

ULSTER COUNTY SOLID WASTE MANAGEMENT PLAN UPDATE

APPENDICES

5.2.1 REDUCTION AND REUSE

Recycling Instructions Brochure

Recycling Poster – Recycle at School

Recycling Poster – Recycle at Work

Recycling Bin Labels – Paper Recycling Only, Commingled Recycling Only, Trash Only

Ulster County Sharps Program Calendar

Ulster County Business and Commercial Properties Recycling Guide

Ulster County Business and Commercial Property Solid Waste Reduction & Recycling Plan

Safe Alternatives to Common Household Products

**Household Hazardous Waste, Pharmaceutical Waste and Electronics Collection Event Program
Flyer**

**Table 3-2: Quantities of HHW Collected Per Year Through Ulster County HHW Collection
Program**

GARDEN GOURMET COMPOST BIN

Why Should I Compost?

There are several reasons to compost in your backyard. Composting creates a free, nutrient-rich soil amendment that helps conserve water, controls weeds and reduces or eliminates the need for chemical fertilizers. Also, it can save you money on trash disposal. Food waste, yard waste and compostable paper make up 31 percent of an average household's waste.

Environmental Benefits of Composting

- Conserves Resources
- Saves Landfill Space
- Helps Create a Sustainable Future

Rated #1 in North America!

As seen on the Oprah Winfrey Show

Contact UCRRRA for information on composting or to reserve a compost bin. Just call the Recycling Hotline at (845) 336-3336 or visit our website at www.ucrra.org

Monday through Friday
8am - 3pm by appointment only
Location: UCRRRA Main Office
999 Flatbush Road, Kingston, NY



ONLY \$50.00

Reserve a Compost Bin Today!

RECYCLING MADE EASY

Ulster County Resident

PRSRT STD
 U.S. Postage Paid
 Kingston, NY
 Permit No. 6219

ULSTER COUNTY RESOURCE RECOVERY AGENCY
 999 Flatbush Road
 Kingston, NY 12401

RECYCLING INSTRUCTIONS



RECYCLING MADE EASY



Keep Ulster County Beautiful



ULSTER COUNTY RESOURCE RECOVERY AGENCY

999 Flatbush Road
 Kingston, NY 12401
 Phone: (845) 336-0600
 Email: ucrra@ucrra.org

printed on recycled paper

ACCEPTABLE ITEMS

NOT ACCEPTED

PAPER PRODUCTS

- Newspapers**
- Magazines & Catalogs**
- Computer / Copy / Fax Paper**
- Writing / Ledger Paper**
- Phonebooks**
- Junk Mail**
(including envelopes, coupons, ads & inserts)

Wrapping Paper

Greeting Cards

All Thin Cardboard

(including cereal, pasta, cracker and other food boxes, shoe boxes, tissue boxes, paper egg cartons, soda & beer packaging)

Corrugated Cardboard & Brown Paper Bags

NOTE: Flatten cardboard. Do not tie together, keep loose. No wax or plastic coated paper products

COMMINGLED PRODUCTS

- Aluminum Cans**
- Tin Cans / Containers**
- Glass Bottles**
- Glass Jars**
- Plastic Bottles** (shampoo, water, soda)
- Plastic Tubs** (yogurt, cottage cheese)
- Plastic Jugs** (milk, juice)

TIP: Look for the code on the bottom of the container. If it is an item listed above AND is:

- PET #1**
- HDPE #2,**
- LDPE #4**
- PP #5,** or
- Other #7**



then it is recyclable!

NOTE: Do not put recyclables in plastic bags. Please rinse all containers.
No bottle caps - Plastic and metal lids are acceptable.
No plastic bags - Bring them back to a participating store for recycling.



- Paper Towels, Facial Tissues, Napkins**
- Waxed or Plastic Coated Paper or Boxes**
- Food-contaminated Material**
 - Pizza Boxes**
 - Foil Wrapping Paper**
 - Plastic Bags**
 - Prescription Bottles**
 - Plastic Food Wrap**
 - Potato Chip or Sandwich Bags**
- Black Microwavable Plastic Containers**
- Styrofoam**
- Automotive Fluid Bottles**
- Petroleum**
- Herbicide or Pesticide Containers**
- Light Bulbs**
- Flower Vases**
- Drinking Glasses**
- Window / Broken Glass**
- Scrap Metal**
- Foil or Pie Plates**
- Clamshell Plastic**
(including salad & berry packaging)



For information on items not shown, please contact the Recycling Hotline at (845) 336-3336 or visit our website at www.ucrra.org

RECYCLE AT SCHOOL!



**PAPER
RECYCLING**



**COMMINGLED
RECYCLING**



For Recycling Information
Call the Recycling Hotline

(845) 336-3336

or visit www.ucrra.org



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RECYCLE AT WORK!



**PAPER
RECYCLING**



**COMMINGLED
RECYCLING**



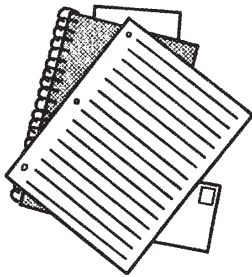
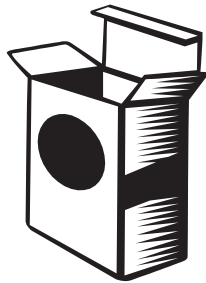
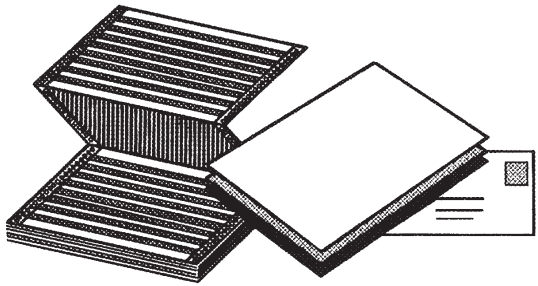
For Recycling Information
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(845) 336-3336
or visit www.ucrra.org

**COMMIN
RECYC**

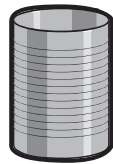
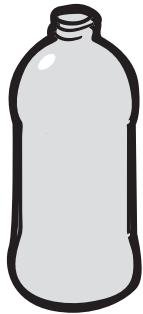


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PAPER RECYCLING ONLY



PLASTIC, METAL & GLASS RECYCLING ONLY



ULSTER COUNTY SHARPS PROGRAM 2011

WHY COLLECT RESIDENTIAL SHARPS?

Home generated medical waste is only a small fraction of Ulster County's waste stream but represents a large potential danger to residents and small children. Sharps – needles, syringes, lancets, and other sharp materials that come in contact with human blood or other body fluid – should be disposed of properly. Hospitals and other health care facilities, which generate medical waste, are strictly regulated, however, residents are not.

To assure there are safe places for residents to bring "SHARPS" all Article 28 Health Care Facilities in New York are required by law to accept medical waste from residents in appropriate, puncture-proof containers. In Ulster County, the health facilities have coordinated a pre-scheduled collection program. In addition, all of these facilities have agreed to distribute free SHARPS containers, which have been donated by Becton-Dickinson, a medical supply manufacturer.

WHO CAN PARTICIPATE IN ULSTER COUNTY'S SHARPS PROGRAM?

ANYONE who uses needles, syringes, lancets or other sharps in their homes is eligible to participate. This includes residents having diabetes or other medical conditions such as AIDS and cancer, or allergies requiring medication by injection.

HOW TO PARTICIPATE IN THE SHARPS PROGRAM

1. Sharps should be stored in an approved, puncture-proof container, which can be purchase from local pharmacies or retail stores in Ulster County. You can also pick one up on a pre-scheduled collection day at area hospitals and nursing homes while supplies are available.
2. Place needles and syringes into SHARPS containers. You **do not** need to recap or break needles.
3. When containers are full, close the lid securely and bring to a designated SHARPS drop-off facility on a pre-scheduled collection day (see back for a drop-off schedule). Please be sure the outside of the container is clean.
4. After dropping off a filled container, you may receive a new one if supplies are available.

This program is available through generous donations by Becton Dickinson and coordinated by the Ulster County Resource Recovery Agency.

Partially funded by the NYSDEC

CALL the Recycling Hotline at (845) 336-3336 for more information



SHARPS DROP-OFF SITES (See back for 2011 calendar)

Please use only approved SHARPS containers and drop-off only FULL containers, if possible.

Benedictine Hospital: Outpatient lab entrance on west side; housekeeping: 105 Mary's Ave., Kingston, NY 338-2500 ext 4243

Ellenville Regional Hospital: Reception desk, Ask for Infection Control, Route 209, Ellenville, NY 647-6400

Golden Hill Health Care Facility: Main entrance: ask for housekeeping; Golden Hill Drive, Kingston, NY 340-3390

The Mountain View Nursing and Rehabilitation Centre: Reception desk; 1 Jansen Road, New Paltz, NY 255-0830

Hudson Valley Rehabilitation and Care Center: Reception desk in lobby; 260 Vineyard Ave, Highland, NY 691-7201

Kingston Ambulatory Surgical Center (Hurley Ave. Surgical): Reception area located in the basement; 40 Hurley Ave, Kingston, NY 338-4777

Kingston Hospital: Broadway entrance to Emergency Room; 396 Broadway, Kingston, NY 331-3131 x 2287

Northeast Center for Special Care: Reception area, ask for Infection Control; 300 Grant Ave, Lake Katrine, NY 336-3500

Ten Broeck Commons: Employees backdoor entrance: 1 Commons Dr., Lake Katrine, NY 336-6666

Wingate at Ulster: Reception desk in lobby; 1 Wingate Way off Route 9W, Highland, NY 691-6800



2011 Calendar

JANUARY 2011

<u>Mon. 3</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Mon. 3</u>	<u>7am-12noon</u>	<u>Kingston Ambulatory</u>
<u>Wed. 5</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Wed. 5</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 12</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 19</u>	<u>3pm-6pm</u>	<u>HV Rehab&Care</u>
<u>Wed. 19</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 26</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 26</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health</u>
<u>Thur. 27</u>	<u>7am-10am</u>	<u>Ten Broeck Commons</u>

FEBRUARY 2011

<u>Wed. 2</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Wed. 2</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Mon. 7</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Wed. 9</u>	<u>8am-3pm</u>	<u>Benedictine Hospital</u>
<u>Wed. 9</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 16</u>	<u>3pm-6pm</u>	<u>HV Rehab&Care</u>
<u>Wed. 16</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 23</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 23</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health</u>

MARCH 2011

<u>Tues. 1</u>	<u>1pm-3pm</u>	<u>NE Center for Special</u>
<u>Wed. 2</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 2</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Mon. 7</u>	<u>10am-12pm</u>	<u>Wingate at Ulster</u>
<u>Wed. 9</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 16</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 16</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Tues. 22</u>	<u>8am-10am</u>	<u>Ellenville Hospital</u>
<u>Wed. 23</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 23</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health Care</u>
<u>Wed. 30</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>

APRIL 2011

<u>Mon. 4</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Mon. 4</u>	<u>7am-3pm</u>	<u>Kingston Ambulatory</u>
<u>Wed. 6</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Wed. 6</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 13</u>	<u>8am-3pm</u>	<u>Benedictine Hospital</u>
<u>Wed. 13</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 20</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 20</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 27</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health Care</u>
<u>Wed. 27</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Thur. 28</u>	<u>7am-10am</u>	<u>Ten Broeck Commons</u>

MAY 2011

<u>Mon. 2</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Wed. 4</u>	<u>10am-1pm</u>	<u>The Mt View</u>
<u>Wed. 4</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 11</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 18</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 18</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 25</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 25</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health Care</u>

JUNE 2011

<u>Wed. 1</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Wed. 1</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Mon. 6</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Tues. 7</u>	<u>10am-12noon</u>	<u>NE Center for Special</u>
<u>Wed. 8</u>	<u>8am-3pm</u>	<u>Benedictine Hospital</u>
<u>Wed. 8</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 15</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 15</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Tues. 21</u>	<u>8am-10am</u>	<u>Ellenville Hospital</u>
<u>Wed. 22</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health Care</u>
<u>Wed. 22</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 29</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>

JULY 2011

<u>Mon. 4</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Tues. 5</u>	<u>7am-3pm</u>	<u>Kingston Ambulatory</u>
<u>Wed. 6</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 6</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Wed. 13</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 20</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 20</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 20</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health Care</u>
<u>Wed. 27</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Thur. 28</u>	<u>7am-10am</u>	<u>Ten Broeck Commons</u>

AUGUST 2011

<u>Mon. 1</u>	<u>10am-12pm</u>	<u>Wingate at Ulster</u>
<u>Wed. 3</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Wed. 3</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 10</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 10</u>	<u>8am-3pm</u>	<u>Benedictine Hospital</u>
<u>Wed. 17</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 17</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 24</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 24</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health</u>

SEPTEMBER 2011

<u>Mon. 5</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Tues. 6</u>	<u>1pm-3pm</u>	<u>NE Ctr Special Care</u>
<u>Wed. 7</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Wed. 7</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 14</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 14</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 14</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health</u>
<u>Tues. 20</u>	<u>8am-10am</u>	<u>Ellenville Hospital</u>
<u>Wed. 21</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 28</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>

OCTOBER 2011

<u>Mon. 3</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Mon. 3</u>	<u>7am-12pm</u>	<u>Kingston Ambulatory</u>
<u>Wed. 5</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Wed. 5</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 12</u>	<u>8am-3pm</u>	<u>Benedictine Hospital</u>
<u>Wed. 12</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 19</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 19</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 19</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health</u>
<u>Wed. 26</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Thur. 27</u>	<u>7am-10am</u>	<u>Ten Broeck Commons</u>

NOVEMBER 2011

<u>Wed. 2</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 2</u>	<u>10am-1pm</u>	<u>The Mt. View</u>
<u>Mon. 7</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Wed. 9</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 16</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 16</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 23</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 23</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health</u>

DECEMBER 2011

<u>Mon. 5</u>	<u>10am-12noon</u>	<u>Wingate at Ulster</u>
<u>Tues. 6</u>	<u>1pm-3pm</u>	<u>NE Ctr Special Care</u>
<u>Wed. 7</u>	<u>10am-1pm</u>	<u>The Mt View</u>
<u>Wed. 7</u>	<u>8am-3pm</u>	<u>Benedictine Hospital</u>
<u>Wed. 7</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 14</u>	<u>3pm-6pm</u>	<u>HV Rehab & Care</u>
<u>Wed. 14</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 14</u>	<u>9am-3:30pm</u>	<u>Golden Hill Health</u>
<u>Tues. 20</u>	<u>8am-10am</u>	<u>Ellenville Hospital</u>
<u>Wed. 21</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>
<u>Wed. 28</u>	<u>8am-1pm</u>	<u>Kingston Hospital</u>

For more information, call the Ulster County SHARPS program at (845) 336-3336 or visit website at www.ucrra.org

WHAT'S INSIDE:

- A message from Ulster County
- Why Recycle
- Mandatory Recycling Requirements
- What to Recycle
- Evaluate Current Recycling Program
- Set up a New Recycling Program
- Step 1—Enlist Support for Recycling
- Step 2—Design Recycling Program
- Step 3—Contract for Service
- Step 4—Educate Employees and Tenants
- Step 5—Monitor for Continued Success
- Other Recycling Programs
- How to Reduce Business Waste
- Recycling at Drop-off Centers
- Appendices

RECYCLING IN ULSTER COUNTY

BUSINESS AND COMMERCIAL PROPERTIES GUIDE



Recycling for Business and Commercial Properties

What's Inside:

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A message from Ulster County

Serving you and protecting our resources!

Recycling Requirements for Commercial and Business Properties

Every Ulster commercial property and business must recycle –*it's the law.*

Our goals are to:

- * Make it easy in Ulster County for employees, customers, residents and visitors to recycle.
- * Reduce waste and greenhouse gas emissions.
- * Exceed New York's mandatory recycling rate.

