

Recycling and Solid Waste Survey

Please note: This survey is requesting 2019 CALENDAR YEAR data.

Required filing, by February 15th, for most Municipalities who have received Sustainable Materials Recovery Program Municipal grant funds in the last three years in any grant category. Be sure to file by the deadline in order to stay in compliance with grant conditions. The only exception to this requirement is for municipalities who have received only Small-Scale awards over the last three years. See the Reporting Section of your grant agreement for details.

ALL Massachusetts municipalities are encouraged to complete this annual survey, and, please note that completing the survey is a pre-requisite to submitting a Sustainable Materials Recovery Program Municipal grant application expected to be issued in April 2020.

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Once you are satisfied with all your responses to each question on all pages you may **"MARK COMPLETE"** and your response will be locked allowing for no further editing.

1. Contact Information

Contact Name: *

Contact Title: *

Email: *

Phone: *

2. Household Information

Total number of households in the municipality *

Municipal Trash Program

Number of Households Served by the Municipal Trash Program *

Describe the households served by the municipal trash program by checking all that apply

Section 1: Units per property *

- ☐ All households that obtain a transfer station sticker
- ☐ Single family
- ☐ Two family
- ☐ Three family
- ☐ Four family
- ☐ Five and Six Family
- ☐ Seven and Eight Family
- ☐ Nine family and above

Section 2: Does the municipal trash program serve apartments and/or condominiums? Check all that apply *

- ☐ All Condominiums
- ☐ Only condominiums of the size indicated in Section 1
- ☐ All apartments
- ☐ Only apartment complexes of the size indicated in section 1
- ☐ None of the above

Municipal Recycling Program

Number of Households Served by the Municipal Recycling Program *

Describe the households served by the municipal recycling program by checking all that apply

Section 1: Units per property *

- ☐ All households that obtain a transfer station sticker
- ☐ Single family
- ☐ Two family
- ☐ Three family
- ☐ Four family
- ☐ Five and Six Family
- ☐ Seven and Eight Family
- ☐ Nine family and above

Section 2: Does the municipal recycling program serve apartments and/or condominiums? Check all that apply *

- ☐ All Condominiums
- ☐ Only condominiums of the size indicated in Section 1
- ☐ All apartments
- ☐ Only apartment complexes of the size indicated in section 1
- ☐ None of the above

Attach a copy of the LA4 form most recently submitted by the City/Town Assessor to the Department of Revenue. The data from this form, along with the description of households served above should validate the number of households served in Section 2. *

No file chosen

3. Municipal Service Type (do not include private subscription hauler collection)

Indicate which types of service are provided by your municipality:

Trash: *

☐ Curbside ☐ Drop-off ☐ Both ☐ None

Trash Collection frequency: *

☐ Weekly
☐ Bi-weekly

COLLECTION: Does the municipality contract with a hauler for curbside collection of solid waste? Select "No" if trash is collected by municipal staff and vehicles. *

☐ Yes
☐ No

Solid waste collection contract

End date: *



Recycling: *

☐ Curbside ☐ Drop-off ☐ Both ☐ None

Recycling Collection frequency: *

☐ Weekly
☐ Bi-weekly

COLLECTION: Does the municipality contract with a hauler for curbside collection of recyclables? Select "No" if recyclables are collected by municipal staff and vehicles. *

☐ Yes
☐ No

Recycling collection contract

End date: *



Food Waste (collected separately from trash): *

☐ Curbside ☐ Drop-off ☐ Both ☐ None

Food Waste Collection Frequency: *

- ☐ Weekly
- ☐ Bi-weekly
- ☐ Other

Describe: *

255 character limit

COLLECTION: Does the municipality contract with a hauler for curbside collection of food waste? Select 'No' if food waste is collected by municipal staff and vehicles. *

- ☐ Yes
- ☐ No

Food Waste Collection contract

End date: *

Bulky Waste: *

- ☐ Curbside: same truck as trash ☐ Curbside: separate truck from trash ☐ Drop-off ☐ Both curbside and drop-off ☐ None

Bulky Waste Collection Frequency: *

- ☐ Weekly
- ☐ Bi-weekly
- ☐ Other

Describe: *

255 character limit

Do you limit the number of bulky items residents can set out annually? *

- ☐ Yes
- ☐ No

Enter annual limit: *

Do residents pay a fee (to the municipality or waste hauler) for any bulky items (including furniture, mattresses, appliances, electronics and more)? *

- ☐ Yes
- ☐ No

Provide link to Bulky Waste fee schedule on the municipal website.

