

YCSWA Municipal Recycling Meeting

November 13, 2025

Introductions

- ▶ Mindy Waltemyer - Recycling Coordinator, York County Solid Waste Authority (YCSWA)
- ▶ Jessica Williams - Southcentral Regional Recycling Coordinator, PA DEP
- ▶ Evelyn Dyer - Municipal Grants Coordinator, PA DEP
- ▶ Janet Heindel - Program Analyst, PA DEP
- ▶ Jimmy Smith - Site Manager, Manchester Division, Casella Waste Systems
- ▶ Mike Eckman - Residential Operations Manager, Good's Disposal Service
- ▶ Norris Smith - Operations Supervisor, Good's Disposal Service
- ▶ Erin Dell - Municipal Administrator, Penn Waste/Waste Connections
- ▶ Andy Warntz - Municipal Sales Manager, Republic Services

Agenda

- ▶ Annual Municipal Recycling Report Review - Mindy Waltemyer
- ▶ PA DEP Recycling Grant Updates - Jessica Williams, Evelyn Dyer, Janet Heindel
- ▶ York County Recycling/Waste Hauler Roundtable - Jimmy Smith, Mike Eckman, Norris Smith, Erin Dell, Andy Warntz
- ▶ Resources for Municipalities and Residents - Mindy Waltemyer



Annual Municipal Recycling Report

PA Act 101 - Municipal Waste Planning, Recycling and Reduction

- ▶ Set recycling and waste reduction goals for Pennsylvania



PA Act 101 - Municipal Waste Planning, Recycling and Reduction

- Requires the DEP to maintain a database on recycling and waste reduction





From Where Should Municipalities Gather Data?





PA DEP FM-11, FM-12 and FM-13 Forms

You are NOT required to use these forms, but you must gather all the information included on them.

FM-12 - Transporter (Hauler) Recycling Report Form

FM-12 Transporter PA Act 101 Recycling Compliance Form Instructions

This form must be completed by any of the following entities that TRANSPORTED recyclables:

- Recycling/Waste Haulers
- Recycling Brokers
- Recycling Processors

This form will be used by the municipality in which you are located to:

- Complete a state mandatory report to the Pennsylvania Department of Environmental Protection (PA DEP) regarding the recycling that occurred in their municipality within calendar year 2022.
- Apply for a PA DEP Recycling Performance Grant for recycling that occurred in their municipality within calendar year 2022.

What to report on this form:

- The name of the municipality in which the recyclables were collected and transported, and the county in which the municipality is located. List only one municipality per form submitted.
- Tonnages for all materials you transported in the municipality, divided into residential curbside, residential drop-off, commercial curbside and commercial drop-off categories.
- If single stream or commingled materials were collected, enter weights for those materials only in those categories. Check boxes for individual materials in single stream/ commingled mixes, but do not estimate weights for these individual materials.
- Report only post-consumer recycled materials on this form. Post-consumer material has been used as a consumer item, then diverted from the waste stream for the purpose of recycling. DO NOT report manufacturing scrap/trimmings, print overruns, over-issue publications and obsolete inventories that did not leave the generating facility.
- DO NOT subtract any processing residue from tonnages reported. The PA DEP has a formula it will apply to the data. (Processing residue is material collected with recyclables that is not able to be recycled due to contamination or other issues and must instead be disposed of as trash.)
- Report weights only in tons, using the provided conversion chart on next page as needed.

Return completed form by **February 1st** to the municipality in which you transported recyclables.

Form FM-12 Rev. 11/1/22		ANNUAL RECYCLING REPORT For Waste/Recycling Hauler, Document Destruction Company, or Other Company Transporting Recyclables Generated in PA.		For the period: Jan. 1, 2022 to Dec. 31, 2022 Date: February 1, 2023 To: (Insert Municipality Contact Info Here)	
Collector Name:		City:		Zip Code:	
Address:		Telephone:		Fax:	
1. LIST MUNICIPALITY/COUNTY from where materials transported (complete/submit separate form for each municipality): Municipality: _____ County: _____					
2. CHECK BOX in front of each post-consumer material* transported for recycling from the municipality above.					
3. ENTER GROSS WEIGHT of material recycled in the correct column. DO NOT subtract any processing residue**.					
ACT 101 Recyclable Material Type (See page 2 for Other Recyclables)	Resi- dential Curbside Tons**	Res. Drop- Off Tons ***	Commer- cial/ Institution- al Curbside Tons	Com./ Inst. Drop- Off Tons	Name of Processing Facility or Market
Single Stream:	[SS1]				
Commingled:	[CCX]				
Note: If commingled or single stream collection system, check the boxes below for each material in the mix.					
GLASS BOTTLES & JARS:					
☐ Clear	[GL1]				
☐ Mixed	[GL2]				
☐ Green	[GL3]				
☐ Brown	[GL4]				
PAPER:					
☐ Corrugated Cardboard (OCC)	[CO1]				
☐ Brown Bag/Slacks	[CO2]				
☐ Gabled/Asseptic Cartons	[CO3]				
☐ Magazines & Catalogs	[PA1]				
☐ Newspaper/Newspaper	[PA2]				
☐ Mixed/Other Paper Grades (ink mail, paperboard, etc.)	[PA3]				
☐ Office Paper (all high grades)	[PA4]				
☐ Phone Books	[PA5]				
PLASTICS:					
☐ #1 Plastic (PET)	[PL1]				
☐ #2 Plastic (HDPE)	[PL2]				
☐ #3 Plastic (PVC)	[PL3]				
☐ #4 Plastic (LDPE)	[PL4]				
☐ #5 Plastic (PP)	[PL5]				
☐ #6 Plastic (PS)	[PL6]				
☐ #7 Plastic (Mixed/Other)	[PL7]				
☐ #9 Plastic (Palm)	[PL8]				
METAL CANS & BOTTLES:					
☐ Aluminum Cans	[AA1]				
☐ Steel & Bimetallic Cans	[AA2]				
☐ Mixed Cans	[AA3]				
ORGANICS:					
☐ Source Separated Food	[SF1]				
☐ Wood Waste	[WW1]				
☐ Yard and Leaf Waste	[YL1]				

*Report only post-consumer recycled materials on this form. Post-consumer material has been used as a consumer item, then diverted from the waste stream for the purpose of recycling. DO NOT report manufacturing scrap/trimmings, print overruns, over-issue publications and obsolete inventories that did not leave the generating facility.
** Enter gross weight of all material. DO NOT subtract any processing residue from tonnages reported. The PA DEP has a formula it will apply to the data. (Processing residue is material collected with recyclables that is not able to be recycled due to contamination or other issues and must instead be disposed of as trash.)
*** Residential tons include recyclables from apartment complexes, condominiums, and townhomes.

(continued on next page)

4. CHECK BOX in front of each post-consumer material* transported for recycling from the municipality on page 1.
5. ENTER GROSS WEIGHT of material recycled in the correct column. DO NOT subtract any processing residue**.

