



Massachusetts Department of Environmental Protection
 Bureau of Waste Prevention
2008 Municipal Recycling & Diversion Data Sheet
 For the calendar year ending December 31, 2008

Email, mail, or fax ONE COPY to:	MassDEP Recycling Surveys One Winter Street, Boston, MA 02108 Fax: 617-292-5832 Email: Janine.Delaney@state.ma.us Questions: Janine Delaney, 617-574-6859	Return by February 17, 2009 Keep ONE COPY for your records.
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Important:
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Municipal Information

Please note: MassDEP provides this information to people who call with questions about your municipal solid waste/recycling program and may publish it on the Web.

Name of Municipality		Estimated Population	
Recycling Program Contact Name		Title	
Street Address			
City/Town	State	Zip Code	
Telephone		Email Address	
Primary Solid Waste Collection Method		Primary Recycling Collection Method	
Recycling Collection Frequency: <input type="checkbox"/> Biweekly Curbside <input type="checkbox"/> Weekly Curbside <input type="checkbox"/> Drop-Off			

2. Tons of Residential Municipal Solid Waste Disposed

Important Notes:

- Residential Municipal Solid Waste (MSW) disposed should include trash from: single family or multi-family housing, apartments and condominiums served by the municipal curbside or drop-off program, and residential customers in your municipality served by subscription haulers.
- If the private hauler tonnage is unknown, MassDEP will estimate that tonnage based on the number of households subscribing privately.**
- Indicate where your municipality, or its contractor, disposes of its residential MSW, your contract end date (if applicable), and the tonnage of residential MSW disposed of at each facility.
- If your residential MSW goes to a *transfer station*, enter the name of the final disposal location (if you have a long-term contract with a landfill or combustion facility) in addition to the name of the transfer station and tonnage disposed.
- DOUBLE CHECK THE ACCURACY OF YOUR DISPOSAL TONNAGES. Errors made in reporting could significantly misrepresent your municipality's recycling rate.
- Total Tons Residential Waste Disposed = Landfill + Combustion + Bulky Waste Disposal – Commercial Waste Disposal - C&D Waste Disposal**

	Disposal Site/Transfer Station	Contract End Date (if any)	Tons Disposed
Landfill			
Combustion			
Bulky Waste Disposal	Any bulky waste collected for disposal and NOT INCLUDED in landfill or combustion tonnage number above.		
Commercial Waste Disposal	Any commercial (i.e. non-residential) MSW collected for disposal and INCLUDED in landfill or combustion tonnage number above.		
C&D Waste Disposal	Any C&D waste collected for disposal and INCLUDED in landfill or combustion number above		



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3. Residential Solid Waste & Recycling Services

- Please note that the sum of the number of households you report as served in each category should equal the total number of occupied households in your municipality and should reflect the ACTUAL number served, as opposed to those that could POTENTIALLY use that service. In the case of drop-off service, this would mean counting only those households that purchased stickers. In the case of curbside collection, this would mean the actual number of households that the town or its contractor collects from.
- If you are unsure about the total households or total households served in your municipality, please consult *Number of Households and Population by Municipality for Use With Municipal Recycling Data Sheet Reporting* at www.mass.gov/dep/recycle/approvals/dswmpu03.htm, which contains the most recent municipal household and population figures reported to MassDEP.
- Complete the information in all of the appropriate boxes that apply to residential MSW services operated or contracted by the municipality, and services provided to residents by private subscription. Please note that if you do not report disposal tonnage for residents who subscribe with private haulers then MassDEP will estimate that tonnage and include it in your total tons disposed based on the household information provided.

Total occupied households in your municipality: _____
 Number

Type of Service	Curbside Collection by Municipality	Curbside Collection by Municipally Contracted Hauler	Municipal Drop-off Center	Private Hauler Subscription	Total Households Served
Disposal Households Served:					
Disposal Tonnage Collected:					
Recycling Households Served:					
Recycling Tonnage Collected:					

4. Private Hauler Recycling & Mandatory Recycling

If residents of your municipality subscribe with private haulers for solid waste and recycling services, but you do not have access to recycling tonnage figures, MassDEP will estimate this tonnage for your municipality based on your responses to the questions below. This estimate will be based on a statewide per household credit. If this estimate is significant compared to your municipality's total recycling tonnage, then MassDEP will contact you to obtain further documentation on private hauler recycling services.

- Does your municipality have a mandatory residential recycling regulation, by-law or ordinance? Yes No
- Does your municipality have a mandatory business recycling regulation, by-law or ordinance? Yes No
- Does your municipality require haulers to provide recycling services through permit requirements? Yes No
- Do private haulers in your municipality offer recycling services at no additional cost to disposal services? Yes No

HOW DOES YOUR MUNICIPALITY:

- Enforce mandatory recycling for residents who subscribe with private haulers? _____
 Please Describe*
- Enforce hauler permits that require private haulers to provide recycling services? _____
 Please Describe*
- Use other methods to achieve private hauler recycling? _____
 Please Describe*

*If you need additional space, submit your answer on a separate attachment.



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5. Costs of Residential Solid Waste Services

Please do not report other MSW costs associated with disposal, such as collection fees, hauling and transportation.

