



# SECTION TEN: Recycling Dividends Program

## Overview

The Recycling Dividends Program (RDP) will provide payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. The program and policy criteria (RDP criteria) define the characteristics of a model municipal recycling program, essentially functioning as a “best practices” framework. Each RDP criterion has a value ranging from 1 to 4 points. **Municipalities that earn at least 8 points (out of 26 available) are eligible for RDP payments. Municipalities that have never earned a Recycling Dividend Program award may be eligible for the first award at 6 points.** Each point earned over the minimum results in an additional payment. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point. The minimum RDP payment is \$2,800; the maximum is \$260,000. Payments are expected to be made in Fall of 2019.

Municipalities that do not provide trash services to their residents are now eligible to apply provided that a Comprehensive Hauler Regulation (as defined in the criterion) has been adopted as of the date of application. Municipalities in this group will be awarded points valued at the lowest bracket.

## Eligible Applicants:

- This grant is available to municipal applicants only.

## Program Structure

Each RDP criterion has been assigned a value based on the impact that criterion has demonstrated to make on waste diversion. For example, a Pay-As-You-Throw program is worth more points than a 64-gal cart program.

Points may only be earned for criteria the municipality meets as of the filing deadline of the RDP application – June 12, 2019

RDP no longer has two separate criteria menus for drop-off collection and curbside communities. Instead, there is one criteria menu and municipalities will select the criteria that they meet, regardless of trash and recycling service type. Only one option may be selected for each criterion.

MassDEP will conduct audits of several municipalities each year to insure that program information is accurate. Submittal of an RDP application that contains false or misleading data will be grounds for barring the municipality from the SMRP grant program for a period of time to be determined by MassDEP.

## Use of Grant Funds:

Recipients of RDP payments will be required to expend the funds on designated activities and equipment that will enhance the performance of their waste reduction programs, listed below.

Use of a dedicated account or revolving fund is recommended but not required. Funds do not have to be spent in the fiscal year awarded, and may be carried over to future years and saved to fund a larger eligible expense or project. However, RDP funds are intended to be invested in waste reduction activities and not be preserved for a rainy day fund. MassDEP may delay future payments if municipality is not expending funds as intended. Annual reporting will be required until all funds have been expended. RDP recipients are required to submit an RDP Spending Report annually through Re-TRAC Connect. Annual reporting is a pre-requisite to receiving RDP payments in subsequent years.

## Approved Equipment and Activities:

- Salary for a new Recycling Coordinator position. Any benefits paid would be funded by the municipality. Existing positions are not fundable except to increase part-time positions to full-time. Submit position descriptions to dawn.quirk@mass.gov before recruitment begins;

- Project-based intern stipends or temporary hourly work for *new* initiatives. The new project must be well defined with a limited scope and scale, with definite start and end dates, and duties not otherwise assigned to existing staff members;
- \$2000 per year on items containing **post-consumer** recycled products procured from the State Contracts listed below. Please note that not all products offered on these contracts contain recycled content. It is the grantee's responsibility to determine the recycled content of particular products:
  - **FAC104** Landscaping and Green Roof Products, Playground Equipment, Site Amenities and Related Products
  - **FAC87** Recycling Containers, Compost Bins and Rain Barrels
  - **FAC88** Lawns & Grounds, Equipment, Parts and Services
  - **FAC100** Building Maintenance Repair and Operations
  - **FAC101** Facilities Maintenance, Repair & Operations (MRO) Industrial Supplies
  - **FAC105** Maintenance Repair and Operations Industrial and Building Retail Products
  - **OFF45** Art and Instructional School Supplies
  - **OFF36** Office Supplies, Recycled Paper and Envelopes
  - **OFF38** Office, School and Library Furniture
  - **OFF44** Print, Copy & Mail Services, and Printed Promotional Products
  - **VEH96** Light, Medium, Heavy Duty OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants;

Links to the contracts referenced above and throughout the Guidelines can be found at <https://www.mass.gov/service-details/statewide-contract-user-guides>