NON-ACT 101 Other Materials Recycled	Resi- dential Curbside Tons**	Res. Drop- Off Tons ***	Commer- cial/ Institution- al Curbside Tons	Com./ Inst. Drop- Off Tons	Name of Processing Facility or Market
OTHER GLASS					
☐ Glass: Plate	[GL5]				
☐ Glass: Other	[GL6]				
OTHER PAPER:					
☐ Drum: Fiber	[DR3]				
OTHER PLASTICS:					
☐ Plastic: Drum (high molecular weight HDPE)	[DR1]				
☐ Plastic: Drum (mixed bulky rigid)	[DR4]				
OTHER METALS:					
☐ Aluminum Scrap	[AM3]				
☐ Mixed Metals	[MM1]				
☐ Non-Ferrous Metals	[NM1]				
☐ Copper	[NM2]				
☐ Brass	[NM3]				
☐ Lead	[NM4]				
☐ Stainless Steel	[NM5]				
☐ Nickel	[NM6]				
☐ Wire / Cable	[NM7]				
☐ Ferrous Metals	[FM1]				
☐ White Goods	[FG1]				
HOUSEHOLD/HAZARDOUS WASTE:					
☐ Acetone	[BO2]				
☐ Batteries: Lead Acid	[BO1]				
☐ Batteries: Other	[BO3]				
☐ E-Waste (includes TV)	[CR1]				
☐ Fluorescent Tubes/CFLs	[FL1]				
☐ Used Oil	[OL2]				
☐ Oil Filters	[OL3]				
☐ Other Commercial HW (vents, vents, pesticides, etc.)	[CHW]				
☐ Other Household HW (vents, vents, pesticides, etc.)	[HHW]				
OTHER RECYCLABLES:					
☐ Asphalt	[ASP]				
☐ Rubber Tires	[RT1]				
☐ Construction & Demolition	[MD2]				
☐ Clothing / Textiles	[MD3]				
☐ Furniture & Furnishings	[MD4]				
☐ Mattresses	[MD1]				
☐ Misc. Other Consumer Items	[MD5]				

I certify, to the best of my knowledge, that the information on this form is accurate and complete. I further authorize the Municipality to aggregate this report for PA DEP reporting and grant purposes.

Authorized Representative _____ Title _____ Signature _____ Date _____

Send FM-12 to all recycling haulers that service your municipal businesses, not just the one that holds your residential contract.



Contacts for Non-Residential Recycling Tonnage Reports:

- ▶ Penn Waste

Erin Dell - erin.dell@wasteconnections.com, 717-718-8952

- ▶ Republic Services

Aikaterine (Kathie) Skilaris - askilaris2@republicservices.com, 717-779-2554

- ▶ Waste Management

Pamela Smith - psmith25@wm.com, 717-224-2092

FM-11 - Commercial/Municipal/Institutional Recycling Report Form

FM-11 Commercial-Governmental-Institutional PA Act 101 Recycling Compliance Form Instructions

This form must be completed by:

- Commercial Establishments - non-manufacturing and non-processing businesses such as office buildings, restaurants, stores, etc.
- Governmental Establishments - federal, state, county, and municipal government offices
- Institutional Establishments - service oriented offices such as churches, medical facilities, schools, etc.

This form will be used by the municipality in which you are located to:

- Complete a state mandatory report to the Pennsylvania Department of Environmental Protection (PA DEP) regarding the recycling that occurred in the municipality within calendar year 2022.
- Apply for a PA DEP Recycling Performance Grant for recycling that occurred in the municipality within calendar year 2022.

What to report on this form:

- If you did not transport any of your own recyclables, report ONLY the name of the hauler or company that transported and the types of materials you recycled. DO NOT report any tonnages. Weights will be collected from the hauler/company that transported the materials.
- If you transported your own recyclables, indicate this on the form, report tonnages for all materials you collected and transported, and attach weight tickets from your recycler to the form.
- If single stream or commingled materials were collected, enter weights for those materials only in those categories. Check boxes for individual materials in single stream/commingled mixes, but do not estimate weights for these individual materials.
- Report only post-consumer recycled materials on this form. Post-consumer material has been used as a consumer item, then diverted from the waste stream for the purpose of recycling. DO NOT report manufacturing scrap/trimmings, print overruns, over-issue publications and obsolete inventories that did not leave the generating facility.
- DO NOT subtract any processing residue from tonnages reported. The PA DEP has a formula it will apply to the data. (Processing residue is material collected with recyclables that is not able to be recycled due to contamination or other issues and must instead be disposed of as trash.)
- Report weights only in tons, using the provided conversion chart on next page as needed.

Return completed form (and weight tickets if applicable) by **February 1st** to the municipality in which you are located.

Form FM-11 Rev. 11/1/22		ACT 101 RECYCLING COMPLIANCE REPORT For Commercial, Governmental, Institutional Establishments		For the period: Jan. 1, 2022 to Dec. 31, 2022 Due: February 1, 2023 To: (Insert Municipal Contact Info Here)	
Municipality Name:		County Name:			
Name of Establishment:		City:		Zip Code:	
Address:		Telephone:		Fax:	
Email:		Telephone:		Fax:	
Primary Business Function:					
1. CHECK THE BOX that describes how your establishment collects recyclable materials: ☐ Single Stream (all materials collected together) ☐ Commingled (two or more materials collected together but kept separate from paper materials) ☐ Source-separated (all materials collected separately)					
2. CHECK THE BOX that describes how your recyclable materials are transported: ☐ Transported by recycling facility or broker (name): _____ ☐ Transported by private hauler (name): _____ ☐ Transported by confidential document destruction company (name): _____ ☐ Establishment delivers materials to municipal drop-off or curbside program (location): _____ If any of the above methods are used to collect your recyclables, DO NOT ENTER WEIGHTS in the list below. Weights will be retrieved from the hauler/company that transported the material. DO CHECK BOXES below for material types your establishment recycles. ☐ Establishment delivers own materials to recycling facility (name): _____ ☐ Other (please specify): _____					
3. If your establishment delivers its own materials to a recycling facility, CHECK BOXES below for material types your establishment recycles. ENTER WEIGHTS in tons below, and ATTACH WEIGHT TICKETS from your recycler.					
*Material Type		**Weight		*Material Type	
☐ Single Stream:		[SS1] _____		☐ Phone Books [PA6] _____	
☐ Commingled:		[CXX] _____		☐ Drum Fiber [DR3] _____	
Glass:				Plastics:	
☐ Clear Glass [GL1] _____				☐ #1 Plastic (PET) [PL1] _____	
☐ Mixed Glass [GL2] _____				☐ #2 Plastic (HDPE) [PL2] _____	
☐ Green Glass [GL3] _____				☐ #3 Plastic (PVC) [PL3] _____	
☐ Brown Glass [GL4] _____				☐ #4 Plastic (LDPE) [PL4] _____	
☐ Plate Glass [GL5] _____				☐ #5 Plastic (PP) [PL5] _____	
☐ Other Glass [GL6] _____				☐ #6 Plastic (PS) [PL6] _____	
				☐ #7 Plastic (Mixed / Other) [PL7] _____	
				☐ #8 Plastic (Film) [PL8] _____	
Paper:				☐ Drum Plastic (BMW HDPE) [DR4] _____	
☐ Corrugated Cardboard [C01] _____				☐ Drum Plastic (Mixed Bulky Rigid) _____	
☐ Brown Bags / Sacks [C02] _____					
☐ Gabled / Asseptic Cartons [C03] _____					
☐ Magazines / Catalogs [PA1] _____					
☐ Newspaper / Newspaper [PA2] _____					
☐ Mixed / Other Paper Grades (junk mail, paperboard, etc.) [PA3] _____					
☐ Office Paper (all high grades) [PA4] _____					
				Metals:	
				☐ Aluminum Cans [AA1] _____	
				☐ Steel & Bimetallic Cans [F02] _____	
				☐ Mixed Cans [MX2] _____	