Important Note: If you claim Bulky Items points on the Recycling Dividends Program grant application, you will be required to provide a link to the fee schedule posted on the municipal webpage.

4. Municipal Program Service

a. Indicate whether your municipal program serves municipal buildings, schools, businesses, and/or non-residents:

	TRASH	RECYCLING	BOTH	NEITHER
Municipal Buildings *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Schools *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Businesses *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-residents *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

b. Please indicate the funding source(s) for your municipality's solid waste program. Check all that apply: *

- ☐ Property Tax
- ☐ Annual Fee
- ☐ Transfer Station Access Fee
- ☐ Per-visit Fee
- ☐ PAYT/SMART revenue from variable sized carts/bags/tags/punch cards
- ☐ The municipality provides no trash or recycling services

For PAYT/SMART please provide specifics in section 8 of this survey

What is the annual fee? *

What is the transfer station access fee? *

What is the per-visit fee? *

5. Municipal Solid Waste Tonnage

a. Indicate the tons of trash collected for disposal through the municipal program in 2019 including trash from residents, municipal buildings and schools collected under the municipal contract.

Special Notes:

* In this context Bulky Waste is defined as items too large for a bag or barrel that are disposed of as trash, i.e., not recycled

* If your municipality collects and tracks residential bulky waste separately, do not include it in this tonnage number.

* If your municipality operates a transfer station, **DO NOT INCLUDE COMMERCIAL WASTE** collected at your transfer station.

Tons of trash: *

b. Does the tonnage number above include bulky waste? *

- ☐ Yes
- ☐ No

If your municipality collects and tracks residential bulky waste separately, indicate bulky waste tonnage collected for disposal in 2019. Enter "0" if you do not track separately. *

6. Municipal Solid Waste and Recycling Contracts and Costs

This section has been restructured to include questions about recycling and solid waste costs in the same section. Additional questions have been added to help MassDEP collect and share detailed information on recycling costs.

Solid Waste

DISPOSAL: Does the municipality pay a separate per ton solid waste tip fee? *

☐ Yes

☐ No

What is the per ton solid waste tip fee as of 1/1/2020?

How is the solid waste tip fee paid?

☐ The tip fee is paid through the curbside collection contract

☐ The tip fee is paid through a separate disposal contract

☐ Other

Describe: *

255 character limit

Disposal contract

Start date: *

End date: *

Recycling

Please answer questions as they relate to your primary recycling program. For example, if both curbside and drop-off programs are offered in your municipality and most of the tonnage is collected curbside, provide answers about the material collected curbside.

a. Does your municipality pay a per ton recycling processing fee?

☐ Yes

☐ Yes but collection and processing are billed as a lump sum charge

☐ No

This processing fee is for the following material:

☐ Single Stream

☐ Dual Stream

☐ Source Separated

How much was the per ton recycling processing fee in December 2019?

\$

Is there revenue share on commodity value (e.g. blended value, average commodity revenue or market index)?

☐ Yes

☐ No

How much was the net processing fee after revenue share in December 2019?

\$

b. Is there a surcharge for excess contamination?

☐ Yes

☐ No

What is the threshold that triggers the contamination surcharge (i.e. 10%, 15%)

%

c. Please name the Material Recovery Facility (MRF) where processing takes place:

d. How is the recycling processing fee paid?

☐ Through the curbside collection contract i.e. as a pass-through cost

☐ Through a separate processing contract

Contract start date?

31

Contract end date?

31

Is the processing fee combined for commingled and paper?

☐ Yes

☐ No

How much was the per ton recycling processing fee in December 2019?

\$

Is there revenue share on commodity value (e.g. blended value, average commodity revenue or market index)?

☐ Yes

☐ No

How much was the net processing fee after revenue share in December 2019?

\$

How is the recycling processing fee paid?

- ☐ Through the curbside collection contract i.e. as a pass-through cost
- ☐ Through a separate processing contract

Contract start date?

Contract end date?

How much was the per ton recycling processing fee for paper in December 2019?

\$

Is there revenue share on commodity value (e.g. blended value, average commodity revenue or market index)?

