

# Climate Smart Communities Certification Program



## Certification Manual

### PLEDGE ELEMENT 5: REALIZE BENEFITS OF RECYCLING AND OTHER CLIMATE-SMART SOLID WASTE MANAGEMENT PRACTICES

Encourage and support waste reduction, reuse, and recycling of materials community wide. Offer recycling and composting programs, household hazardous waste collections, and waste diversion opportunities that focus on reducing and reusing materials.

Action #	Action Name	Action Pathway Phase	Possible Points	Priority
<b>Pledge Element 5: Realize benefits of recycling and other climate-smart solid waste management practices</b>			<b>49</b>	
<b>Waste Diversion Policies and Plans</b>			<b>6</b>	
<a href="#">5.1</a>	Adopt a zero waste initiative policy	Assess, Plan, Govern	3	
<a href="#">5.2</a>	Discourage the use of disposable bags ( <i>under development</i> )	Assess, Plan, Govern		
<b>Implement Waste Diversion Strategies</b>			<b>43</b>	
<a href="#">5.3</a>	Participate in the EPA WasteWise program	Implement	2	
<a href="#">5.4</a>	Implement a pay-as-you-throw or similar unit pricing program	Implement	6	
<a href="#">5.5</a>	Adopt a construction and demolition waste reduction program or policy	Implement	3	
<a href="#">5.6</a>	Set up and manage a resource recovery center to encourage reuse of gently used or new materials that have been discarded	Implement	3	
<a href="#">5.7</a>	Offer recycling to residents	Implement	8	
<a href="#">5.8</a>	Offer recycling to commercial entities (or require that they recycle)	Implement	8	
<a href="#">5.9</a>	Provide recycling bins in public places and events	Implement	3	
<a href="#">5.10</a>	Provide compost bins to residents (for sale or free)	Implement	2	
<a href="#">5.11</a>	Create an organics or yard waste collection program	Implement	6	
<a href="#">5.12</a>	Host household hazardous waste collection days	Implement	2	

Please note: The recertification requirements for each action are subject to change in future versions of the CSC Certification Manual.

## **Waste Diversion Policies and Plans**

### **5.1 ADOPT A ZERO WASTE INITIATIVE POLICY**

**Action pathway phase:** Assess, Plan, and Govern

**Eligibility timeline:** Currently active

**Total possible points:** 3

#### **A. Why is this action important?**

All communities are striving to reduce, reuse, and recycle waste, but getting to zero waste, where everything is reused and all materials are viewed as resources, is an ambitious end goal. According to the Zero Waste International Alliance in 2004: “Zero Waste means designing and managing products and processes to systematically avoid and eliminate the volume and toxicity of waste and materials, conserve and recover all resources, and not burn or bury them. Implementing Zero Waste will eliminate all discharges to land, water or air that are a threat to planetary, human, animal or plant health.”<sup>1</sup> Local governments can establish policies and strategies to set long-term goals to eliminate all landfilled or incinerated waste.

#### **B. How to implement this action**

This action is focused on passing a resolution or legislation establishing a zero-waste policy. Local government staff must work with elected officials to garner support for the proposed policy and then develop and pass the resolution or legislation. As with any change in local laws and policies, please consult with the local government attorney for guidance on drafting and enacting the new legislation or policy.

#### **C. Time frame, project costs, and resource needs**

The time frame for enacting a zero-waste policy depends on the political support for such an action. The project costs primarily involve staff time for developing the policy, but some local governments may elect to use a consultant to perform an analysis or develop a plan for implementing the policy. The implementation of the policy could have additional costs to provide new waste management services or expanding existing services.

#### **D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

This action is applicable any local government. The chief elected official, legislative body, CSC coordinator, department of public works, or other department that manages solid waste are most likely to be responsible.

#### **E. How to obtain points for this action**

Adopt a zero-waste policy or legislation that sets a goal year and establishes the related programs that will assist the local government in achieving that goal.

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<sup>1</sup> Zero Waste International Alliance (ZWIA) <http://zwia.org/>.

#### F. What to submit

A copy of or link to the policy or legislation establishing the zero-waste policy. The policy may have been adopted at any time, but the local government must be actively implementing it. Local governments should also submit documentation demonstrating how they are planning to achieve the goals in the policy.

#### G. Links to additional resources or best practices

- Climate Smart Communities, Climate Smart Waste Management: <http://www.dec.ny.gov/energy/57186.html>
- New Paltz Zero Waste Program: <http://www.newpaltzreuse.org/>
- San Francisco (City and County) Zero Waste Legislation: <http://www.sfenvironment.org/zero-waste/overview/legislation>
- Zero Waste Alliance: <http://www.zerowaste.org/>

#### H. Recertification requirements

The recertification requirements are the same as the initial certification requirements.

## 5.2 DISCOURAGE THE USE OF PLASTIC BAGS

**Action pathway phase:** Assess, Plan, and Govern

*Under development*

*Pending finalization of review procedures, documentation of this action cannot be accepted at this time.*

### *Implement Waste Diversion Strategies*

## 5.3 PARTICIPATE IN THE U.S. EPA WASTEWISE PROGRAM

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points:** 2

#### A. Why is this action important?

The U.S. EPA WasteWise program works with local governments, organizations and businesses to apply resource-efficient materials management practices to reduce government and select industrial wastes. Engaging businesses and organizations is an important way to reduce overall waste in a community. There are two ways to participate in this program: as a *partner* or an

*endorser*: *Partners* agree to reduce or recycle government solid waste and select industrial wastes, and to set annual waste diversion goals. Any organization that can measure and report waste can join as a *partner*. *Endorsers* agree to recruit organizations to become WasteWise *partners* or *endorsers* and provide both with promotional, educational, or technical information. Participants receive recognition for achievements, a WasteWise Climate Profile that outlines the GHG emissions (GHGs) achieved through waste diversion, educational materials, and free technical assistance to implement their waste reduction programs, and realize reduced purchasing and waste disposal costs.