1

continued on next page

*Material Type		**Weight		*Material Type		**Weight	
☐ Aluminum Scrap [AA2] _____				Other Recyclables:			
☐ Ferrous Metals [F01] _____				☐ Asphalt [ASP] _____			
☐ Non-Ferrous Metals [N01] _____				☐ Rubber Tires [M01] _____			
☐ Copper [N02] _____				☐ Construction & Demolition [M02] _____			
☐ Brass [N03] _____				☐ Clothing & Textiles [M03] _____			
☐ Lead [N04] _____				☐ Furniture & Furnishings [M04] _____			
☐ Stainless Steel [N05] _____				☐ Mattresses [MT1] _____			
☐ Nickel [N10] _____				☐ Other Consumer Items [MIS] _____			
☐ Wire / Cable [W01] _____				Organics:			
☐ Mixed Metals (excluding drum cans) [MM1] _____				☐ Source Separated Food [SSF] _____			
☐ White Goods [F03] _____				☐ Wood Waste [WW1] _____			
				☐ Yard & Leaf Waste [Y01] _____			
Household/Commercial Hazardous Waste:							
☐ Antifreeze [C02] _____							
☐ Batteries (Lead Acid) [B01] _____							
☐ Batteries (Other) [B02] _____							
☐ Electronics [CR1] _____							
☐ Fluorescent Tubes / CFLs [FL1] _____							
☐ Used Oil [OL2] _____							
☐ Used Oil Filters [OL3] _____							
☐ Other Commercial HW (solvents, pesticides, etc.) [CHW] _____							
☐ Other Household HW (solvents, pesticides, etc.) [HWH] _____							
*Report only post-consumer recycled materials on this form. Post-consumer material has been used as a consumer item, then diverted from the waste stream for the purpose of recycling. DO NOT report manufacturing scrap/trimmings, print overruns, over-issue publications and obsolete inventories that did not leave the generating facility.							
**Enter gross weight of all material. DO NOT subtract any processing residue from tonnages reported. The PA DEP has a formula it will apply to the data. (Processing residue is material collected with recyclables that is not able to be recycled due to contamination or other issues and must instead be disposed of as trash.)							
I certify, to the best of my knowledge, that the information on this form is accurate and complete. I further authorize the Municipality to aggregate this report and use any attached weight tickets for PA DEP reporting and grant purposes.							
Authorized Representative _____		Title _____		Signature _____		Date _____	

2



Send FM-11 to Commercial and Institutional Establishments

Also send FM-11 to Non-profits/Volunteer Groups that collect recyclables in your municipality.



For the FM-11, Please Note:

If companies did not transport their own recyclables, they do not have to report weights on the form. However, they must report the name of their hauling company(ies) and check the boxes of the types of materials they recycled.

Send an FM-12 form to the hauling company(ies) listed to retrieve weights.

Report Post-Consumer Materials only.



Only count tonnages reported from Recycling Processors that:

- were produced in their own offices
- are materials they processed they can declare the source of per municipality, zip code or county



FM-13 - County or Zip Code Recycling Report Form

FM-13 County or Zip Code PA Act 101 Recycling Compliance Form Instructions

This form must be completed by businesses, recycling brokers and recycling processors that have not tracked recyclable material sources by municipality and can ONLY report the source of recyclables by county or zip code.

This form will be used by the county in which you collected or processed recyclables to:

- Complete a state mandatory report to the Pennsylvania Department of Environmental Protection (PA DEP) regarding the recycling that occurred in their county within calendar year 2022.
- Apply for a PA DEP Recycling Performance Grant for recycling that occurred in their county within calendar year 2022.

What to report on this form:

- The name of the county OR zip code in which the recyclables were collected or processed. List only one county or zip code per form submitted.
- Tonnages for all materials your company collected and transported in that county, divided into residential curbside, residential drop-off, commercial curbside and commercial drop-off categories.
- If single stream or commingled materials were collected, enter tons for those materials only in those categories. Check boxes for individual materials in single stream/commingled mixes, but do not estimate weights for these individual materials.
- Report only post-consumer recycled materials on this form. Post-consumer material has been used as a consumer item, then diverted from the waste stream for the purpose of recycling. DO NOT report manufacturing scrap/trimmings, print overruns, over-issue publications and obsolete inventories that did not leave the generating facility.
- DO NOT subtract any processing residue from tonnages reported. The PA DEP has a formula it will apply to the data. (Processing residue is material collected with recyclables that is not able to be recycled due to contamination or other issues and must instead be disposed of as trash.)
- Report weights only in tons, using the provided conversion chart on next page as needed.

Return completed form by **February 1st** to the municipal or county recycling coordinator that requested your data.

Form FM-13 Rev. 11/1/22	ANNUAL RECYCLING REPORT For Businesses, Brokers and Processors that can <u>ONLY</u> report recyclable sources by County or Zip Code	For the period: Jan. 1, 2022 to Dec. 31, 2022 Date: February 1, 2023 To: (Insert Contact Info Here)
Collector Name:		
Address:	City:	Zip Code:
Email:	Telephone:	Fax:

1. ENTER County OR Zip Code in which materials originated: _____

2. ENTER the name of processing facility or market that received the materials: _____

3. CHECK BOX in front of each post-consumer material* you collected for recycling in the county or zip code above.

4. ENTER GROSS WEIGHT of material recycled in the correct column. DO NOT subtract any processing residue**.

ACT 101 Recyclable Material Type (See page 2 for Other Recyclables)	Residential Curbside Tons***	Residential Drop-Off Tons***	Commercial/ Institutional Curbside Tons	Commercial/ Institutional Drop-Off Tons
Single Stream:	[SS1]			
Commingled:	[CCX]			
GLASS BOTTLES & JARS:				
☐ Clear	[GL1]			
☐ Mixed	[GL2]			
☐ Green	[GL3]			
☐ Brown	[GL4]			
PAPER:				
☐ Corrugated Cardboard (COC)	[C01]			
☐ Brown Bag/Bagasse	[C02]			
☐ Gabled/Aseptic Cartons	[C03]			
☐ Magazines & Catalogs	[PA1]			
☐ Newspaper/Newspaper	[PA2]			
☐ Mixed/Other Paper Grades (junk mail, paperboard, etc.)	[PA3]			
☐ Office Paper (all high grades)	[PA4]			
☐ Phone Books	[PA6]			
PLASTICS:				
☐ #1 Plastic (PET)	[PL1]			
☐ #2 Plastic (HDPE)	[PL2]			
☐ #3 Plastic (PVC)	[PL3]			
☐ #4 Plastic (LDPE)	[PL4]			
☐ #5 Plastic (PP)	[PL5]			
☐ #6 Plastic (PS)	[PL6]			
☐ #7 Plastic (Mixed/Other)	[PL7]			
☐ #8 Plastic (Film)	[PL8]			
METAL CANS & BOTTLES:				
☐ Aluminum Cans	[AA1]			
☐ Steel & Bimetallic Cans	[F02]			
☐ Mixed Cans	[MX2]			
ORGANICS:				
☐ Source Separated Food	[SSF]			
☐ Wood Waste	[WW1]			
☐ Yard and Leaf Waste	[Y01]			

*Report only post-consumer recycled materials on this form. Post-consumer material has been used as a consumer item, then diverted from the waste stream for the purpose of recycling. DO NOT report manufacturing scrap/trimmings, print overruns, over-issue publications and obsolete inventories that did not leave the generating facility.