- Recycling carts, bins, and/or other collection containers and signage for schools, residents, municipal buildings, businesses, public spaces and special event recycling;
- Backyard compost bins, kitchen scrap buckets, carts and other collection containers for food waste/organics diversion programs serving schools, residents, municipal buildings, and businesses;
- Environmentally Preferred Products including rain barrels and purchases from state contract **FAC85** Categories: 1, 2, 3, 5C, 5E, 5F, 5H, and 7. For more information on **FAC85** visit: <https://www.mass.gov/environmentally-preferable-products-epp-procurement-programs>
- Compostable foodservice ware may be purchased from **GRO35** Foodservice Supplies and Equipment, Institutional Commercial Grade Large and Small;
- Program development and **incremental** operating costs for a new organics diversion program (municipal curbside collection/drop-off). Funding is available for the first two years of a new program;
- Roll-off containers, compactors and balers for the collection of materials for reuse or recycling. This includes replacement of existing equipment;
- Cost to host a second or subsequent household hazardous waste collection event. Grantee may use category 2 of state contract **FAC82** Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response;
- Set-up cost of Household Hazardous Waste collection events;
- HHW matching funds, up to 100% of the amount committed by the municipality, to pay for HHW disposal fees or residential per carload fees;
- Dedicated Waste Reduction Enforcement Coordinator (must spend designated time each week on enforcement). Mandatory recycling must be codified in ordinance bylaw and/or regulation, and must include a fine for non-compliance. Municipalities receiving a Waste Reduction Enforcement Coordinator (WREC) SMRP grant may not use RDP funding as part of the matching funds requirement;
- Equipment to support the collection and recycling of hard to recycle materials listed in the CHARM section of the RDP grant application. Transportation and processing cost for CHARM listed materials;
- Establishing and/or maintaining a municipally operated swap shop;

- Recycling collection infrastructure and recycling site improvements at schools and drop-off locations with prior approval from MassDEP. For example, a forklift, ramp repairs, security cameras, or cement pad for cardboard compactor, etc.;
- Recycling outreach and educational tools and materials include printed materials, program advertisements in local newspapers, generic reusable signs, signs for recycling drop-off area, reusable banners for an annual event. These will be purchased by the applicant from a vendor of their choice. Mailing costs associated with education pieces are eligible expenses. Also includes targeted waste audits that meet the criteria explained below:

Waste Audit Criteria: Eligible audit projects include those gathering data for baseline/post-campaign progress, the feasibility of waste reduction campaigns, waste characterization study for goals setting, or for matters of contamination control. Targeted material means a focus on a specific recyclable material(s) or contamination items. Substantiation of funds may include photos, results, conclusion, and project scope. Funds may be used for personal protective equipment, sorting and weighing supplies such as scales, bags, tape, bins, etc., temporary labor, and consulting/third-party management and implementation costs. Funds may not be used for existing staff time or refreshments;

- Costs associated with implementing or maintaining a Pay-As-You-Throw (PAYT) program. Examples include bags and stickers, promotion/outreach about your PAYT program, additional staffing needs during start-up phase, and pre-approved transfer station improvements to facilitate PAYT;
- Funds to enhance school recycling and composting programs:
- Stipends for school recycling coordinator or teacher who commits to coordinating the school-wide recycling program
- Funding for district-wide school recycling coordinator
- Equipment to support source reduction, recycling and organics diversion programs at schools, including dish washing equipment, durable trays and silverware, compostable trays (only if food waste from the cafeteria is composted)
- Collection and composting costs for a school food waste diversion program;
- School chemical disposal; Grantee may purchase using category 1 of state contract **FAC82:** Hazardous/Universal, Medical, and Electronic Waste Disposal and Emergency Response;
- \$1500 of RDP funds annually may be used to fund Reuse Rodeos/Donation Days within your municipality or with partner municipalities.
- Source reduction. Includes only reusable trays for cafeterias, reusable bags, reusable water bottles;
- Funding up to \$750 annually for recycling or hazardous waste related conferences and memberships. Examples include membership dues, conference fees, and travel and lodging expenses;
- \$5000 annually to support municipally owned Things/Tool Libraries;
- \$1000 annually to sponsor through advertisement and/or staffing community Things/Tool Libraries owned/run by a third party but available for all residents in the municipality;
- \$4000 annually for municipally located Repair Events costs (excluding food and refreshments);
- Offset recycling processing costs over \$50 per ton with prior approval in writing by MassDEP;
- Other expenses as approved in writing by MassDEP in advance of the expense.