## **B. How to implement this action**

Local governments should review the EPA WasteWise program requirements and determine if it could be useful to them, and then make a commitment to join. The next step is to evaluate the benefits and requirements of the partner and endorser options and select which participation level is most appropriate for staffing levels and waste reduction goals.

To participate, local governments can apply online at <http://www.epa.gov/epawaste/conservesmm/wastewise/join.htm> .

Participation as a *partner* requires the following:

1. Join WasteWise by completing the registration form in the EPA Waste Wise Sustainable Materials Management (SMM) data management system.
2. Submit baseline data into the EPA WasteWise SMM data management system within 90 days of registration.
3. Establish a first year goal of at least a 5-percent increase in waste diverted (a combination of waste prevention, recycling, and composting tonnage) as compared to baseline. This goal should be submitted along with baseline data.

*Endorser* requirements include the following:

- Endorsers should advance the mission of WasteWise through recruitment, education, marketing and outreach.
- Endorsers will be required to set a self-directed annual goal for endorser activities and report annually on their achievements through the SMM data management system. Endorser goals should include quantitative results against which progress can be measured, such as a target number of recruited partners or number of information events held. Endorsers will be notified when additional requirements are instituted.
- A listing of current partners and endorsers can be found at <http://www.epa.gov/epawaste/conservesmm/wastewise/about.htm> .

Local governments that elect to join the program as partners should gather and submit the baseline data and then monitor progress toward achieving the first year waste reduction goal. Local governments that join as endorsers should establish a system for tracking their activities, such as the number of partners recruited, or ideally, the waste reduced by partners.

Local governments may elect to celebrate joining EPA WasteWise by holding an educational event, issuing a press release, or promoting it through an annual report or related plan. Further celebration or engagement with the public would be appropriate if the local government or recruited partners achieve their annual waste reduction goals.

**C. Time frame, project costs, and resource needs**

Joining the EPA WasteWise program is particularly recommended for local governments already implementing waste reduction measures or engaging with their communities to reduce waste. For local governments already taking action, participating in EPA WasteWise will require minimal staff time, to simply track progress toward achieving goals and report to the program.

Local governments that are just beginning to focus on waste reduction activities will require some staff time and resources to promote waste reduction activities. Local governments can determine their own scope and depth of involvement in the program, and which types of measures they might want to take to reduce waste.

Participating in the program is an ongoing commitment; however, data and reports must only be submitted to the program annually.

**D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

This action is applicable any local government. Departments of public works or other department that manages solid waste is most likely to be responsible.

**E. How to obtain points for this action**

To earn points for this action, local governments must have joined WasteWise and been active participants as either partners or endorsers of the program for one year prior to the application date. Local governments should follow the EPA WasteWise guidelines and report on progress annually toward meeting stated waste reduction goals.

	<u>Possible Points</u>
• Active participation in EPA WasteWise	1
• Demonstrated progress toward meeting EPA WasteWise goals	1

**F. What to submit**

Local governments must submit evidence of their enrollment and active participation in the program, including their current listing as a partner or endorser on the EPA WasteWise program website and a copy of their annual program report submitted to the WasteWise program, demonstrating how the local government is making progress toward meeting its waste reduction goals

**G. Links to additional resources or best practices**

- U.S. EPA WasteWise, Conserving Resources, Preventing Waste:  
<http://www.epa.gov/epawaste/conserve/smm/wastewise/index.htm>

#### H. Recertification requirements

The requirements for recertification are the same as the requirements for the initial certification.

### 5.4 IMPLEMENT A PAY-AS-YOU-THROW OR SIMILAR UNIT PRICING PROGRAM

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points:** 6

#### A. Why is this action important?

Pay-as-you-throw (PAYT) programs (also known as unit pricing or variable-rate pricing) charges residents for the collection of solid waste based on the amount they throw away. This results in waste reduction, reduced waste disposal costs, increased waste prevention, increased participation in recycling and composting programs (where applicable), and reduction in GHG emissions related to waste transportation and decomposition. Traditionally, residents pay for waste collection through property taxes or a fixed fee, regardless of the amount of trash they generate. PAYT programs treat trash services just like electricity, gas, and other utilities; households pay a variable rate depending on the amount of service (in this case, trash) they use. This creates a direct incentive to recycle more and to generate less waste by associating a fee based on quantity.

#### B. How to implement this action

The first step in implementing a PAYT program is to obtain a commitment from the highest elected official and legislature to move forward with the program. This commitment could come in the form of a resolution, or the program could be an action in a climate action plan or solid waste management plan. Prior to committing to implement a PAYT program, local governments need to have a recycling program in place, preferably a curbside recycling program, and ideally some sort of organics recycling program as well. In addition, local governments may want to solicit public feedback on the program, to inform the public of the proposed program and to gather support for the implementation, before launching into the development of the program.

The next step in the process is to develop an implementation plan for a PAYT program that outlines the timeline and approach for implementing the program, the fee structure for waste collection, and the systems and processes needed to implement and manage the program. Implementing the PAYT program involves implementing the new fee structure for charging residents based on the quantity of waste. This involves new methods for weighing the waste upon pickup and updates to the billing process with the new fees. In addition, local governments will typically want to notify their residents of details of the program and the date it will begin, through the relevant website and often through direct mailers.

The main goal of this program is to reduce waste and increase recycling, so local governments will want to monitor and report on their progress in both goal areas.

To implement this action, a local government must perform the following:

- Set variable waste collection rates and charge residents accordingly (residents could be charged based on the total volume of waste or by the number of bags or containers)

- Establish an ordinance mandating that residents use the waste collection service
- [Enforce](#) size or weight limits on trash containers
- Implement technology and processes to gather residential waste volume data and update billing systems
- Enforce bans on [illegal diversion](#), including dumping and burning of waste and adding non-recyclable materials to recycling bins
- Spend solid waste agency funds for activities beyond those associated with traditional solid waste management services (e.g., public education).

