

**ATTACHMENT 1**

**Recycling Rewards Application (Section 1)**

**[SAMPLE RESPONSE]**

If you have questions about this form, please contact Maritza Pagan at [Maritza.Pagan@ct.gov](mailto:Maritza.Pagan@ct.gov).

Please complete the form below to apply for Section 1 **Recycling Rewards**. From the list below, please indicate the activities that the municipality is currently engaged in by selecting “yes” or “no”. For the programs selected as “yes”, please provide an explanation of the program including when implemented, where implemented, population reached (include % if possible), and how effective the activity is. The table below will expand to fit your responses, however if additional space is required, please attach additional sheets and include the heading of *Recycling Incentive Grants Application, Recycling Rewards - Supplemental Information* and the Applicant’s legal name. Each corresponding question # must also be included.

**Activities**

1.	UBP program (curbside or transfer station)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p><i>Description: Sample Town has been operating unit-based pricing at the transfer station and curbside since 1990. The transfer station program charges \$1.25 for a 15 gallon bag and \$2.00 for a 30 gallon bag. Approximately 35% of residents use the transfer station for municipal solid waste. For Sample Town’s curbside program, residents must purchase bags at prices listed above to use in the town issued 95 gallon trash totes. Since implementation residential MSW disposed has dropped 40%; recycling has increased 55%.</i></p>	
2.	Residential or institutional / commercial / industrial (ICI) food scrap collection or drop-off	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<p><i>Description: In 2014, Sample Town implemented a residential food scrap curbside and drop-off program and is currently running at a 50% and 35% participation rate respectively. Residents collect kitchen food scraps and pay a minimal monthly fee for a weekly curbside pickup or may drop off food scraps at the transfer station at no cost. Sample Town distributes detailed educational materials to maintain low contamination rates and high participation. Total food scraps collected for the fiscal year 2015 is 25 tons. Sample Town contracts with New Milford Farms which accepts the residential food scraps.</i></p>	
3.	Active recycling enforcement program for ICI sectors and/or residents	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	<i>Description: While education and promotion take precedence over enforcement, non-compliant residents and businesses face a \$90 and \$150 fine (respectively) if they are not responsive to recycling. Since 1990, over 200 fines have been issued.</i>	
4.	Swap shack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Description: Sample Town established a Swap Shack in 2010 which allows residents to drop off or pick up usable household items. The Recycling Coordinator and a team of volunteers manage the incoming materials on a regular basis. Based on a count taken over a seven week period, 1,200 residents frequented the swap shack and 1,650 pounds or 4,000 items were circulated into reuse.</i>	
5.	Collection or drop-off for hard to recycle materials (bulky plastics, books/media, textiles, wood, other)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Description: Sample Town collects large plastic items, expanded polystyrene (Styrofoam), books, textiles, fluorescent bulbs, cords, strings of lights, all types of batteries, paint, electronics, vegetable oil, and mattresses for recycling at the transfer station.  In FY2015 2000 pounds of these items were recycled.</i>	
6.	School recycling programs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Description: All schools and school administration buildings are set up with interior and exterior recycling containers to collect bottles, cans and paper. One of the schools is a collection site for textiles and another school collects plastic film. School district also recycles scrap metal and fluorescent lamps. Additionally, the district composts leaves and practices grasscycling. The average recycling rate of all schools is 30%. Three of the elementary schools (out of five) have on-site compost bins that capture pre-consumer and post-consumer food scraps and yard waste. The compost and recycling rate is over 40% at the three schools.</i>	
7.	Municipal building recycling programs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>Description: All municipal building are set up with interior and exterior recycling containers for bottles, cans, and paper. Office areas have conveniently located centralized recycling and trash stations where staff bring their materials from their workspace. Municipal offices also recycle fluorescent lamps and NiCd rechargeable batteries and send out toner cartridges to be refurbished and refilled.  Municipal garage recycles waste oil and scrap metal. Grasscycling is practiced on municipal lawn space and leaves are taken to the municipal compost site. New Employees are given recycling</i>	