We are excited to provide this guide to assist you with each step in setting



up and operating a successful recycling program. This guide also explains how recycling may reduce costs and add value to your property.

Our staff is ready to answer questions and provide onsite, technical assistance and encourage employees and tenants to make recycling a daily habit. Please call our Ulster County Recycling Hotline at 845.336.3336.

Your recycling efforts make a difference to our environment and your bottom line!

\$\$\$ RECYCLING MAKES GOOD BUSINESS SENSE \$\$\$

A successful recycling program:

Saves Trash Disposal Costs

The economic benefits of a recycling program are most often understood through cost avoidance; these savings can be realized if the recycling program results in:

- less garbage requiring disposal, resulting in fewer pick-ups by the waste hauler;
- less garbage, requiring a smaller dumpster for trash, resulting in reduced collection and container rental costs.

Adds Value to Your Property

“Greening” your business with a convenient, well-managed recycling program can attract loyal customers and increase employee satisfaction.

Meets County Requirements

It's the **law** in Ulster County that all commercial properties must recycle their most common waste materials such as: *Cardboard *Mixed or office paper *Bottles and cans

Demonstrates Environmental Leadership

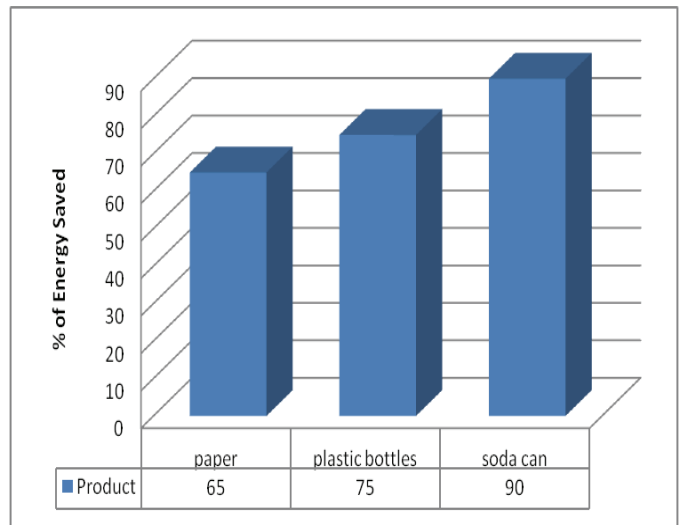
Publicly show your commitment to the environment by raising the recycling bar – if you're currently only collecting cardboard, add mixed paper, bottles and cans, electronics and yard waste recycling to your program. Your company's reputation will increase along with increasing recycling participation.

How Does Recycling Really Help the Environment?

Recycling Saves Energy

Manufacturing goods from recycled materials requires 65 to 95 percent less energy than producing goods from virgin materials. For example, the same amount of energy needed to manufacture one aluminum soda can from bauxite ore makes 20 cans from recycled aluminum.

** Graph shows energy saved by manufacturing with Recycled vs. Virgin Materials*



FACT:

For every ton of paper recycled, we save 17 trees.

Recycling Reduces Pollution and Conserves Natural Resources

Using less energy reduces emissions of greenhouse gases linked to global warming.

For example, production of recycled-content paper uses 65% less energy, 80% less water, and produces 95% less air pollution than paper manufactured from wood pulp.

By providing recycled materials for manufacturing new products, recycling saves:

- Millions of barrels of petroleum used to make plastic bottles
- Millions of trees used to make paper products

- Expense of mining and transporting 4 pounds of bauxite ore for every pound of recycled aluminum



Where does your recycling go?

Recyclables being sorted at the Ulster County Resource Recovery Agency

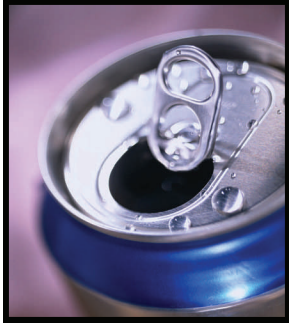


After collection, your recycling is taken to the Materials Recovery Facility (MRF) which is a complex of sorting mechanisms that separate the recyclables by material. Too

much time spent hand-picking contaminants out of the material stream or unclogging machinery increases our expenses and decreases our ability to effectively separate valuable materials and increase operating performance.

Next, large bales of sorted recycling are sold to manufacturers to make new products. Again, it is important to remember that your recycled materials will be used to make new products. Quality matters and the better you do following the guidelines, the more efficient the sorting process will be.

Products Made From What You Recycle



Aluminum Can - 100% made into new cans and back on the shelf in only 60 days.

Mixed Paper - Made into newspapers, food and product boxes, office paper and tissue.



Plastic Bottles - Made into new plastic bottles, carpet, clothing, decks, benches, containers.

FACT:
Recycling five 2-liter PET bottles (soda bottles), produces enough fiberfill to make a ski jacket.

But it's plastic—Why can't I recycle it?

Only some types of plastics can be easily and cost effectively recycled to make new products. Always recycle all plastic bottles and jugs with necks smaller than the base. In addition, you can now recycle tubs and lids (yogurt, sour cream, margarine containers).

*** Visit our website at www.ucrra.org for an updated copy of the Ulster County Recycling Instructions brochure

*** ONLY IF THE PLASTIC CONTAINER IS A BOTTLE, JUG, JAR OR TUB AND HAS A RESIN NUMBER OF: (number on bottom)



REMINDER:
NO CAPS! LIDS ARE ACCEPTABLE. PLEASE RINSE ALL CONTAINERS. NO POLYSTYRENE FOAM, PLASTIC BAGS, TOYS. NO PLASTIC BOTTLES THAT ONCE CONTAINED CHEMICALS. NO MICROWAVABLE FOOD TRAYS. NO BLACK PLASTIC.

Mandatory Recycling Requirements

Ulster County requires ALL businesses and mixed-use properties to recycle. Most commercial properties can recycle cardboard, mixed paper (including office paper and newspapers), bottles, cans, electronics, yard waste and scrap metal. Recycling these items can significantly reduce

your property's trash disposal costs. As the owner or property manager, it is your responsibility to:

- Set up and maintain an effective, onsite recycling program for your employees, tenants and customers.
- Submit an initial recycling plan to the Ulster County Resource Recovery Agency.

- Educate employees, tenants and customers about your property's recycling program.



Requirements for Multi-Use Properties and Tenants

In multi-tenant commercial properties that combine office and/or retail with apartments and condos; it is your responsibility to:

- Meet the above business requirements.
- Set up a recycling program for multi-family residents to recycle bottles and cans plus newspapers and mixed paper. Recycling cardboard during peak move-in times and holidays can also significantly reduce trash disposal costs.
- Educate employees, tenants and customers about your property's recycling program.

Timeline for Recycling Compliance and Reporting:

30 days File initial Recycling Plan after first tenant's date of occupancy.

90 days Onsite recycling program up and working.

Agency representatives may visit property to:

- investigate a complaint
- monitor compliance as part of quarterly random sample.

For questions and technical assistance call 845.336.3336.

ACCEPTABLE ITEMS

PAPER PRODUCTS

- Newspapers
- Magazines & Catalogs
- Computer / Copy / Fax Paper
- Writing / Ledger Paper
- Phonebooks
- Junk Mail
(including envelopes, coupons, ads & inserts)
- Wrapping Paper
- Greeting Cards
- All Thin Cardboard
(including cereal, pasta, cracker and other food boxes, shoe boxes, tissue boxes, paper egg cartons, soda & beer packaging)
- Corrugated Cardboard & Brown Paper Bags

NOTE: Flatten cardboard. Do not tie together, keep loose. No wax or plastic coated paper products

COMMINGLED PRODUCTS

- Aluminum Cans
- Tin Cans / Containers
- Glass Bottles
- Glass Jars
- Plastic Bottles (shampoo, water, soda)
- Plastic Tubs (yogurt, cottage cheese)
- Plastic Jugs (milk, juice)

TIP: Look for the code on the bottom of the container. If it is:

- PET #1
- HDPE #2,
- LDPE #4
- PP #5, or
- Other #7



then it is recyclable!

NOTE: Remove caps. Rinse all containers. No caps! Lids are acceptable.

NOT ACCEPTED

- Paper Towels, Facial Tissues, Napkins
- Waxed or Plastic Coated Paper or Boxes
- Food-contaminated Material
- Pizza Boxes
- Foil Wrapping Paper
- Plastic Bags
- Prescription Bottles
- Plastic Food Wrap
- Potato Chip or Sandwich Bags
- Black Microwavable Plastic Containers
- Styrofoam
- Automotive Fluid Bottles
- Petroleum
- Herbicide or Pesticide Containers
- Light Bulbs
- Flower Vases
- Drinking Glasses
- Window / Broken Glass
- Scrap Metal
- Foil or Pie Plates



Set up a new recycling program

Remember the Keys to a Successful Recycling Program:

- Convenience
- Well-Trained, Committed Staff
- Employee and Tenant Education
- Clear and Visible Labels and Signs
- Program Monitoring and Expanded Services

Successful Recycling Program Checklist

A successful recycling program is efficient and cost-effective. Often making some easy program upgrades, can deliver great paybacks. Use this checklist to evaluate your current recycling program. Also review your trash and recycling contract(s). Based on your findings, go to the suggested section of this guide and take action!

√Most employees, tenants and/or customers recycle weekly.

√Recycling containers are conveniently placed near trash containers for employees, tenants and/or

customers and in common areas.

√Signs and labels are clear, visible and include pictures and/or multiple languages to identify items to be recycled.

√Recycling and trash containers are regularly monitored for contaminants and, if found, corrective action is taken.

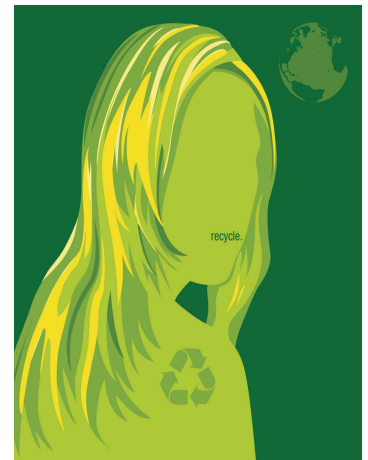
√Custodial staff follows procedures for collecting and promoting recycling.

√How to recycle is well advertised.

√Recycling containers/dumpsters are properly sized for recycling generation.

√Current recycling service is your best value in today's marketplace.

√Recycling program has management support.



Keys to Success

Convenience

Place recycling containers next to trash containers to make recycling as convenient as throwing out the trash.

Well Trained, Committed Staff

Active involvement from an onsite manager is crucial to your program's success. Train maintenance staff on collection procedures and sales staff to answer questions and promote recycling.

Employee and Tenant Education

Educating employees and tenants increases participation and reduces contamination. It's also a mandatory requirement. Promotional materials should emphasize benefits of recycling, what and what not to recycle, where to recycle and who to contact with questions.



Trash Less.
Recycle More.
Save Money AND
our Earth!



Sample Recycling Coordinator Responsibilities:

Keep containers properly labeled

Check for contamination and identify solutions

Encourage recycling and answer questions

Help design flyers, signs and labels.

***The Ulster County Resource Recovery Agency can also provide your business or property with recycling bin labels, posters and recycling instructions.

Keys to Success cont'd

Clear and Visible Labels and Signs

Post informative signs in common areas (in multiple languages). Replace worn container labels.

Program Monitoring and Expanded Services

Monitor inside and outside collection areas regularly for contamination. Increase recycling service to address overflow and reduce trash service to save money. Keep collection areas clean and neat.

WHAT'S IN OUR GARBAGE?



Set Up a New Recycling Program

After you receive your Certificate of Occupancy, your property should have an onsite recycling program set up and working. Usually the property manager or owner designs the program and contracts for trash and recycling services.

As the person responsible, your support and active involvement is crucial to the recycling program's success.

5 Easy Steps to a New Recycling Program

Step 1 Enlist Support for Recycling

Step 2 Design Recycling Program

Step 3 Contract for Service

Step 4 Educate Employees and Tenants

Step 5 Monitor for Continued Success

Step 1—Support for Recycling

Top Management Support

Explain the value of a convenient, well-managed recycling program to owner(s), top-level property management, and tenants. See "A Successful Recycling Program, p.1" for details. If top management makes recycling a priority,

employees, tenants and customers should follow their lead.



Recruit a Recycling Coordinator

Identify an onsite employee to help set up, promote and monitor your recycling program. If you choose an onsite manager, employee or maintenance manager, then make these duties part of their performance evaluation.

Step 2—Design Recycling Program



To design a successful recycling program, a business should:

- Determine what recyclable materials your business generates

- Estimate the volume of recycled materials
- Identify locations for recycling containers
- Implement new policies to prevent waste

Determine What Materials to Recycle

The most common recyclable materials found in most business and office settings are:

1. Office or *mixed paper
2. Corrugated cardboard
3. Plastic bottles and jugs
4. Metal drink/food cans
5. Glass bottles
6. Electronics

* Mixed Paper includes: magazines, newspaper, office and colored paper, junk mail, and thin cardboard (cereal and other food boxes)

Reminder:

Please refer to “What to Recycle” on pg. 4 for more information on these items.

***Depending on your business, you may also recycle wastes such as grease, motor oil, scrap metal, etc.

Estimate Volume of Recycle Materials

To find out which recyclable waste materials your business generates, you can:

- Conduct a waste audit
- Review business records
- Perform a waste sort

Reviewing business records gives you data on the types and amounts of waste generated. Conducting a waste audit identifies which specific business activity

generates which types of wastes. Depending on the size of your business and the variety of wastes generated, you may find an audit or a records review sufficient.

Perform a waste sort where a sample of generated waste is physically collected, sorted by material, and weighed. A waste sort identifies each

waste component and calculates its percentage of the waste your business generates.

FACT: Used corrugated cardboard boxes are the largest single source of waste paper for recycling, making up about 40 percent of all waste paper recycled in the United States.

Conduct a Waste Audit

Start by taking a close look at the waste your property generates from:

- Offices
- Shipping and receiving
- Common and public areas
- Tenants
- Retail counters and kitchens
- Manufacturing or service areas

- Grounds maintenance Record the location, waste type and estimated volume.

Review Business Records

Review the following types of records to identify your business’ waste generation and disposal practices. Record the

location, waste type and estimated volume from these business records:

- *Purchasing and inventory
- *Supply, equipment and raw materials invoices
- *Maintenance and operating logs
- *Equipment service contracts and repair invoices
- *Waste hauling, disposal and any recycling records and contracts

FACT: Every year, Americans throw out enough office/writing paper to build a wall, 12 ft. high, stretching from Los Angeles to New York City.

Once identified, you can use the specific waste types and generation levels to:

- Negotiate trash and recycling contracts
- Request a share of revenues from sale of recycled materials (ex. scrap metal)
- Implement new policies to prevent waste

Identify Locations for Recycling Containers

Make recycling convenient for employees and tenants by placing recycling containers next to all trash containers. Consider purchasing different colored containers for trash and recycling.

* See Appendix D on how to conduct a waste assessment



Label recycling containers pictures and/or a list of acceptable items. Also consider a “No Trash” label on recycling containers. Label trash containers as “Trash Only”.

Appropriate-sized recycling containers should be placed at:

- Employee desks and workstations
- Copiers, fax machines and mailboxes
- Conference rooms
- Shipping and receiving
- Kitchen and vending areas
- Public areas including outside



Step 3—Contract for Service

Recycling can benefit your bottom line and the environment. Information in this section will help you:

- Negotiate a competitive price for service
- Maximize value of recycled material
-

Types of Service

All recycling haulers in Ulster County offer *dual-stream service* where bottles and cans made of glass, metal and plastic can be put into one recycling container. The other recycling bin/dumpster is for mixed paper materials. Corrugated cardboard is collected separately, making single stream collection possible.