One possible unintended consequence of a PAYT program is an increase in dumping, the disposal of waste in vacant lots or rural areas. As part of the PAYT planning and implementation, local governments should develop and enforce regulations around illegal dumping.

### C. Time frame, project costs, and resource needs

The time frame for implementing a PAYT program depends on the systems in place for waste collection and billing. A typical time frame for implementing a PAYT program is six months to a year. The costs of the program also depend on the existing systems and can be minimal if the waste collection and billing systems only need minor updates to accommodate the new program.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

The department of public works or sanitation or other department responsible for waste management services typically implements this program.

### E. How to obtain points for this action

This action requires that a local government implement a PAYT (or other unit pricing) program. Local governments must demonstrate that the program is currently in place for at least 50 percent of residential customers.

	<u>Possible Points</u>
• Plan to implement a PAYT program	1
• Implement a PAYT (or other unit pricing) program	4
• Enforce illegal dumping regulations	1

### F. What to submit

Local governments must submit documentation proving they have adopted and implemented a PAYT (or other unit pricing) program. This can be in the form of an ordinance or policy, along with reports illustrating the new fee structure in use. The resolution or commitment could have occurred at any time prior to the application date, and the implementation must have been active for at least one year prior to the application date. Local governments should also submit documentation of any regulations around illegal dumping.

### G. Links to additional resources or best practices

- Climate Smart Communities, How to: [Climate Smart Waste Reduction and Materials Reuse: http://www.dec.ny.gov/energy/72962.html#Throw](http://www.dec.ny.gov/energy/72962.html#Throw)

- U.S. EPA, Pay-As-You-Throw: Lessons Learned About Unit Pricing: <http://www.epa.gov/epawaste/consERVE/tools/payt/tools/lessons.htm>
- U.S. EPA, SMART BET Calculator (helps local governments determine whether a unit-based pricing system for solid waste collection is the right model): <http://www.epa.gov/epawaste/consERVE/tools/payt/tools/smart-bet/index.htm>

#### H. Recertification requirements

The requirements for recertification are the same as the requirements for the initial certification.

## 5.5 ADOPT A CONSTRUCTION AND DEMOLITION WASTE REDUCTION PROGRAM OR POLICY

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points:** 3

#### A. Why is this action important?

According to the U.S. EPA, Construction and demolition (C&D) debris consists of waste that is generated during new construction, renovation, and demolition of buildings, roads, and bridges. C&D debris often contains bulky, heavy materials, including the following:

- Concrete, wood, and asphalt (from roads and roofing shingles)
- Gypsum (the main component of drywall)
- Metals, bricks, glass, and plastics
- Salvaged building components, such as doors, windows, and plumbing fixtures<sup>2</sup>

Historically, much of the C&D waste generated in the Northeast was sent to landfills. However, landfill space is becoming increasingly limited in the Northeast. This diminishing landfill capacity and the increasing cost of landfill disposal have led to greater emphasis on the processing of C&D material to reduce its volume and to prepare it for use in new applications.<sup>3</sup> Local governments in New York are using a variety of programs and policies to promote deconstruction of unwanted C&D materials, including regulatory requirements and incentives for voluntary compliance.

#### B. How to implement this action

Local governments have several policy and programmatic approaches for managing C&D waste. Local governments may first elect to adopt a policy or legislation around the management of C&D waste and then, depending on the volume and type of waste, implement a program for managing the waste.

From the policy perspective, local governments can take the following types of steps:

<sup>2</sup> U.S. Environmental Protection Agency, referenced in 2013: <http://www.epa.gov/region1/solidwaste/cnd/>

<sup>3</sup> *Construction and Demolition Waste Management in the Northeast in 2006*, June 30, 2009. <http://www.newmoa.org/solidwaste/CDReport2006DataFinalJune302009.pdf>



- Adopt an ordinance that requires separation of C&D materials at construction sites
- Adopt an ordinance that prohibits disposal of C&D materials in local landfills and at transfer stations
- Require that reusable and recyclable materials from construction and demolition sites be made available for salvage prior to disposal
- Require building projects to submit plans and reports indicating how they will reuse and recycle construction and demolition materials

Local governments that want to go a step further and implement a program to support the reuse of C&D materials can do the following:

- Work with a local [Habitat for Humanity ReStore](http://www.habitat.org/restores) (<http://www.habitat.org/restores>) or similar organization to implement a program for construction and deconstruction projects
  - Provide incentives for private sector deconstruction and C&D recovery efforts

**C. Time frame, project costs, and resource needs**

For policy-based approaches, the time frame for adopting the policy depends on the political support for such an action. For programmatic based approaches, local governments are encouraged to develop creative solutions, collaborating with other organizations, such as Habitat for Humanity ReStore. This minimizes the need for government resources to support the program and can accelerate program implementation.

**D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government that manages solid waste collection and transport can adopt a program or policy. Departments of public works or sanitation are the most likely departments to implement this action.

**E. How to obtain points for this action**

There are two options for obtaining points for this action:

	<u>Possible Points</u>
• Adopt C&D legislation or policies	1
• Implement a C&D program to support the reuse of C&D materials	2

**F. What to submit**

If the action is regulatory, submit a copy of, or link to, the ordinance, resolution or policy that requires specific action related to C&D materials. The policy may have been adopted at any time prior to the application date to receive points.

If the action is a program, please submit documentation that outlines the details of the program and the local government’s role in actively implementing and managing the program. The program must be currently active to be eligible for points.

