RECYCLING AND SOLID WASTE SURVEY

ANNUAL | 2018

Municipality

PLEASE NOTE: THIS SURVEY IS REQUESTING 2018 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 2019.

If you need to save a partially completed survey and return to it at a later time, click "DRAFT" at the bottom of the survey. When you are ready to submit the survey to MassDEP, please do so by clicking "MARK COMPLETE" at the bottom of the screen. A confirmation message will pop up, click on "MARK COMPLETE" again. Your dashboard will show that the survey has been "COMPLETED".

1. Contact Information

   Contact Name: *

   Contact Title: *

   Email: *

   Phone: *

2. Household Information

   Total number of households in the municipality *
   1,000

   Municipal Trash Program

   Number of Households Served by the Municipal Trash Program *
   100
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 *

100

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.
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:

<table>
<thead>
<tr>
<th></th>
<th>TRASH</th>
<th>RECYCLING</th>
<th>BOTH</th>
<th>NEITHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal Buildings *</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Schools *</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Businesses *</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Non-residents *</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

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 7 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 Collection and Disposal

a. Indicate the tons of trash collected for disposal through the municipal program in 2018 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: *

1,000.00

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 2018. Enter "0" if you do not track separately. *

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 1/1/2019?

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

Disposal contract

End date: *

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 2018, 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 2018? *

7. 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
- 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 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

What size cart?
Gallons: *
0

Please describe the trash unit including volume and/or weight and the cost per unit 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 (as indicated above) are provided to each household per year?
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
- [ ] Punch card
- [ ] Barrel
- [ ] Cart
- [ ] Scale
- [ ] Other
What size bag(s) and what is the cost per bag to residents?

<table>
<thead>
<tr>
<th>PRINTED PAYT/SMART BAG</th>
<th>GALLONS *</th>
<th>COST *</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Option</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Second Option</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Third Option</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>TAG/STICKER/PUNCH CARD</th>
<th>GALLONS *</th>
<th>POUNDS *</th>
<th>COST *</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Option</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Second Option</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Third Option</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
</tbody>
</table>

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

Gallons: *
0

Cost: *
0.00 $

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

Gallons: *
0

Cost: *
0.00 $

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? *

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
15

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.

8. Recycled/Composted Tonnage

BASIC RECYCLED MATERIALS: Enter the tons of material collected through your municipal program in 2018, including materials collected from residents, municipal buildings, schools, and businesses. Include tonnages from both curbside and drop-off programs. If your community receives revenue for a material listed below, enter the December 2018 per ton dollar amount as a positive number. If your community incurs a cost to recycle a material listed below, enter the per ton cost as a negative number.

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>TONS</th>
<th>DECEMBER 2018 PROCESSING SPECIFICS</th>
<th>DECEMBER 2018 MUNICIPALITY'S NET COST/REVENUE PER TON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single stream recycling (paper and commingled containers in one stream)</td>
<td></td>
<td>Cost</td>
<td>Revenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No Cost/No Revenue</td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Cost</td>
<td>Revenue</td>
<td>No Cost/No Revenue</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------</td>
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<td>--------------------</td>
</tr>
<tr>
<td>Newspaper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cardboard</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Mixed Paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commingled Containers/ Steel/tin/aluminum/glass/plastic containers (or sum of separate container streams)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OTHER RECYCLED MATERIALS: Select a Unit of Measure and then enter the amount of material collected through your municipal program in 2018. 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Unit of measure</th>
<th>Quantity</th>
<th>Conversion factor</th>
<th>Calculated tons</th>
<th>December 2018 Processing Specifics</th>
<th>December Cost/Revenue per Ttc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bulky Rigid Plastic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>Scrap Metal/Large Appliances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>Textiles/Used Clothing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No Cost/No Revenue</td>
<td></td>
</tr>
</tbody>
</table>
9. Other Recycled Materials

In 2018, 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?

<table>
<thead>
<tr>
<th></th>
<th>0</th>
<th>1 OR 2</th>
<th>BETWEEN N 3 &amp; 10</th>
<th>ONCE A MONTH</th>
<th>ONCE A WEEK</th>
<th>YEAR ROUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto batteries *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auto tires *</td>
<td></td>
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<td></td>
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<tr>
<td>TVs and Computers *</td>
<td></td>
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<tr>
<td>Other electronics (DVD/CR, phones, stereos, etc) *</td>
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<td></td>
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<td></td>
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<tr>
<td>Waste/Used engine oil *</td>
<td></td>
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</tr>
<tr>
<td>Household batteries (ex., rechargeable, NiCad or alkaline) *</td>
<td></td>
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<td></td>
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<tr>
<td>Propane tanks (1 pound tanks) *</td>
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<tr>
<td>Propane tanks (20 pound tanks) *</td>
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<tr>
<td>Anti-freeze *</td>
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<tr>
<td>Used oil filters *</td>
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<tr>
<td>Latex based paint *</td>
<td></td>
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<td></td>
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<tr>
<td>Oil based paint/stains *</td>
<td></td>
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<tr>
<td>Item Type</td>
<td>Column 1</td>
<td>Column 2</td>
<td>Column 3</td>
<td>Column 4</td>
<td>Column 5</td>
<td>Column 6</td>
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</tr>
<tr>
<td>Fluorescent lamps/CFLs *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Button batteries *</td>
<td></td>
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<tr>
<td>Thermos flasks *</td>
<td></td>
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<tr>
<td>Thermometers *</td>
<td></td>
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<tr>
<td>Other products containing mercury *</td>
<td></td>
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<tr>
<td>Expanded Polystyrene (i.e., Styrofoam) *</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Medical Waste/Syringes *</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Textiles *</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Bulky rigid plastics *</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Books/Media *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plastic bags *</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire extinguishers *</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
10. Household Hazardous Waste

Did your municipality HOST (i.e., in your community) comprehensive household hazardous waste collection events in 2018? *

- Yes
- No

How many events? *

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

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

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reciprocal *</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

How many events? *

Where were these events held? *

255 character limit

Thank you for completing the survey!