Trash vs. Recycling Service

When you contract for trash service, you are paying for:

- Frequency of collection (2-3 times per week)
- Size of dumpster and/or number of containers
- Trash transfer at the Ulster County Resource Recovery Agency, long-haul trucking and disposal costs at distant landfills

When you contract for recycling service, you *avoid expensive trash disposal costs* and are paying for only:

- Frequency of collection (2-3 times per week)
- Size of dumpster and/or number of containers

Request Proposals from Several Haulers

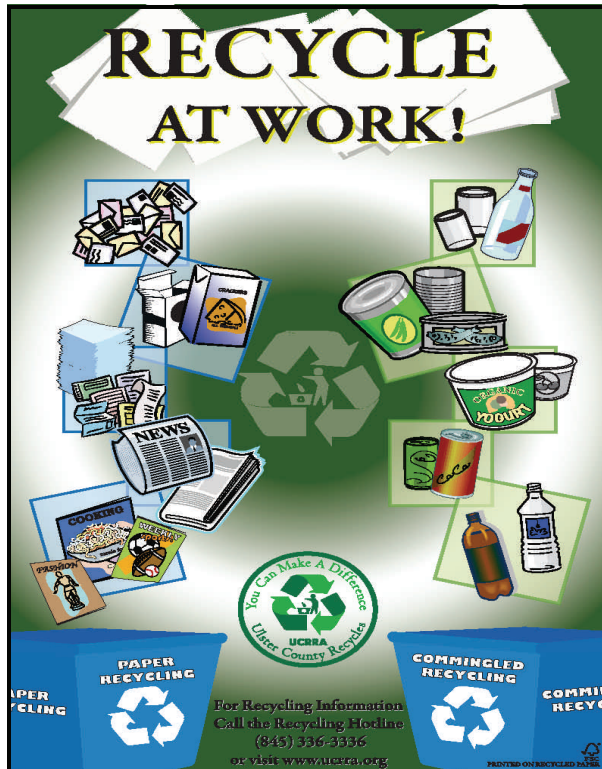
Ask for bids for service to recycle bottles, cans, mixed paper, office paper and corrugated cardboard. Contact several haulers to obtain competitive bids and compare costs for the same service options. For a current list of trash and recycling companies, use the phonebook and look under “garbage removal”.

What Haulers Typically Provide

- Large wheeled recycling containers or dumpsters; sometimes indoor containers
- Recommendations on size, locations and number of recycling containers

What Haulers Typically Provide cont'd

- Container labels - some offer labels with pictures and multiple languages
- List of acceptable and unacceptable materials for recycling OR you may visit, <http://www.ucrra.org/recycling/recycling.htm>
To download your own copy of the Ulster County Recycling Instructions Brochure
- An invoice detailing service:
 - Size and number of containers
 - Frequency of collection
 - Tonnage if available



Checklist for Hauler Meeting

- ✓ Materials to be recycled (ex. cardboard, white office paper, mixed paper, bottles and cans.)
- ✓ What materials cannot be recycled (contaminants), what amount will be tolerated and any penalties charged
- ✓ Minimum amounts required for pick-up
- ✓ Locations for indoor (including public areas) and outdoor recycling containers
- ✓ Size, type and number of recycling containers. Supply desk-side and common area inside recycling containers
- ✓ Samples of clear, descriptive container labels for recycling including labels for "Trash Only"
- ✓ Cost for increasing recycling collections versus adding larger/more containers
- ✓ Provisions in contract for reducing trash service and cost as recycling increases and recycling additional materials
- ✓ Invoice information needed: number of collections, size and number of containers, and tonnage



Sample outdoor recycling bin system for collecting cans, bottles and paper

Step 4—Educate Employees and Tenants

- **Recommended Recycling Topics:**
- **Materials to recycle and not recycle**
- **Recycling locations**
- **Report recycling program results**
- **Who to contact to report problems**
- **Interesting facts about recycling**
- **Seasonal suggestions and reuse tips**

FACT: Scientists refer to it as the “Eastern Garbage Patch,” the largest dump in the world is in a desolate area extending from 500 miles off the coast of California, past Hawaii and extending almost to Japan-in the Pacific Ocean. Held together by a slowly rotating system of currents northeast of Hawaii, the Eastern Garbage Patch is more than just

a few floating plastic bottles washed out to sea; the Patch is a giant mass of trash-laden water exceeding the size of the continental United States!

Plastic Ocean

Promotion and Education

To have a successful recycling program, you must promote it and educate employees, tenants and custodial staff. Education can help you increase program participation and the volume of recycled materials, and reduce contamination from trash placed in recycling bins and recyclables thrown into trash.

How to Promote and Educate

- Create colorful, informative posters and signs showing what items can and cannot be recycled
- Promote your recycling program in property brochures and new employee training
- Place clear and descriptive labels on trash and recycling containers. Consider labels with pictures and in multiple languages
- Train employees, new hires and custodial staff. Show property management staff how to help tenants set up a recycling program
- Repeat the recycling message often using e-mail, internet and newsletters



Paper recycling bin clearly labeled and being put to use by an employee

Train Key Staff and Custodians

For your recycling program to be successful, you will need well-trained, committed staff.

Involve custodial staff in the design and make them accountable for recycling collection and reporting problems.

* Walk through new collection and monitoring procedures with onsite property management and custodial staff.

* Educate new employees to make sure recycling is not placed in the trash.

* Create a Recycling Program Notebook with what can and cannot be recycled, a map of recycling locations, frequently asked questions and answers and staff procedures.

* Train property management staff to help tenants set up a recycling program.

Events and Ongoing Education



Plan a fun kick-off event for your new recycling program. Ask managers to talk about the recycling program in staff meetings. Think of easy and fun things to do such as:

- Send out an online quiz, game or survey
- Play an office sort game at an upcoming meeting where teams compete to recycle materials
- Display fun recycling facts in the lobby or cafeteria
- Present small prizes to staff 'caught' recycling
- Offer recycling demonstrations and training
- Sponsor a recycling contest or event

FACT: Americans discard 2.5 million plastic bottles every hour. If recycled, plastic bottles can be made into carpet, clothing and materials for decks, benches and other construction projects.

Step 5—Monitor for Continued Success

Another important key to a successful recycling program is to monitor performance and adjust services as needed. Often easy upgrades deliver greater efficiency and lower costs. Use the tips below along with the checklist on page 5 to evaluate how well your recycling program is

working. For 2-3 weeks, check recycling and trash containers before each scheduled hauler collection for:

- Damaged signs and container labels
- Fullness of containers
- Contamination, such as:

1. Amount and type of trash in recycling bins

2. Amount and type of recycling thrown in trash

3. Additional items to reuse, recycle, or accepted in take-back programs to reduce disposal costs

- How clean and neat collection areas are kept

Tracking Progress

Make sure to record and report findings to employees and tenants to encourage proper recycling behavior and more participation.

*** Plan to repeat monitoring at least quarterly for one week and track findings to identify cost saving service changes and peak times for certain types of materials.

*** Even recycling CAN be made into a work of art!
Photo: Recycled Can Artwork



Recommended Actions Based on Findings

Overflowing recycling: Add additional recycling containers or upgrade to a dumpster.

High contamination: Add “No Trash” or “No Bottles and Cans” labels on appropriate containers. Consider purchasing different colored containers for trash and recycling. Use posters and flyers with photos describing what can and cannot be recycled. Also evaluate container placement.

Low participation: Put up signs and maps in common areas to identify the location of recycling containers. Use posters and flyers with photos describing what can and cannot be recycled. Explain why recycling is important using the benefits on pages 1-3

Trash container not full: Your property’s recycling program is a success! Reduce your trash disposal by reducing the number of trash collections or size/ number of containers.

Trash overflowing with cardboard: Add corrugated cardboard recycling service and avoid paying trash disposal costs. If only a seasonal problem, ask maintenance staff to collect and haul cardboard from move-ins to a Municipal Recycling Drop-off Center See page 13 for locations.

FACT:
Every day American businesses generate enough paper to circle the Earth 20 times.



How to Reduce Business Waste

Review the waste audit information you collected to identify ways to reduce waste such as new “green” purchasing policies, reusing materials, supplier take-back programs and composting.

Green Purchasing

New purchasing policies can drastically reduce waste by limiting materials coming into your business

and shifting disposal and recycling back to the supplier. Buying products with recycled content increases demand for sustainable products. Consider new purchasing policies such as:

1. Buy paper, office supplies and other products made with recycled content.
2. Print newsletters, posters, and reports on recycled paper.

3. Buy items in bulk.
4. Purchase reusable products instead of single use disposable products. Buy coffee mugs instead of paper or styrofoam cups, hand dryers instead of paper towels, rechargeable batteries, etc.
5. Negotiate with suppliers to reduce packaging and offer take back programs for wood pallets, obsolete electronics, ink cartridges, etc.

Reduce and Reuse—Then Recycle

Emphasize and reward new programs that reduce consumption and waste saving money spent on supplies and trash disposal. Then recycle what’s left. Try some of these tips to reduce waste and reuse materials:

- Implement a company-wide double-sided
- copying policy.
- Distribute company bulletins on voice or e-mail and post on a central bulletin board.
- Use technology to share, distribute and review business records and files.
- Reuse corrugated cardboard boxes,
- packaging peanuts, and bubble wrap to ship packages.
- Donate reusable furniture, computers, and office equipment to schools and charitable organizations.
- Reuse back of paper to print draft reports and documents or notepads



- Set up an area for employees to exchange desk and file organizers and other used items.
- Compost yard trimmings or ask your landscape contractor to compost them. To purchase a backyard composter at a discounted rate or to obtain more information on constructing your own, visit the UCRRA website at <http://www.ucrra.org/recycling/compost.htm>
- Use a mulching lawnmower and leave grass clippings on the lawn.
- Reduce advertising mail by requesting your business be removed from mail lists.
Send to: Direct Marketing Association Mail Preference Service, P.O. Box 9008, Farmingdale, NY 11735-9008



Municipal Recycling Drop-off Centers

The following materials are regulated in Ulster County: GLASS BOTTLES & JARS; METAL CANS (tin & aluminum); PLASTIC BOTTLES, JARS & JUGS (with caps removed), TUBS & LIDS; CARDBOARD (including brown paper bags ONLY); and a mixture of paper that includes NEWSPAPER, OFFICE PAPER, WASTE MAIL, MAGAZINES & THIN CARDBOARD FOOD BOXES (paperboard/grayboard). It is MANDATORY that these materials be recycled at town drop-off centers and at curbside. At the Municipal Recycling Drop-off Center, less than 2 cubic yards of recyclable material can be brought by residents or smaller businesses. Businesses, institutions and waste haulers with more than two cubic yards, may bring their recyclables to the UCRRA Materials Recovery Facility (MRF) located in the town of Ulster on Route 32 near the intersection of Route 199/209.

Town of Denning Town Barn, Denning Road, Claryville Transfer Station: 985-2543	Town of Lloyd Lily Lake Road, Highland Transfer Station: 691-8274	Town of Rosendale Whiteport Road, Rosendale Transfer Station: 338-0113
Town of Esopus Floyd Ackert Rd, West Park, NY Transfer Station: 384-6835	Town of Marbletown Canal Rd, High Falls Town Clerk: 687-7601	Town of Saugerties Route 212, Saugerties Transfer Station: 679-0514
Town of Gardiner Steve's Lane, Gardiner Transfer Station: 255-9775	Town of Marlborough Bailey Gap Rd, Milton Transfer Station: 795-2314	Town of Shandaken Town Hall, Rt 28, Shandaken Town Clerk: 688-5004
Town of Hardenburgh Turnwood, Hardenburgh Town Hall: 586-4108	Town of New Paltz Clearwater Rd, New Paltz Transfer Station: 255-8456	Town of Shawangunk River Rd, Wallkill Transfer Station: 895-2894
Town of Hurley 1043 Dug Hill Rd, West Hurley Transfer Station: 338-5412	Town of Olive Beaverkill Rd, Olive Transfer Station: 657-8177	Town of Ulster Miron Lane, Kingston Transfer Station: 336-0311
City of Kingston Municipal Curbside Collection	Town of Plattekill Freetown Rd, Plattekill Town Hall: 883-7331	Town of Wawarsing Landfill Rd, Wawarsing Transfer Station: 647-3410
Town of Kingston Town Hall, Sawkill Rd, Kingston Town Clerk: 336-8853	Town of Rochester Airport Road, Accord Transfer Station: 626-5273	Town of Woodstock Woodstock uses Saugerties Town Clerk: 679-2113

Recycling Bin Vendors

The following sample list of vendors is provided for your convenience only and does not constitute or imply an endorsement, recommendation, or favoring by the Agency.



Rubbermaid Commercial Products
www.rubbermaidcommercial.com
 800.347.9800

Grainger, Inc.
www.grainger.com
 800.237.3174 ext. 360

Recycling Products, Inc.
www.recyclingproducts.com
 800.875.1735

Jedstock, Inc.
www.jedstock.com
 908.754.0404

SCL AI Plastics
www.sclai.com
 800.777.0979

The Fibrex Group
www.fibrexgroup.com
 800.346.4458

Rehrig Pacific
www.rehrigpacific.com
 800.421.6244

Busch Systems International
www.buschsystems.com
 800.565.9931

One Earth Corporation
www.oneearthcorporation.com
 800.779.3062

Wausau Tile Pavers
www.wausautile.com/metalandconcrete/wastecontainers.cfm
 800.388.8278

Clear Stream
www.clearstreamrecycler.com
 800.872.8241

Midpoint International, Inc.
www.midpoint-int.com
 888.646.4246

Toter, Inc.
www.toter.com
 800.424.0422

Norseman Plastics
www.norsemanplastics.com
 888.675.2878

Link-A-Bag Systems
www.linkabag.com
 800.321.8154

Windsor Barrel Works
www.windsorbarrel.com
 800.527.7848

Waste Warrior Products
www.wastewarrior.com
 616.432.4365

Recy-CAL
<http://recy-cal.stores.yahoo.net/index.html>
 800.927.3873

APPENDIX B

Ulster County Mandatory Source Separation and Recycling Law Local Law Number 8 of 1991, revised 2007

Section 7. Program Established

A program is hereby established within Ulster County for the mandatory source separation of regulated recyclable materials from the solid waste stream. Regulated recyclable materials initially established under this local law shall, as defined in Section 4, include the following: newspaper, color-separated glass bottles and jars, metal cans, plastics bottles and jugs, corrugated cardboard, office paper, and computer paper. All persons shall separate regulated recyclable materials from solid waste before either setting out solid waste for collection pursuant to lawful procedure or disposing of it in an authorized solid waste management facility.

Section 8. Preparation and Separation of Regulated Recyclable Materials

- (a) Upon the effective date of this local law, all persons in the County shall separate regulated recyclable materials from solid waste for the purposed of collection and recycling.
- (b) The Agency, from time to time, may promulgate rules and regulations pursuant to Section 6 specifying requirements for preparation and separation of regulated recyclable materials.
- (c) All persons shall prepare and separate regulated recyclable materials in accordance with the rules and regulations.

Section 9. Preparation and Separation by Multi-Family Dwellings of Regulated Recyclable Materials

- (a) All residents of multi-family dwellings must source separate regulated recyclable materials from solid waste according to Section 8. and the rules and regulations promulgated thereunder, and deposit the regulated recyclable materials in the receptacles and/or collection area(s) provided therefore by the lessor, owner, or manager.
- (b) Lessors, owners, or managers of multi-family dwellings must establish a program which facilitates the multi-family resident to source separate regulated recyclable materials, and must include, providing in a neat and sanitary condition, receptacles and/or collection area(s) to receive all regulated recyclable materials generated by residents of the multi-family dwelling. In cases where a condominium association exists, the condominium association shall be responsible for provision and maintenance of the receptacles and/or collection area(s).
- (c) By March 1, 1992 and every year thereafter, lessors, owners, or managers of all multifamily dwellings of five (5) units or more, shall submit to the Agency for approval a Multi-Family Dwelling Recycling Plan implementing Section (b). Such a plan shall include:

APPENDIX B cont'd

- (1) Location of multi-family dwelling and number of units;
- (2) Collection system for regulated recyclable materials once the residents have deposited such materials in the receptacles and/or collection area(s);
- (3) Provisions for publicizing recycling program; and
- (4) Implementation date of September 1, 1992.