#### G. Links to additional resources or best practices

- Northeast Waste Management Officials' Association, Construction and Demolition Waste Management in the Northeast in 2006: <http://www.newmoa.org/solidwaste/CDReport2006DataFinalJune302009.pdf>
- U.S. EPA, Building Savings, Strategies for Waste Reduction of Construction and Demolition Debris for Buildings: <http://www.epa.gov/osw/nonhaz/municipal/pubs/combined.pdf>
- New York City Green Codes Task Force, New York City's Building Code -Recycle Construction Waste Proposal: [http://www.nyc.gov/html/gbee/downloads/pdf/resource\\_conservation.pdf](http://www.nyc.gov/html/gbee/downloads/pdf/resource_conservation.pdf)

#### H. Recertification requirements

The requirements for recertification are the same as the requirements for the initial certification.

## 5.6 SET UP AND MANAGE A RESOURCE RECOVERY CENTER TO ENCOURAGE REUSE OF GENTLY USED OR NEW MATERIALS THAT HAVE BEEN DISCARDED

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points:** 3

#### A. Why is this action important?

Many people are familiar with the saying, “one person’s trash is another person’s treasure.” Material reuse is receiving more attention lately as a way to keep usable materials out of the waste stream. In addition to consignment stores, Habitat for Humanity’s ReStores, local governments are taking it upon themselves to offer resource recovery centers, swap shops, or reuse marketplaces at public facilities to keep items from being disposed of in their landfills, incinerated or transported elsewhere. This reduces local government solid waste disposal and transport costs, reduces GHG emissions, and eliminating the need to use precious resources and energy to create new items.

#### B. How to implement this action

Local governments must evaluate options for implementing resource recovery centers and determine if such a program is appropriate for their communities. They must determine what types of materials the center will accept, and what requirements the center may have in terms of the condition of the materials. Local governments may elect to pilot such a program initially to gauge public interest and support in a recovery center, before moving forward with implementing the program. To measure the program’s success, local governments should establish metrics to track the quantity of materials donated to the center, number of residents donating and reusing materials, GHG emissions avoided, and other similar metrics.

#### C. Time frame, project costs, and resource needs

The time and resources associated with establishing a resource recovery center depend on the type of center and the approach to implementing the program, such as operating hours and frequency of operation. Local governments might elect to pilot such a program, before turning it into an ongoing service.

**D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government that manages solid waste collection and transport can implement this program. Departments of public works or sanitation are the most likely departments to implement this action.

**E. How to obtain points for this action**

Establish and manage a resource recovery center or swap shop for residents to donate unwanted gently used or new materials. Rules and regulations for donation and use of the center are highly encouraged.

**F. What to submit**

Documentation, including rules and regulations for center use and confirmation that the center is still actively in use, is required. A website promoting the use of the center is highly encouraged. The center must be currently active to receive points.

**G. Links to additional resources or best practices**

- DEC, Reuse: <http://www.dec.ny.gov/chemical/8828.html>
- Salisbury, Ct. Swap Shop: [http://www.nerc.org/documents/town\\_business/ct/sharon\\_salisbury\\_transfer\\_station\\_in\\_a\\_ction.pdf](http://www.nerc.org/documents/town_business/ct/sharon_salisbury_transfer_station_in_a_ction.pdf)
- Reuse Marketplace: <http://www.reusemarketplace.org/>

**H. Recertification requirements**

The requirements for recertification are the same as the requirements for the initial certification.

## 5.7 OFFER RECYCLING TO RESIDENTS

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points:** 8

**A. Why is this action important?**

For nearly 20 years, New York State law has included a requirement for municipalities to enact local recycling laws. General Municipal Law § 120-aa requires each municipality to adopt a local law or ordinance mandating that solid waste be separated into recyclable, reusable or other components.<sup>4</sup> Recycling is one of the most common actions that local governments take to protect the environment, save energy, halt precious resource depletion, reduce GHG emissions, and cut municipal solid waste costs. Recycling is the process of separating, collecting, and remanufacturing used products into new materials.<sup>5</sup> Almost everything we use can be recycled including batteries, clothing, electronics, glass, metals, and plastics. The most common form of household recycling is

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<sup>4</sup> NYS Department of Environmental Conservation, *Climate Smart Communities—How-To Climate Smart Recycling and Composting*: <http://www.dec.ny.gov/energy/57200.html#recycling>

<sup>5</sup> Benefits of Recycling: <http://www.benefits-of-recycling.com/whyisrecyclingimportant/>

through segregation of materials into separate bins or containers (i.e., paper in one container and plastic, glass and metals in another container).

**B. How to implement this action**

Local governments are required by state law to enact and establish recycling programs. Local elected officials can make a commitment to provide recycling services by passing a local law or resolution. Local governments may also elect to establish a target recycling rate, which could increase over time after the program is implemented. For communities that currently do not provide recycling, they must determine what approach to recycling meets the needs and resources for the community. Possible options for providing recycling services include single-stream recycling or segregated recycling, and collection options include curbside pickup, drop-off, or special collection. Recycling programs can be either voluntary or mandatory. A useful resource developed by the New York State DEC, Recycling: A Planning Guide for Communities: [http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/lswmplanning.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/lswmplanning.pdf) can help local governments plan and implement a new or expanded recycling program.

As part of implementing a recycling program, local governments will must either establish capacity at existing facilities or identify new facilities for processing the recycled goods. Local governments will often want to appoint a recycling coordinator, or have someone take on this role to implement and manage the program.

Implementing the recycling program involves implementing the selected approach for separating recyclables, collecting the materials, storing, and processing the materials. Local governments may elect to perform these services themselves, or contract the services out to a reputable service provider. Local governments should establish a process and metrics for monitoring the quantity of waste that was recycled and report on those metrics regularly.

**C. Time frame, project costs, and resource needs**

The time frame for implementing a new recycling program depends on the existing resources and approach to managing the program, if a local government plans on contracting out the services or providing some services in-house. Local governments can estimate approximately one year to develop and implement a new recycling program. The costs of the program can also vary, depending on how the costs are passed on to the residents. It is recommended that local governments appoint a recycling coordinator to manage the program.

