



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Details: Drop-off Equipment for Reuse & Recycling

Grant Applications Due June 2, 2025, at 11:59 PM ET

Overview

This grant will assist municipalities with establishing or expanding diversion programs for targeted materials at a municipal recycling drop-off or transfer station ("facility"). This grant category is open to municipalities operating a drop-off program for recyclables, including those whose primary recycling program is curbside, but which also operate a residential recycling drop-off center.

The applicant is responsible for ensuring compliance with all MassDEP regulations and permits. Applicants must contact the appropriate MassDEP Regional Office prior to placing new containers or equipment at a site assigned facility. Additional requirements apply to applicants establishing a new Universal Waste collection program.

Eligible Applicants

- This grant item is available to municipal applicants only.
- A municipality with access to a [Material Separation Plan](#) through its waste disposal contract with a municipal waste combustor is **not** eligible for a Universal Waste shed.

Program Structure

Grants provide for the purchase of enclosed sheds, containers, or structures for the targeted material identified in the table below. Actual reimbursement amount will be based on the cost of materials or container(s) purchased and may be less than award amount.

Target Material	Type of Equipment	Grant Award Amount
Cardboard	Compactor	Up to \$10,000
Food Waste	Food Waste Collection Equipment at a Drop-off Site (e.g., carts or dumpsters) and other containers as applicable	Up to \$3,000 per site, maximum 4 sites and \$12,000
Glass (source-separated)	20 or 30 CY Open Top Roll-Off (heavy duty)	\$8,000*
Household goods collected at a municipally operated Reuse Swap Shop	Shed or Other Enclosed Structure (size and reimbursement subject to MassDEP approval)	Up to \$6,000
Paint	Shed or Other Enclosed Structure (size and reimbursement subject to MassDEP approval)	Up to \$5,000
Universal Waste: fluorescent lamps, certain batteries, and other mercury containing devices (e.g., switches, thermostats, and thermometers).	Shed (minimum of 80 SQ FT)	Up to \$5,000

*Grantees are **required** to purchase a heavy-duty container for collection of source-separated glass for processing. Any additional grant funds (up to \$8,000) may be used towards purchase of a gable top.

Use of Grant Funds

Grant funds must be used in accordance with the Grant Scope of Work (see Attachment) to purchase equipment for new collection programs or to significantly expand the scope of an existing program (i.e., add a swap shop for furniture to a swap shop for smaller items). Signage and/or labels are required.

Relevant State Contracts

- Roll-Off Containers and Compactors may be purchased off statewide contract [FAC113designatedDEP: Recycling Containers, Compost Bins, and Rain Barrels](#), under Category 7.

Universal Waste Sheds ONLY

- When collected and consolidated, universal waste must be managed according to the Universal Waste regulations at 310 CMR 30.1000. <http://www.mass.gov/eea/docs/dep/service/regulations/310cmr30.pdf>
- The collection shed must be a rigid, weather-proof structure within sight of an attendant and open at least one day per month to accept Universal Waste from the municipality's residents. Small businesses may also drop off Universal Waste, at the discretion of the Grantee.
- If the Universal Waste Shed is placed at an existing municipal solid waste transfer station, the owner/operator of the transfer station must file a certification with their regional MassDEP office 30 days PRIOR to placement of the shed as this is considered a modification in design and operation of the transfer station. Certification is not required for a Universal Waste shed placed at a non-solid waste site, such as a DPW yard.
- Grantee may utilize a vendor on Massachusetts statewide contract [FAC110/WMR001: Hazardous, Universal, Medical, & Electronic Waste Category 3](#). The cost of collection services will be borne by Grantee.
- A mercury spill kit should be available in shed and can be purchased with any remaining funds under this grant, or with RDP funds. Kits are also available through statewide contract [FAC110/WMR001: Hazardous, Universal, Medical, & Electronic Waste Category 3](#) under Category 3, Section 7.