** Enter gross weight of all material. DO NOT subtract any processing residue from tonnages reported. The PA DEP has a formula it will apply to the data. (Processing residue is material collected with recyclables that is not able to be recycled due to contamination or other issues and must instead be disposed of as trash.)

*** Residential tons include recyclables from apartment complexes, condominiums, and townhomes.

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5. CHECK BOX in front of each post-consumer material* collected for recycling from the county or zip code on page 1.

6. ENTER GROSS WEIGHT of material recycled in the correct column. DO NOT subtract any processing residue**.

NON-ACT 101 Other Materials Recycled	Residential Curbside Tons***	Residential Drop-Off Tons ***	Commercial/ Institutional Curbside Tons	Commercial/ Institutional Drop-Off Tons
OTHER GLASS:				
☐ Glass: Plate	[GL5]			
☐ Glass: Other	[GL6]			
OTHER PAPER:				
☐ Drum Fiber	[DR3]			
OTHER PLASTICS:				
☐ Plastic Drum (high molecular weight HDPE)	[DR1]			
☐ Plastic Drum (mixed bulky rigid)	[DR4]			
OTHER METALS:				
☐ Aluminum Scrap	[AA2]			
☐ Mixed Metals	[MM1]			
☐ Non-ferrous Metals	[N01]			
☐ Copper	[N02]			
☐ Brass	[N03]			
☐ Lead	[N04]			
☐ Stainless Steel	[N05]			
☐ Nickel	[N10]			
☐ Wire / Cable	[N01]			
☐ Ferrous Metals	[F01]			
☐ White Goods	[F03]			
HOUSEHOLD/HAZARDOUS WASTE:				
☐ Antifreeze	[C02]			
☐ Batteries: Lead Acid	[B01]			
☐ Batteries: Other	[B02]			
☐ E-Waste (includes TV)	[E01]			
☐ Fluorescent Tubes/CFLs	[FL1]			
☐ Used Oil	[OL2]			
☐ Oil Filters	[OL3]			
☐ Other Commercial HW (acids, solvents, pesticides, etc.)	[CHW]			
☐ Other Household HW (acids, solvents, pesticides, etc.)	[HHW]			
OTHER RECYCLABLES:				
☐ Asphalt	[ASP1]			
☐ Rubber Tires	[R01]			
☐ Construction & Demolition	[M02]			
☐ Clothing / Textiles	[M03]			
☐ Furniture & Furnishings	[M04]			
☐ Mattresses	[MT1]			
☐ Misc. Other Consumer Items	[MIS]			

I certify, to the best of my knowledge, that the information on this form is accurate and complete. I further authorize the County to aggregate this report for PA DEP reporting and grant purposes.

Authorized Representative	Title	Signature	Date
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2



FM-13 is ONLY for businesses, brokers or processors that have not tracked recycling material sources by municipality and can ONLY report them by county or zip code.

If you want to use this form for any entity, you must contact Mindy first.

Volume to Weight Conversion Chart

Category	Material	Volume	Weight (lbs.)
Glass	Bottles (Whole) - Loose	cubic yard	700
Paper	Corrugated Cardboard (C01) - Flattened	cubic yard	106
	Corrugated Cardboard (C01) - Baled	2.5' x 4' x 5'	1100
	Gabled/Aseptic Cartons (C03) - Uncrushed	cubic yard	50
	Newsprint (PA2) - Loose	cubic yard	667
	Newsprint (PA2) - Baled	cubic yard	850
	Mixed/Other Grades (PA3) - Loose	cubic yard	270
	Mixed/Other Grades (PA3) - Compacted	cubic yard	680
	Mixed/Other Grades (PA3) - Baled	cubic yard	1100
	Mixed/Other Grades (PA3) - Shredded	cubic yard	128
	Office Paper (PA4) - Loose	cubic yard	420
	Office Paper (PA4) - Compacted/Baled	cubic yard	840
Plastic	#1 (PET) Plastic (PL1) - Loose	cubic yard	30
	#7 (Mixed/Other) Plastic (PL7) - Loose	cubic yard	40
	#8 (Film) Plastic (PL8) - Loose	cubic yard	35
	#8 (Film) Plastic (PL8) - Compacted	cubic yard	150
	#8 (Film) Plastic (PL8) - Baled	2.5' x 4' x 5'	1500
Metal	Aluminum Cans (AA1) - Loose	cubic yard	46
	Aluminum Cans (AA1) - Baled	cubic yard	375
	Steel & Bi-Metallic Cans (F02) - Loose	cubic yard	113
	Steel & Bi-Metallic Cans (F02) - Baled	cubic yard	850
	White Goods (Large Electrical Appliances) (F03) - Freezer	1 unit	250
	White Goods (Large Electrical Appliances) (F03) - Refrigerator	1 unit	250
	White Goods (Large Electrical Appliances) (F03) - Other	1 unit	150
Household Hazardous Waste	Antifreeze (O02)	gallon	8
	Batteries (Lead Acid) (B01) - Car	1 unit	27
	Batteries (Lead Acid) (B01) - Motorcycle	1 unit	9
	Batteries (Lead Acid) (B01) - Truck	1 unit	49
	Used Oil (OL2)	gallon	7
	Used Oil Filters (OL3)	1 unit	1
	Used Oil Filters (OL3) - Loose	drum	175
	Used Oil Filters (OL3) - Compacted	drum	700
Other	Asphalt (ASP)	cubic yard	773
	Rubber Tires (M01) - Car	1 unit	21
	Rubber Tires (M01) - SUV/Truck	1 unit	35
	Construction and Demolition (M02) - Concrete	cubic yard	860
	Construction and Demolition (M02) - Drywall/Gypsum Board	cubic yard	467
	Construction and Demolition (M02) - Grave/Rock	cubic yard	999
	Construction and Demolition (M02) - Roofing Material	cubic yard	731
	Construction and Demolition (M02) - Sand/Soil	cubic yard	929
	Clothing and Textiles (M03) - Loose	cubic yard	150
	Clothing and Textiles (M03) - Baled	cubic yard	675
	Misc. Other Consumer Items (MIS) - Carpet	cubic yard	147
	Misc. Other Consumer Items (MIS) - Carpet Padding	cubic yard	62
Organics	Source Separated Food (SSF) - Commercial Fats/Oil/Seize/Oil	55 gallons	412
	Source Separated Food (SSF) - Commercial Food	cubic yard	430
	Wood Waste (WW1) - Branches/Stumps	cubic yard	127
	Wood Waste (WW1) - Holiday Trees	cubic yard	30
	Wood Waste (WW1) - Crates/Pallets	cubic yard	169
	Wood Waste (WW1) - Lumber	cubic yard	169
	Wood Waste (WW1) - Saw Dust/Wood Chips	cubic yard	400
	Yard & Leaf Waste (Y01) - Grass	cubic yard	500
	Yard & Leaf Waste (Y01) - Leaves	cubic yard	375
	Yard & Leaf Waste (Y01) - Mixed Yard Waste	cubic yard	445