## Grant Allocation

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
0 - 1,999	\$350	\$2,800	\$9,100
2,000 - 4,999	\$600	\$4,800	\$15,600
5,000 - 7,499	\$1,100	\$8,800	\$28,600
7,500 - 9,499	\$1,300	\$10,400	\$33,800
9,500 - 12,499	\$1,800	\$14,400	\$46,800
12,500 - 16,999	\$3,000	\$24,000	\$78,000
17,000 - 24,999	\$3,500	\$28,000	\$91,000
25,000 - 31,999	\$4,000	\$32,000	\$104,000
32,000 - 99,999	\$6,500	\$52,000	\$169,000
100,000 +	\$10,000	\$80,000	\$260,000

## EARNING POINTS

### Solid Waste Reduction

- PAYT/SMART: Full Program requires all trash to be placed in a PAYT/SMART bag OR requires the use of stickers or tags affixed to each bag of trash disposed, OR the use of a punch card which is punched for each bag of trash disposed of at the transfer station [4 points]
- PAYT/SMART: Modified program provides each household with a ≤35-gal unit of trash per week in basic level service, trash in excess of 35-gals must be placed in a PAYT/SMART bag purchased by residents. [4 points]
- Trash Limit: Every-other-week trash collection is limited to one 64-gal cart. [4 points]
- PAYT/SMART: Modified program provides each household with ≤35-gal unit of trash per week in basic level service. Residents must purchase additional stickers, tags or punch cards for trash in excess of 52 units per year. [3 points]
- Trash Limit: Households are limited to one 48-gal CART of trash capacity each week [3 points]
- Trash Limit: Every-other-week trash collection is limited to one 96-gal cart. [3 points]
- Trash Limit: Households are limited to the equivalent of 64-gals of trash capacity per week (two 32-gal barrels or one 64-gal cart) [2 points]

### *Eligibility Notes:*

- To be eligible for a Trash Limit option, excess trash must either be left behind or have a fee associated for each additional unit.
- If excess trash can be brought to a transfer station at no cost, the program does NOT qualify as a Trash Limit Program.

### Organics

- Source separated food waste is collected, for composting, weekly from all households served by the municipal trash program [3 points]
- New: Drop-off collection of organics and subsidized home composters at a price not to exceed \$25 [2 points]
- Source separated food waste is collected weekly from households currently participating in a municipally funded pilot program [1 point]
- The municipality provides subsidized home composting bins, at a price not to exceed \$25, to residents along with an effective promotion and outreach program [1 point]

### *Eligibility Notes:*

- If the 'pilot' option is selected, you will be asked for the number of households in the pilot. The pilot must be a minimum of 400 households to qualify (unless otherwise approved by MassDEP).
- To qualify for the 'subsidized home composting bin' selection, a municipality must actively publicize the program and have an **active outreach and education component**. In addition to including information about the compost bin program on the municipal website, other components of an effective outreach campaign may include establishing a demonstration compost site at a

public location, providing composting workshops in the spring and/or fall, compost demonstrations at farmers markets, local fairs/festivals or similar public events, hosting a video program at the library and/or on cable TV. For this point you will be asked to provide the following: # of compost bins sold in the current fiscal year; price charged to residents; link to the promotion of compost bin availability on the municipal website; and a link to publicity about the education program (on the municipal website).