**D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government that manages solid waste collection can implement this program. Departments of sanitation or public works are most likely to implement this action.

**E. How to obtain points for this action**

Local governments can earn points for this action by providing recycling for residents. Recycling can either be segregated or single-stream, and either voluntary or mandatory. Additional points are given to local governments with single stream or mandatory recycling.

- |                                                                                                                   | <u>Possible Points</u> |
|-------------------------------------------------------------------------------------------------------------------|------------------------|
| <ul style="list-style-type: none"><li>• Develop recycling plan, program strategy, or program guidelines</li></ul> | 1                      |

- Provide voluntary drop-off recycling 2
- Provide voluntary curbside recycling 4
- Provide mandatory curbside recycling 5
- Enforce mandatory recycling 1
- Provide single stream recycling 1

#### F. What to submit

Documentation that confirms the recycling program is active and outlines the recycling program parameters and what is collected. A website can be provided if the details about the program are outlined. The documentation should indicate whether the recycling program is voluntary or mandatory. For mandatory programs, local governments must also provide documentation demonstrating how the program is enforced. Outreach and educational materials should be submitted as well. If local recycling services are provided by a county, provide evidence of how the applicant supports the countywide program.

#### G. Links to additional resources or best practices

- Climate Smart Communities, Climate Smart Waste Management: <http://www.dec.ny.gov/energy/57186.html>
- Benefits-of-Recycling: <http://www.benefits-of-recycling.com/>
- DEC, Recycling: A Planning Guide for Communities: [http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/lswmplanning.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/lswmplanning.pdf)
- DEC, Model Local Recycling Laws: <http://www.dec.ny.gov/chemical/71036.html>
- Source Separation of Recyclables Code, Albany, N.Y.: [http://albanyny.gov/\\_files/Government/GeneralServices/313-11-25.pdf](http://albanyny.gov/_files/Government/GeneralServices/313-11-25.pdf)
- Albany Recycles Single Stream Program: <http://www.albanyny.gov/Government/Departments/GeneralServices/TrashRecycling/Recycling.aspx>
- Kingston Recycling Program: [http://www.kingston-ny.gov/filestorage/76/94/City\\_of\\_Kingston\\_-\\_recycling\\_instructions.pdf](http://www.kingston-ny.gov/filestorage/76/94/City_of_Kingston_-_recycling_instructions.pdf)
- Sullivan County Recycling Program: <http://webapps.co.sullivan.ny.us/docs/dpw/solidwaste/SCDPWversionSSRRecyclingGuide2012a.pdf>

#### H. Recertification requirements

The requirements for recertification are the same as the requirements for the initial certification.

## 5.8 OFFER RECYCLING TO COMMERCIAL ENTITIES (OR REQUIRE THEM TO RECYCLE)

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points: 8**

**A. Why is this action important?**

Recycling is one of the most common actions that local governments take to protect the environment, save energy, halt precious resource depletion, reduce GHG emissions, and cut local government solid waste costs. Recycling is the process of separating, collecting, and remanufacturing used products into new materials. Commercial entities and multi-family residential buildings, which are typically considered commercial entities for waste management purposes, generate significant quantities of waste that can also be recycled. A comprehensive recycling program not only includes residential recycling but also recycling options for businesses and multi-family residential buildings. Local governments can either provide recycling services to some or all commercial entities or mandate that they recycle and work with private waste haulers to implement a recycling program.

**B. How to implement this action**

The approach to implementing this action depends on how commercial waste is gathered in a jurisdiction. Local governments can establish legislation requiring that commercial recycling is provided in their jurisdictions, but implementation may be left up to commercial waste haulers. In such cases, local governments can establish reporting requirements for businesses and multi-family residential buildings to require these entities to demonstrate that they have made arrangements to recycle their recyclable items. Local governments that provide their own commercial waste hauling have a greater ability to implement commercial recycling, following a process similar to the one outlined above for residential recycling.

**C. Time frame, project costs, and resource needs**

The time frame for implementing this action depends on the degree of control a local government has over commercial waste hauling and recycling. Local governments that do not provide commercial waste hauling must pass a law and establish a process for reporting commercial recycling information.

**D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government that manages solid waste collection can implement this program. Departments of public works or sanitation are the most likely departments to implement this action.

**E. How to obtain points for this action**

Implement a local government recycling program for multi-residential units and businesses by providing recycling services or requiring commercial entities to recycle. If commercial and multi-residential unit recycling cannot be implemented, require that these entities submit documentation that they have made arrangements, maintain and contract for private collection of their recyclable items. Additional points are provided for mandatory and single stream recycling.

	<u>Possible Points</u>
• Develop recycling plan, program strategy, or program guidelines	1
• Voluntary drop-off recycling	2
• Voluntary curbside recycling	4

- Mandatory curbside recycling 5
- Enforce mandatory recycling 1
- Provide single stream recycling 1

#### F. What to submit

Documentation that confirms the recycling program is active and outlines the recycling program parameters and what is collected. The documentation should outline if the recycling program is voluntary or mandatory. For mandatory programs, local governments must also provide documentation demonstrating how the program is enforced, to receive full points for this action. A website can be provided if the details about the program are outlined. Outreach and educational materials should be submitted as well. If local recycling services are provided by a county, provide evidence of how the applicant supports the countywide program.

#### G. Links to additional resources or best practices

- Climate Smart Communities, Climate Smart Waste Management: <http://www.dec.ny.gov/energy/57186.html>
- Benefits-of-Recycling: <http://www.benefits-of-recycling.com/>
- Recycling: A Planning Guide for Communities: [http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/lswmplanning.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/lswmplanning.pdf)
- New York City Commercial Recycling Law: [http://www.nyc.gov/html/nycwasteless/html/laws/local\\_commrecycling.shtml](http://www.nyc.gov/html/nycwasteless/html/laws/local_commrecycling.shtml)

#### H. Recertification requirements

The requirements for recertification are the same as the requirements for the initial certification.

