

§ 20-323. Commercial/Municipal/Institutional Recycling Program. [Res. 18-1990, 10/17/1990, § 3; as amended by Res. 13-1991, 8/21/1991; by Res. 14-1991, 9/4/1991; and by Res. 12-1995, 12/20/1995]

1. Purpose. To identify the requirements, and responsibilities that apply to developing, implementing and maintaining a recycling program at commercial, municipal, and institutional establishments including all public, non-public, and private schools, and at community activities.
2. Effective Date. September 26, 1991.
3. Contents of Recycling Program.
 - A. Designation of Recycling Program. Owners, operators, or administrators of commercial, municipal and institutional establishments subject to these regulations shall appoint a coordinator to develop, implement and monitor a recycling program.
 - B. Separation of Recyclable Materials.
 - (1) Mandated items to be recycled.
 - (a) Hi-grade office paper.
 - (b) Corrugated paper.
 - (c) Aluminum.
 - (d) Leaf waste (no grass clippings).
 - (e) Aerosol cans - steel, aluminum or bimetal cans containing a substance packed under pressure to create a spray or foam.
 - (f) Residential mixed paper:
 - (i) Newspaper/Books. Newspaper (black and white, colored), magazines, phone books, soft covered books, pocket novels, all groundwood paper).
 - (ii) Office Paper. Office paper (white and colored), computer print out, accounting ledger, loose leaf pages, letterhead stationery, NCR (no carbon required) tabulating and time cards, interoffice memoranda, copy and typing paper, fax and telex sheets, scratch pads.

(iii) Junk Mail. Envelopes: brown, brown kraft, goldenrod and windowed, advertisements, billing inserts, booklets.

(iv) Other Paper. Greeting cards, legal pads, copy paper wrappers, manuals with guided binding, brown file folders, posters and bulletins, spiral notebooks, file folders, pamphlets, blueprints. Cardboard and chipboard (may be added at mutual consent of Township, hauling contractor and recycling center).

(2) Optional items.

(a) Clear glass.

(b) Colored glass; green and brown.

(c) Steel and bi-metal cans.

(d) Plastics; bottles and jugs marked f1 and i2.

(3) Instructions for preparing recyclable materials.

(a) Sort and separate office paper.

(b) Flatten and bundle corrugated boxes. Remove any filler.

(c) Empty and rinse aluminum cans.

(d) Place leaf waste in big-degradable paper bags for collection. Leaf waste may also be composted on the site.

C. Collection and Storage System.

(1) Collection/storage receptacles should be placed in all buildings. At a minimum, collection receptacles, should be placed in each office, on all floors or wings, and in areas where food is served or consumed such as cafeterias, lunchrooms and vending machines areas.

(2) Recyclables materials must be stored in accordance with State Fire Code Regulations and local ordinances until collection.

(3) Recyclable materials must be collected at least once per month.

D. Provisions for Recycling of Collected Materials. Owners, operators, or administrators of establishments subject to these regulations shall provide for collection, transportation, processing and marketing of materials by one of the following methods:

- (1) Undertaking the collection, transportation, processing and marketing of materials themselves; or
- (2) Entering into contracts with other persons for collection, transportation, processing and marketing of materials.

E. Method of Reporting.

- (1) Owners, landlords or their agents shall submit an annual report to the Township Secretary's office. This report shall describe the type and weight of materials that were recycled in the preceding calendar year. The report is due no later than January 15 of each year.
- (2) In lieu of submitting the required annual report the Township will accept a report filed on behalf of the owner, landlord or their agent which is prepared by the commercially approved hauler collecting recyclable material from such establishments.
- (3) The report provided by the hauler shall:
 - (a) Certify that the organization is in fact separating recyclable materials from its regular municipal waste.
 - (b) Document the amount of waste generated per year, as well as the types and weight of materials that were recycled in the previous year.
 - (c) In cases where recyclables from several establishments are collected in the same vehicle, an individual establishment's contribution to the load may be apportioned based upon representative sample of its source-separated materials. Only the weight of the recyclable marketed can be credited to an establishment.

F. Educational Program.

- (1) Owners, operators or administrators of commercial, municipal, and institutional establishments shall inform all employees, residents and patrons of the recycling program. The educational program must include at a

minimum, written instructions stating the materials that are to be recycled, how the materials are to be prepared and how to use the collection system.

- (2) Employees should be informed of the requirements of the recycling program through a meeting at the beginning of their employment and once during each calendar year.
 - (3) Signs should be prominently displayed stating the requirements of the recycling program.
 - (4) Receptacles should be clearly marked with the recycling symbol and the type of material that is to be placed in the receptacle.
- G. Waste Minimization and Recycled Materials Procurement Plan. Establishments that generate more than 2,200 pounds of waste per month should implement a waste minimization assessment.
- H. Enforcement and Administration. Persons, firms or corporations who violate these regulations shall be subject to the enforcement procedures established in Chapter 20, Part 3, § 310 of the Richland Township Codified Code of Ordinances.