Disposal tip fee (including change in law costs if applicable): \$ _____ No Per Ton Tip Fee
 Per Ton

How does your municipality charge its *residents* for solid waste program costs? *Please check all that apply.*

Included in Tax Base Separate Flat Fee: \$ _____ Pay-As-You-Throw (PAYT)
 Per Year

PAYT pricing options: 1st Bag/Sticker Size Price \$ _____ 2nd Bag/Sticker Size Price \$ _____

If your community does not have PAYT, but you want to learn more about it, please provide us with the name and phone number of the person we should contact:

_____ Contact Name and Phone

6. Municipal Waste Diversion: General Recyclables

Please provide the amount of recyclables diverted from residential sources in your town or city through municipal and private subscription hauler recycling, composting, and hazardous household product collection programs. If commercial recyclables are collected with residential recyclables, please estimate the percentage from *commercial* sources. When details are not provided for items marked with an asterisk (*), the reported tonnage will not count toward your municipality's recycling rate.

Material	2008 Tons	% From Commercial Sources	Comments
Single Stream Recycling			Date when your municipality began single stream collection (MM/DD/YYYY):
Newspaper			
Cardboard			
Mixed Paper			If separate amounts not known, include ONP, OCC, magazines, office paper, junk mail, etc.
Commingled Containers			Use this if containers are collected together and separate material tonnage amounts are not known.
Steel/Tin Cans			Steel containers and tin cans. Scrap steel should be reported below in Scrap Metal/White Goods.
Aluminum			Collected for recycling only; do not include redemption center tonnage.
Glass (all colors)			Collected for recycling only; do not include redemption center tonnage.
ALL Plastics			Collected for recycling only. Include food, beverage & home product containers, shopping bags & wrap.
Scrap Metal/White Goods			Includes appliances and other residential scrap metal.
Textiles/Used Clothing		Please indicate organization(s) collecting these materials:	
C&D Material			Collected for recycling only.
Swap Shop		Estimate tonnage of materials exchanged for reuse in designated swap shop.	



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6. Municipal Waste Diversion: General Recyclables (continued)

Material	2008 Tons	Comments
Other Residential Material*		Please Describe:

Check if your municipality regularly collects materials such as electronics, white goods, scrap metal, clothing or other household items for recycling at a **non-site assigned location**. If you have checked this box, please indicate the location below. Note: Indicating the collection information below fulfills the requirement to notify and report to MassDEP under 310 CMR 16.05(3)(d).

 Collection Location

7. Municipal Waste Diversion: Composting/Organics

Do not include leaves/yard waste collected from landscapers or adjoining towns, or organic materials collected by a municipal recreation department that maintains athletic fields.

Leaves/Yard Waste		Tons of grass, leaves, branches from single family or multi-family collections (curbside or drop-off).
Christmas Trees		Number of trees or tons (circle appropriate unit) chipped, ground, shredded or composted (if not included in Leaves/Yard Waste).
Food Waste		Tons of food waste from single family or multi-family collections (curbside or drop-off).

TOTAL number of compost bins EVER distributed by your city or town as of December 31, 2007 _____

Number of compost bins distributed in calendar year 2008 _____

If you **DID NOT** report diverting Leaves/Yard Waste, Christmas Trees or Food Waste, or distributing compost bins, MassDEP will estimate your default composting tonnage based on your answers to the questions below.

Does your community educate residents about and enforce a policy, bylaw, or ordinance excluding leaves and yard waste from collection for disposal? Yes No

Does your community provide weekly drop-off and/or curbside collection for leaves and yard waste available to residents from March through November? Yes No

8. Residential Hazardous Household Products & Difficult-to-Manage-Wastes

Reporting in Part A and Part B is mutually exclusive. Please report the number of comprehensive one-day events your municipality sponsored or participated in during 2008. To avoid double counting, please **do not report tonnage collected during one-day events in Part B**. MassDEP will estimate tonnage based on the approximate numbers of full and half cars you report having served at these events.

Total number of comprehensive HHP events in 2008 _____ Approximate number of full cars served at these events _____ Approximate number of half cars served at these events _____

These collection events were Reciprocal Regional Open Other

B. If your municipality has ongoing material-specific collections **in addition** to the events reported in Part A, please report the amount collected in the units of measure requested. **Important Note:** Providing the amount(s) for these materials is OPTIONAL. However, if you do not have these figures to report, they will not count toward your municipal recycling rate. Report the number of days you collected these items, or the number of days your site was open to residents.

Material	Amount	Units	# of Collection Days	Collection Fee, if any
Auto Batteries		Number		\$
Auto Tires		Tons		\$
CRTs/Electronics		Pounds		\$



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B. (continued)

Material	Amount	Units	# of Collection Days	Collection Fee, if any
Waste/Used Engine Oil		Gallons		\$
Household Batteries		5-Gallon Pails		\$
Propane Tanks		Number		\$
Anti-freeze		55-Gallon Drums		\$
Used Oil Filters		55-Gallon Drums		\$
Latex/Oil Based Paint		Cubic Yard Boxes		\$

C. Mercury Containing Products

Fluorescent Lamps/Bulbs		Linear Feet		\$
Button Batteries		5-Gallon Pails		\$
Thermostats		Number		\$
Thermometers		Number		\$
Flow Meters		Number		\$
Mercury Switches		Number		\$
Elemental Mercury		Pounds		\$

Where are Mercury Containing Products collected in your municipality?

Location

What are the hours of operation for the collection facility?

Hours

Are businesses allowed to use the collection facility?

Yes No

9. Signature of Municipal Official

I have reviewed the information provided on this municipal recycling data sheet and believe it to be accurate and complete. I understand that MassDEP may contact me if it has questions or needs additional information.

Signature

Name

Title

Telephone Number

Date