### Bulky Items

- The municipality or its hauler charges residents a fee of not less than \$5 each for the handling of at least 3 of the following bulky items, either at the curb or at its municipal drop-off: Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet [2 points]

#### *Eligibility Notes:*

- The bulky item fee schedule must be posted on the municipal website. You will be required to provide the link to this posted fee schedule;
- For this RDP Criterion, Bulky Items collected can be disposed OR recycled; in the CHARM Criterion all materials claimed must be RECYCLED.
- If your trash hauler is instructed not to collect one or more of these items, and you provide residents with the name of a company that will pick the item(s) up curbside, you can count those items toward the required three. This information must be posted on the municipal website. For example, you instruct your trash hauler not to collect mattresses and you provide residents with the name and contract information for a company that, for a fee, will pick up mattresses.

### Reuse Programs

- Permanent Swap Shop [2 points]

The municipality operates a Swap Shop year-round where residents can drop-off reusable home goods and furnishings for others to take. The Swap Shop must be sufficiently enclosed to protect swap shop items from the weather and preserve reuse value.

#### *Eligibility Notes:*

A 'swap area', or 'swap table' that is cleared into the trash (solid waste) at the end of each day does not qualify for these points

- Repair Events [1 point]

To qualify for the Repair Events point the municipality must meet all of the following criteria: Events must be held a minimum of three times per year and should be modeled after Fixit Clinic© and/or Repair Café© or a similar repair initiative. The event must be in your municipality.

#### *Notes:*

- Up to \$4000 of RDP funds annually may be used to pay for the event logistics (excluding food and refreshments)

- Salvage/Reclaim/Rescue Events [1 point]

To qualify for the Zero Waste Days the municipality must meet all of the following criteria:

1. Each event must be at least three hours long and held twice per year.
2. The event must be in your municipality; the contiguous exception for CHARM does not apply.
3. No fees for participation.
4. Residents must be able to drop-off a minimum of 30 reusable items listed below:

**Building materials:** cabinets, doors, windows, shutters, toilets, sinks, vanities, garbage disposals, counter tops, bricks, block, lumber (no nails/screws), light fixtures, hardware items (hinges, lock sets, miscellaneous) and unpainted, undamaged drywall in at least 2' by 2' strips. **Recreation Items:** Grills, fountains, pool equipment, water toys, paddle boards, boogie boards, kayaks, sports gear, balls, cleats, life jackets, helmets, wet suits, skis, sandboxes, rollerblades, skates. **Household Goods:** books, cooking accessories, furniture, home décor, housewares, jewelry, tools, musical instruments, dishes, glassware, flatware, antiques. **Bikes and Bike Parts:** bikes, new or used repair stands and new or used bike parts including: cables, pedals, brakes, seats, tires, handle bars, etc. **Electronics and Appliances:** lamps, power cords, printers, cabling, mice, keyboards, tablets, cell phones, CDs, DVDs, printer cartridges, calculators, stereos, VCRs, power strips, microwaves, washers/dryers, mini-refrigerators, freezers, lawn mowers and other gas-powered items (gas tank must be empty). **Children and Maternity:** Nursery

furniture and accessories, toys, books, learning toys, books and movies, puzzles and games, outdoor toys, bicycles and trikes, activity gyms, stuffed toys, building toys, trains and tables, toys. **Clothing and Accessories:** Clothing, backpacks, ties, shoes, purses, belts, bedding, towels.

*Notes:*

- RDP funds may be used to pay for the event logistics (except food and refreshments).
- Tool Library/Library of Things [1 point]  
To qualify for the Tool Library point the municipality must meet all of the following criteria:
1. The Library must be open once per week.
  2. The Library must be located in the municipality.
  3. The Library must consist of at least thirty eligible items\*.