(d) The Agency, from time to time, may promulgate rules and regulations pursuant to Section 6 for additional information and implementation of the Multi-Family Dwelling Recycling Plan.

(e) All multi-family residents, lessors, owners, or managers shall report as required pursuant to Section 16.

Section 10. Commercial and Institutional Sector Recycling

(a) All commercial and institutional sector generators shall prepare and separate regulated recyclable materials according to Section 8 and the rules and regulations promulgated thereunder.

(b) All commercial and institutional sector generators of 10 employees or more shall submit a Commercial/Institution Solid Waste Reduction and Recycling Plan to the Executive Director. The plan will remain on file with the Agency. All commercial and institutional sector generators shall submit revisions as applicable. Such a plan shall include:

- (1) Organization Identification including a general description of the business, its location and type of operation and the number of employees;
- (2) Waste Composition analysis including an identification of the amounts of recyclable and non-recyclable materials in their solid waste stream;
- (3) Waste Reduction and Recycling Practices including an identification of waste reduction efforts, present recycling, potential recycling, and waste exchanges, and
- (4) Waste Disposal for residual waste including an identification of materials in the organization's waste stream that will not be reduced or recycled and disposal methods.

(c) The Agency, from time to time, may promulgate rules and regulations pursuant to Section 6 for additional information and implementation of the Commercial/Institutional Solid Waste Reduction and Recycling Plan.

(d) All commercial and institutional sector generators shall report as required in Section 16.

Section 16. Reporting Requirements

(a) All persons shall report information as designated by the rules and regulations promulgated by the Agency pursuant to Section 6.

(b) The Agency may, from time to time, pursuant to Section 6 promulgated rules and regulations requiring the reporting on regulated recyclable materials, recyclable materials being studied as possible regulated recyclable materials, regulated recyclable materials directly sold or donated pursuant to Section 11, categories of solid waste as designated by the Agency or any other information needed to further the purposes of this law, including information needed to study possible economic markets, track flow of regulated recyclable materials, or monitor progress in meeting the State and County recycling goals.

Sample Recycling Bin Labels and Posters (available at Ulster County Resource Recovery Agency)

Recycling Posters



Recycling Bin Labels



Waste Assessment Form

Instructions

- Divide workplace into sections such as offices, production, food prep, hallways, etc.
- Collect materials from each section in one large container. NOTE: If material is already separated, it is not necessary to combine materials.
- Establish the size of the large container used to collect materials and determine the percentage of the total volume occupied by all waste (%full).
- Separate materials in the large container by type and determine the percentage of each type of waste—percentages must equal 100%.
- Enter all information onto audit form.

***Information/data on this form can be converted into tonnage using the *Volume-to-Weight Conversion Table* (Appendix E)

Sample Waste Assessment:

Location	# of Bins	Bin Size	% Full	Materials	Notes on Material
	1	55 gal	75	Mixed paper	Office paper, magazines, food boxes
First Floor—Office	1	32 gal	75	Containers	Cans and bottles
	1	32 gal	50	Trash	Food wrap

Location	# of Bins	Bin Size	% Full	Materials	Notes on Material

A banner image with a blue background on the left and a black background on the right. The left side features a photograph of a glass bottle and some green leaves. The text 'Standard Volume-to-Weight Conversion Factors' is written in white, bold, sans-serif font across the blue background. The text 'APPENDIX E' is written in white, bold, sans-serif font on the black background.

Standard Volume-to-Weight Conversion Factors

APPENDIX E

Please visit the following EPA website

<http://www.epa.gov/waste/partnerships/wastewise/pubs/conversions.pdf>

for a complete list of all materials and conversions

ULSTER COUNTY BUSINESS & COMMERCIAL PROPERTY SOLID WASTE REDUCTION & RECYCLING PLAN

A major portion of the Ulster County solid waste stream is produced by business and industry. To meet the goals of the mandated Ulster County Source Separation and Recycling Law, and the Ulster County Solid Waste Management Plan, recycling programs must be implemented in commercial buildings and institutions as well as in residential neighborhoods.



ATTENTION BUSINESS LEADERS

Environmental preservation is an issue of paramount importance to Ulster County residents. Citizens want to know that the businesses they patronize recycle.

The Ulster County Resource Recovery Agency is encouraging all businesses with existing recycling or waste reduction programs to submit a completed **Business and Commercial Property Solid Waste Reduction and Recycling Plan** found below to qualify as a candidate for the Ulster County *Partner in Recycling* Program. **Businesses with 10 or more employees and Residential Premises (including apartments and condominiums with 5 or more units) are required by the Ulster County Mandatory Source Separation and Recycling Law per Section 10 to submit the following plan.** Upon receipt and review of the Commercial Solid Waste and Recycling Plan, you will receive the Ulster County **We Recycle** decal (including your permit #0000) for window display at your place of business advocating your recycling efforts to the public. You will be recognized as a recycling leader in the community and will be listed on our website www.ucrra.org as an Ulster County *Partner In Recycling*. Please advise that an Agency representative may contact you for a site visit. For review of the Ulster County Mandatory Source Separation and Recycling Law as it pertains to the commercial sector, please see the Recycling for Business and Commercial Properties Guide, Appendix B located on our website.

Even if your business has less than 10 employees you may become an Ulster County *Partner In Recycling*. If you have an existing recycling/waste reduction program please complete the following form and submit it to the Agency office for review.

If you currently do not have a recycling/waste reduction program, and would like more information on how to get started, simply fill out the top portion of the plan and answer question number 10. This is your opportunity to receive recognition for protecting the environment.

Once completed, the plan must be copied and:

- A) Mailed to the "UCRRA - Recycling Enforcement Program, P.O. Box 6219, Kingston, NY 12402" or faxed to (845) 336-4129;
- B) Kept on file at the business or property location;
- C) Posted in public areas for all employees, tenants and other occupants of the business or property.

Business / Commercial Property Name:

Mailing Address:

City: State: Zip Code:

Telephone: Email:

I hereby certify that as a representative, I am responsible for ensuring compliance with the Ulster County Mandatory Source Separation and Recycling Law: Section 10, which requires recycling and reporting by my business, and confirm that a program will be implemented in accordance with the applicable schedule.

Print Name: Sign Name: _____

1. Does your firm currently recycle any waste materials? Yes No (If no, skip to Question No. 10)

If Yes, how long have you been recycling? Years

2. If your firm does recycle, please estimate quantities recycled of the following:

Mixed Paper= includes newspaper, junk mail, magazines, paperboard, office/computer paper mixed together*
Commingled= glass/metal/plastic containers mixed together*

	# of Containers	Size of Container	# Pick-ups Per Month
Office/Computer Paper	<input type="text"/>	<input type="text"/>	<input type="text"/>
Newspaper	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mixed Paper *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardboard	<input type="text"/>	<input type="text"/>	<input type="text"/>
Glass	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ferrous (Iron/Steel)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non-Ferrous	<input type="text"/>	<input type="text"/>	<input type="text"/>
Aluminum	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plastics	<input type="text"/>	<input type="text"/>	<input type="text"/>
Commingled *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Textiles	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yard Waste	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rubber	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Please estimate what percentage of your total waste consists of the following recyclable materials:

	Percent %
Office/Computer Paper	<input type="text"/>
Newspaper	<input type="text"/>
Mixed Paper *	<input type="text"/>
Cardboard	<input type="text"/>
Glass	<input type="text"/>
Ferrous (Iron/Steel)	<input type="text"/>
Non-Ferrous	<input type="text"/>
Aluminum	<input type="text"/>
Plastics	<input type="text"/>
Commingled *	<input type="text"/>
Textiles	<input type="text"/>
Yard Waste	<input type="text"/>
Rubber	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

4. Where do you send the materials recycled from your facility? (materials other than what is collected by your hauler) ex: electronic waste, scrap metal, tires, etc.

Name of facility: Material:

Location:

Name of facility: Material:

Location:

5. The total amount of waste generated by your firm at this address is:

(enter quantity and choose appropriate measure and frequency)

Measure: Frequency: (Example: 35 cubic yards per week)

6. How does your firm currently handle waste disposal?

If Contract with Hauler, please specify Hauler name:

7. If you contract, what is payment based on?

If other, please specify:

8. What is the specific product or service your firm provides?

9. How many people are employed by your firm? (Employee means any person working 20 or more hours a week for more than 6 months in a calendar year.)

Employees:

10. Are you interested in learning more about how to start a sustainable recycling program? Yes No

If so, please visit the UCRRRA website at www.ucrra.org to obtain a copy of the Business and Commercial Property Recycling Guide and other helpful resources.

Are you aware of the Ulster County Mandatory Source Separation and Recycling Law that requires every business, every institution, every government agency, every commercial property and every household to recycle?

Yes No

BUSINESS TYPE (Check all that apply):

<input type="checkbox"/> Bar/Restaurant	<input type="checkbox"/> Office	<input type="checkbox"/> Wholesale
<input type="checkbox"/> Agricultural	<input type="checkbox"/> Retail, Non-Grocer	<input type="checkbox"/> Retail, Grocer
<input type="checkbox"/> Laboratory	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Social Services
<input type="checkbox"/> Hotel	<input type="checkbox"/> Hospital	<input type="checkbox"/> Education
<input type="checkbox"/> Home-Based Business	<input type="checkbox"/> Residential (# of units) <input type="text"/>	
<input type="checkbox"/> Other		

(Please specify)

MULTIPLE SITE BUSINESSES:

Check this box if this plan covers your business at more than one location within Ulster County. Please list the addresses of all in-County business locations below.

WASTE REDUCTION:

For the practices listed below, please indicate which applies to your Business or Commercial Property.

- Waste reduction methods are currently in use
- Plan to implement in the future
- Not Applicable

<input type="checkbox"/>	Duplex copying for all documents
<input type="checkbox"/>	Single-space documents, wherever possible; use narrow margins and small type, as appropriate
<input type="checkbox"/>	Reusable file folders
<input type="checkbox"/>	Reusable envelopes for interoffice mail
<input type="checkbox"/>	Sharing and circulating documents
<input type="checkbox"/>	Centralized bulletin boards
<input type="checkbox"/>	Electronic bulletin boards
<input type="checkbox"/>	Centralized filing; document library
<input type="checkbox"/>	Remove duplications from mailing list
<input type="checkbox"/>	Avoid unwanted 'junk mail'
<input type="checkbox"/>	Reuse blank side of single-sided paper: <input type="checkbox"/> notes or scrap paper <input type="checkbox"/> draft documents in printer/copier
<input type="checkbox"/>	Fax stamp or half-page cover sheets
<input type="checkbox"/>	Plain paper fax machine
<input type="checkbox"/>	Refillable office mugs
<input type="checkbox"/>	Reusable dishes and flatware

Wooden pallet exchange or reuse

Reuse styrene foam pack chips:

mailing, shipping

bring to local packing companies

Rechargeable batteries

Compact fluorescent light bulbs

Low-flow water fixtures

Donate used furniture and other reusable items

Compost

Waste reduction suggestion box

Other, specify:

Other, specify:

Other, specify:

RECYCLED CONTENT:

Does your firm buy or use any products that contain recycled content or materials (such as recycled toner cartridges, recycled hand towels or tissue paper, copier paper, etc.)? If so, please specify products below.

If your firm has any additional comments or information regarding your recycling and waste reduction practices that you'd like to share with the Agency, please describe below.

An office recycling effort is most effective when used with a comprehensive waste reduction program. Waste reduction means avoiding the generation of waste by using less material, using supplies and equipment more efficiently and buying products that are more durable, easily repairable or recyclable.

Reducing the office waste stream makes economic as well as environmental sense. It saves operating and disposal costs and helps conserve natural resources and energy. Knowing your current waste management practices is important before establishing a new office waste management system. This requires a waste audit, which should be conducted at least once a year.

Reset Form

Print Form

SAFE ALTERNATIVES TO COMMON HOUSEHOLD PRODUCTS

Household

Hazardous

Waste

Many everyday household products contain hazardous chemicals. When you dispose of these products in the storm drain, sink or garbage, the chemicals can end up in local water bodies or groundwater. This list of alternatives is provided to help you make responsible decisions about the safe use and disposal of household products. By trying some or all of the alternatives, you will help Ulster County move toward a goal of hazard-less waste.

These few supplies can replace many cleaners:

Baking Soda Warm Water Borax Lemon Juice Toothpaste
 White Vinegar Liquid Soap Salt Club Soda Olive or Almond Oil
 Flour Baby Oil Skim Milk Margarine Rubbing Alcohol

For this	Try this
All purpose cleaner	1 tsp liquid soap, 1 tsp borax, 1/4 cup vinegar, and 1 quart warm water. Or 1/4 cup white vinegar with 1 quart warm water.
Brass polish	Paste of equal parts vinegar, salt and flour. Be sure to rinse completely afterward to prevent corrosion.
Car battery corrosion removal	Baking soda and water
Chrome polish	Vinegar
Coffee cup stain removal	Rub with moist salt or baking soda.
Copper cleaner	Paste of equal parts vinegar, salt and flour. Be sure to rinse completely afterward to prevent corrosion.
Crayon mark remover	Rub mark with toothpaste and a damp cloth. Do not use on non-vinyl wallpaper.
Decal removal	Soak in hot water if practical; otherwise use white vinegar.
Dishwashing	Washing dishes by hand with a liquid soap or mild detergent is preferable to using strong electric dishwasher detergents. Look for detergents without phosphates or chlorine.
Disinfectants	Mix 1/2 cup borax with 1 gallon of boiling water. Or undiluted white vinegar.
Drain cleaner	Try plunger first. Then pour 1/2 cup baking soda down, then 1/2 cup vinegar; wait a few minutes, then follow with 2 quarts boiling water. Repeat if needed. If this fails, rent or buy a drain snake. Use solution weekly to prevent buildup.
Furniture polish	Olive oil or almond oil
Garbage disposal deodorizer	Used lemons or baking soda
Grout and stain cleaner	Paste made of baking soda and water, clean with toothbrush, spray with vinegar and water mix and after foaming is finished, rinse with water.
Handcleaner: paint/grease	Baby oil or margarine, then wash with soap and water.
Laundry detergent	1/2 cup white vinegar or baking soda or borax per load. Or laundry soap or a liquid detergent with low or no phosphate. A tablespoon of vinegar in the rinse increases the brightness.
Linoleum floor cleaner	1 cup white vinegar plus 2 gallons water
Linoleum floor polish	Polish with skim milk (it doesn't smell, milk evaporates!)
Mildew remover	A non-chlorinated scouring powder cleans mildew stains from grout. Scrub hard.
Moths (in clothes)	Thoroughly clean any used clothing or furniture before introducing into home. Wash woolens before storing; store in tight container with cedar chips, newspapers or lavender flowers (instead of mothballs). Vacuum rugs, behind and under furniture. Shake out woolens periodically.
Oven cleaner	As a preventive measure, cover the oven bottom with a sheet of aluminum foil. Clean up spills promptly. To clean, use baking soda, soap and water with a copper scrubber and lots of elbow grease. Or use a non-chlorinated scouring powder or non-caustic oven cleaner.
Paint (oil-based)	Latex paint, avoid aerosols.
Porcelain stain removal	Brush with baking soda
Refrigerator deodorizer	Open box of baking soda
Rug/carpet cleaner	Sprinkle baking soda, then vacuum. Or clean immediately with soda water or baking soda paste, then vacuum.
Scouring powder/abrasive cleaner	Baking soda or borax. Or rub area with 1/2 lemon dipped in borax, rinse and dry.
Silver cleaner	Rub gently with baking soda and damp sponge (large objects). For small objects place in pot of water on stove with small piece of aluminum foil; add 1 tsp baking soda and 1 tsp salt; boil 2-3 minutes. Or rub gently with toothpaste on a cottonball.
Stain removal	Depends on type of spill. Treat as quickly as possible and blot as much liquid as you can with paper towel or cloth (don't rub). For most stains, safest to try cold water first, then hot water with a little detergent.
Stainless steel cleaner	Baking soda
Toilet bowl cleaner	Baking soda or borax or soak with white vinegar
Tub and tile cleaner	Use vinegar (full-strength) on a sponge, then use baking soda as a scouring powder. Rinse well.
Vinyl floor cleaner	1 gallon warm water and 1/2 cup white vinegar or 1/4 cup borax
Wine stain removal	Water or rubbing alcohol
Window cleaner	Juice from one fresh lemon, 2 cups water or club soda, 1 teaspoon cornstarch. Mix well. Use a spray bottle.