Food Waste Drop-off Equipment ONLY

- Transfer Station or Recycling Center drop-off must be free to residents who already have an entry sticker or pass. If a municipality already collects food waste at the transfer station or recycling center, grant funds may be used to establish up to three additional publicly accessible locations on municipal property (e.g., town hall, public school, etc.).
- Drop-off locations outside transfer station or recycling center must have a participant registration or sign-up system to track the number of users.
- Eligible use of funds includes:
 - Food waste collection systems, i.e., carts, dumpsters, public space container, etc. **(required)**
 - Certified compostable liner bags
 - Kitchen countertop food waste containers, up to 3 gallons
 - Outreach and education material

Evaluation Criteria

In addition to the [minimum eligibility criteria and the evaluation criteria applicable to all SMRP grant programs](#), the following factors will be viewed favorably in the evaluation process:

- Facilities that are open to residents, non-resident visitors, and businesses.
- Applicants that have identified a market for the target material(s).
- Applicants that plan to enforce a prohibition on trash disposal of the target material(s).
- Applicants that have the ability and willingness to use RDP funds to offset program costs.
- Applicants that are located in an environmental justice community.
- Requests for compactors or roll offs where the amount of the target material (i.e., tonnage) captured for recovery and recycling is most substantial.

Questions

Please note: This year, MassDEP will be accepting questions via [online form](#). Any questions about the grants AFTER their formal release on April 1 will need to be submitted through this process. The deadline to submit questions will be May 5, 2025, at 5:00 PM ET. Official responses to these questions will be posted to the [SMRP Grant Website](#) no later than May 12, 2025.

Attachment 1

Award Checklist



Checklist for Drop-off Equipment Grant Award – Specify Equipment
This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- ➡ Fill out this checklist, have it signed by an authorized municipal official, and return it to MassDEP via email as soon as possible and no later than January 15, 2026. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- ➡ Return the signed Grant Scope of Work via email to MassDEP by February 15, 2026.
- ➡ Do not purchase a reuse swap shed until AFTER a Grant Scope of Work has been executed.
- ➡ **Funds must be spent and invoices received by MassDEP no later than June 30, 2026.**

Grant Award Details:

Target Material to be Collected: Specify Target Material

Awarded Equipment: Specify Equipment

Reimbursement Amount: Up to \$Specify Amount

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured.

- ☐ The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.

STEP TWO: Intent to Purchase

When do you intend to purchase the drop-off equipment you were awarded?

Month and Year: _____

STEP THREE: Collection Facility

In the spaces below, provide the name, address, and type of facility where the Specify Equipment will be located:

Facility Name: _____

Facility Address: _____

Facility Type: _____

(i.e., transfer station, conditionally exempt recycling operation)



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Bureau of Waste Prevention
Sustainable Materials Recovery Program

STEP FOUR: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____ Title: _____

By: _____
(Signature) (Date)

Please complete and sign the Checklist and email to Micaela.Guglielmi@mass.gov no later than January 15, 2026.



Checklist for Drop-off Equipment Grant Award – Universal Waste Shed
This document contains important grant deadlines and requirements.

Instructions for the Municipal Recycling Contact:

- ➡ Fill out this checklist, have it signed by an authorized municipal official, and return it to MassDEP via email as soon as possible and no later than January 15, 2026. Once MassDEP has received your checklist, we'll send you a Grant Scope of Work.
- ➡ Return the signed Grant Scope of Work via email to MassDEP by February 15, 2026.
- ➡ Do not purchase a UW shed until AFTER a Grant Scope of Work has been executed.
- ➡ **Funds must be spent and invoices received by MassDEP no later than June 30, 2026.**

Grant Award Details:

Target Material to be Collected: Fluorescent lamps, certain batteries, and other mercury containing devices such as thermostats, thermometers, switches.

Awarded Equipment: Universal Waste Shed

Reimbursement Amount: \$5,000

STEP ONE: Program Approval

Check the box below to signify that the necessary approvals have been secured.

