

**RECYCLING DIVIDEND PROGRAM CONTRACT ("RDP Contract")
BETWEEN THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF ENVIRONMENTAL PROTECTION ("MassDEP")**

AND THE City of Somerville ("Municipality")

Pursuant to the Green Communities Act, relevant provisions of which are codified at M.G.L. c. 25A, Section 11F(d) and the regulations promulgated thereunder at 310 CMR 19.300 and in support of the Massachusetts Solid Waste Master Plan developed pursuant to M.G.L. c. 16, Section 21, MassDEP has awarded the Municipality a Sustainable Materials Recovery Program grant under the Recycling Dividends Program ("RDP"). The Municipality has earned a payment of \$32,000.

The Recycling Dividends Program provides payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling and waste reduction. Municipalities receive payments according to the number of criteria points their program earns. RDP provides an incentive for municipalities to improve their recycling programs by implementing best practices and it rewards communities with model recycling and waste reduction programs.

Duration: The term of this Contract shall be in effect until the municipality has expended all RDP funds and reported to MassDEP on use of funds.

RESPONSIBILITIES OF THE MUNICIPALITY

1. Authority: The Signatory of this RDP Contract is authorized by the governing body of the Municipality to enter into this Contract on behalf of the Municipality and apply for and accept funds on behalf of the Municipality.
2. Commonwealth Terms and Conditions: The Municipality shall comply with the Commonwealth Terms and Conditions and other requirements set forth in the Municipality's executed Master Service Agreement.
3. Failure to Comply: If, in the judgment of MassDEP, the Municipality fails to comply with any of its responsibilities identified in this Contract, then, at the election of MassDEP, (a) the Municipality shall repay the RDP funds to MassDEP within 90 days; and/or (b) title to all materials purchased with the RDP funds immediately and without any further steps shall be transferred to MassDEP; and/or (c) MassDEP may find the Municipality not eligible to seek another Sustainable Materials Recovery Program Grant for up to three years. MassDEP may provide written notice to the Municipality of any such failure to comply. Such notice may provide a time period and manner for the Municipality to cease or remedy the failure. Such notice from MassDEP of any such failure by the Municipality is not a precondition to MassDEP's right to select options (a), (b), and/or (c) above. The Municipality shall follow the instructions of MassDEP regarding possession of the materials purchased with RDP funds. The Parties hereby agree to execute any and all documents necessary to accomplish said transfer. Furthermore, the Municipality shall transfer or arrange to transfer actual possession of said materials to an authorized representative of the Commonwealth of Massachusetts or its designee.
4. Recycling in Practice: The Municipality has established paper, bottle and can recycling in all municipal offices and meeting spaces, excluding schools. The Municipality shall continue such paper, bottle and can recycling during the term of the RDP Contract.
5. Buying Recycled Products: The Municipality has established a written policy which promotes a preference for the purchase of recycled products in lieu of non-recycled products and all staff with purchasing authority are aware of and are following the established policy during the term of the RDP Contract. **Proof of annual buy recycled policy staff notification is required for all SMRP grant applications.**

6. RDP Payment Calculation: MassDEP has calculated the RDP Payment using the table below which shows payment brackets based on the number of households served by the municipal solid waste program and the point value for each bracket. *Section 7 – Program Criteria and Appendix A – Criteria Performance Standards* describe in detail the conditions for earning points.

Trash HH Served	Value of Each Point	Minimum Payment	Maximum Payment
1 - 1,999	\$350	\$2,100	\$8,050
2,000 - 4,999	\$600	\$3,600	\$13,800
5,000 - 7,499	\$1,100	\$6,600	\$25,300
7,500 - 9,499	\$1,300	\$7,800	\$29,900
9,500 - 12,499	\$1,800	\$10,800	\$41,400
12,500 - 16,999	\$3,000	\$18,000	\$69,000
17,000 - 24,999	\$3,500	\$21,000	\$80,500
25,000 - 31,999	\$4,000	\$24,000	\$92,000
32,000 - 99,999	\$6,500	\$39,000	\$149,500
100,000 +	\$10,000	\$60,000	\$230,000

7. Program Criteria: The Municipality, through its RDP application, certifies that all points earned are for programs that were in place no later than June 14, 2017 and that these programs fully meet the performance standard set forth in *Attachment A – Criteria Performance Standards*. *Section 13 – RDP Payment Calculation* lists the program criteria for which the Municipality has earned points, and upon which the Municipality's payment was calculated.
8. Use of Funds: RDP Payments shall be expended on approved equipment and activities, listed below, to enhance the performance of the Municipality's waste reduction programs. Use of a dedicated account or revolving account is recommended but not required. Funds do not have to be spent in the fiscal year received, and may be carried over to future years and accumulated to fund a larger eligible expense or project.