## 5.9 PROVIDE RECYCLING BINS IN PUBLIC PLACES AND EVENTS

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points:** 3

#### A. Why is this action important?

Placing recycling bins in public places, including parks, downtown, public buildings, recreation facilities, special events, and sports complexes, reduces waste and disposal costs and has the added benefit of encouraging citizens to do the same at home. According to the Franklin County Waste Management District, an attendee at a special event can generate as much as three pounds of waste<sup>6</sup>. Even if recycling bins are placed temporarily at large events, the environmental and economic benefits can still be realized.

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<sup>6</sup> *Special Events Waste Reduction Guide*, Franklin County Waste Management District, June 2006: <http://www.mass.gov/dep/recycle/reduce/toolkit/rspecialg.pdf>

## B. How to implement this action

Local governments should make a commitment to recycling and provide recycling bins in public places and at public events. Communities should determine which public areas have the highest foot traffic and waste volumes and prioritize locations for recycling bins based on these criteria. The U.S. EPA has a manual for how to set up an effective public recycling program that involves the following steps:

- [Step 1: Select a Recycling Coordinator](#)
- [Step 2: Determine the Waste Stream](#)
- [Step 3: Practice Waste Prevention](#)
- [Step 4: Include Concessionaires, Staff, and Volunteers](#)
- [Step 5: Select a Contractor/Hauler](#)
- [Step 6: Set Up the Collection Program](#)
- [Step 7: Facilitate Outreach and Education](#)
- [Step 8: Monitor and Evaluate the Program](#)

For public events, local governments should collaborate with concessionaires, staff, and volunteers to ensure they are aware of the recycling program and that they help to promote it. Local governments should identify what type of waste can be recycled, the locations for recycling bins, and the plans for waste collection. Communities can track the quantity of waste in the public recycling bins, and calculate the effect of the program in terms of GHG emissions reductions.

## C. Time frame, project costs, and resource needs

The time frame to implement a public recycling program depends on whether a government, residential, or commercial recycling program already exists. Assuming some recycling program already exists, adding collection from public recycling bins is a minimal additional effort.

## D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

Any local government that manages solid waste collection can implement this program. Departments of public works or sanitation are the most likely departments to implement this action.

## E. How to obtain points for this action

Local governments can earn points for this action through the following:

	<u>Possible Points</u>
• Establish a recycling program in public places	2
• Establish a recycling program for large events	1



#### F. What to submit

Documentation that confirms that the recycling program is active and outlines the public recycling program details, including when, where and what is collected. Educational materials should be submitted, as well as pictures of the receptacles.

#### G. Links to additional resources or best practices

- Climate Smart Communities, Climate Smart Waste Management: <http://www.dec.ny.gov/energy/57186.html>
- U.S. EPA, Recycle on the Go: <http://www.epa.gov/wastes/conserve/tools/rogo/index.htm>
- Benefits-of-Recycling: <http://www.benefits-of-recycling.com/>
- Franklin County Waste Management District, Special Events Waste Reduction Guide: <http://www.mass.gov/dep/recycle/reduce/toolkit/rspecialg.pdf>
- Town of Clifton Park, N.Y.: 35 recycling bins on common: [http://www.cdrpc.org/CSCommunities/CSC\\_Profile\\_Town\\_of\\_Clifton\\_Park.pdf](http://www.cdrpc.org/CSCommunities/CSC_Profile_Town_of_Clifton_Park.pdf)

#### H. Recertification requirements

The requirements for recertification are the same as the requirements for the initial certification.

### 5.10 PROVIDE COMPOST BINS TO RESIDENTS (FOR SALE OR FREE)

**Action pathway phase:** Implement

**Eligibility timeline:** Within 5 years prior to the application date

**Total possible points:** 2

#### A. Why is this action important?

Studies indicate that more than 25 percent of the typical household's waste is composed of yard trimmings and food scraps. According to DEC, organics made up nearly 24 percent of local government solid waste discarded in 2008.<sup>7</sup> Backyard composting provides an easy, inexpensive way for residents to reduce organic materials in the waste stream, which reduces local government solid waste costs, keeps the materials out of landfills and has the added benefit of producing 'black gold' (aka compost) for residents to use in their gardens.

#### B. How to implement this action

Local governments can implement this action by following the guidelines below:

- Make a commitment toward composting, which can be in the form of a resolution or an action in a climate action plan, solid waste management plan, or other plan
- Demonstrate the government's commitment to composting by establishing a composting program on government property
- Determine the appropriate quantity of composting bins, how to distribute them, and whether or not to charge for them

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<sup>7</sup> *Solid Waste Composition and Characterization, MSW Materials Composition in New York State:* <http://www.dec.ny.gov/chemical/65541.html>

- Develop educational materials to be provided with the composting bins, since many residents are unfamiliar with what can be composted and the benefits of composting
- Provide information on the local government's website and at events about composting
- Track the number of bins distributed, and if possible, the reduction in waste that could be attributed to composting.

#### **C. Time frame, project costs, and resource needs**

Distributing composting bins can be a quick and easy approach to reducing waste in the waste stream. Local governments may elect to distribute free compost bins, provide a discount on the bins, or simply provide information to residents on where to purchase bins.

#### **D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government can implement this program. Departments of public works or sanitation are the most likely departments to implement this action, but conservation advisory councils, garden clubs or other environmental committees have also taken the lead in villages and towns.

#### **E. How to obtain points for this action**

Offer backyard composting bins at a reduced price or free of charge. A local government can purchase compost bins in bulk from a qualified vendor, usually at a reduced price.