- ☐ The municipality has notified the MassDEP Regional Office and/or local Board of Health and received authorization, if required, to install the granted equipment and collect the material at its transfer station or conditionally exempt recycling facility.

Check the box below to acknowledge you understand the following purchasing requirements:

- ☐ Universal Waste Sheds must be a minimum of 80 square feet.

STEP TWO: Intent to Purchase

When do you intend to purchase the drop-off equipment you were awarded?

Month and Year: _____

STEP THREE: Collection Location/Facility

In the spaces below, provide the name, address, and type of facility where the Universal Waste Shed will be located:

Muni Facility Name: _____

Muni Facility Address: _____

Muni Facility Type: _____

(i.e., transfer station, conditionally exempt recycling operation)



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STEP FOUR: Collection and Processing Facility

In the spaces below, provide the name and address of the facility that will process the collected material (i.e., processor, end-market).

Processing Facility/Vendor Name: _____
Processing Facility Address: _____
Processing Facility Telephone: _____

STEP FIVE: Signature of Authorized Official

I have reviewed and am familiar with the information contained in this checklist. The information contained in this checklist is to the best of my knowledge, true, accurate and complete. I am fully authorized to make this attestation on behalf of the Grantee municipality.

Print Name: _____ Title: _____

By: _____
(Signature) (Date)

Please complete and sign the Checklist and email to Micaela.Guglielmi@mass.gov no later than January 15, 2026.

Attachment 2

Grant Scope of Work

(Template)

**GRANT SCOPE OF WORK
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")
AND THE <<OrgName>> ("Grantee")**

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the <<OrgName>> ("Grantee") a Sustainable Materials Recovery Program Grant for a <<EquipmentType>> ("Grant") valued at up to <<Award Amount>>. This Grant will assist Grantee with establishing or expanding diversion programs for targeted materials at a municipal recycling drop-off or transfer station. The Grantee shall comply with the specific terms and conditions described below in the performance of the Grant. MassDEP and Grantee shall collectively be referred to as the Parties.

Duration of the Grant: This grant expires on **June 30, 2026**. Invoicing and Reporting deadlines are described below.

RESPONSIBILITIES OF THE GRANTEE

1. Authority: The signatory of this Grant Scope of Work is authorized by the governing body of the Grantee to enter into this Grant Scope of Work on behalf of the Grantee and accept and utilize this Grant.
2. Commonwealth Terms and Conditions: The Grantee shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Grantee's executed Master Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Grantee fails to comply with any of its responsibilities as identified in the Grant Scope of Work, then, at the election of MassDEP, (a) the Grantee may be deemed ineligible to participate for what time remains of the Grant period; and/or (b) title to all Grant materials purchased with these Grant funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Grantee not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years; and/or (d) the Grantee shall repay the Grant funds to MassDEP within 90 days. MassDEP may provide written notice to the Grantee of any such failure to comply. Such notice may provide a time period and manner for the Grantee to cease or remedy the failure. Such notice from MassDEP of any such failure by the Grantee is not a precondition to MassDEP's right to select options (a), (b), (c) and or (d) above. The Grantee shall follow the instructions of MassDEP regarding possession of the Grant materials (e.g., collection container). The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Grantee shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Grantee has established paper, bottle, and can recycling in all municipal buildings, offices and meeting spaces, including schools. The Grantee shall continue such paper, bottle and can recycling during the term of the Grant.
5. Notification of Buy Recycled Policy: The Grantee has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and distributes an annual notification of the Buy Recycled Policy, ordinance or bylaw to all staff, department heads and employees with purchasing authority. This notice shall be sent from the Mayor, Board of Selectmen, Town Manager, Town Administrator or Chief Purchasing Officer and highlights specific opportunities to buy recycled products, the benefits of buying recycled products, and encourages the purchase of these products. The Grantee shall continue to send an annual notification during the term of the Grant.
6. Use of Grant Funds: Grant funds are to be used for a <<EquipmentType>> to collect <<TargetMaterial>>. Funds must be used to purchase a shed or other type of rigid, weather-proof structure, which must be a minimum of <<Specifications>>. Grantee must meet the following conditions:
 - a. Equipment shall be utilized only for the collection and recycling of <<TargetMaterial>> for a minimum of 5 years unless otherwise approved in writing by MassDEP.
 - b. Equipment must be permanently labeled with MassDEP's logo and "Funded by a grant from MassDEP."<<For Universal Waste Sheds Only:
 - a. When collected and consolidated, universal waste must be managed according to the Universal Waste regulations at 310 CMR 30.1000.
 - b. Grantee may utilize a vendor on [Massachusetts State Contract FAC110 for Universal Waste collection and recycling](#). The cost of services will be borne by Grantee.
 - c. The collection shed must be within sight of an attendant and open at least one day per month for the