*Eligibility Notes:*

- Up to \$1000 of RDP funds annually may be used to sponsor community libraries (not owned by the municipality).
  - Up to \$5000 of RDP funds annually may be used support municipally owned Tool Libraries.
- Libraries must be included with the municipality's recycling and solid waste messages and promotions. The library must consist of thirty of the following: Air Compressor, Axe, Basin Wrench, Bike Repair Stand, Bike Repair Tools, Bolt Cutters, Caulk Gun, Carpeting Package, Cement mixer, Chimney Brush, Chipper/Shredder, Brush, Circuit Tester, Clamps, "C"Clamps, Pipe/Bar, Come-a-long, Concrete/Plaster Hand, Tools, Conduit Bender, Crow Bar, Dolly/Hand Truck, Drill 1/2", Drill 3/8", Drill Press, Electrical Fish Tape, Outdoor Extension Cord, Framing Square, Garden Fork, Garden Hoe, Garden Shears, Metal Grinder, Hacksaw, Hammer, Hand Pruners, Handsaw, Heat-Gun, Hedge Trimmer, Hole Saw, Hydraulic Jack, Ladder(s), Lawn Edger, Lawn Mower, Lawn Roller, Maddox, Metal Shears, Miter Saw, Multimeter, Paint Scrapper, Palm Nailer, Pick, Pipe Cutter, Pitchfork, Plane, Pliers, Plumbing Snake, Pole Pruner, Posthole Digger, Pressure Gauge, Pressure Washer, Pry Bar, Rakes, Roof Jacks, Roto-hammer, Router, Laminate Router, Table Router, Safety Glasses, Belt Sander, Palm Sander, Saw Horse, Circular Saw, Jig/Saber Saw, Sawzall, Scaffolding, Sheetrock Square, Shoring Jack, Shovel(s), Sledge Hammer, Soldering Gun, Splitting Maul, Spreader-Fertilizer, Square-Carpenters, Stapler, Electric Stapler, Pneumatic Stapler, Stud Finder, Table Saw, Tamper, Tile Cutter, Tile Nippers, Torch Kity, Tubing Cutter, Vinyl Roller, Wheelbarrow, Window Squeegee, Wire Stripper, Assorted Wrenches, Wrench-Torque, Microscopes/telescopes, , 3D Printers, Laptops, Digital/Film Cameras, Projectors, Scanners, Laminators, Printers, Musical Instrument, Camping Tent, Sleeping Bag, Bicycle, Sewing Machine, Fishing Pole, Outdoor Grill, Tarp, Ice Cream Maker, Popcorn Machines, Pressure Cooker, Mixer, Thermal Camera, Air Quality Meter, Infrared Thermometer, Energy Meter, Soil Testing Kit, Vacuum Cleaner, Helmut Camera, Record Player, Metal Detector, Global Positioning System.

Yard Waste

- Yard waste is collected curbside a minimum of 20 weeks per year OR a yard waste drop-off site is open 50 weeks per year [2 points]
- Residents can take yard waste to a drop-off location that is open a minimum of 30 weeks per year [1 point]

*Eligibility Notes:*

- Yard waste means: leaves and grass clippings;
- Christmas tree collection does not count toward the number of weeks yard waste is collected.
- Criteria are silent on the number of days or hours per week that the drop-off must be open to earn points.

Household Hazardous Waste (HHW) Collection

- Host a comprehensive permanent HHW collection center – minimum 6 x year [2 points]
- Participate in comprehensive regional HHW collection center – min 6 x year [2 points]
- Participate in comprehensive reciprocal arrangement – min 6 x year [2 points]
- Host comprehensive HHW collection events twice per year [1 point]
- Fund two comprehensive HHW collection events each year [1 point]

*Eligibility Notes:*

- A comprehensive HHW collection event is defined as accepting broad range of products, including but not limited to: pesticides, pool chemicals, oil based paint and other flammables, automotive products, elemental mercury, cleaning products and other chemicals;

- Location(s) dates and times must posted to the municipal website AND be promoted through all other channels used for educating residents about HHW disposal. This includes details for Alternative Private Facility option, permanent facility, and regional and reciprocal information. Applicants must submit a URL link to the website containing the location/date/time information;
- Allowable but not mandatory: requiring pre-registration, and asking out-of-town residents to arrive during a specified timeframe;
- Assessing a user fee is allowable under the first four options;
- **Permanent Household Hazardous Waste collection centers** must be listed on MassDEP's website: <https://www.mass.gov/service-details/massachusetts-household-hazardous-waste-collection-facilities>
- **“Regional” HHW collection center** means a municipality has an agreement with a regional center that is open a minimum of six times per year. A membership fee is paid to be part of the group. Alternatively, a municipality may sign a contract with a private facility and places on account (i.e., pays up front) a sum of money sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. Residents must be allowed to drop-off at the facility at least once per month, eight months of the year and the location must be within 20 miles;
- **“Reciprocal” arrangement for HHW collection events** means a municipality has a group agreement that allows for unrestricted access to a minimum of six events hosted by municipalities of the group.
- **Hosting** two comprehensive events per year means both events are in your municipality. If you select this option you will be asked for the dates;
- **Funding** two events per year means a municipality hosts one and is partnered with another municipality that hosts the second. All residents from both towns must be allowed to participate at no cost.
- Directing residents to privately owned facilities does not count.