	<i>information and all employees are sent periodic recycling updates and reminders. The recycling rate of all municipal buildings is 25%.</i>	
8.	<p><b>Recycling outreach and technical assistance to ICI sectors</b></p> <p><i>Description: Recycling newsletters and other outreach materials are mailed to businesses on an annual basis. Recycling assistance and inspections are done on a periodic basis and more frequently when complaints are received. Businesses that are applying for a building permit are required to have the recycling coordinator sign-off on their application, which prompts a conversation about recycling set-up and Sample Town's requirements. Recycling coordinator works closely with hauler to provide additional assistance and education to business customers.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9.	<p><b>Promote backyard composting and grasscycling</b></p> <p><i>Description: Sample Town partnered with UConn's Master Composter program and offers composting workshops and discounted compost bins since 2014. Roughly 200 households have participated in the workshops and 85 bins have been purchased. Composting information is included on Sample Town's website and included in the recycling outreach materials distributed annually to households. Sample Town's recycling coordinator is also working with small commercial food operations to assess onsite composting or vermicomposting opportunities.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10.	<p><b>Program to purchase recycled content and reusable (instead of disposable) products</b></p> <p><i>Description: Sample Town implemented environmentally responsible purchasing policy in 2014. All municipal offices purchase a minimum of 30% post-consumer recycled content paper product. Municipality also purchases recycled content traffic cones, refurbished carpet tiles, used office furniture, re-refined motor oil, refilled toner cartridges, refills for refillable pens, rechargeable batteries, multi-purpose and non-toxic cleaners, hybrid vehicles when appropriate, and energy star computers.</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11.	<p><b>Successful innovative recycling programs</b></p> <p><i>Description: The Food Too Good to Waste program, modeled after a national program, was implemented in 2014 in four schools to educate families about preventing food waste, proper food storage and preparation strategies, and buying and eating what is bought. Thirty households participated in six-week challenge to use food waste reduction strategies learned at ongoing workshops. Food waste decreased an average of 15% per household during the six-week challenge. The school parent teacher organizations were also</i></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	<i>encouraged to incorporate food waste prevention strategies into the programs and events.</i>	
12.	Support and set-up of a “repair café” or material share/exchange (i.e., tool library)  <i>Description: A regional repair café was established in 2014 by the Sample Town Recycling coordinator and a group of volunteers. There have been three repair cafes with the next one planned for January 2016. Twenty out of 25 items have been repaired with attendees from five municipalities.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
13.	Mini disposal audit to assess success of keeping recyclables and potential reusable products out of the disposal waste stream  <i>Description: Audits of residential trash are performed monthly at the Sample Town transfer station to identify recyclables incorrectly placed in the trash. Recycling is also examined on a regular basis to determine estimated contamination rates. Data is recorded and recycling program outreach efforts are modified accordingly. For example, plastic bags were found to be frequent contaminant in recycling bins. Recycling Coordinator worked with grocery stores and two schools to educate customers, families and residents about recycling plastic bags at various locations throughout Sample Town or throw them in the trash.</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14.	Update of municipal recycling ordinance to:  a) reflect recent state wide changes in recycling requirements; b) provide greater clarity regarding responsibility of landlords to provide for recycling services for tenants if they provide for trash services for tenants; or c) allow for unit-based pricing or managed collection to function in municipality  <i>Description: In 2012, Sample Town updated its recycling ordinances to reflect the state wide changes in recycling requirements, to clarify the recycling responsibility of landlords, and to allow for unit-based pricing of municipal solid waste.</i>  <i>The ordinance now includes new designated recyclables including #1 and #2 plastics, boxboard, magazines, residential high-grade white paper and colored ledger.</i>  <i>The ordinance specifies that all persons who are owners, lessees or occupants of residential property, single-family or multifamily, to separate or cause to have separated from other solid waste all materials designated as recyclable in above section [references designated materials].</i>  <i>Lastly, Sample Town included a provision in the updated ordinance which requires all recycling and refuse haulers to offer residential</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	<p><i>customers a minimum of three service levels with the smallest size toter equal to or less than 32 gallons. The ordinance also requires that the recycling toter must be at least the same size or larger than the trash toter, unless special circumstances do not allow. The cost for residential recycling service must be embedded in the cost for trash services. Pricing structure must incentivize customers to choose the smallest size bin for trash.</i></p> <p><i>Please see highlighted section of the Sample Town's ordinance, attached.</i></p>	
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