municipality's residents. Small businesses may also drop off Universal Waste, at the discretion of the Grantee.

- d. If the Universal Waste shed is placed at an existing municipal solid waste transfer station, the owner/operator of the transfer station must file a certification 30 days prior to placement of the shed as this is considered a modification in design and operation of the transfer station. Certification is not required for a Universal Waste shed placed at a non-solid waste site, as in a DPW yard.>>

7. Invoicing: All Grant funds are disbursed on a reimbursement basis only. After expending funds for an eligible expense, the Grantee shall submit a request for reimbursement ("invoice") to MassDEP, accompanied by the documentation listed below. **Invoices must be submitted by June 30, 2026.** The Grantee shall submit one request for reimbursement of equipment and signage for approved expenditures accompanied by the following documentation:
- a. Proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, extended price and shipping costs, if any;
 - b. Evidence that the Grantee's program is operational, including the destination of collected material; and
 - c. Photograph(s) of the equipment in use at the recycling center or transfer station, including signage.
8. Property Rights: Upon delivery from the vendor, the Grantee shall retain exclusive possession of the equipment, subject to the provisions of this Grant Scope of Work. The Grantee shall be solely responsible to ensure the equipment against damage, theft or loss during the time in which said equipment is in the possession, custody, or control of the Grantee. For the duration of this Grant, 1) the Grantee shall not sell, lease, loan or otherwise transfer rights or possession to the Grant materials unless it has received prior written authorization from MassDEP, and 2) if the Grantee determines any or all of the Grant materials are not needed for the granted use, the Grantee shall assist MassDEP in the transfer of the Grant materials to (an) other municipality(ies), or be given authorization to surplus the materials if MassDEP determines that the Grant materials have no value to the Commonwealth.
9. Reporting: Grantee shall file an annual Recycling and Solid Waste survey by February 15, via ReTRAC, for the duration of this Grant. Failure to comply with these reporting requirements may jeopardize future grant awards.
10. Publicity and Outreach:
- a. All outreach materials and publicity tools (i.e., press releases, media advisories, educational materials, etc.) issued by the Grantee in conjunction with or as a result of this Grant shall include the following language: "This project is funded in part by a Grant from the MassDEP".
 - b. The Grantee should be prepared to provide a public presentation on the results or findings of the Grant at the request of MassDEP.
11. Environmental Compliance: The Grantee understands receipt of a grant from MassDEP does not in any way imply that the Grantee is in compliance with applicable environmental regulations. This Grant Scope of Work shall not be construed as, nor operate as, relieving the Grantee or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Grantee's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. Addendums: Should MassDEP award additional Grant funds, an addendum to the Grant Scope of Work shall be provided to the Grantee. The same terms and conditions apply to the addendum.

IN WITNESS WHEREOF, MassDEP and the Grantee hereby execute this Grant Scope of Work.

COMMONWEALTH OF MASSACHUSETTS

By: _____
John Fischer, Deputy Division Director, Solid Waste
Department of Environmental Protection

(Date)

«**OrgName**»

Municipal Official(s) Authorized to sign: «**Position_Authorized_to_sign**»

By: _____
(Signature)

(Date)

(Print Name)

(Title)