- ☐ Yes
- ☐ No

How much was the net processing fee for paper after revenue share in December 2019?

\$

How much was the per ton recycling processing fee for commingled in December 2019?

\$

Is there revenue share on commodity value (e.g. blended value, average commodity revenue or market index)?

- ☐ Yes
- ☐ No

How much was the net processing fee after revenue share in December 2019?

\$

How is the recycling processing fee paid?

- ☐ Through the curbside collection contract i.e. as a pass-through cost
- ☐ Through a separate processing contract

Commingle contract start date?

Commingle contract end date?

Paper contract start date?

Paper contract end date?

Is there a surcharge for excess contamination?

☐ Yes

☐ No

What is the threshold that triggers the contamination surcharge (i.e. 10%, 15%)

%

Please name the Material Recovery Facility (MRF) where processing takes place:

7. Yard Waste and Christmas Trees Collected for Composting/Chipping

Indicate how each of the following are collected:

Leaves and Grass: *

☐ Curbside ☐ Drop-off ☐ Both ☐ None

Brush: *

☐ Curbside ☐ Drop-off ☐ Both ☐ None

Christmas Trees: *

☐ Curbside ☐ Drop-off ☐ Both ☐ None

During 2019, how many weeks of the year were leaves and grass collected at the curb? *

How many weeks was the leaves and grass drop-off area open to residents in 2019? *

8. Solid Waste and Recycling Program Elements

Which of the following does your program include? Check all that apply.

- ☐ PAYT (Pay As You Throw)/SMART (Save Money and Reduce Trash) - including programs where 1st barrel/bag ≤35-gal. of trash is included
- ☐ Trash Limits at the curb by hauler or municipality (this does not apply to PAYT/SMART programs)
- ☐ Carts for Trash (Standard wheeled trash carts issued by the municipality)
- ☐ Single-Stream Recycling
- ☐ Carts for Recycling (Standard wheeled recycling carts issued by the municipality)
- ☐ Mandatory Recycling
- ☐ Swap-Shop at a transfer station or recycling center which is sufficiently enclosed to protect swap shop items from weather and preserve reuse value where residents can drop-off reusable home goods and furnishings for others to take
- ☐ Reuse Area at a transfer station or recycling center which is not fully enclosed, where residents can drop-off reusable home goods and furnishings for others to take
- ☐ Compost bin distribution program. This refers to compost bins for backyard composting, not wheeled carts for curbside organics collection.
- ☐ Private hauler recycling requirements
- ☐ Local Businesses, residents not served by the municipal program and/or non-residents are welcomed and encouraged to bring recyclable materials to the municipal recycling center or transfer station

PAYT/SMART

a. Does program include a ≤35-gal cart, printed PAYT/SMART bags, stickers, barrels, or other units of trash in yearly fee or taxes before unit fee applies? *

- ☐ Yes
- ☐ No

Indicate the unit of trash included. Check all that apply: *

- ☐ ≤ 35-gal cart (If variable sized carts available, please check other and provide detail)
- ☐ Printed PAYT/SMART bag
- ☐ Tag/Sticker for bags/barrel
- ☐ Punch card
- ☐ Barrel (≤35-gal)
- ☐ Other

What size cart?

Gallons: *

0

What size bag?

Gallons: *

0

What size and/or weight does each tag or sticker or punch represent? Leave as zero if not applicable.

Gallons: *

0

Pounds: *

0

What size barrel?

Gallons: *

0

Please describe the unit of trash including volume and/or weight and the cost per unit of trash to residents: If describing a variable Size Cart Program please identify the size, an approximate percentage of households that utilize and the yearly fee to households for all options.

Describe: *

How many units of trash (as indicated above) are provided to each household per year? For example if you checked 35-gal cart and your cart is collected weekly your response would be 52.

Units: *

b. What is/are the unit(s) of trash i.e. printed PAYT/SMART bag, tag, punch card, barrel, cart, etc. that residents pay for with this program?

Check all that apply: *

- ☐ Printed PAYT/SMART bag
- ☐ Tag/Sticker for bags/barrel (Do not include stickers utilized for bulky waste items.)
- ☐ Punch card
- ☐ Barrel
- ☐ Cart
- ☐ Scale
- ☐ Other

What size bag(s) and what is the cost per bag to residents?