Conversion Chart

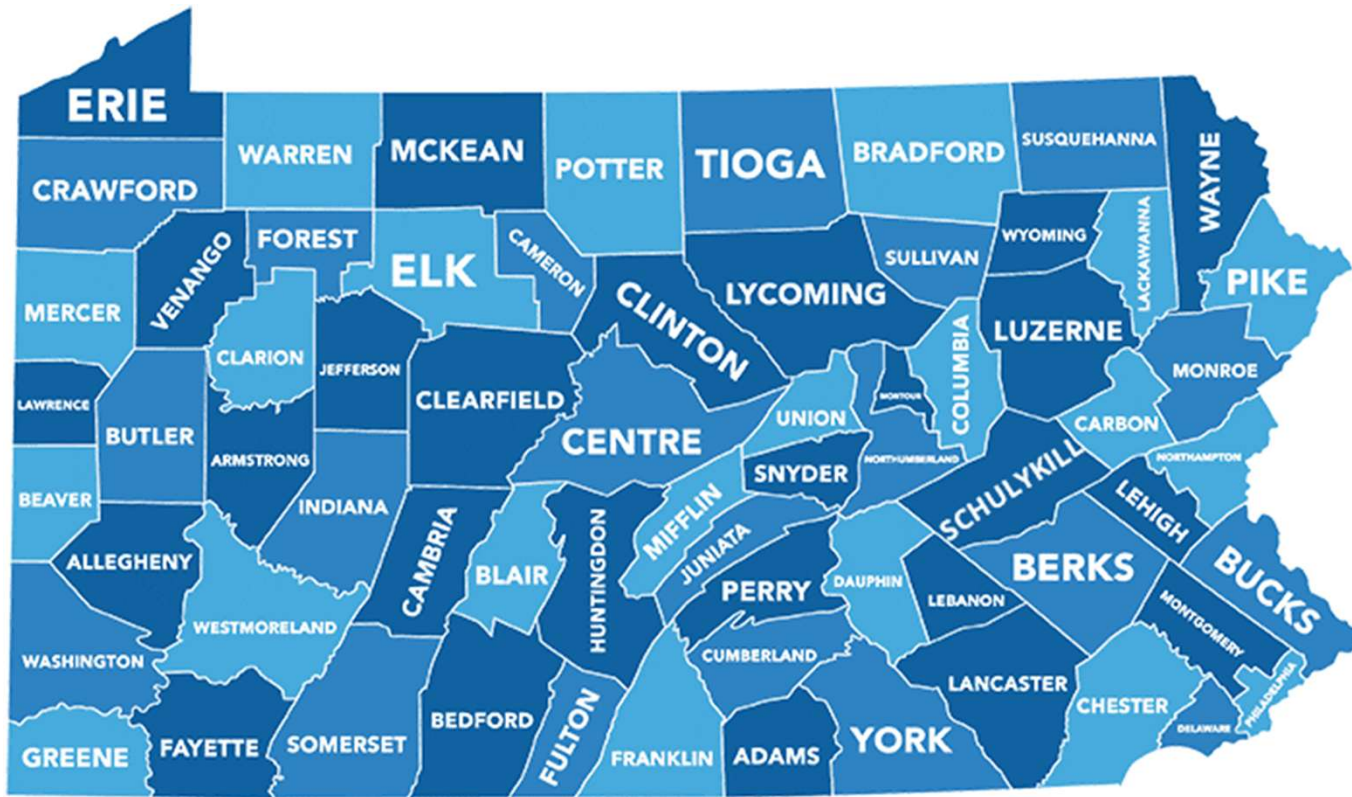
All data must be submitted in TONS.

Important Dates!



- ▶ The Commercial/ Municipal/ Institutional and Transporter Recycling Report forms are due to you by February 1st.
- ▶ Plan to send the form to businesses, organizations and haulers in December to allow them time to gather and prepare data.

Statewide Recycling Data



Statewide Recycling Data

- ▶ Many York County municipalities will be provided with statewide recycling data gathered by the Professional Recyclers of Pennsylvania (PROP) in cooperation with the PA DEP.
- ▶ The data comes from large chain stores that would rather provide one report to the state of PA that covers all applicable municipalities than many reports to individual municipalities.
- ▶ In late fall, Mindy will provide a list of companies expected to participate.
- ▶ In winter 2026, Mindy will provide statewide recycling data to applicable municipalities as it is submitted from each company.
- ▶ **Do not submit your Annual Recycling Report until you have received all the statewide data that applies to your municipality. You will not be penalized for submitting a late report due to waiting for statewide data!**

Annual Recycling Report Form

2019 ANNUAL MUNICIPAL RECYCLING REPORT

CONTACT INFORMATION:

Municipality: _____

Contact Name: _____

Contact Title: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Website Address: _____

PROGRAM INFORMATION:

Is your recycling program mandated by Local Ordinance? _____ Ordinance Number: _____

Do you conduct a curbside recycling program? _____

What recyclable materials are collected curbside? _____

Who collects your curbside recyclables? _____ Do you have a contract? _____

What are the contract term dates? _____

How often is curbside recycling collection? _____ Extensions?: _____

How often is curbside yard waste collected for composting/recycling? _____

If collected, where is grass, leaf, yard and wood waste taken? _____

Do you offer "pay as you throw" trash collection? _____ Pay bag or by volume? _____

Do you conduct a drop-off recycling program? _____

What recyclable materials are drop-off collected? _____

If collected, where is grass, leaf, yard and wood waste taken? _____

(program info continued next page)

Annual Recycling Report Form

	CODE	Residential COMMERCIAL	Residential DROP-OFF	Commercial CARGARAGE	Commercial DROP-OFF
PLASTICS					
#1 Plastic (PET)	PL1				
#2 Plastic (HDPE)	PL2				
#3 Plastic (PVC)	PL3				
#4 Plastic (LDPE)	PL4				
#5 Plastic (PP)	PL5				
#6 Plastic (PE)	PL6				
#7 Plastic (POM/Polycarbonate)	PL7				
#8 Plastic (PS)	PL8				
Drum Plastic (200Lb HDPE)	DB1				
Drum Plastic (300Lb Bulky Bag)	DB4				
METALS					
Aluminum Cans	AA1				
Steel & Bi-Metallic Cans	FG2				
Mixed Cans	MX2				
Aluminum Scrap NOT NON-DANGEROUS	AA2				
Various Metal NOT NON-DANGEROUS	FG1				
Non-Ferrous Metal NOT NON-DANGEROUS	ND1				
Copper NOT NON-DANGEROUS	ND2				
Brass NOT NON-DANGEROUS	ND3				
Lead NOT NON-DANGEROUS	ND4				
Stainless Steel NOT NON-DANGEROUS	ND5				
Nickel NOT NON-DANGEROUS	ND6				
Nickel/Cadm NOT NON-DANGEROUS	ND7				
Mixed Metals (Including Drum Steel)	MX4				
Other Metals NOT NON-DANGEROUS	ND8				
White Goods (Large Electrical Appliances)	FG3				

Annual Recycling Report Form

What is the address of your recycling drop-off? _____

Who operates your recycling drop-off? (municipality, civic group, etc.) _____

Is your recycling drop-off open to the public, or just your municipality? _____

RECYCLABLES COLLECTED (All volumes must be reported in TONS. Please use conversion chart as needed. You may use up to two decimal points.):

Please note: If you think you may not have received all of the statewide commercial recycling data for your municipality, please email to submit your report until all data is received. Contact MWA with any questions.

