be developed and/or reviewed and approved by a solicitor.

Data Collection

Awareness of the existing recycling activities and good data management can be an effective tool for identifying program deficiencies, improving data reporting and associated grant awards, and can help reduce recycling education costs through targeting educational efforts where they may be most needed. Springettsbury could do the following to improve recycling data collection:

- Develop a complete and updated list of commercial establishments. This list should be created so that it may be updated frequently with minimal effort.
- Use a recycling database to track commercial businesses and commercial recycling activities. If the township elects to use a recycling database, the database could be designed to reference a customer ID (such as a parcel ID number) to identify the location of each business. The database should be easy to use and customized to reflect the needs of the Township program. The recycling tracking database could be designed to record the type of industry serviced, the volume of material collected, the businesses that will be/ have been surveyed, and any other pertinent data.
- Work closely with the haulers and consider the revising hauler license agreement and ordinance as described in this section (or variation of this approach).
- It is important to target data (and collection) from the largest businesses first (especially those that may be involved in the recycling of corrugated cardboard which accounts for a large portion of commercial volume).

Education

Education should be ongoing, should use a variety of media (newsletter, newspaper articles, radio, website, etc.), and is potentially the most important factor in increasing recycling participation. To improve recycling education the Township could:

- Increase the distribution of education materials for commercial (and residential) establishments in order to improve participation. The Township should work with the York County Recycling Coordinator (or contact other County coordinators) and the York Manager of Community Services to get educational ideas and to use/share developed materials and other resources to reduce education development costs. The Township may see increased recycling from businesses if educational information is provided more frequently.

Some educational materials may be accessed from the following PADEP website:
<http://www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/coordinators/corner.htm>

- Continue to provide commercial entities with basic recycling assistance and guidance including clarification on what materials local businesses are required to recycle. The Township could identify commercial groups and other commercial entities and invite these groups to publicized meetings to educate them on recycling in the Township.
- Work with the recycling committee (and other staff) to determine the costs associated for implementing an improved educational program and to determine if funding is available (the cost for education efforts may be minimized by working with the County).

Food Establishments

From the survey distributed as part of this report it clear that the large majority (if not all) of these establishments are out of compliance with the Springettsbury Recycling ordinance and/or Act 101 recycling requirements. In order to improve recycling at food establishments and bars, the Township could:

- Follow-up with the food establishments who requested assistance from the Township
- Increase educational efforts directed at these establishments (refer to the education recommendations provided in this section)
- The Township should recognize that the survey results indicate that the cost for recycling services does not appear to be a problem for local business - that are not in compliance with the Township ordinance.
- Contact the businesses that are recycling (e.g. glass) to learn how these services are provided. The information could be passed on to other establishments.
- Work with a solicitor to determine if implementation of the hauler license provisions/revisions included in these recommendations (or a variation of this approach) is appropriate for the food establishments and other Township businesses.

The Township should provide businesses with an easy access phone number and/or email address to contact Springettsbury for recycling information.

Commercial Cardboard

Typically, commercial corrugated cardboard constitutes the largest percentage of the commercial recyclables waste stream. It is suggested by PADEP that municipalities interested in improving commercial recycling efforts target cardboard collection first. This is because collection and documentation of cardboard recycling will likely have the biggest impact on the total commercial recycling for a municipality.

- The Township should review existing recycling reports to identify large corrugated producers that are being serviced currently by the five private haulers.
- The Township should compare the hauler reports to a general/complete list of Springettsbury businesses to identify cardboard producers (e.g. Wal Mart, K-Mart, etc.) that may not be recycling/reporting. The Township should work with these businesses to insure recycling is in place and the necessary data is available to the Township.

Residential Recycling

- Because the 2001 total commingled tonnage appears low as compared to the total amount of newspaper collected, 2001 data/tonnages for recycled materials (commingled and newspaper) should be compared with 2002 residential collection totals that will be reported to the Township by Penn Waste. The data comparison could be used to help identify any deficiencies in residential program (e.g. lack of commingled participation).
- If interest continues in the development of a cardboard drop-off program to supplement residential curbside recycling, the Township should work with NCB Commodities and a local hauler to implement the program. If an unmanned drop-off is used, the recycling container (e.g. roll-off container) should have customized openings for flattened cardboard to minimize contamination. The containers should be labeled clearly, placed in a frequently visited area (e.g. Wal-Mart), and can be made available on weekends or other designated days. The program should be well advertised. At a minimum, a six-month trial period is recommended to determine participation and resulting collections quantities.

FUNDING

The Township should continue to pursue state grant funding as necessary to help offset the costs of developing new recycling programs and improving the existing recycling programs. Because grant funding is not guaranteed, the Township should not rely on grant funding as the support mechanism for these programs. If the Township continues forward with expanding recycling and yard waste programs, it is recommended the Township work with a solicitor to investigate the use of an administrative fee (or a related fee) to support the administration/implementation of these programs.

904 Performance Grant

- The Township should continue to apply for the 904 Performance Grant award. The Township can use the Excel spreadsheet developed during this study to calculate an estimated annual grant award. The Township should review the information provided in this study to understand how increases in recycling tonnages affect the 904 Performance Grant award.

902 Recycling Program Grant

- As it becomes necessary, the Township should apply for 902 grant funding for up to 90 percent reimbursement for recycling equipment, containers, and educational outreach.

901 Planning Grant

- As the Township investigates future yard waste and recycling programs, the Township could apply (through the County) for 901 Planning grant funding for 80 percent of approved costs for conducting related studies, surveys, investigations, and research and analysis.

Cover Stock Backing