Ulster County Resource Recovery Agency
 999 Flatbush Road, PO Box 6219, Kingston, NY 12402
 Phone: (845) 336-0600 Fax: (845) 336-4129

Ulster County Electronics Recycling Program

The NYS Electronic Equipment Recycling and Reuse Act went into effect on April 1, 2011. The law will ensure that every New Yorker will have the opportunity to recycle their electronic waste in an environmentally responsible manner. Got some old electronics? Regardless of where you bought it, what brand it is, or how old it is: bring it to the Ulster County Resource Recovery Agency. We'll make sure it's properly and safely recycled.

Don't want to wait until the next Household Hazardous Waste Collection Event? Just bring the e-waste to the Agency for FREE during business hours (7:30am – 3:30 pm) Monday thru Friday at **999 Flatbush Road in Kingston!** Call the Recycling Hotline for questions about this program or for more information at (845) 336-3336. Also, contact your local town transfer station, as many of the towns in Ulster County now offer a convenient method of recycling used electronic equipment for FREE.

***Businesses (less than 50 employees), non-profits (less than 75 employees) can also recycle their e-waste at the Agency for FREE. Please contact the Agency (336-0600) in advance if you have a large amount of material or a large item (ex. console TV). Your cooperation is greatly appreciated. Thanks!

Household Hazardous Waste

The How-to Guide for Proper Disposal of Hazardous Products is available on the Agency website at <http://www.ucrra.org/recycling/HazardousWaste.pdf>

The best way to get rid of hazardous products is to use them up or give them away to someone who can or even better yet, purchase environmentally-friendly products. Since this is not always possible, the Ulster County Resource Recovery Agency is working to increase the availability of recycling and disposal options for many hazardous materials. The Household Hazardous Waste Collection Event is conducted multiple times per year and provides households the opportunity to safely dispose of oil-based paint, solvents, pesticides, automotive products and other household hazardous waste for FREE. Residents with an immediate need for disposal can pay for the disposal through an environmental services company.

Pharmaceutical Waste

When pills or liquid medicines are poured down the sink or flushed down the toilet they remain diluted in the water supply after treatment and these trace amounts are suspected of causing a range of health problems, according to the Environmental Protection Agency (EPA).

If you can't make it to a pharmaceutical collection event, there is another option for safely disposing of your expired medications. CVS pharmacy recently announced that all 7,200 of its locations nationwide now offer the Sharps Compliance Inc. medication disposal system, which allows customers to dispose of unused or expired medication. The postage-paid envelopes cost \$3.99 each and allow customers to mail their unwanted prescription and over-the-counter medications to Sharp Compliance's Texas facility for disposal. Controlled substances are excluded from the program. In addition to CVS, Walgreens and Rite-Aid have teamed with the company.



****FREE** Household Hazardous Waste,
Pharmaceutical Waste and
Electronics Collection Event**

HOUSEHOLD HAZARDOUS WASTE



This collection provides a **FREE** and **safe** disposal alternative for hazardous pesticides, solvents, household chemicals, expired and unused medications.

This event is for **ULSTER COUNTY HOUSEHOLDS ONLY.**

NO hazardous waste or pharmaceutical waste from businesses, organizations, schools or farms is accepted at the event.

**When: Saturday, October 15, 2011
From 8am to 2pm**

**Where: 999 Flatbush Road, Kingston
(near the intersection of Route 32
& 209/199) at the Ulster County
Resource Recovery Agency**

PHARMACEUTICAL WASTE



ELECTRONIC WASTE



Electronics Recycling: complete data security and environmental compliance

You **MUST** call the Recycling Hotline at (845) 336-3336 or visit our website at www.ucrra.org to register for the collection event

Please Note

Electronic Waste ONLY from Ulster County households, businesses, organizations, schools and farms is accepted at the event.

HOUSEHOLD HAZARDOUS WASTE, PHARMACEUTICAL WASTE AND ELECTRONICS RECYCLING EVENT

sponsored by the
ULSTER COUNTY RESOURCE RECOVERY AGENCY

* To make an appointment to participate in this event, visit our website at www.ucrra.org

Household Hazardous Waste, Pharmaceutical Waste and Electronics Collection is FREE to all Ulster County Residents. You must sign a Declaration of Residency and Non-Commercial Waste form when you arrive.

CANCELLATION or RESCHEDULE: Please call the Agency to cancel or reschedule your appointment. Please call our 24 hour hotline at (845) 336-3336 and leave a message; or call (845) 336-0600 during business hours, Mon – Fri. Informing the Agency of a cancellation enables other residents to utilize the Collection Event. Thank you!

DIRECTIONS: to the UCRRRA HHW Collection site located at 999 Flatbush Road, Kingston (Town of Ulster):
From the Thruway Circle: Take Route 28W to the first exit after the light by Johnson Ford car dealership. Enter on Route 209 North/Rhinecliff Bridge (approx 4.5 miles). The last exit before the bridge toll is Route 32. At end of ramp make a left on Route 32S (also Flatbush Road). Sign on left: Ulster Solid Waste Transfer Station. Follow road to collection site.
From Route 9W: Take Route 9W North into Kingston. Make right at light at intersection of 9W and Route 32 (also Flatbush Road). Take Route 32N approximately 2 miles to UCRRRA sign for Ulster Solid Waste Transfer Station just before Rhinecliff Bridge exit and 209 overpass. Follow road to collection site.

HOUSEHOLD HAZARDOUS WASTE & PHARMACEUTICAL WASTE – ACCEPTABLE ITEMS

ELECTRONICS – ACCEPTABLE ITEMS

<input type="checkbox"/>	Oil based paints, stains, varnishes- NO LATEX PAINT	<input type="checkbox"/>	Monitors
<input type="checkbox"/>	Paint thinner, solvents, and strippers	<input type="checkbox"/>	CRTs
<input type="checkbox"/>	Lighter fluid	<input type="checkbox"/>	TVs
<input type="checkbox"/>	Waste fuels: Kerosene, Gasoline	<input type="checkbox"/>	Telephones
<input type="checkbox"/>	Pesticides and insecticides	<input type="checkbox"/>	Copy machines
<input type="checkbox"/>	Poisons, weed killers, mothballs	<input type="checkbox"/>	Keyboards
<input type="checkbox"/>	Mercury, thermostats, thermometers	<input type="checkbox"/>	Terminals
<input type="checkbox"/>	Hobby supplies, artist supplies	<input type="checkbox"/>	Printers and scanners
<input type="checkbox"/>	Photo chemicals, chemistry sets	<input type="checkbox"/>	Modems
<input type="checkbox"/>	Oven, toilet and drain cleaners	<input type="checkbox"/>	CPUs
<input type="checkbox"/>	Rug and upholstery cleaners	<input type="checkbox"/>	VCRs
<input type="checkbox"/>	Automotive products	<input type="checkbox"/>	Fax Machines
	- used oil filters	<input type="checkbox"/>	Typewriters
	- antifreeze, engine degreaser	<input type="checkbox"/>	Cables
	- carburetor cleaner, brake fluid	<input type="checkbox"/>	Cell Phones
	- transmission fluid	<input type="checkbox"/>	Batteries
	- automotive batteries	<input type="checkbox"/>	Video game players
<input type="checkbox"/>	Swimming pool chemicals	<input type="checkbox"/>	Answering machines
<input type="checkbox"/>	Rubber cement, airplane glue	<input type="checkbox"/>	Tape recorders
<input type="checkbox"/>	Furniture, floor, and metal polishes	<input type="checkbox"/>	Stereos and radios
<input type="checkbox"/>	Dry cleaning solvents and spot removers	<input type="checkbox"/>	DVD players
<input type="checkbox"/>	Fluorescent bulbs (CFLs, UV, tubes, spirals, etc.)	<input type="checkbox"/>	Microwaves

NOTE: Electronics Collection does NOT include appliances such as: AIR CONDITIONERS, REFRIGERATORS, VACUUM CLEANERS
Electronics Recycling Collection ONLY: Ulster County Households, Businesses w/ less than 50 employees and Nonprofit Organizations w/ less than 75 employees can participate per New York State law

DO NOT BRING THE FOLLOWING:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Any empty containers, including empty paint cans which should be disposed of in the trash; 2. Waste in containers larger than 10 gallons 3. Non-Hazardous products like laundry detergent; 4. Smoke detectors and radioactive materials; | <ol style="list-style-type: none"> 5. Explosives, ammunition, or fireworks; 6. Etiological, pathological, or medical wastes (SHARPS); 7. Controlled Substances; Propane tanks or fire extinguishers (call your propane or fuel provider) |
|--|---|

HHW, PHARMACEUTICAL WASTE AND ELECTRONICS WILL BE ACCEPTED FROM ULSTER COUNTY RESIDENTS/HOUSEHOLDS ONLY. MATERIALS FROM BUSINESSES, SCHOOLS, FARMS OR ORGANIZATIONS ARE NOT ACCEPTED. CALL NYSDEC FOR MORE INFORMATION AT 1-877-SWEEPNY or VISIT www.cleansweepny.org/ or CALL THE RECYCLING HOTLINE AT (845) 336-3336 or VISIT OUR WEBSITE AT www.ucrra.org

The Household Hazardous Waste Collection Program is partially funded by the NYS Department of Environmental Conservation

**TABLE 3-2 QUANTITIES OF HHW COLLECTED PER YEAR THROUGH ULSTER COUNTY'S
HHW COLLECTION PROGRAM**

Hazardous Waste Material	April 18, 2008 362 participants	October 11, 2008 387 participants	April 18,2009 355 participants	October 10, 2009 404 participants	April 17, 2010 406 participants	June 26, 2010 165 participants	October 16, 2010 470 participants
Antifreeze	110 gallons	100 gallons	125 gallons	120 gallons	240 gallons	60 gallons	168 gallons
Asbestos	0	200 pounds	0	0	200 pounds	0	0
Automotive Batteries	33.5 pounds	26 pounds	30 pounds	45 pounds	40 pounds	36.5 pounds	33.5 pounds
Used Oil	110 gallons	113 gallons	125 gallons	125 gallons	100 gallons	62.5 gallons	125 gallons
Oil Based Paint	220 gallons	380 gallons	208 gallons	333gallons	600 gallons	770 gallons	160 gallons
Pesticides (solids)	1, 760 pounds	3,000 pounds	1,400 pounds	1,400 pounds	2,200 pounds	1,000 pounds	1,100 pounds
Pesticides (liquids)	385 gallons	240 gallons	175 gallons	336 gallons	216 gallons	96 gallons	216 gallons
Mercury/mercury containing devices	40 pounds	50 pounds	50 pounds	50 pounds	200 pounds	50 pounds	200 pounds
Household Batteries	500 pounds	500 pounds	500 pounds	500 pounds	1,000 pounds	500 pounds	500 pounds
Fluorescent bulbs	400 pounds	500 pounds	400 pounds	200 pounds	400 pounds	200 pounds	800 pounds
Other household hazardous waste (solids)	400 pounds	2,000 pounds	4,000 pounds	2,650 pounds	3,000 pounds	3,250 pounds	3,000 pounds
Other household hazardous waste (liquids)	3, 500 gallons	1,710 gallons	1,990 gallons	1,612 gallons	2,220 gallons	400 gallons	1,585 gallons
Total # of drums collected	57 55-gallon drums	86 55-gallon drums	66 55-gallon drums	52 55-gallon drums	73 55-gallon drums	36 55-gallon drums	89 55-gallon drums

Electronics	32, 501 pounds	22, 050 pounds	35,284 pounds	43,580 pounds	42,900 pounds	21,450 pounds	36,211 pounds
Pharmaceutical	N/A	N/A	N/A	N/A	280 pounds	49 pounds	200 pounds

1 The following conversion factors were used to convert some of the original quantities from gallons to pounds:
 Motor Oil – 1 gallon = 8 lbs
 Oil-based Paint – 1 gallon = 12 lbs
 Antifreeze – 1 gallon = 8 lbs

Additional EPP Case Studies

A.1 State of Minnesota

A.1.1 Introduction

The Materials Management Division and Minnesota Pollution Control Agency (MPCA) are committed to helping state agencies purchase environmentally preferable products that:

- Contain fewer toxic materials;
- Minimize waste;
- Contain recycled content;
- Conserve energy and water; and
- Contain plant-based materials.

The MPCA is the lead agency in promoting EPP.

A.1.2 Policy Highlights

Through statute and executive order, the state of Minnesota has mandated that state agencies must purchase certain materials that contain recycled content, as well as reduce toxicity by purchasing specific “less toxic” products. For example:

Recycled Copier Paper – All copier paper purchased by state agencies must contain at least 10 percent post-consumer recycled material (per Chapter 16B.122, “Purchase and Use of Paper Stock; Printing”).

All Other Recycled Products – State agencies must buy products made with recycled material when the price does not exceed comparable non-recycled products by more than 10 percent (per Chapter 16B.121, “Purchase of Recycled, Repairable, and Durable Materials”).

Less Toxic and Reusable Products – State agencies shall put special emphasis on using products that are less toxic and generate less waste. State agencies are to promote the waste hierarchy by selecting products that reduce the quantity and toxicity of materials in waste. The commissioner, and state agencies when purchasing under delegated authority, in developing bid specifications, must also consider the extent to which a commodity or product is durable, reusable, or recyclable and marketable through the state resource recovery program and the extent to which the commodity or product contains post-consumer material (per Chapter 16B.121, “Purchase of Recycled, Repairable, and Durable Materials”).

Mercury Thermometers Prohibited – Effective January 1, 2002, thermometers that contain mercury can no longer be sold or distributed in the state. The law covers mercury-based fever thermometers, as well as those used for outdoor temperature readings and cooking (per Chapter 116.92, “Mercury Emissions Reduction”).

Mercury Emissions Reduction, Product Bans, and Disposal Bans – Minnesota has taken a number of steps to keep mercury out of the environment, such as banning the sales of games, toys, and clothing containing mercury; and prohibiting the disposal of mercury-containing fluorescent lamps, thermostats, thermometers, switches, appliances, and medical or scientific instruments (per Chapter 116.92, “Mercury Emissions Reduction”).

Printing Guidelines – Whenever practicable, public entities shall comply with the printing guidelines by choosing recyclable paper, reducing paper waste and selecting less toxic inks (per Chapter 16B.122, “Purchase and Use of Paper Stock; Printing”).

Implementation of Pollution Prevention and Resource Conservation by State Governments – This Executive Order called for the formation of an Interagency Pollution Prevention Advisory Team. One of their tasks – state agencies shall encourage pollution prevention through their purchasing policies and specifications. (Per Executive Order – 99-4).

A.1.3 Tools Utilized

The MPCA has developed several tools to assist local governments, state agencies and businesses to implement the state’s EPP policy. Some tools serve multiple purposes, taking a somewhat holistic approach and educate about and promote a wide audience about multiple environmental issues. The tools include:

EPP Guide – This guide provides information about environmentally preferable products, vendors of products, and product specifications.

Recycled Products Directory – An online recycling markets directory is available to inform purchasers of recycled-content products made in Minnesota.