PRINTED PAYT/SMART BAG	GALLONS *	COST *
First Option	0	0.00
Second Option	0	0.00
Third Option	0	0.00

What size and/or weight does each tag or sticker or punch represent and what is the cost of each option? Leave as zero if not applicable.

TAG/STICKER/PUNCH CARD	GALLONS *	POUNDS * <i>if applicable</i>	RESIDENTS' COST *
First Option	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Second Option	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Third Option	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>

What size barrel and what is the cost per barrel to residents?

Gallons: *

Cost: *

\$

What size cart and what is the cost per cart to residents?

Gallons: *

Cost: *

\$

What is the cost per pound to residents?

Cost: *

\$

Please describe the paid unit including volume and/or weight and the cost per unit to residents:

Describe: *

Trash Limits at the curb

Maximum # bags/barrels/carts per week: *

Bag/Barrel/Cart size in gallons (e.g. 32, 64, etc.): *

How is the trash limit codified (check all that apply)? *

☐ Bylaw/Ordinance ☐ Regulation ☐ Policy ☐ Hauler Contract ☐ Other

Describe: *

255 character limit

Can fines be issued for non-compliance? *

☐ Yes

☐ No

Are trash limits actively enforced? *

☐ Yes

☐ No

Enforced by (check all that apply): *

☐ Hauler

☐ Municipality

Does hauler leave trash behind when the trash limit is exceeded?

☐ Yes

☐ No

☐ Depends

Describe: *

255 character limit

Do you have dedicated enforcement personnel? *

☐ Yes

☐ No

How many hours a week is the enforcement personnel on the street performing enforcement tasks? *

Carts for Trash

If more than one size available, identify the most widely utilized size first, the second most widely used next, etc.

Size, in gallons, of wheeled cart: *

Size, in gallons, of second option wheeled cart, if applicable:

Size, in gallons, of third option wheeled cart, if applicable:

Carts for Recycling

If more than one size available, identify the most widely utilized size first, the second most widely used next, etc.

Size, in gallons, of wheeled cart: *

Size, in gallons, of second option wheeled cart, if applicable:

Size, in gallons, of third option wheeled cart, if applicable:

Mandatory Recycling

How is Mandatory Recycling codified (check all that apply)? *

- ☐ Bylaw/Ordinance ☐ Regulation ☐ Policy ☐ Hauler Contract ☐ Other

Describe: *

255 character limit

The Mandatory Recycling requirement applies to (check all that apply): *

- ☐ Residential generators eligible to be served by the municipal program.
- ☐ Residential generators not served by the municipal program, including large apartments, multi-families, condominiums and mobile homes.
- ☐ Commercial generators such as businesses, industrial and institutional enterprises within the municipality.

The Mandatory Recycling requirement defines non-compliance as (check all that apply): *

- ☐ Trash in recyclables (contamination) ☐ Recyclables in trash ☐ No recyclables set out at curb ☐ Other

Describe: *

255 character limit

Can fines be issued for non-compliance with Mandatory Recycling? *

- ☐ Yes
- ☐ No

Is Mandatory Recycling actively enforced? *

- ☐ Yes
- ☐ No

Enforced by (check all that apply): *

- ☐ Hauler
- ☐ Municipality

Does hauler leave trash and/or recycling behind for non-compliance? *

- ☐ Yes
- ☐ No
- ☐ Depends

Describe: *

255 character limit

Do you have dedicated enforcement personnel? *

- ☐ Yes
- ☐ No

How many hours a week is the enforcement personnel on the street performing enforcement tasks? *

Swap Shop

How many months a year is the Swap Shop open?

Where is the Swap Shop located? (i.e. Recycle Center, Transfer Station)

Provide link in the hours available to utilize Swap Shop.

Private Hauler recycling requirements

How is the requirement that haulers provide recycling services codified (check all that apply)? *

- ☐ Bylaw/Ordinance ☐ Regulation ☐ Policy ☐ Other

Describe: *

255 character limit

Can the hauler be fined by the municipality for non-compliance? *

- ☐ Yes
- ☐ No

Does the municipality actively enforce the regulation on private haulers? *

- ☐ Yes
- ☐ No

Does the regulation require all haulers collecting solid waste to provide bundled service for the provision of both solid waste and recyclables collection for each customer? *

☐ Yes

☐ No

Are haulers required to provide ALL residential customers bundled service as a single charge so that each customer receives recyclable collection at no extra charge from solid waste collection? *

☐ Yes

☐ No

The Private Hauler regulation applies to (check all that apply): *

☐ Residential customers eligible to be served by the municipal program.