	CODE	Residential COMMERCIAL	Residential DROP-OFF	Commercial CARGARAGE	Commercial DROP-OFF
Single Stream	SS1				
Commingled	XX				
GLASS					
Clear Glass	GL1				
Mixed Glass	GL2				
Green Glass	GL3				
Brown Glass	GL4				
Plate Glass NOT NON-DANGEROUS	GL5				
Other Glass NOT NON-DANGEROUS	GL6				
PAPER					
Cardboard	CD1				
Brown Bags / Sacks	CD2				
Quilted / Asymetric Cartons	CD3				
Magazines & Catalogs	PA1				
Newspaper / Newspaper	PA2				
Mixed / Other Grades	PA3				
Office Paper	PA4				
Phone Books	PA5				
Drum Fiber NOT NON-DANGEROUS	DB3				

TOTAL TONS: _____

When complete, please submit to MWA, Recycling Coordinator, York County Solid Waste Authority - Email: m.walsh@yca.com; Fax: 717-843-1544; Mail: 2700 Blackbridge Rd, York, PA 17406

Annual Recycling Report Form

	CODE	Residential COMMERCIAL	Residential DROP-OFF	Commercial CARGARAGE	Commercial DROP-OFF
HOUSEHOLD HAZARDOUS WASTE					
Auto/Truck NOT NON-DANGEROUS	OD2				
Batteries (Lead Acid) NOT NON-DANGEROUS	BD1				
Batteries (Other Household) NOT NON-DANGEROUS	BD2				
Electronics NOT NON-DANGEROUS	OR1				
Fluorescent Tubes/CFLs NOT NON-DANGEROUS	FL1				
Lead Oil NOT NON-DANGEROUS	OL2				
Lead Oil Heavy NOT NON-DANGEROUS	OL3				
Other Household Hazardous Waste (Pesticides, Antifreeze, etc.) NOT NON-DANGEROUS	HW1				
HAZARDOUS					
Asphalt NOT NON-DANGEROUS	ASP				
Rubber Tiles NOT NON-DANGEROUS	MD1				
Construction & Demolition Materials NOT NON-DANGEROUS	MD2				
Clothing & Textiles NOT NON-DANGEROUS	MD3				
Furniture & Furnishings NOT NON-DANGEROUS	MD4				
Mathematics NOT NON-DANGEROUS	MT1				
Refrigerators & Other Consumer Items NOT NON-DANGEROUS	MT2				
HAZARDOUS					
Household Hazardous Waste NOT NON-DANGEROUS	HW1				
Household Hazardous Waste NOT NON-DANGEROUS	HW2				
Household Hazardous Waste NOT NON-DANGEROUS	HW3				

TOTAL TONS: _____

When complete, please submit to MWA, Recycling Coordinator, York County Solid Waste Authority - Email: m.walsh@yca.com; Fax: 717-843-1544; Mail: 2700 Blackbridge Rd, York, PA 17406

YCSWA Annual Municipal Recycling Report Form

Thoroughly enter Program Information on the Annual Municipal Report Form.

- ▶ Recycling Ordinance?
- ▶ Curbside and/or Drop-off Recycling Program?
- ▶ Recyclable Materials Accepted?
- ▶ Recycling Hauler Contract/Extensions?
- ▶ Yard Waste Program?

Mandatory Recycling Ordinance

Not just an ordinance pertaining to recycling contract, must state that residents **MUST PARTICPATE**.



Pay-As-You-Throw

- Pre-paid bags or tags that residents purchase as an alternative to weekly service.
- Encourages residents to recycle.
- Weekly toter service or limit of weekly bags does not qualify.



Compile Data from All Sources



Add Tonnage Totals to Report



Annual Municipal Recycling Report Due Dates

- ▶ Submit report to Mindy by February 15th if you are receiving no statewide data OR if all statewide data applicable to your municipality is received by February 8th.

- OR -

- ▶ If your municipality expects statewide data that is not received by February 8th, wait until ALL data is received to submit your Annual Municipal Recycling Report. Please submit your report within one week of receiving all your applicable statewide data.

Additional Documentation

- ▶ In an effort to report York County recycling data as accurately as possible, if requested, please send copies of FM-11 Commercial/Governmental/Institutional forms and other reports/weight slips you received with your Annual Municipal Recycling Report.



Please scan and email documents instead of sending paper copies.





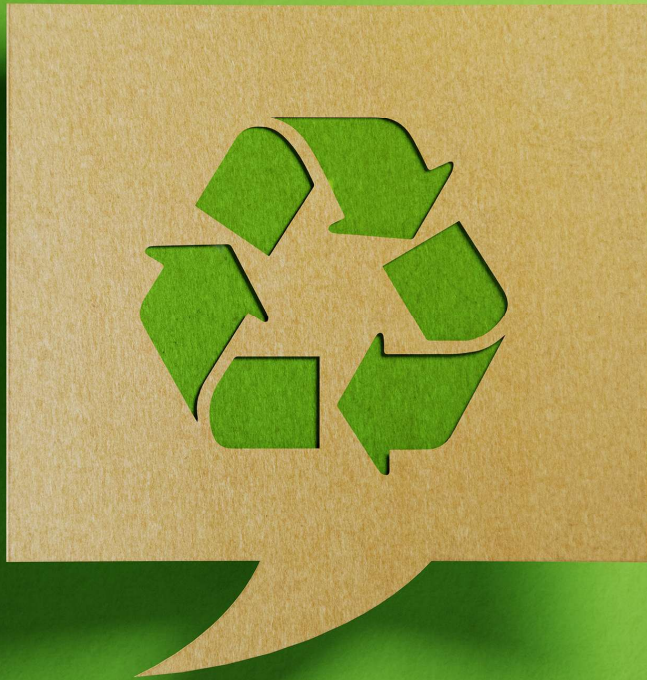
**Do Not
Hesitate
to Ask for
Help!**

The background features a light pinkish-beige field filled with various sizes and styles of grey question marks. On the right side, there are several overlapping, semi-transparent green geometric shapes, including triangles and polygons, creating a layered effect.

Questions?



PA DEP Recycling Grant Updates



904 Recycling Performance Grant

(applications due
12/31/25)

904 Recycling Performance Grant is open NOW!

- ▶ Your annual report is NOT your 904 Grant application, they are SEPARATE processes.
- ▶ The annual report is MANDATORY. The 904 Grant is optional, but HIGHLY RECOMMENDED.
- ▶ Funds from this grant may be spent on anything, not just recycling-related items.
- ▶ The application is fairly easy and based on the information from your annual report.
- ▶ Applications for recycling done in calendar year 2024 are open from 6/28/2025 to 12/31/2025.
- ▶ Complete your application AS SOON AS POSSIBLE. Mindy can assist with your application but may be unavailable from 12/24/2025 to 1/5/2026.