Recycling Markets Directory – An online directory that helps Minnesota businesses and recyclers find companies that collect or accept recyclable materials. This directory also helps brokers, processors and manufacturers identify sources of recycled feedstocks that can be used to make new products containing recycled materials.

Living Green Expo – The Living Green Expo is a two-day event that showcases products, services, and activities that help people “live green.” During the event in 2006, there were over 19 major sponsors, 14,000 visitors, and 2,200 visitors made a commitment to take environmental action. The Expo is geared more toward individuals and families than governmental entities.

Healthy Sustainable Schools – The MN Pollution Control Agency helps schools incorporate sustainable practices through grant assistance. In 2006, three schools received this assistance enabling them to implement programs and practices that resulted in reducing waste, toxicity, pollution, and increasing energy efficiency.

Governor’s Awards for Pollution Prevention – Each year outstanding environmental projects and programs throughout the state are recognized through the Governor’s Awards for Excellence in Waste and Pollution Prevention. Awards are presented to businesses and non-profit organizations. Another award program, the MnGREAT Awards program, recognizes public organizations and agencies.

Buy Green Power Campaign – The MPCA works with the Department of Commerce and others to encourage consumers to support clean energy by purchasing renewable energy from their electrical utility provider. The MPCA is modeling environmental stewardship by making a

three-year commitment to purchase 450,000 kilowatt hours per year of green power at the St. Paul office, matching the new green power purchases of its employees.

The Eco Experience – A 12-day exhibit at the Minnesota State Fair (co-sponsored by the Fair and the MPCA) partners with more than 140 businesses to present environmental messages to the public at the 12-day Minnesota State Fair. Highlights include a wind turbine, an “eco-home,” a working hydrogen fuel cell, a waste reduction exhibit, wind and solar demonstrations, as well as water monitoring demonstrations.

MN Technical Assistance Program (MnTAP) – The Minnesota Technical Assistance Program, which has been in existence for more than 20 years, has focused on pollution prevention assistance to manufacturing and service industries. Industry specialists help identify efficiency gains and material/ chemical substitutions that result in less risk. Outcomes include reduced spending, waste, water consumption, waste disposed, and energy consumption. MnTAP also operates the Minnesota Materials Exchange program which is a free service that links organizations that have reusable goods they no longer need to those who can use them. By providing a business reuse network, the Materials Exchange program helps prevent usable materials from becoming waste. In the last five years, the Materials Exchange program has helped businesses save over \$7 million and exchange over 30 million pounds of material.

Involvement in EPEAT – The MPCA staff has been instrumental in the development and implementation of the national Electronic Product Evaluation and Assessment Tool (EPEAT). This tool enables purchasers to evaluate and select information technology products that meet their green standards – using less energy, incorporating recycled content, and incorporating other environmental attributes. Agency staff worked with the state Office of Enterprise Technology to incorporate EPEAT into procurement standards that are now available for public entity purchasing in Minnesota, including college and university system purchasing.

“Buying Green” Newsletter – The MPCA develops a quarterly newsletter that is distributed via email and through the MPCA website to interested parties. The newsletter aims to inform governmental and institutional purchasers about EPP opportunities, and provides a forum for communities, agencies and institutions to share their successes with regards to EPP activities. The newsletter also provides an opportunity for MPCA to share additional EPP resources.

Develop Specifications – The MPCA works with the MN Materials Management Department to develop specifications for environmentally preferable products.

Workshops – When the state budget allows, the MPCA coordinates workshops which are held in different counties to provide an opportunity for vendors and purchasers to come together and share information.

Cooperative Purchasing – The Department of Materials Management allows counties, cities, schools and certain non-profits to participate in state purchasing contracts.

A.2 The Commonwealth of Massachusetts

A.2.1 Introduction

The primary goal of Massachusetts’ Recycled Materials Procurement Plan is to use the Commonwealth’s purchasing power to reduce the environmental and public health impact of state government and foster markets for EPPs. The Program is a collaborative effort among the

Executive Office of Environmental Affairs, the Department of Environmental Protection (DEP) and the Operational Services Division. The Program was launched in May 1988 with the issuance of Executive Order #279, which directed the state's Purchasing Agent to develop a Recycled Materials Procurement Plan, implement a statewide buy recycled program, and establish regulations to guide the program. This effort to establish detailed direction for recycled product procurement was one of the first in the nation. Since that time, additional executive orders have been passed, and procurement reform took place in 1997, promulgating new purchasing regulations which included environmental guidelines. Executive Order 438 established a state sustainability program in 2002. The most recent EPP-related policy passed is Executive Order Number 484, which is described below.

A.2.2 Policy Highlights

Executive Order Number 484 – Established in April 2007. “Leading by Example – Clean Energy and Efficient Buildings.” The program encompasses all of Massachusetts’ executive agencies and public institutions. The Order establishes higher energy efficiency standards in the operation of state buildings, setting short and long-term targets and goals to advance clean energy and efficiency, and reduce greenhouse gas emissions that contribute to global warming. It promotes sustainability activities within state government including waste reduction, water conservation, green buildings, alternatives fuels, efficient transportation, and recycling.

A.2.3 Tools Utilized

- **EPP Products Guide and State Contracts** – Massachusetts has developed a guide to provide information about environmentally preferable products purchased by the state, and for which state contracts exist.
- **EPP Buyer Update** – The Buyer Update is an electronic newsletter that informs citizen consumers and purchasing agents about news in the EPP arena.
- **Fact Sheets** – The MA DEP is in the process of developing two-page fact sheets on specific products and product types.
- **MA Lead By Example Program Award Program** – Recognizes outstanding efforts among Commonwealth agencies, public higher education institutions, and municipalities.
- **MA Environmental Purchasing and Sustainability Awards Program** – Recognizes outstanding efforts in purchasing EPPs and implementing other sustainable practices among Commonwealth public sector entities and businesses (stems from Buy Recycled Awards program).
- **Annual EPP Vendor Fair and Conference** – The annual Vendor Fair (typically held in October) brings together vendors of EPP products and potential purchasers.
- **“Try Before You Buy” Program** – In previous years (FY 1997 through FY 2006) funding was made available to assist purchasing agencies and departments in “trying out” a new recycled product or innovative technology. The objective was to gather information concerning product performance and acceptability, and to promote the acceptance of environmentally preferable products that have widespread applications throughout the state.

Appendix B

Model Green Purchasing Ordinance StopWaste.Org

ENVIRONMENTALLY PREFERABLE PURCHASING MODEL POLICY - REVISED— 9/26/06 PREPARED BY STOPWASTE.ORG (ALAMEDA COUNTY WASTE MANAGEMENT AUTHORITY AND SOURCE REDUCTION & RECYCLING BOARD)

1.0 STATEMENT OF POLICY

It is the policy of [organization] to: institute practices that reduce waste by increasing product efficiency and effectiveness, purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable, and purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, are lead-free and mercury-free, and use wood from sustainably harvested forests.

2.0 PURPOSE

This Policy is adopted in order to: conserve natural resources, minimize environmental impacts such as pollution and use of water and energy, eliminate or reduce toxics that create hazards to workers and our community, support strong recycling markets, reduce materials that are landfilled, increase the use and availability of environmentally preferable products that protect the environment, identify environmentally preferable products and distribution systems, reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals.

3.0 SPECIFICATIONS

3.1 Source Reduction

3.1.1 [Organization] shall institute practices that reduce waste and result in the purchase of fewer products whenever practicable and cost-effective, but without reducing safety or workplace quality.

3.1.2 [Organization] shall purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts whenever practicable, but without reducing safety, quality or effectiveness.

3.1.3 [Organization] shall require all equipment bought after the adoption of this policy to be compatible with source reduction goals as referred to in this section (3.1), when practicable.

3.1.4 All buyers shall consider short-term and long-term costs in comparing product alternatives, when feasible. This includes evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance, disposal costs and expected lifetime compared to other alternatives.

3.1.5 Products that are durable, long lasting, reusable or refillable are preferred whenever feasible.

3.1.6 [Organization] requests vendors to eliminate packaging or use the minimum amount necessary for product protection, to the greatest extent practicable.

3.1.7 Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

3.1.8 Vendors shall be encouraged to take back and reuse pallets and other shipping and packaging materials.

3.1.9 Suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, shall be required to take back equipment for reuse or environmentally safe recycling when [organization] discards or replaces such equipment, whenever possible.

3.1.10 [Organization] shall consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally safe recycling when [organization] discards or replaces such equipment, whenever practicable.

3.1.11 All documents shall be printed and copied on both sides to reduce the use and purchase of paper, whenever practical.

3.2 Recycled Content Products

3.2.1 All products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines in the Agency's Comprehensive Procurement Guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Guidelines.

3.2.2 Copiers and printers purchased shall be compatible with the use of recycled content and remanufactured products.

3.2.3 In accordance with California Public Contract Code, Sec. 10409, [organization] shall purchase re-refined lubricating and industrial oil for use in its vehicles and other equipment, as long as it is certified by the American Petroleum Institute (API) as appropriate for use in such equipment.

3.2.4 When specifying asphalt concrete, aggregate base or portland cement concrete for road construction projects, [organization] shall use recycled, reusable or reground materials when practicable.

3.2.5 [Organization] shall specify and purchase recycled content transportation products, including signs, cones, parking stops, delineators, channelizers and barricades, which shall contain the highest postconsumer content practicable, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines.

3.2.6 All pre-printed recycled content papers intended for distribution that are purchased or produced shall contain a statement that the paper is recycled content. Whenever feasible, the statement should indicate the percentage of postconsumer recycled content it contains.

3.3 Energy and Water Savings

3.3.1 Where applicable, energy-efficient equipment shall be purchased with the most up-to date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.

3.3.2 When practicable, [organization] shall replace inefficient interior lighting with energy efficient equipment.

3.3.3 When practicable, [organization] shall replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Exterior lighting shall be minimized where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

3.3.4 All products purchased by [organization] and for which the U. S. EPA Energy Star certification is available shall meet Energy Star certification, when practicable. When Energy Star labels are not available, [organization] shall choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

3.3.5 [Organization] shall purchase water-saving products whenever practicable. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

3.4 Green Building

3.4.1 All building and renovations undertaken by [organization] shall follow Green Building Practices for design, construction, and operation, where appropriate, as described in the LEED™ Rating System.

3.5 Landscaping

3.5.1 All landscape renovations, construction and maintenance performed by [organization], including workers and contractors providing landscaping services for [organization], shall employ Bay-Friendly Landscaping or sustainable landscape management techniques for design, construction and maintenance whenever possible, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food waste programs.

3.5.2 Plants should be selected to minimize waste by choosing species for purchase that are appropriate to the microclimate, species that can grow to their natural size in the space allotted them, and perennials rather than annuals for color. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. [Organization] shall limit the amount of impervious surfaces in the landscape, wherever practicable. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

3.6 Toxics and Pollution

3.6.1 To the extent practicable, [organization] shall purchase, or require janitorial contractors to supply, industrial and institutional cleaning products that meet Green Seal certification standards for environmental preferability and performance.

3.6.2 To the extent practicable, [organization] shall purchase, or require janitorial contractors to supply, vacuum cleaners that meet the requirements of the Carpet and Rug Institute “Green Label” Testing Program – Vacuum Cleaner Criteria, are capable of capturing 96% of particulates 0.3 microns in size, and operate with a sound level less than 70dBA. Where possible and as applicable, other janitorial cleaning equipment shall be capable of capturing fine particulates, removing sufficient moisture so as to dry within 24 hours, operate with a sound level less than 70dBA, and use high-efficiency, low-emissions engines.

3.6.3 The use of chlorofluorocarbon and halon-containing refrigerants, solvents and other products shall be phased out and new purchases of heating/ventilating/air conditioning, refrigeration, insulation and fire suppression systems shall not contain them.

3.6.4 All surfactants and detergents shall be readily biodegradable and, where practicable, shall not contain phosphates.

3.6.5 When maintaining buildings and landscapes, [organization] shall manage pest problems through prevention and physical, mechanical and biological controls. [Organization] may either adopt and implement an organic pest management policy and practices or adopt and implement an Integrated Pest Management (IPM) policy and practices using the least toxic pest control as a last resort.

3.6.6 When maintaining buildings, the [organization] shall use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, and low or no formaldehyde when practicable when purchasing materials such as paint, carpeting, adhesives, furniture and casework.

3.6.7 [Organization] shall reduce or eliminate its use of products that contribute to the formation of dioxins and furans. This includes, but is not limited to:

Purchasing paper, paper products, and janitorial paper products that are unbleached or that are processed without chlorine or chlorine derivatives, whenever possible.

Prohibiting purchase of products that use polyvinyl chloride (PVC) such as, but not limited to, office binders, furniture, flooring, and medical supplies whenever practicable.

3.6.8 [Organization] shall purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, [organization] shall give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs.

3.6.9 [Organization] shall specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria designated as “required” as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products, whenever practicable.

3.6.10 When replacing vehicles, [organization] shall consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available.

3.7 Forest Conservation

3.7.1 To the greatest extent practicable, [organization] shall not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, [organization] shall give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

3.7.2 [Organization] encourages the purchase or use of previously used or salvaged wood and wood products whenever practicable.

3.8 Bio-Based Products

3.8.1 Vehicle fuels made from non-wood, plant-based contents such as vegetable oils are encouraged whenever practicable.

3.8.2 Paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues are encouraged whenever practicable.

3.8.3 Bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery, are encouraged whenever practicable.

3.8.4 Compostable plastic products purchased shall meet American Society for Testing and Materials (ASTM) standards as found in ASTM D6400-04. Biodegradable plastics used as coatings on paper and other compostable substrates shall meet ASTM D6868-03 standards.

3.8.5 Proof of compliance with ASTM standards for compostable, biodegradable and degradable plastic products shall be provided by vendors of such products, upon request. One acceptable proof of compliance for compostable plastic products will be certification by the Biodegradable Products Institute (BPI).

4.0 PRIORITIES

4.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other policies.

4.2 [Organization] has made significant investments in developing a successful recycling system and recognizes that recycled content products are essential to the continuing viability of that recycling system and for the foundation of an environmentally sound production system. Therefore, to the greatest extent practicable, recycled content shall be included in products that also meet other specifications, such as chlorine free or bio-based.

4.3 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, or are not available at a reasonable price in a reasonable period of time.

4.4 Nothing contained in this policy shall be construed as requiring the [organization], department, purchaser or contractor to take any action that conflicts with local, state or federal requirements.

5.0 IMPLEMENTATION

5.1 The [Director of Purchasing, Director of Finance, other responsible director] shall implement this policy in coordination with other appropriate [organization] personnel.

5.2 As applicable, successful bidders shall certify in writing that the environmental attributes claimed in competitive bids are accurate. In compliance with State law, vendors shall be required to specify the minimum or actual percentage of recovered and postconsumer material in their products, even when such percentages are zero.

5.3 Upon request, buyers making the selection from competitive bids shall be able to provide justification for product choices that do not meet the environmentally preferable purchasing criteria in this policy.

5.4 Purchasers shall include businesses certified by the Bay Area Green Business Program in requests for products and services.

5.5 Vendors, contractors and grantees shall be encouraged to comply with applicable sections of this policy for products and services provided to the [organization], where practicable.

6.0 PROGRAM EVALUATION

6.1 The [Director of Finance, Director of Purchasing, other position responsible for implementing this policy] shall periodically evaluate the success of this policy's implementation.

7.0 DEFINITIONS

7.1 "American Society for Testing and Materials" means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

7.2 "Bay Area Green Business Program" is a partnership of governments and businesses that certifies the environmental performance of government agencies and businesses.

7.3 "Bay-Friendly Landscaping" means working with the natural ecosystems of the San Francisco Bay Area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, conserve water and other natural resources. Bay-Friendly Landscaping practices are described in the Bay-Friendly Landscape Guidelines, by StopWaste.Org.

7.4 "Bio-Based Products" means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

7.5 "Biodegradable plastic" means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.