☐ Residential customers not served by the municipal program, including large apartments, multi-families, condominiums and mobile homes.

☐ Commercial customers such as businesses, industrial and institutional enterprises within the municipality.

9. Recycled/Composted Tonnage

★ Rectangular Sign

BASIC RECYCLED MATERIALS: Enter the tons of material collected through your municipal program in 2019, including materials collected from residents, municipal buildings, schools, and businesses. Include tonnages from both curbside and drop-off programs.


MATERIAL	TONS
Single stream recycling (paper and commingled containers in one stream)	5.00
Newspaper	5.00
Cardboard	5.00
Mixed Paper	5.00
Commingled Containers/ Steel/tin/aluminum/glass/plastic containers (or sum of separate container streams)	5.00

Total Basic Recyclables


25.00

OTHER RECYCLED MATERIALS: Select a **Unit of Measure** and then enter the amount of material collected through your municipal program in 2019. Unit of Measure must be selected for the amount entered to be converted to tons. Include materials collected through the municipal program including material collected from residents, municipal buildings, schools and businesses. Indicate if material had a cost to process or if material earned revenue during the month of December 2018. Hauling costs should not be included.


Bulky Rigid Plastic

Unit of measure:	Quantity:	 MANAGE ONLY	Calculated tons:
<div>-Select- ▼</div>	<input type="text"/>	<div>Conversion factor: <input type="text" value="0.0000"/></div>	<input type="text"/>


Scrap Metal/ Large Appliances

<div>-Select- ▼</div>	<input type="text"/>	 MANAGE ONLY	<input type="text"/>
		<div><input type="text" value="0.0000"/></div>	


Textiles/Used Clothing

<div>-Select- ▼</div>	<input type="text"/>	 MANAGE ONLY	<input type="text"/>
		<div><input type="text" value="0.0000"/></div>	


Wood

<div>-Select- ▼</div>	<input type="text"/>	 MANAGE ONLY	<input type="text"/>
		<div><input type="text" value="0.0000"/></div>	


Mattresses

<div>-Select- ▼</div>	<input type="text"/>	 MANAGE ONLY	<input type="text"/>
		<div><input type="text" value="0.0000"/></div>	


Carpet

<div>-Select- ▼</div>	<input type="text"/>	 MANAGE ONLY	<input type="text"/>
		<div><input type="text" value="0.0000"/></div>	

Food Waste

<div>-Select- ▼</div>	<input type="text"/>	 MANAGE ONLY	<input type="text"/>
		<div><input type="text" value="0.0000"/></div>	

Yard Waste

<div>-Select- ▼</div>	<input type="text"/>	 MANAGE ONLY	<input type="text"/>
		<div><input type="text" value="0.0000"/></div>	

Tons

1.00

MANAGE UNIT

1.0000

1.00

Tons ▼

1.00

MANAGE ONLY

1.0000

MANAGE ONLY

1.00

In 2019, how often did your residents have the opportunity to drop off each of these materials at a Municipal Recycling Center, Transfer Station or Household Hazardous Waste day?

[illegible]

Latex based paint *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oil based paint/stains *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fluorescent lamps/CFLs *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Button batteries *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thermostats *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thermometers *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other products containing mercury *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expanded Polystyrene (i.e., Styrofoam) *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Medical Waste/Sharps *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Textiles *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bulky rigid plastics *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Books/Media *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plastic film *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fire extinguishers *	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Household Hazardous Waste

Did your municipality HOST (i.e., in your community) comprehensive household hazardous waste collection events in 2019? *

☐ Yes

☐ No

How many events? *

Were these events part of a reciprocal arrangement with other municipalities, OR do you HOST a regional HHW collection center?

	YES	NO
Regional *	<input type="radio"/>	<input type="radio"/>
Reciprocal *	<input type="radio"/>	<input type="radio"/>

In addition to the event(s) hosted by your municipality, did your residents have access to any other comprehensive household hazardous waste collection events?

☐ Yes

☐ No

Did your residents have access to a comprehensive household hazardous waste collection event(s) in another community?

☐ Yes

☐ No

How many events? *

Where were these events held? *

255 character limit

Thank you for completing the survey!

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