#### **F. What to submit**

Local governments should submit documentation that outlines the parameters of the compost bin distribution program. Educational materials should be submitted, as well as pictures of the receptacles. Any statistics about the reduction in waste as a result of the program are also encouraged. Compost bins must have been distributed within five years prior to the application date.

#### **G. Links to additional resources or best practices**

- Climate Smart Communities, Climate Smart Waste Management: <http://www.dec.ny.gov/energy/57186.html>
- Cornell University, Composting: <http://compost.css.cornell.edu/outdoors.html>
- DEC, Guide to Composting: [http://www.dec.ny.gov/docs/materials\\_minerals\\_pdf/compost.pdf](http://www.dec.ny.gov/docs/materials_minerals_pdf/compost.pdf)
- Village of Croton-on-Hudson, N.Y., Compost Bin sales: [http://www.crotononhudson-ny.gov/public\\_documents/crotonhudsonny\\_webdocs/CompostBin2012.pdf](http://www.crotononhudson-ny.gov/public_documents/crotonhudsonny_webdocs/CompostBin2012.pdf)
- Village of Montebello, N.Y., Free Compost Bins: <http://www.villageofmontebello.com/Highlights/CompostBinRainBarrelSale.html>
- Earth Machine: [http://www.earthmachine.com/index\\_r.html](http://www.earthmachine.com/index_r.html)
- New York City, Composting in New York City, A Complete Program History: [http://www.nyc.gov/html/nycwasteless/downloads/pdf/composting\\_nyc1.pdf](http://www.nyc.gov/html/nycwasteless/downloads/pdf/composting_nyc1.pdf)

#### **H. Recertification requirements**

The recertification requirements are the same as the initial certification requirements.

## 5.11 CREATE AN ORGANICS OR YARD WASTE COLLECTION AND COMPOSTING PROGRAM

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points:** 6

### A. Why is this action important?

A large source of organic material in New York State is yard waste. According to the U.S. EPA report, *Characterization of Municipal Solid Waste in the United States: 2009 Update*, it is estimated that yard waste makes up 13.7 percent of the solid waste generated nationwide. It was estimated that nearly 1.1 million tons of yard waste were recycled in New York State in 2009.<sup>8</sup> Studies indicate that more than 25 percent of the typical household's waste is composed of yard trimmings and food scraps. According to DEC, organics made up nearly 24 percent of local government solid waste in 2008.<sup>9</sup> Many local governments have yard waste collection programs in which residents can bag or bundle their leaves and yard clippings and set them by the curb for regular collection. Yard waste is taken to a central facility where it is composted.

### B. How to implement this action

Communities must first determine the types of materials to be gathered through the program, such as yard waste, leaves, and food scraps, and then design the program with public input. When planning for implementation of this program, please consider that the DEC regulates facilities involved with the land application, composting and other recycling methods of certain types of organic waste materials under Title 6 of the Official Compilation of Codes, Rules, and Regulations (6 NYCRR) Part 360 Solid Waste Management Facilities.

Local governments must also determine the approach for collecting the materials, i.e., at a drop-off facility or through curbside collection, and whether yard waste, organic materials or both will be collected.

As part of the planning and implementation process, local governments will want to engage the public in the design of the program and educate the public and local government staff in the benefits of yard waste and organics collection.

Local governments may elect to implement the program throughout the jurisdiction, or perhaps first in a pilot area. To measure the impact of the program, local governments should track the quantity of organic waste collected through the program and calculate the GHG emissions avoided.

### C. Time frame, project costs, and resource needs

Describes the typical Time frame for implementing this action along with the costs and resource must implement the action.

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<sup>8</sup> NYS Department of Environmental Conservation, *Recycling Organic Materials and Facilities*: <http://www.dec.ny.gov/chemical/8509.html>

<sup>9</sup> *Solid Waste Composition and Characterization, MSW Materials Composition in New York State*: <http://www.dec.ny.gov/chemical/65541.html>

**D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government that manages solid waste collection can implement this program. Departments of public works or sanitation are the most likely departments to implement this action.

**E. How to obtain points for this action**

Design and implement a yard waste or organics collection program that allows residents to collect and discard yard clippings, leaves, and/or food waste either by dropping off the materials at a designated location or through a curbside pick-up program and includes ultimate disposal of the waste at a compost facility.

	<u>Possible Points</u>
• Establish a drop-off yard waste program	1
• Establish a drop-off food waste program	1
• Establish a curbside pick-up yard waste program	3
• Establish a curbside pick-up food waste collection program	3

**F. What to submit**

Documentation outlining the details associated with the program including types of materials collected, when and how it is collected, where it goes, and any other requirements for residents related to this program. The documentation should confirm that the program is currently active. A website with this information may be submitted.

**G. Links to additional resources or best practices**

- Climate Smart Communities, Climate Smart Waste Management: <http://www.dec.ny.gov/energy/57186.html>
- DEC, Recycling Organic Materials at Facilities: <http://www.dec.ny.gov/chemical/8509.html>
- Village of Tarrytown, N.Y., Yard Waste Collection Program: [http://www.tarrytowngov.com/Pages/TarrytownNY\\_DPW/FAQ#YardWaste](http://www.tarrytowngov.com/Pages/TarrytownNY_DPW/FAQ#YardWaste)
- City of Albany, N.Y., Yard Waste Collection: <http://www.albanyny.gov/files/Government/GeneralServices/SS2011Web.pdf>
- Town of Ossining, N.Y., Yard Waste Recycling: <http://www.villageofossining.org/Cit-e-Access/webpage.cfm?TID=24&TPID=10917>
- Watervliet, N.Y., Organic Waste Recycling: <http://watervliet.com/welcome/>

**H. Recertification requirements**

The requirements for recertification are the same as the requirements for the initial certification.

