



**Massachusetts Department of Environmental Protection**  
 Bureau of Waste Prevention  
**2007 Municipal Recycling & Diversion Data Sheet**  
 For the calendar year ending December 31, 2007

<b>Email, mail, or fax          ONE COPY to:</b>	MassDEP Recycling Surveys One Winter Street, Boston, MA 02108 Fax: 617-292-5858 Email: <a href="mailto:Julia.Wolfe@state.ma.us">Julia.Wolfe@state.ma.us</a>  Questions: Julia Wolfe, 617-292-5987	<b>Keep ONE COPY          for your records.</b>
--	--	---

**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 _____	
<b>Recycling Collection Frequency:</b> <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 will seriously misrepresent your municipality's recycling rate.

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



**Massachusetts Department of Environmental Protection**  
 Bureau of Waste Prevention  
**2007 Municipal Recycling & Diversion Data Sheet**  
 For the calendar year ending December 31, 2007

**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](http://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	Municipality Contracts w/Hauler	Residents Use Drop-off Center	Residents Subscribe w/Private Haulers	Total Households Served
Disposal Households Served:	_____	_____	_____	_____	_____
Disposal Tonnage Collected:	_____	_____	_____	_____	_____
Recycling Households Served:	_____	_____	_____	_____	_____
Recycling Tonnage Collected:	_____	_____	_____	_____	_____

**4. Private Hauler Recycling & Mandatory Recycling**

COMPLETE THIS SECTION ONLY IF RESIDENTS OF YOUR MUNICIPALITY SUBSCRIBE WITH PRIVATE HAULERS

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 ordinance?  Yes  No
- Does your municipality have an ordinance mandating that businesses recycle?  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.



**Massachusetts Department of Environmental Protection**  
 Bureau of Waste Prevention  
**2007 Municipal Recycling & Diversion Data Sheet**  
 For the calendar year ending December 31, 2007

**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: \_\_\_\_\_ \$ \_\_\_\_\_  
 1<sup>st</sup> Bag/Sticker Size Price 2<sup>nd</sup> 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

Does your municipality have an ordinance mandating that businesses recycle?  Yes  No

Does your municipality require haulers to provide recycling services through permit requirements?  Yes  No

**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. Wherever possible, 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	2007 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 who collects these materials: _____ Organization(s) Collecting
C&D Material	_____	_____	Collected for recycling only.
Swap Shop	_____	_____	Estimate tonnage of materials exchanged for reuse in designated swap shop.



Massachusetts Department of Environmental Protection  
 Bureau of Waste Prevention  
**2007 Municipal Recycling & Diversion Data Sheet**  
 For the calendar year ending December 31, 2007

**6. Municipal Waste Diversion: General Recyclables** (continued)

Material	2007 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 Program Results: 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 chipped, ground, shredded or composted (if not included in Leaves/Yard Waste).

TOTAL number of compost bins EVER distributed by your city or town as of December 31, 2006 \_\_\_\_\_ Number of compost bins distributed in calendar year 2007 \_\_\_\_\_

If you **DID NOT** report diverting Leaves/Yard Waste & Christmas Trees, or distributing compost bins, MassDEP will estimate your default composting tonnage based on your answers to the questions below. **If you have reported any of the above materials, please skip the rest of section 7 and go straight to section 8.**

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 have a combination of 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**

**A.** **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 2007. 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 2007 \_\_\_\_\_ 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	_____	\$ _____



Massachusetts Department of Environmental Protection  
 Bureau of Waste Prevention  
**2007 Municipal Recycling & Diversion Data Sheet**  
 For the calendar year ending December 31, 2007

**B.** (continued)

Material	Amount	Units	# of Collection Days	Collection Fee, if any
Waste/Used Engine Oil	_____	Gallons	_____	\$ _____
Household Batteries (Alkaline)	_____	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	_____	\$ _____
Household Batteries (Button)	_____	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