902 Recycling
Program
Development
and
Implementation
Grant
(not currently open)



Food Recovery Infrastructure Grant

(not currently open)

Annual Recycling Report and 904 Grant Timeline

November - Mindy distributes calendar year (CY) 2024 Annual Recycling Report (ARR) forms to municipalities

December - Municipalities distribute CY 2024 FM-11 forms to commercial/institutional establishments and FM-12 forms to haulers

December 31 - CY 2023 PA DEP 904 Recycling Performance Grant applications due from municipalities and counties

January to February - Municipalities gather CY 2024 annual recycling data

January to March - Mindy distributes CY 2024 statewide recycling data to municipalities

February 15 - CY 2024 ARR due to Mindy from municipalities that have received all applicable statewide data

February to March - CY 2024 ARR due to Mindy from municipalities within one week of receiving all applicable statewide data

May-ish - PA DEP CY 2024 904 Recycling Performance Grant application released for recycling done in previous year



YORK COUNTY SOLID WASTE AUTHORITY
GUIDE TO BEST PRACTICES FOR WASTE AND RECYCLING
BIDS, CONTRACTS AND SERVICE OPTIONS

OBJECTIVE

The purpose of this guide is to provide best practice suggestions to York County municipalities for creating competitive residential waste and recycling service bid packages. In addition, it provides guidance for waste and recycling service options for municipal contracts that may be most cost effective for municipalities and residents and produce optimum recycling tonnages.

HISTORY

This guide was produced in collaboration with York County waste and recycling hauling companies and originally presented at the January 7, 2021 York County Recycling Coordinator Meeting hosted by the York County Solid Waste Authority (YCSWA). The guide was last updated in October 2022.

BID REQUESTS AND CONTRACTS

START YOUR BIDDING PROCESS EARLY

Haulers need time to analyze costs and labor/truck forces that a new contract may require, to determine if they will bid and at what rate. Hauling companies recommend municipalities start the bidding process at least a year before they plan to begin a new contract.

MAKE SURE BID PACKET FORMS AND LANGUAGE ARE UP TO DATE

Using a bid packet with outdated affidavits or legal forms can delay the bid process and, in some cases, cause a hauler to miss a bid deadline or not bid at all. In addition, always request performance bonds in the amount of the standard 100% of the annual contract value, which is the preference of performance bond companies.

REQUEST CONTRACT TERM LENGTH OF AT LEAST 3 YEARS

Longer contract terms allow more financial stability for hauling companies and demonstrate commitment on the part of the municipality. Ideally, contract term requests will also include an additional two years of possible extensions that are a bilateral agreement between the municipality and the hauler.

ALLOW HAULERS TO QUOTE ANNUAL PRICING FOR EACH CONTRACT YEAR

Permitting annual pricing throughout the contract allows the hauling company to increase pricing incrementally and avoids large price increases at the beginning of a new contract.

PERMIT HAULERS TO ITEMIZE RECYCLING AND WASTE SERVICE COSTS

Haulers may want to show specific costs for different services within the quote. This can also help municipalities understand and track exactly where service costs are changing over time.

ALLOW HAULERS TO PASS ALONG UNEXPECTED COSTS

Escalator clauses allow haulers to increase pricing in the midst of a contract if waste disposal costs suddenly increase. This also helps to avoid large price increases at the beginning of a new contract.

More...

YCSWA Guide to Best Practices for Waste and Recycling Bids, Contracts, and Service Options



Start Your
Bidding
Process
Early



Make Sure
Bid Packet
Forms and
Language Are
Up to Date



- Request Contract Term Length of at Least 3 Years
- Allow Haulers to Quote Annual Pricing for Each Contract Year
- Set Moderate Requirements for Bonds and Insurance
- Allow Haulers to Pass Along Unexpected Costs
- Limit Residential Service Options



Allow
Hauler to
Determine
Servicing
Routes and
Schedules



- Request Only One Recycling and Waste Collection Per Week
- Utilize Waste Carting Totes to Allow for Automated Collection Options
- Limit the Amount of Waste Your Residents May Dispose of Per Week
- Schedule Large Item Pick Up
- Use a Standard Size Bag for Extra Bag Services
- Set Moderate Penalty Amounts



Require
Waste and
Recycling
Collections
by Ordinance



Conduct
Billing and
Collection
Through the
Municipality

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Questions?



YCSWA Resources



Event Recycling & Waste Bin Loan Program

YCSWA Event Recycling & Waste Bin Loan Program:

- ▶ 25 sets of recycling and waste bins, bags, and signs available on a first come, first served basis
- ▶ Waste and recycling hauling services and disposal fees not included
- ▶ Must be reserved ahead of event and picked up/returned at prescheduled times
- ▶ No fee for use (charges if not returned or returned damaged)
- ▶ Contact Mindy at m.waltemyer@ycswa.com or 717-845-1066 to reserve

Community Event Recycling Guide



York County Solid Waste Authority

Why is it important to have a recycling plan for community events?

Community events bring people together from many areas, most of which have some form of recycling available to their residents. In York County, 99% of residents have access to curbside and/or drop-off recycling. People expect to recycle at home, at work and also in the public environment. When recycling services are made available in a clear, consistent and convenient manner, most people will take advantage of them. Recycling saves valuable natural resources and is required by law in many York County communities through Pennsylvania Act 101, municipal ordinance or both.



COMMUNITY RECYCLING BENEFITS

- MEETS ATTENDEES' EXPECTATIONS
- SAVES NATURAL RESOURCES
- COMPLIES WITH STATE AND MUNICIPAL LAWS

What can a municipality do to encourage successful community event recycling?

PROVIDE YOUR EVENT APPLICANT WITH YOUR MUNICIPALITY'S RECYCLING

EXPECTATIONS such as a list of materials which are mandatory to recycle. Include this brochure which provides helpful advice on how to plan for recycling at community events.

REQUIRE RECYCLING PLANS WITH EVENT REGISTRATION. Recycling can only be successful if it is planned for. In the recycling plan portion of your event registration, require that your applicant identify who will provide recycling and waste bins, what types of recycling and waste materials are expected to be generated and who will gather and haul recyclables after the event.

What are the recycling planning steps community event organizers should follow?

1. **SECURE A HAULER OR MARKET FOR RECYCLABLES.** Will you hire a professional hauling company to remove recyclables and waste from the event, or will volunteers gather and haul the materials to recycling and waste disposal outlets? For either option, what are the specific materials that can be collected as recyclables instead of trash? How soon after the event will recyclables and waste need to be hauled away?
2. **FORECAST THE WASTE STREAM.** Before selecting bins for waste and recycling, find out what types of waste are expected to be produced at your event. What kind of containers will the food vendors be using? Will drinks be served in plastic bottles, metal cans or disposable cups? To encourage recycling, will you require that drinks be sold in recyclable containers instead of disposables?
3. **CHOOSE THE BEST BINS FOR YOUR EVENT.** Based on your waste stream and attendance predictions, what quantity and capacity recycling and trash bins will you need? Be consistent with bin style, but choose different colors for recycling and trash in order to avoid them being confused. **YCSWA's ClearStream™ recycling and waste bins** are a convenient way to manage community event recycling and waste needs, and are available to be borrowed for York County events at no cost.