7.6 "Biodegradable Products Institute" (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

7.7 "Buyer" means anyone authorized to purchase or contract for purchases on behalf of [organization] or its subdivisions.

7.8 "The Carpet and Rug Institute" (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the "Green Label" indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The "Green Label Plus" testing program incorporates additional requirements to meet California's Collaborative for High Performance Schools low emitting materials criteria.

7.9 "Chlorine free" means products processed without chlorine or chlorine derivatives.

7.10 “Compostable plastic” means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.

7.11 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with [organization] or serves in a subcontracting capacity with an entity having a contract with [organization] for the provision of goods or services.

7.12 “Degradable plastic” means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

7.13 “Dioxins and furans” are a group of chemical compounds that are classified as persistent, bio-accumulative, and toxic by the U.S. Environmental Protection Agency (EPA).

7.14 “Energy Star” means the U.S. EPA’s energy efficiency product labeling program.

7.15 “Energy Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

7.16 “Electronic Product Environmental Assessment Tool” (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.

7.17 “Federal Energy Management Program” is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.

7.18 The “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

7.19 “Green Building Practices” means a whole-systems approach to the design, construction, and operation of buildings and structures that helps mitigate the environmental, economic, and social impacts of construction, demolition, and renovation. Green Building Practices such as those described in the LEED™ Rating System, recognize the relationship between natural and built environments and seeks to minimize the use of energy, water, and other natural resources and provide a healthy productive environment.

7.20 “Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

7.21 “Integrated Pest Management (IPM)” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

7.22 “LEED™ Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEED™) Commercial Green Building Rating System, or other related LEED™ Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and high-rise residential buildings.

7.23 “Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Foods (CCOF).

7.24 "Postconsumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

7.25 “Practical” and “Practicable” mean whenever possible and compatible with local, state and federal law, without reducing safety, quality, or effectiveness and where the product or service is available at a reasonable cost in a reasonable period of time.

7.26 “Preconsumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Preconsumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

7.27 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes preconsumer and postconsumer material but does not include excess resources of the manufacturing process.

7.28 “Recycled Content” means the percentage of recovered material, including preconsumer and postconsumer materials, in a product.

7.29 “Recycled Content Standard” means the minimum level of recovered material and/or postconsumer material necessary for products to qualify as “recycled products.”

7.30 “Recycled Product” means a product that meets [organization’s] recycled content policy objectives for postconsumer and recovered material.

7.31 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

7.32 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

7.33 “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

7.34 “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

7.35 “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

8.0 EFFECTIVE DATES

8.1 This policy shall take effect on [date].

Appendix C

Examples of Space Requirements For Recycling Containers at Commercial and Multifamily Buildings

“Trash and Recycling Enclosures – Design Considerations,”

City of Fort Collins Guidance Document, August 2004

<http://www.ci.fort-collins.co.us/recycling/pdf/enclosure-guidelines0804.pdf>

Space Allocation

How much space is adequate for the collection and loading of recyclable materials?

This is a hard question to answer due to the variability in development types and collection methods. The amount of space provided for the collection and storage of recyclable materials shall be designed to accommodate collection and storage containers consistent with the recyclable materials generated. It is recommended the area be at least as large as the amount of space provided for the collection and storage of refuse materials.

Estimating area needed: (please note this is in addition to space needed for trash service)

Type of Occupancy	Amount of Space Required Over and Above Standard Refuse Bin Requirements
Multi-Family	100 square ft. for the first 10 units and 5 square ft. for each additional unit
Commercial	10,000 sq. ft. and above 100 sq. ft. for the first 10,000 sq. ft. (gross) and 5 sq. ft. for each additional 1,000 sq. ft. (gross)

Container Type	Dimensions	Square Feet (container only)
40 yard bin	8' x 20–24' / 8' deep	160–192
20 yard bin	8' x 20–24' / 4' deep	160–192
3 yard bin	4' x 3' / 3'–4' deep	12
2 yard bin	4' x 2' / 3'–3½' deep	8

Vehicle Type	Access Requirements/Concern
Front loader	25 ft. vertical clearance.
Roll-off	25–30 ft. vertical clearance, 60–70 ft. horizontal distance. The greater vertical clearance, the smaller horizontal distance required.
Stake bed	Access to containers only. Forklift access may be required.
Recycling vehicle/ Compartmentalized truck	Access to containers only

**“Recycling Guidelines for Multifamily Housing Design,”
StopWaste.org, Alameda County, California**

<http://www.stopwaste.org/docs/1720381662005mfu-designguidelines.pdf>

How much space is needed for the collection company’s containers?

Container Volume

The companies that collect garbage and recyclables will provide carts and/or bins to hold those materials prior to collection. The size and number of these containers will depend on the number of people or units in the project and possibly on the frequency of collection. For once-a-week collection (the norm), a reasonable rule of thumb is to provide ¼ cubic yard (cy) of container capacity for every three residents. This can be a mix of garbage bins and recycling carts (or bins), with about half of the volume for garbage and half for recycling. For example, a 60-unit complex with average occupancy of three people per unit would require 15 cubic yards of capacity (0.25 cy x 60). If the collection company uses 4-cubic-yard bins for garbage and 64-gallon carts for recyclables, this could be served by two bins and 22 carts. It is good practice to provide 20% to 35% excess capacity for seasonal variation, so in this example the design objective should be to accommodate three bins and 28 carts. Local demographics may change these assumptions; large or extended families will require more space; and senior citizens living alone may require less.

Storage Space Floor Area

Bin sizes can vary in all dimensions; check with the local collection companies for exact dimensions. The typical footprint of a bin is about 7 feet wide and 4 feet deep. A 4-cy bin with these dimensions would be between four and five feet tall. Most 64-gallon carts fit snugly in a footprint that is 32x30 in.; they are about 42-in. tall. Bins and carts typically have hinged lids that must be lifted; these can damage low ceilings. In addition to space for the containers themselves, space is needed to walk among them and shift them around. An area that is 150% of the sum of bin and cart footprints should suffice, unless the available area is unusually thin or oddly shaped; then more space may be needed.

Examples of Space Requirements

Continuing with the example above, if the 60 units are in three buildings, each with an outdoor enclosure for discards, then each enclosure should accommodate one bin plus nine carts, having a total footprint of: $(7 \times 4) + 9 \times (32 \times 30) / 144 = 88$ square feet Each enclosure should provide 150% of 88 square feet, or 132 square feet (inside dimensions). A pair of 9-foot-wide parking spaces can provide this capacity.

Appendix D

Resource List of Recycling Bin and Tote Bag Vendors and Manufacturers

Provided below is a list of recycling bin and tote bag vendors and manufacturers that offer appropriate-sized containers for apartment recycling. The Agency does not endorse any particular vendor or manufacturer, nor does it claim that this list is complete.

<p>Adco Marketing 300 Tamal Plaza, Suite 220 Corte Madera, CA 94925 Phone: 415-927-2881 Toll Free: 888-332-ADCO (2326) http://www.adcomarketing.com/totebags.htm</p>	<p>Enviro-Tote 4 Cote Lane Bedford, NH 03110-5805 Phone: 603-647-7171 Toll Free: 800-TOTE BAG (868-3224) http://www.enviro-tote.com/index.html</p>
<p>Awareness Ideas Flexi Display Marketing, Inc. 801 Stephenson Hwy. Troy, MI 48083 Phone: 800-875-1725 http://www.awarenessideas.com/SearchResults.asp?Search=tote+bags</p>	<p>Recycled.CA 46 LePage Court Toronto, Ontario Canada M3J 1Z9 Phone: 416-638-9895 http://www.recycled.ca/Products/product_list.htm</p>
<p>The Bag Connection, Inc. 459 SW 9th Street Dundee, OR 97115 Phone: 800-622-2448 http://www.bagitsystem.com/MultiFamily.htm</p>	<p>Weisenbach Recycled Products 437 Holtzman Avenue Columbus, OH 43205 Phone: 800-778-5420 http://www.recycledproducts.com/?search_type=products&search_field=tote+bags&cid=12&s_type=ALL</p>
<p>Busch Systems International, Inc. 343 Saunders Road Barrie, Ontario Canada L4N 9A8 Phone: 705-722-0806 Toll Free: 800-565-9931 http://www.buschsystems.com/home-apartment-kitchen-recycling-bins.html</p>	

Appendix E

Commercial and Multifamily Recycling Public Education Programs, Examples, and Resources

Provided below is a list of various resources and public education examples related to commercial and multifamily recycling.

Stopwaste.org (Alameda County, California)

This organization's website contains comprehensive information for business & industry and a Best Practices page for apartment building managers.

- <http://www.stopwaste.org/home/index.asp?page=4>
- <http://www.stopwaste.org/home/index.asp?page=507>

City of Beaverton, Oregon

The City's "2008 Beaverton Recycling Guide" includes information for apartment building residents and recycling at work.

- <http://www.beavertonoregon.gov/departments/recycling/apartments/docs/BOOKLET.pdf>

Eureka Recycling (St. Paul, Minnesota)

This private recycling hauler and processor created a multifamily recycling toolkit titled "Exploring Multifamily Recycling: Tools for the Voyage." In addition to the comprehensive information provided in this toolkit, it also contains templates for posters, door hangers, labels, signage, etc.

- <http://www.eurekarecycling.org/Tools.cfm>

City of Philadelphia, PA

Commercial Solid Waste and Recycling Plan form, for multifamily, commercial, and institutional establishments:

- <http://www.phila.gov/STREETS/RecComWaste.pdf>

Recycling Alliance of Philadelphia - Information on commercial recycling:

- http://www.cleanair.org/recyclingalliance/rec_phila.html#12

Greater Philadelphia Commercial Recycling Council website - contains success stories, tips and tools:

- <http://www.gpcrc.com/index.asp>

Pennsylvania Department of Environmental Protection (PA DEP)

Developing a Recycling Program for Commercial, Institutional & Municipal Establishments:

- <http://www.dep.state.pa.us/dep/deputate/airwaste/wm/recycle/FACTS/Comrec2.htm>

City of Austin, Texas

The City of Austin mandates that certain businesses, depending on size, must provide on-site recycling service. The following must provide recycling service: 1) multifamily properties with 100 or more units; and 2) commercial businesses and building owners with 100 or more employees. Businesses and office buildings must provide recycling of at least two of the following materials: aluminum cans, tin/steel cans, glass containers, plastic bottles, newspaper, mixed office paper, and cardboard. Multifamily complexes must provide recycling of at least

four of the following materials: aluminum cans, tin/steel cans, glass containers, plastic bottles, newspaper, cardboard, kraft paper bags, and home office paper. New employees and tenants must be informed about the recycling program and all employees and tenants must be reeducated about the program at least annually. A recycling plan must be filed with the City's Solid Waste Services Department and a quarterly volume report must be submitted to the Department. (Recycling haulers may file volume reports for their clients.)

- <http://www.ci.austin.tx.us/sws/recyclerules.htm>

RethinkWaste.org (San Mateo County, California)

The South Bayside Waste Management Authority provides specific recycling information on its website for businesses and multifamily dwellings.

- <http://www.rethinkwaste.org/businesses>
- <http://www.rethinkwaste.org/residents/multi-family-dwellings/recycling-services>

City of Portland, Oregon

The City's Bureau of Planning and Sustainability has comprehensive web pages dedicated to recycling at work and multifamily recycling, including a page for multifamily property owners and managers.

- <http://www.portlandonline.com/osd/index.cfm?c=45520&>
- <http://www.portlandonline.com/osd/index.cfm?c=41466>

Portland Metro

Portland Metro offers tools and resources for recycling at work in the Portland, OR metropolitan region and a property managers guide for multifamily recycling.

- <http://www.metro-region.org/index.cfm/go/by.web/id/537>
- <http://www.oregonmetro.gov/index.cfm/go/by.web/id=28771>

Seattle Public Utilities (SPU)

This comprehensive website provides outreach, education, and technical assistance to businesses in the Seattle area.

- <http://www.resourceventure.org/>

SPU also provides detailed information for apartment recycling.

- http://www.ci.seattle.wa.us/util/Services/Recycling/Recycle_at_Your_Apartment/index.asp

Minnesota Pollution Control Agency (MPCA)

The MPCA has website pages dedicated to recycling in the workplace:

- <http://www.pca.state.mn.us/oea/p2/waste.cfm>
- <http://www.reduce.org/workplace/>

LessisMore.org (Santa Barbara County, CA)

Santa Barbara County has webpages dedicated to business recycling and multifamily recycling:

- http://www.lessismore.org/Programs/bsnss_recycling_complete.html
- <http://www.lessismore.org/Programs/multifamilyrecy.htm>

Multifamily Dwelling Recycling Sample Residential Survey

We need your input!

Colonial Garden Management is looking for ways to improve its recycling program for its residents. Currently, two outside recycling bins, near the main complex entrance, are provided for residents to drop off their recycling. The following questions will help management better meet resident's recycling needs.

**Please return your completed survey to the Rental Office by
Friday, September 22. Thank you!**

Please check the box most appropriate.

Do you use Colonial Garden's current recycling containers?

- Yes
- No

If "yes", what do you recycle?

- Food and beverage cans
- Glass bottles and jars
- Plastic bottles
- Newspaper
- Mixed paper and junk mail

If "no", which of the following come close to your reasons? (check all that apply)

- I didn't know that there was a recycling program at Colonial Garden.
- There is not an outside recycling bin close to my apartment.
- It's too much trouble to carry out the recyclables.
- I don't have enough space in my apartment to store recyclables.
- I don't have enough recyclables to make it worthwhile.
- I'm not sure how to recycle.
- It's something I just forget to do.
- I don't know what things I can recycle.
- I don't know where the outside recycling bins are.
- Other _____

Who primarily takes out your garbage or your recycling?

- Yourself
- Your child(ren)
- Your spouse/partner
- Other_____

How often is your garbage taken out to the dumpsters?

- Daily
- Once a Week
- Twice a Week
- Every Other Week

How often is your recycling taken out to the recycling bins?

- Daily
- Once a Week
- Twice a Week
- Every other Week
- Never

How could we improve our recycling program for you? (You may check more than one).

- Have outside recycling bins near every garbage dumpster.
- Provide a recycling container to store and carry out recycling to the outside recycling bins.
- Provide pamphlets describing what can be recycled.
- Give out recycling reminders.
- Post better signs at the recycling area.
- Other_____

If additional recycling containers were provided near every dumpster, would you start recycling or would you recycle more?

- Yes
 - No
 - Comments:
-

**Please return your completed survey to the Rental Office by
Friday, September 22.**

Thank you for your time. We appreciate your comments!

Commercial Recycling Worksheets

Worksheet A: Estimating Disposal Costs

Worksheet B: Conducting a Waste Analysis

Worksheet C: Evaluating the Costs of a Waste Reduction or Recycling Program

Worksheet D: Calculating Avoided Collection/Disposal Costs

Worksheet A: Estimating Disposal Costs

Off-Site Waste Removal:

Name of waste removal company _____

Telephone number _____ Date contract expires _____

B. Removal Schedule

Number of times _____ Per (day/week/month/other) _____

Days of week _____ Time(s) of day _____

Choose one of the following equations (C1, C2 or C3):

C1. Waste removal charge (If charged as flat fee or part of rent)

$$\frac{\text{Waste removal fee}}{\text{Number of Times per Year}} \times \text{Number of Times per Year} = \text{TOTAL WASTE DISPOSAL}$$

C2. Waste removal charge (If charged by weight or volume)

$$\frac{\text{Waste removal charge per unit of weight or volume}}{\text{Number of units of waste removed of waste (from receipts or call haulers)}} \times \text{Number of units of waste removed of waste (from receipts or call haulers)} = \text{Annual waste removal charge}$$

If applicable, add:

$$\frac{\text{Hauling container(s) rental fee per time periods}}{\text{Number of time periods per year}} \times \text{Number of time periods per year} = \text{Annual container cost}$$

$$\text{Annual Waste Removal Cost} + \text{Annual Container Cost} = \text{Total Waste Disposal Cost}$$

C3. Waste removal charge (If charged per pull)

$$\frac{\text{Charge per pull}}{\text{Pulls per year}} \times \text{Pulls per year} = \text{Annual waste pulling charge}$$

If applicable, add:

$$\frac{\text{Hauling containers(s) rental fee per time period}}{\text{Number of time periods per year}} \times \text{Number of time periods per year} = \text{Annual Waste container rental cost}$$

$$\frac{\text{Annual waste pulling charge}}{\text{Annual waste pulling charge}} \times \frac{\text{Annual waste container rental cost}}{\text{Annual waste container rental cost}} = \text{Total Waste Disposal Cost}$$

Worksheet B: Conducting a Waste Analysis

The following are two options for estimating the types and quantities of materials in a company's waste stream. This knowledge will aid you in targeting materials for recycling and reduction and in contacting recyclers.