Approved Equipment and Activities (See Grant Guidance for details and examples):

- Recycling carts, bins, and/or other recycling collection containers and signage;
- Compost bins, kitchen scrap buckets, carts and other collection containers for food waste/organics;
- Environmentally Preferred Products including rain barrels and purchases from state contract FAC85 Categories: 1, 2, 3, 5C, 5E, 5F, 5H, and 7. Compostable foodservice ware may be purchased from GRO29;
- Incremental operating costs for a new organics diversion program;
- Roll-off containers, compactors and balers for the collection of materials for reuse or recycling;
- Cost to host a second or subsequent household hazardous waste collection event; conditions apply (see Grant Guidance);
- Dedicated Waste Reduction Enforcement Coordinator (must spend designated time each week on enforcement). Mandatory recycling must be codified in regulation, ordinance or bylaw and must include a fine for non-compliance. Municipalities receiving a Waste

Reduction Enforcement Coordinator (WREC) SMRP grant may not use RDP funding as part of the matching funds requirement;

- h. Costs associated with the collection and recycling of materials listed in the CHARM section of the RDP grant application;
 - i. Establishing and/or maintaining a municipally operated swap shop;
 - j. Recycling collection infrastructure and recycling site improvements at schools and drop-off locations with prior approval from MassDEP;
 - k. Recycling outreach and educational tools and materials listed and described in the Approved Equipment and Activities section of the Recycling Dividends Program (RDP) Grant Guidance;
 - l. Costs associated with implementing or maintaining a Pay-As-You-Throw (PAYT) program;
 - m. Funds to enhance school recycling and composting programs;
 - n. School chemical disposal;
 - o. Reusable trays for cafeterias, small compostable cups, reusable bags, reusable water bottles;
 - p. Funding up to \$750 annually for recycling related conferences and memberships.
 - q. \$2000 per year on items containing **post-consumer** recycled products procured from specific State Contracts listed in the SMRP Grant Guidance.
9. Record Keeping: The Municipality shall be responsible for keeping documentation (i.e. proof of purchase in the form of an invoice which lists the vendor name and address, item purchased, item price, number of items purchased and shipping costs if any) by calendar year, of how RDP funds were expended and the remaining balance of RDP funds. MassDEP may conduct record audits each year to ensure compliance with this Contract.
10. Reporting: By February 15th of each year, for the duration of the Contract, the Municipality shall submit the Recycling and Solid Waste survey and the Recycling Dividends Program Annual Report through its ReTRAC Connect™ account. Failure to comply with these reporting requirements will jeopardize future grant awards and RDP payments.
11. Environmental Compliance: The Municipality understands receipt of RDP funds from MassDEP does not in any way imply that the Municipality is in full compliance with all applicable environmental regulations. This Municipality shall not be construed as, nor operate as, relieving the Municipality or any other person of the necessity of complying with all applicable federal, state, and local laws, regulations and approvals. The Municipality's facility(ies) are subject to inspection at any time by MassDEP and noncompliance with applicable environmental regulations may result in formal enforcement actions, including penalties.
12. Addendums: Should MassDEP award additional RDP funds, an addendum to the Contract shall be provided to the Municipality. The same terms and conditions apply to the addendum.

13. RDP Payment Calculation:

The Municipality's payment has been calculated as follows:
(Value of each point) x (Total RDP Points)


a. Solid Waste Program	0
b. Organics	0
c. Bulky Items	0
d. Yard Waste	2
e. Mandatory Recycling	3
f. Household Hazardous Waste	2
g. Center for Hard to Recycle Materials	0
h. Comprehensive Hauler Regulation Adopted	0
i. Outreach and Education	1
j. Textile Bonus Point	0
<u>TOTAL RDP POINTS</u>	<u>8</u>

VALUE OF EACH POINT \$4,000

RDP PAYMENT AMOUNT \$32,000

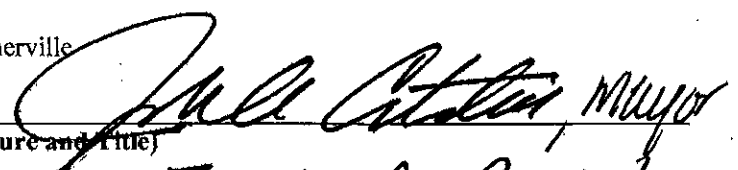
IN WITNESS WHEREOF, MassDEP and the Municipality hereby execute this Contract.