## 5.12 HOST HOUSEHOLD HAZARDOUS WASTE COLLECTION DAYS

**Action pathway phase:** Implement

**Eligibility timeline:** Currently active

**Total possible points:** 2

### A. Why is this action important?

Household hazardous waste (HHW) comprises materials found in residential products that contain potentially hazardous chemicals that are harmful to human health and the environment when not handled correctly. They pose a threat to our water, air and wildlife when not disposed of appropriately. Common HHW includes oil-based paints, household cleaning products, pesticides, automotive fluids, compact fluorescent bulbs, and hobby chemicals. Electronics also pose a threat to the environment. Certain components of some electronic products contain materials that are hazardous. For example, CRTs (cathode ray tubes) from televisions and monitors are considered hazardous. Lastly, pharmaceuticals have become an increasing concern due to their impact on the environment and water systems when disposed in landfills.

### B. How to implement this action

Local governments should determine the type of materials they wish to collect and how they will dispose of the materials once collected. The collection could be on certain days throughout the year, such as Earth Day, or it could be an ongoing program to allow residents to drop off specified materials at designated locations.

### C. Time frame, project costs, and resource needs

The timing and effort to implement a hazardous waste program depends on the approach to implementing the program. Local governments will want to identify a means of disposing or recycling the materials that will minimize the impact on the environment. Local governments may have an additional cost of contracting out the disposal of these products with a designated contractor that handles household hazardous materials.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

Any local government that manages solid waste collection can implement this program. Departments of public works or sanitation are the most likely departments to implement this action.

### E. How to obtain points for this action

Establish a permanent or regularly scheduled household hazardous waste collection program and provide documentation for the ultimate disposal of the waste collected. The hazardous waste collection program is an event or part of a larger event, it should occur at least once a year for multiple days, and must be advertised to the public.

### F. What to submit

Documentation outlining when, where and what items are collected. A website with this information can be submitted. The documentation should confirm that this program is active.

### G. Links to additional resources or best practices

- Climate Smart Communities, Climate Smart Waste Management:  
<http://www.dec.ny.gov/energy/57186.html>

- Rockland County Solid Waste Management Authority, Household Hazardous Waste Collection: <http://www.rocklandrecycles.com/docs/HHWBrochure2013.pdf>
- DEC, Household Hazardous Waste: <http://www.dec.ny.gov/chemical/8485.html>
- DEC, Household Hazardous Waste State Assistance Program: <http://www.dec.ny.gov/chemical/8778.html>
- DEC, Household Hazardous Waste Collection Programs in New York State: <http://www.dec.ny.gov/chemical/8780.html>
- National Take-Back Day (for pharmaceuticals): [http://www.deadiversion.usdoj.gov/drug\\_disposal/takeback/](http://www.deadiversion.usdoj.gov/drug_disposal/takeback/)

#### H. Recertification requirements

The requirements for recertification are the same as the requirements for the initial certification.

### 5.13 CREATE AN EDUCATIONAL CAMPAIGN TO ENCOURAGE RECYCLING, COMPOSTING AND WASTE REDUCTION

**Action pathway phase:** Implement

**Eligibility timeline:** Within 3 years prior to the application date

**Total possible points:** 2

#### A. Why is this action important?

Local governments play an important role in educating the public about the benefits of recycling, composting, and reducing waste. Reducing waste, reusing materials, and recycling reduce GHG emissions from waste disposition, such as in landfills, along with reducing “upstream” emissions associated with the extraction, processing, and transportation of materials.

#### B. How to implement this action

Local governments can build upon local, regional, state, and national waste reduction, composting, and recycling campaigns to increase waste diversion. Steps to develop a campaign may include:

- Determine the scope and purpose of the campaign and whether it should focus on waste reduction more broadly, or on a specific aspect of waste management, such as composting or reusable bags
- Survey existing educational efforts of the local government and external stakeholders ranging from local to national organizations (e.g., a local nonprofit may already host a “how to” composting series)
- Use existing methods of communication to distribute campaign marketing materials, and determine which new methods are necessary to quickly and effectively engage the community in the campaign
- Develop the content and solicit feedback from a select group of stakeholders such as an existing energy or climate external advisory board
- Ask the highest ranking elected official to launch the campaign—consider hosting it on a milestone such as Earth Day, New York Recycles Day or the anniversary of the release of the climate action plan

Alternatively, the local government can actively support and promote to its community an existing campaign of another organization or community. Active promotion would include an official launch and development or dissemination of marketing materials.

#### **C. Time frame, project costs, and resource needs**

Creating the campaign can take as little as a few months or more than a year to develop and implement. Project costs can range from staff and volunteer time, marketing materials, launch event costs, and developing and hosting a website. For supporting another party's campaign, the project costs would involve staff time and potentially the development of marketing materials.

#### **D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

This action is applicable to all types of local governments. The department or office with the responsibility for leading the climate efforts is most likely to be responsible for this action. These activities are typically led by the chief elected official's office, the city manager's office, or the departments of the environment or public works.

#### **E. How to obtain points for this action**

Points for this action can be earned by creating a waste reduction, composting, or recycling campaign to educate the public about waste related issues and to encourage waste reduction and recycling. The campaign must be targeted to residents and other audiences in the CSC.

#### **F. What to submit**

Local governments must submit the primary outreach documentation of a campaign (e.g., website link, flyer) targeting residents and other audiences in the CSC. The campaign must have taken place within the past three years.

#### **G. Links to additional resources or best practices**

- New York, NY, Recycling education materials:  
[http://www.nyc.gov/html/nycwasteless/html/recycling/recycle\\_what.shtml](http://www.nyc.gov/html/nycwasteless/html/recycling/recycle_what.shtml)
- U.S. EPA's Tools for Local Government Recycling Programs webpage:  
<http://www.epa.gov/waste/consERVE/tools/localgov/index.htm>

#### **H. Recertification requirements**

The recertification requirements are the same as the initial certification requirements.