Method I

This Method involves visually monitoring the dumpster each day and keeping track of the following:

- What materials are visible in the dumpster?
- What materials take up the largest volume in the dumpster?
- How full is the dumpster?

If the majority of a company's waste is placed in garbage bags before disposal, have cleaning staff use different colored bags for each area. For example, put the waste from the offices in clear bags, the cafeteria waste in white bags, the restrooms' in blue bags, the production waste in black bags, etc. This will help to identify the areas which are generating the most material. Then, walk through those areas to see what is being thrown away. In the above example, we could assume that the clear bags contained primarily office paper.

Waste Analysis Estimation – Method 1

Date observed _____

How full _____

Materials Visible

Estimated Percentage of Waste Stream

Color of bag

in dumpster

Type of waste generated in the designated area

Method 2

This method provides a more accurate estimation of the quantity of material in the waste stream. Place a container near the dumpster or in a central location and designate it for your targeted material. Notify all employees that, for a specified period of time, all of the targeted material will

be placed in this container rather than the dumpster. With certain materials, such as OCC, it may be possible to have one employee or the cleaning staff segregate the material. For other materials, such as office paper, all employees will need to be involved. Note that the container must be under shelter. Continue the sort for at least two weeks. At the end of the specified time period, record the quantity of material accumulated. Contact a local recycling hauler to find one that will pick up curbside or contact your local town transfer station to drop-off the sorted material for recycling.

Waste Analysis Estimation – Method 2

Material sorted _____ Time period sorted _____

$$\frac{\text{_____ cubic yards}}{\text{Size of containers}} \times \frac{\text{_____}}{\text{Number of containers}} = \frac{\text{_____ cubic yards}}{\text{Amount sorted}}$$

$$\left(\frac{\text{_____ pounds}}{\text{Weight of full Container}} - \frac{\text{_____ pounds}}{\text{Weight of empty container}} \right) \times \frac{\text{_____}}{\text{Number of containers}} = \frac{\text{_____ pounds}}{\text{Amount sorted}}$$

Extrapolate this amount to a month or year. This information will be extremely useful when contacting recyclers and determining the cost-effectiveness of your recycling program.

$$\left(\frac{\text{_____ pounds}}{\text{Amount sorted}} \div \frac{\text{_____}}{\text{Number of weeks Of sort}} \right) \times 52 \text{ weeks/year} = \frac{\text{_____ pounds}}{\text{Targeted material discarded per year}}$$

Worksheet C: Evaluating the Costs of a Waste Reduction or Recycling Program

Monthly Program Costs

Additional labor (cleaning/maintenance staff) \$ _____

Additional energy requirements \$ _____

Transportation \$ _____

Additional space requirements \$ _____

Education/promotion \$ _____

Record keeping \$ _____

START-UP COSTS (AMORTIZED MONTHLY)

Containers \$ _____

Equipment (if any) \$ _____

Other: \$ _____

Total Program Costs \$ _____

Monthly Program Savings and Revenues

Avoided collection/disposal costs (See Worksheet D) \$ _____

Decrease in new material costs \$ _____

Revenues from sale of recyclables \$ _____

Avoided purchases \$ _____

Avoided labor (cleaning/maintenance staff) \$ _____

Total Program Savings/Revenues \$ _____

Total Program Savings/Revenues – Total Program Costs \$ _____

Worksheet D: Calculating Avoided Collection/Disposal Costs

Material targeted for recycling or waste reduction _____

Approximate percentage of waste stream _____

By Volume

Use this formula if you used a visual estimate of the waste stream or if you calculated volumes in the waste sort.

$$\frac{\text{_____}}{\% \text{ of material (by visual estimation or sort)}} \times \frac{\text{_____}}{\text{Total cubic yards disposed (ex.: 4 cubic yard dumpster emptied 3 times per week = 12 cubic yards or 48 cubic yards per month.)}} = \frac{\text{_____}}{\text{Targeted for diversion}}$$

$$\frac{\text{_____ cubic yards}}{\text{Targeted for diversion}} \times 70\%^{**} = \frac{\text{_____ cubic yards}}{\text{Expected diversion}}$$

$$\frac{\text{_____ cubic yards}}{\text{Expected diversion}} \div \frac{\text{_____}}{\text{Total volume of all waste disposed}} = \frac{\text{_____ cubic yards}}{\text{Percent of Waste Stream Diverted}}$$

By Weight

Use this formula if you calculated weight in the waste sort and if your hauler will provide weight slips for your dumpster.

$$\frac{\text{_____ pounds}}{\text{Pounds of material Discarded per year (Worksheet B)}} \times 70\%^{**} = \frac{\text{_____ pounds}}{\text{Expected diversion}}$$

$$\frac{\text{_____ pounds}}{\text{Expected diversion}} \div \frac{\text{_____}}{\text{Total volume of waste disposed (provided by hauler)}} = \frac{\text{_____}}{\text{Percent of Waste Stream to be Diverted}}$$

**To be conservative, assume that you will divert 70% of the target material.

Depending upon the amount of material diverted from the waste stream, a business may be able to save money by reducing the number of times per week the dumpster is hauled or by reducing the size of the dumpster. Businesses should be encouraged to ask their waste hauler how much disposal costs can be reduced if the waste stream is reduced by the percent estimated above.

5.2.2.3 ENFORCEMENT

UCRRA ENFORCEMENT FORMS

Notice of Violation – Hauler

Supporting Deposition – Hauler

Acceptance Letter – Hauler

Notice of Violation – Waste Generator

Supporting Deposition – Waste Generator

Acceptance Letter – Waste Generator

NOTICE OF VIOLATION - HAULER

ULSTER COUNTY
RESOURCE RECOVERY AGENCY
COUNTY OF ULSTER, STATE OF NEW YORK

-----X
Ulster County Resource Recovery Agency,

Complainant,

NOTICE OF HEARING
PURSUANT TO SECTION 20
OF THE MANDATORY
SOURCE SEPARATION AND
RECYCLING LAW OF
ULSTER COUNTY

-----against-----

Case No. _____

Respondent.

-----X

TO THE NAMED RESPONDENT:

YOU ARE HEREBY CHARGED WITH ONE (1) VIOLATION(S) OF SECTION 13 OF THE MANDATORY SOURCE SEPARATION AND RECYCLING LAW OF ULSTER COUNTY, which provides that haulers shall provide regular, reliable and separate collection of recyclables to any customer to whom they provide collection services.

See the enclosed Supporting Deposition for the facts related to the violation(s).

In accordance with Mandatory Source Separation and Recycling Law of Ulster County, Section 21, the Respondent shall be subject to a penalty of \$1,000 for a violation(s) of the Source Separation and Recycling Law.

YOU ARE HEREBY DIRECTED to appear at the Ulster County Office Building, located at 244 Fair Street, Kingston, NY 12401 on the ____ of _____ at _____ am/pm to answer the violations set forth herein. Interpreter services will be made available to non-English speaking or hearing-impaired persons as deemed necessary.

YOU HAVE THE RIGHT to be represented by counsel and the right to deny charges, in whole or in part, following which the matter will be rescheduled for a Formal Hearing to be conducted on a date certain. At the Formal Hearing, you may produce witnesses and evidence on your behalf. Witnesses may be examined and cross-examined and the documentary evidence may be submitted.

Respondents may issue papers and/or notices to the Hearing Officer, Hon. _____

UPON FAILURE TO APPEAR, a hearing may be had in your absence, a final determination may be made based solely upon the evidence submitted by the Ulster County Resource Recovery Agency and penalties may be imposed after a notice of default is served.

IF YOU ACCEPT THE DETERMINATION and wish to waive your right to a hearing, you may sign the enclosed "Acknowledgement of Acceptance" form on the following page and return it with payment in the amount indicated above. Upon receipt, the Ulster County Resource Recovery Agency shall file your acknowledgement with the hearing officer and cancel the scheduled hearing.

DATED: _____

ULSTER COUNTY

Timothy B. Rose, P.E.
Executive Director
Ulster County Resource Recovery Agency

SUPPORTING DEPOSITION - HAULER

THE ULSTER COUNTY RESOURCE RECOVERY AGENCY

-against-

Respondent

I, _____, *the Recycling Compliance Officer for the Ulster County Resource Recovery Agency, do by this supporting deposition make the following allegations of fact:*

On _____ at or about _____ hours, I observed the following in violation of Section 13 (c) of the Mandatory Source Separation and Recycling Law of Ulster County:

Vehicle Information: _____
Description/plate number and state

Company Information: _____
Name Address Phone

Driver Information (if provided): _____
Last Name, First Name

Vehicle was observed at: _____
Facility/Location

To wit: _____
Observation

Driver's statements, if any: _____

According to (check): Driver Manifest Other (describe) _____

Driver collected load at: _____
Address

The above vehicle did not have: Ulster County Resource Recovery Agency Permit on vehicle

The foregoing factual allegations are based upon personal knowledge of the deponent.

In a written statement, any person who knowingly makes a false statement which such person does not believe to be true has committed a crime under the laws of the State of New York punishable as a Class A misdemeanor. (Penal Law § 210.45)

Affirmed under the penalty of perjury this
_____ day of _____, 20 _____

*Recycling Compliance Officer
Ulster County Resource Recovery Agency*

ACCEPTANCE LETTER - HAULER

ULSTER COUNTY
RESOURCE RECOVERY AGENCY
COUNTY OF ULSTER, STATE OF NEW YORK
-----X

Ulster County Resource Recovery Agency,

Complainant,

-----against-----

Case No. _____

Respondent.

-----X

RESPONDENT'S ACKNOWLEDGEMENT AND ACCEPTANCE
OF INITIAL DETERMINATION OF THE ULSTER COUNTY RESOURCE RECOVERY AGENCY

I, _____, holding the title/position of _____ of the Respondent, _____, hereby acknowledge and agree that the Respondent named herein has committed ONE (1) administrative violation of Section 8 of the Mandatory Source Separation and Recycling Law of Ulster County and that, in lieu of proceeding to hearing on the referenced charge, the Respondent hereby admits to having committed violations outlined herein and submits herewith the penalty in the amount of \$_____.

PLEASE NOTE: All checks and/or money orders should be payable to Ulster County Resource Recovery Agency (UCRRA) and sent to:

Ulster County Resource Recovery Agency
PO Box 6219
Kingston, New York 12402
Attn: Executive Director

NOTICE OF VIOLATION – WASTE GENERATOR

ULSTER COUNTY
RESOURCE RECOVERY AGENCY
COUNTY OF ULSTER, STATE OF NEW YORK

-----X

Ulster County Resource Recovery Agency,

Complainant,

NOTICE OF HEARING
PURSUANT TO SECTION 20
OF THE MANDATORY
SOURCE SEPARATION AND
RECYCLING LAW OF
ULSTER COUNTY

-----against-----

Case No. _____

Respondent.

-----X

TO THE NAMED RESPONDENT:

YOU ARE HEREBY CHARGED WITH ONE (1) VIOLATION(S) OF SECTION 8 OF THE MANDATORY SOURCE SEPARATION AND RECYCLING LAW OF ULSTER COUNTY, which provides that every waste generator in Ulster County shall be responsible for the separation of solid waste and recyclables at the point of generation.

The Mandatory Source Separation and Recycling Law of Ulster County was enacted to promote the general health, welfare and safety of citizens of Ulster County, to protect the environment and to manage the solid waste stream in Ulster County. Under the provisions of Section 8, all persons must separate regulated recyclable materials from solid waste for the purpose of collection and recycling.

See the enclosed Supporting Deposition for the facts related to the violation(s).

In accordance with Mandatory Source Separation and Recycling Law of Ulster County, Section 21, the Respondent is subject to a penalty of \$1,000 for a violation(s) of the Source Separation and Recycling Law.

YOU ARE HEREBY DIRECTED to appear at the Ulster County Office Building, located at 244 Fair Street, Kingston, NY 12401 on the _____ of _____ at _____ am/pm to answer the violations set forth herein. Interpreter services will be made available to non-English speaking or hearing-impaired persons as deemed necessary.

YOU HAVE THE RIGHT to be represented by counsel and the right to deny charges, in whole or in part, following which the matter will be rescheduled for a Formal Hearing to be conducted on a date certain. At the Formal Hearing, you may produce witnesses and evidence on your

behalf. Witnesses may be examined and cross-examined and the documentary evidence may be submitted. Respondents may issue papers and/or notices to the Hearing Officer,
Hon. _____

UPON FAILURE TO APPEAR, a hearing may be had in your absence, a final determination may be made based solely upon the evidence submitted by the Ulster County Resource Recovery Agency and penalties may be imposed.

IF YOU ACCEPT THE DETERMINATION and wish to waive your right to a hearing, you may sign the enclosed "Acknowledgement of Acceptance" form on the following page and return it with payment in the amount indicated above. Upon receipt, the Ulster County Resource Recovery Agency shall file your acknowledgement with the hearing officer and cancel the scheduled hearing.

DATED: _____

ULSTER COUNTY

Timothy B. Rose, P.E.
Executive Director
Ulster County Resource Recovery Agency

SUPPORTING DEPOSITION - WASTE GENERATOR

THE ULSTER COUNTY RESOURCE RECOVERY AGENCY
-against-

Respondent

I, _____, *the Recycling Compliance Officer for the Ulster County Resource Recovery Agency, do by this supporting deposition make the following allegations of fact:*

On _____ at or about _____ hours, I observed the following in violation of Section 8 (a) of the Mandatory Source Separation and Recycling Law of Ulster County being Local Law No. 8 of 1991 as amended:

Location: _____
Name and Address

To wit: _____
Observation

Description of Solid Waste/Recycling Containers Observed: _____

Statements (if any): _____
Name and Title of Person Making Statement

Statement: _____

The foregoing factual allegations are based upon personal knowledge of the deponent.

In a written statement, any person who knowingly makes a false statement which such person does not believe to be true has committed a crime under the laws of the State of New York punishable as a Class A misdemeanor. (Penal Law § 210.45)

Affirmed under the penalty of perjury this
____ day of _____, 20 ____

*Recycling Compliance Officer
Ulster County Resource Recovery Agency*

ACCEPTANCE LETTER – WASTE GENERATOR

ULSTER COUNTY
RESOURCE RECOVERY AGENCY
COUNTY OF ULSTER, STATE OF NEW YORK
-----X

Ulster County Resource Recovery Agency,

Complainant,

-----against-----

Case No. _____

Respondent.

-----X

RESPONDENT'S ACKNOWLEDGEMENT AND ACCEPTANCE
OF INITIAL DETERMINATION OF THE ULSTER COUNTY RESOURCE RECOVERY AGENCY

I, _____, hereby acknowledge and agree that the Respondent named herein has committed ONE (1) administrative violation of Section 8 of the Mandatory Source Separation and Recycling Law of Ulster County and that, in lieu of proceeding to hearing on the referenced charge, the Respondent hereby admits to having committed violations outlined herein and submits herewith the penalty in the amount of \$_____.

PLEASE NOTE: All checks and/or money orders should be payable to Ulster County Resource Recovery Agency (UCRRA) and sent to:

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