Continued »»

Community Event Recycling

Community Event Recycling Guide



York County Solid Waste Authority

Community recycling planning steps continued:

4. **PLACE BINS WITH CONVENIENCE IN MIND.** People are most likely to recycle when the option is convenient. Placing recycling and trash receptacles at entrances and exits is a good idea, but restrooms and dining areas are also very important locations for bins. Also, always be sure to place recycling and trash containers directly next to each other. Bins located by themselves will attract both trash and recycling regardless of their label.
5. **USE CLEAR, SIMPLE SIGNS ON RECYCLING BINS.** Whether local or from out of town, your guests may not know what items are recyclable at your event. Allowing attendees to guess what is recyclable, or base recycling on what is accepted at their home, will lead to contamination. Label your recycling bins using clear, simple signs with pictures if possible. Avoid using detailed language so users can easily read your message and quickly but properly dispose of materials. **YCSWA can provide sign examples if needed.**
6. **CONSIDER EDUCATIONAL OUTREACH.** Recycling bin labels should be simple with minimal text, however special signage regarding recycling benefits can be placed near bins to educate attendees and encourage best practices. You may also want to consider enlisting volunteers from local environmental, school or scout groups to be recycling ambassadors. Volunteers can be stationed near waste and recycling bins to answer questions and reinforce the importance of recycling with face-to-face interaction.
7. **KEEP WASTE AND RECYCLING BINS CLEAN AND WELL MAINTAINED.** Bins that are full or overflowing will encourage littering and the mixing of recycling and trash. Make sure that bins are of adequate capacity and number and that they are checked and emptied frequently by event staff.
8. **EVALUATE AFTER THE EVENT AND PLAN FOR FUTURE ADJUSTMENTS.** Was there an area that incurred significant littering and could be an ideal location for waste and recycling bins the next time the event is conducted? Should bin capacity or staff maintenance have been increased to avoid overflowing bins? Were there waste types that were not planned for? Event planners should include waste and recycling when evaluating what worked well and planning for future improvements.

EVALUATE YOUR PROGRAM

- BIN CAPACITY AND NUMBER
- RECYCLING CONTAMINATION
- BIN PLACEMENT/ LITTERING
- ACCURACY OF WASTE STREAM PREDICTION

To borrow YCSWA Recycling and Waste Bins, or for more recycling and waste management information, contact YCSWA Recycling Coordinator, Mindy Waltemyer at m.waltemyer@ycswa.com or 717-845-1066.

Community Event Recycling

YCSWA Community Event Recycling Guide

YCSWA can meet with you in person or virtually to help with:

- ▶ Waste and Recycling Contract Bid Packages
- ▶ Development of Recycling/Waste Ordinances
- ▶ The Annual Municipal Recycling Report
- ▶ Recycling Grant Applications
- ▶ Recycling Education/Newsletters/Websites
- ▶ Disaster Debris Planning

Resources for Municipalities/Others

YCSWA strives to provide York County municipalities with the latest information and best practices for managing solid waste. Our goal is to promote responsible waste management by advising municipalities on curbside and drop-off waste collection and recycling programs.



Waste Management Resources

Learn more about solid waste and recycling contract bids, service options, the county's management plan, and more.

[Municipal Recycling Spring 2024 E-News](#)

[Commercial and Institutional Recycling Program Guide](#)

[YCSWA Guide to Best Practices for Waste & Recycling Contract Bids & Service Options](#)

[Countywide Municipal Solid Waste Management Plan Updates](#)

[Community Event Recycling Guide](#)

[Spring 2023 Recycling Newsletter](#)

Questions about Managing Waste
in Your Municipality?

[Contact Us](#)



Trash and recycling bins available for your next event from YCSWA!

Whether you are hosting a backyard barbecue or coordinating the largest event in York County, you can borrow easy to use trash and recycling receptacles from YCSWA at no cost.

It is our goal to provide options to York County residents to help keep our community clean and safe. Simply contact our office at 717-845-1066 or email

YCSWA Resources for Municipalities on Website:

<https://www.ycswa.com/resources/resources-for-municipalities/>

Commercial/Institutional Recycling Program Implementation Guide and Assistance Program



STEP ONE: Assemble a Recycling Team

Your recycling team for your business or institutional establishment should include all key players such as upper management, representatives from all departments and custodial staff. Comprehensive commercial and institutional recycling teams foster the most successful and sustainable recycling programs.



STEP TWO: Conduct a Waste Audit

Assess the waste stream to identify the quantity, types and origins of waste in your business or institution. Include ALL wastes generated within the organization (breakrooms, industrial areas, offices, public spaces, etc.) to produce the most accurate estimates. A thorough waste audit will help determine the size and style of recycling collection containers needed for your program as well as the container placement that will encourage the greatest participation.



STEP THREE: Determine Who Will Transport the Recyclables

Review your establishment's waste hauling contract to determine if it includes recycling services. If your organization opts to not include recycling in its waste hauling contract, consider using staff/vehicles or volunteers to transport recyclables directly to recycling outlets.

STEP FOUR: Determine What Materials Will Be Collected

If your commercial or institutional establishment uses a recycling hauling service as part of its waste contract, find out what materials are accepted. If the organization has opted not to include recycling in its waste hauling contract and staff and/or volunteers will be transporting recyclables, consult local recycling outlets to determine what items are accepted. Collect only what is manageable by your team. If seven materials are acceptable but your office can only feasibly collect three, that's still better than no collection at all.



STEP FIVE: Educate and Promote

Use clear, consistent signage with pictures on bins to ensure that recyclables are disposed of properly. Show strong administrative support to provide credibility and excitement for the program.

STEP SIX: Monitor, Evaluate and Report

Evaluate your program on a regular basis to analyze collection efficiencies and examine ways to improve your system. Showcase the benefits of your recycling program and promote feelings of team spirit and accomplishment with progress reports to your staff. Also, don't forget to report your recycling weights to your municipality each year!

Contact Mindy Waltemyer, Recycling Coordinator for the York County Solid Waste Authority, at m.waltemyer@ycswa.com or 717-845-1066 for FREE assistance in the implementation of your York County Commercial or Institutional Recycling Program.

YCSWA Commercial/ Institutional Recycling Program Implementation Guide and Assistance Program

You can also request assistance with the recycling program at your municipal office!





YCSWA Residential Disposal Search Tool

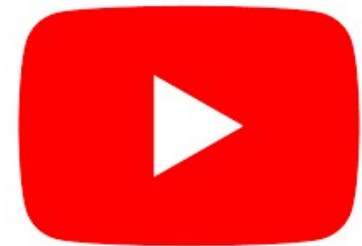
YCSWA Residential Disposal Search Tool:

- ▶ Access the YCSWA website homepage at www.ycswa.com.
- ▶ Search Tool is located in the center of the homepage with a magnifying glass icon and the words “How To Dispose Of...” or use the general search button.
- ▶ Type in a word for any item you wish to dispose of.
- ▶ Reuse, recycling and/or disposal directions will appear depending on what options are available for the item.

Link to the YCSWA Website to Share Information with Your Residents about:

- ▶ The YCSWA Disposal Search Tool on the home page at: www.ycswa.com
- ▶ York County Residential Curbside and Drop-off Recycling Info: <https://www.ycswa.com/household-items>
- ▶ York County Electronics Recycling Info: <https://www.ycswa.com/disposal-of-household-waste/electronics/>
- ▶ York County Household Hazardous Waste Info: <https://www.ycswa.com/services/waste-disposal/household-hazardous-waste/>
- ▶ York County Yard Waste Material Management: <https://www.ycswa.com/yard-waste/>

Follow YCSWA on:



Sign up for YCSWA Email Updates





York County Municipal Recycling Coordinator Mentorship Program



Association of PA county, municipal, non-profit, and private sector recycling professionals: <https://www.proprecycles.org/>.

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Questions?