#### Center for Hard to Recycle Materials (CHARM)

To qualify for the CHARM points the municipality must meet all of the following criteria:

Items collected for **recycling** at a **single permanent location once per month [2 points]**

Items collected for **recycling** six times per year. Location may vary **[1 point]**

The Center must be in your municipality or a contiguous community (i.e., shares a border)

**Residents must be able to drop-off a minimum of 8 items listed below:**

1. Automotive wastes – must collect tires and lead acid batteries, and either oil or antifreeze
2. Books/media
3. Bulky rigid plastics
4. Carpet
5. Electronic wastes
6. Expanded polystyrene (ex., Styrofoam)
7. Fire extinguishers, AND BOTH one pound and twenty point propane tanks
8. Household batteries (must collect all types of non-alkaline batteries)
9. Large appliances
10. Mattresses (counts as three toward the required total of 8)
11. Mercury bearing products – must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other mercury containing products
12. Paint
13. Film plastics (any of the following: plastics bags, boat wrap, agricultural wrap)
14. Textiles
15. Wood
16. Shredded paper

#### *Eligibility Notes:*

- RDP funds may be used to pay for collection and processing of CHARM listed items.
- All materials must be source separated.
- An exception to the 'contiguous' requirement will be made for rural areas with a population per square mile  $\leq$  400 people (validated by census data) and within a seven mile radius of an open CHARM. Contact Dawn Quirk if you have questions about qualifying as a low density community.
- For each material you claim to be recycled at this CHARM, you will be asked to list the vendors used for recycling/processing. Combustion, even with energy recovery, is NOT recycling.
- Carpet collected with mixed C&D sent to a C&D processor does not count. This material must be source separated and sent to a recycler.

- Fire extinguishers are a difficult to manage waste that your propane tank recycler may be able to take.
- Tires – you can still qualify if the tire recycler you use sells a portion of their shredded tires for fuel;
- Paint – may be sent for recycling, fuels blending, or hazardous waste disposal;
- Mattresses and box springs – deconstructing a mattress and recycling the wood, metal and foam will count as recycling for this criterion. In future grant cycles this criterion may require additional materials be recycled (i.e. batting and fabric) or a percentage by weight of all mattress components.
- Plastic bags collected at local grocery stores do not count. As with all other CHARM items, plastic bags must also be collected at the CHARM.
- Wood – Collecting mixed C&D and sending it to a C&D processor does not count. This must be source separated C&D wood. MassDEP encourages better and higher uses of materials sent to C&D processors.

ADOPTED Comprehensive Hauler Regulation [2 points]

The municipality has adopted a bylaw/ordinance and/or regulation that requires all private haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for each customer/generator. In addition, the municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory. Must meet all three requirements below:

- For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler.
- For **Commercial Customers/Generators**, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
- Mandatory Recycling is required of all **Generators** through this or a separate municipal bylaw/ordinance, regulation or policy.

*Eligibility Notes:*

- You will be required to attach a copy of the bylaw/ordinance and/or regulation in which appropriate sections have been highlighted to demonstrate that each of the following requirements have been met: 1) bundled service, 2) mandatory recycling and 3) applicability to all customers/generators.

ENFORCED Residential Curbside Recycling

The municipality enforces residential curbside recycling by verifying compliance with recycling related requirements such as Mandatory Recycling, Quality Recycling by means of contamination reduction and/or private hauler regulations. Penalties are required for non-compliance; the issuance of fines and/or leaving behind of contaminated material qualifies as a penalty.