COMMONWEALTH OF MASSACHUSETTS

By: 
Greg Cooper, Division Director
Bureau of Air and Waste
Department of Environmental Protection

11/2/2017
(Date)

City of Somerville

By: 
(Signature and Title)
Joseph A. Curtatore
(Print Name)

9/28/2017
(Date)



Attachment A: Criteria Performance Standards

Recycling Dividends Program

The Recycling Dividends Program has two categories of criteria: one for communities that operate or contract for operation curbside trash **and** recycling collection ("curbside"), and one for those with a transfer station for residents to drop-off trash **and** recycling ("drop-off"). Municipalities that offer both a curbside option for trash and recycling and a drop-off option for trash and recycling must file as "curbside".

Eligibility criteria will ramp up over time, leveraging increasing diversion results and lower solid waste disposal. Only one option may be selected in each criteria area.

MassDEP will conduct audits of several municipalities each year to insure that program information is accurate. Submittal of an RDP application that contains false or misleading data will be grounds for banning the municipality from the SMRP grant program for a minimum of 4 years.

Earning Points – Curbside Programs

Solid Waste Program

- o SMART/PAYT program is currently in place which requires all trash to be placed in a SMART/PAYT bag [5 points]
- o SMART/PAYT program is currently in place which allows each household to dispose of the "first bag / barrel free;" trash in excess of 35 gallons must be placed in a SMART/PAYT bag. A trash cart (35 gallons or less) collected weekly also qualifies [4 points]
- o SMART/PAYT program is currently in place which requires the use of stickers or tags affixed to each bag of trash [4 points]
- o SMART/PAYT program is currently in place which allows each household to dispose of the "first bag / barrel free;" trash in excess of 35 gallons requires the use of stickers or tags affixed to each bag of trash [3 points]
- o Trash Limit: Households are limited to one 48-gallon CART of trash capacity each week [3 points]
- o Trash Limit: Households are limited to the equivalent of 64 gallons of trash capacity per week (two 32-gallon barrels or one 64-gallon cart) [2 points]

Eligibility Notes:

- The solid waste program that the majority of households are utilizing should be used in determining the applicable category above.
- A 64 or 48-gallon trash cart program where excess trash is not collected would qualify for the trash limit points;
- A 64 or 48-gallon trash cart program where excess trash must be placed in an official town overflow fee-based bag, or in additional cart that carries an annual fee, would qualify for the trash limit points;
- A 64 or 48-gallon trash cart program where excess trash can be brought to the transfer station at no cost, does NOT qualify for the trash limit points.

Organics

- o Source separated food waste is collected, for composting, weekly from all households served by the municipal trash program [4 points]
- o Source separated food waste is collected weekly from households currently participating in a pilot program [2 points]
- o NEW: The municipality provides subsidized home composting bins, at a price not to exceed \$25, to residents along with an effective promotion and outreach program [1 point]

Eligibility Notes:

- If the 'pilot' option is selected, you will be asked for the number of households in the pilot. The pilot must be a minimum of 400 households to qualify.
- To qualify for the 'subsidized home composting bin' selection, a municipality must actively publicize the program and have an **active outreach and education component**. In addition to including information about the compost bin program on the municipal website, other components of an effective outreach campaign may include establishing a demonstration compost site at a public location, providing composting workshops in the spring and/or fall, compost demonstrations at farmers markets, local fairs/festivals or similar public events, hosting a video program at the library and/or on cable TV. For this point you will be asked to provide the following: # of compost bins sold in the current fiscal year; price charged to residents; link to the promotion of compost bin availability on the municipal website; and a link to publicity about the education program (on the municipal website).