- A dedicated Enforcement/Education Coordinator spends a minimum of 19 hours per week on the street verifying compliance. [3 points]
- A dedicated Enforcement/Education Coordinator spends a minimum of 10 hours per week on the street verifying compliance. [1 point]
- The municipality's hauler is responsible for enforcement which is codified in the hauling contract. The hauler notifies municipal officials daily of non-compliance. [1 point]
- The municipality has adopted and **actively enforces** a bylaw/ordinance and/or regulation that requires private haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for **residential** generators at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler. This option is available to drop-off and private hauler subscription communities only. [3 points]



*Eligibility Notes:*

- For the first two options listed above, the municipality must have in effect as of the grant application deadline, a mandatory recycling bylaw/ordinance, regulation and/or a policy on reducing contamination of the recycling stream.
- For the first two options listed above, the mandatory recycling bylaw/ordinance and/or regulation must provide for the issuing of fines for non-compliance and/or a policy or contract with hauler permitting hauler to leave behind contaminated material.
- For the first three options, the municipality must track violations and follow-up with households found to be non-compliant. A Recycling IQ Kit Oops Tag qualifies as follow-up for the first two offenses. At a minimum, for those with more than two offenses, follow-up must entail a letter, on municipal letterhead, to the resident and/or property owner.
- For the last option, the municipality must track violations and follow-up with private hauler found to be non-compliant more than once. At a minimum follow-up must entail a letter, on municipal letterhead, to the hauler.
- You will be required to attach a copy of the bylaw/ordinance, regulation, hauler contract and/or policy that demonstrates applicable requirements are in place such as fines, leave behind of contaminated materials and/or the bundled service requirement with applicable areas highlighted.
- A policy on contamination reduction must be approved by an official municipal board or committee and include a list of acceptable recyclable materials, a minimum of **three** of the top contaminants and standard operating procedures for identifying, tracking and enforcing.
- You will also be required to draft and attach documentation demonstrating **active enforcement** is taking place. This should include, but is not limited to: description of the enforcement protocol or procedure, identification by title of the person(s) responsible for enforcement, documentation of warnings given, fines levied and permits revoked as a result of this enforcement activity.

All options under this criterion will require substantiation. The applicant must be able to document the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year, and the number of repeat violations issued in the current fiscal year. Applicants may be asked to provide a sample of the municipal letter mailed to repeat violators.

Waste Prevention Outreach and Education [1 point]

Waste prevention education refers to the promotion of any/all of the following: Reduce, Reuse, Recycle, Repair, Restore, and Contamination Reduction. In order to qualify a municipality must complete item 1 or a minimum of 5 activities from the subsequent list:

1. Fully implemented IQ Kit satisfies all requirements for the Ed & Outreach Point.  
<https://www.mass.gov/how-to/massdep-recycling-iq-kit>
2. Assorted Educational and Promotional Efforts. Must complete five.
  - Participated in MassDEP's The Green Team: at least one representative from two or more schools are members of the Green Team **and** linked municipal website to <https://thegreenteam.org/>
  - Sent an annual home mailing
  - Actively used and maintained at least one social media channel: Facebook • Twitter • SnapChat • Instagram • Neighborhood Group/Profile on NextDoor.com
  - Published an Op-Ed in a local newspaper
  - Ran an advertisement or public service announcement
  - Published a press release
  - Created a guide or manual
  - Sent a reverse telephone call message **two times per year**
  - Ran a lawn sign campaign
  - Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard **two times per year**.

- Published a waste reduction goal or progress towards a previously declared goal
- An active recycling committee assisted with education and outreach
- Tabled at a community event
- Ran a poster campaign at point of purchase such as pharmacies, cafes, hardware stores, etc. **and** community gathering spots such as faith based centers, senior centers, youth/recreational centers, etc.
- Ran a public transportation advertising campaign
- Distributed recycling bins or tote bags to multi-family apartment units (must have printed recycling instructions, IQ Kit messaging, or Recycle Smart messaging)
- Published a widely distributed paper or electronic newsletter
- Had a dedicated website containing a link to Beyond the Bin, and the RecycleSmartMA.org, and the Recycle Smart Widget (this is the requirement to be a **Recycle Smart MA Community Partner**)
- Replaced municipal list of recyclable items with the Commonwealth's Smart Recycling List
- Operated an official municipal mobile application
- Installed permanent instructional decals or in-molded labels on all residential bins/carts

*Eligibility Notes:*

- Examples of a Guide or Manual include: Move-Out Recycling Guide, Reuse Guide, A-Z Recycling Guide, etc.
- Home mailer could be a postcard, brochure, refrigerator magnet, or utility insert. Handing it out at the recycling center counts as a mailer for non-curb-side communities.

Access to Municipal Recycling Center

- Haulers collecting from residential customers are encouraged to tip recyclables at the municipal facility; annual mailing required [2 points]
- Businesses are encouraged to bring recyclables to the municipal drop-off; annual mailing required [1 point]
- Municipal recycling center is open to non-residents for the drop-off of recyclables (paper, bottles, cans, cardboard) [1 point]
- NEW: Open to residents not served by the municipal program free of charge, i.e., condos, multifamily units, etc. [1 point]

*Eligibility Notes for hauler access:*

- Private haulers serving your residents may plan their collection routes such that they are also collecting from residents in another municipality in the same load. To earn these points, the hauler must be able to tip recyclables even if all of the material is not generated by your residents;
- Must be able to accommodate small packer trucks;
- Must be able to take loads greater than 5 cubic yards, which may require a permit change;
- This may not be feasible for some transfer stations due to facility size and capability to handle increased volume;
- May meet outreach requirement by doing outreach to permitted haulers;
- May charge a fee for haulers to tip recyclables;
- If local regulation, ordinance or bylaw prohibits private haulers from tipping recyclables generated and collected in another municipality, then you are NOT eligible for these points.

*Other Eligibility Notes:*

- Municipality must publicize permitted access on website, and/or drop-off center signs.
- Municipalities claiming this point agree to allow MassDEP to publicize.
- Municipalities claiming this point for residents not served by the municipal program must notify residents via an annual mailer.

### Textile Recovery Initiative [1 Point]

Complete a set of activities that promote the diversion of textiles from the trash. Municipalities must complete **five** of the activities below.

**To earn this point, all activities must be COMPLETED within the current fiscal year and before the grant deadline:**

- Municipal recycling coordinator participated in Textile Recovery Media Toolkit Webinar offered by MassDEP on January 17, 2019.
- A link to MassDEP's Beyond the Bin Recycling Directory, <http://recyclesearch.com/profile/ma>, is in a prominent location on municipal recycling web page (*Provide municipal recycling web page URL*)
- News article or guest editorial on textile recovery was published in local newspaper (*attach pdf of published article or editorial*)
- Textile recovery information and locations posted on community boards (library, schools, town hall, community center, etc.) (*attach PDF of poster or flyer and list locations where posted*)
- Quarterly online promotion of textile recovery takes place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter
- Textile recovery program is established at one or more schools (*provide name of school(s) and textile recovery vendor*)
- Municipal recycling mailing to residents (e.g. direct mailer, postcard, statement stuffer, calendar) includes information about textile collection locations (*attach pdf of the mailing*)
- Annual or seasonal textile collection event or zero waste event that includes textile collection (*provide event location, vendor, and most recent event date*)
- Weekly curbside collection of textiles (include vendor name)*
- Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station (*provide name of station*)
- Municipality has a regulation or ordinance in effect governing clothing/textile donation bins (*attach PDF of ordinance or bylaw*)
- Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility (*provide bin location venue name and address*)
- Municipality tracks textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY 2017 Recycling and Solid Waste Survey.
- Municipal (DPW, School Dept., Fire Dept., etc.) purchases wiping cloths made from recycled textiles (*provide name of supplier*)

For questions about the Textile Recovery Initiative criteria and documentation, please contact:  
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