Bulky Items

- The municipality or its hauler charges residents a fee of not less than \$5 each for the handling of at least 3 of the following bulky items, either at the curb or at its municipal drop-off: Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet [2 points]

Eligibility Notes:

- The bulky item fee schedule must be posted on the municipal website. You will be required to provide the link to this posted fee schedule;
- For this RDP Criterion, Bulky Items collected can be disposed OR recycled; in the CHARM Criterion all materials claimed must be RECYCLED.
- If your trash hauler is instructed not to collect one or more of these items, and you provide residents with the name of a company that will pick the item(s) up curbside, you can count those items toward the required three. This information must be posted on the municipal website. For example, you instruct your trash hauler not to collect mattresses and you provide residents with the name and contract information for a company that, for a fee, will pick up mattresses.

Yard Waste

- Yard waste is collected curbside a minimum of 20 weeks per year [2 points]
- Residents can take yard waste to a drop-off location that is open a minimum of 30 weeks per year [1 point]

Eligibility Notes:

- Yard waste means: leaves and grass clippings;
- Christmas tree collection does not count toward the number of weeks yard waste is collected
- Criteria are silent on the number of days or hours per week that the drop-off must be open to earn points.

Mandatory Recycling Enforcement

- A dedicated Enforcement Coordinator spends a minimum of 19 hours per week on the street verifying compliance with the municipality's mandatory recycling program and issuing fines for non-compliance [3 points]
- A dedicated Enforcement Coordinator spends a minimum of 10 hours per week on the street verifying compliance with the municipality's mandatory recycling program and issuing fines for non-compliance. Trash containing recyclables is stickered by the municipal employee and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The municipality tracks violations and follows up with households found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.
- Enforcement of the municipality's mandatory recycling program is the responsibility of the hauler and is codified in the hauling contract. A mandatory recycling regulation, bylaw or ordinance is in place that includes fining for non-compliance. Trash containing recyclables is stickered and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The hauler notifies municipal officials daily of each household where trash is left, including the reason it was not collected. The municipality tracks violations and follows up with any household found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.
- Enforcement of the municipality's mandatory recycling program is the responsibility of the hauler and is codified in the hauling contract. A mandatory recycling regulation, bylaw or ordinance is in place clearly stating that trash will not be collected if a recycling container is not also at the curb for collection. Trash containing recyclables is stickered and not collected by the hauler, and the municipality follows up with non-compliant households*. [1 point]
 - * For this option, 'following up with non-compliant households' means: The hauler notifies municipal officials daily of each household where trash is left, including the reason it was not collected. The municipality tracks violations and follows up with any household found to be non-compliant more than once by sending a letter to the residence and/or property owner on municipal letterhead.

Eligibility Notes:

- The municipality must have, in effect as of June 14, 2017, a mandatory recycling regulation, ordinance or bylaw.
- For the first three options listed above, the mandatory recycling regulation, ordinance or bylaw must provide for the issuing of fines for non-compliance.
- The enforcement coordinator or hauler must be actively enforcing the rules on or before June 15, 2016;
- In addition to enforcing mandatory recycling, the enforcement coordinator may also enforce other components of the solid waste program including trash limits and contaminants in recycling.
- The municipality must track violations and follow-up with households found to be non-compliant more than once. At a minimum follow-up must entail a letter, on municipal letterhead, to the resident and/or property owner.

All options under this criterion will require substantiation. The applicant must be able to document the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year, and the number of repeat violations issued in the current fiscal year. Applicants may be asked to provide a sample of the municipal letter mailed to repeat violators.

Household Hazardous Waste (HHW) Collection

- Host a permanent HHW collection center – minimum 6 x year [2 points]
- Participate in regional HHW collection center – min 6 x year [2 points]
- Participate in reciprocal arrangement – min 6 x year [2 points]
- Host comprehensive HHW collection events twice per year [1 point]
- Fund two comprehensive HHW collection events each year [1 point]

Eligibility Notes:

- **NEW:** for all criterion options the applicant must provide a link directly to the municipal webpage which lists the date, times and locations of all collection event dates claimed. For example, when claiming a reciprocal arrangement which provides residents with access to six events throughout the year, all six dates must be listed on the webpage. This web posting has always been a requirement, what is new this year is the applicant must provide the url directly to the page.
- Only comprehensive HHW collection events can be counted under this criterion. A comprehensive HHW collection event accepts a broad range of household hazardous products from residents, including but not limited to: pesticides, pool chemicals, oil based paint and other flammables, automotive products, elemental mercury, cleaning products and other chemicals;
- Collection events for only a subset of materials (ex., paint collection, motor oil collection) do not count toward the required minimum for the option selected;
- Assessing a user fee is allowable under the first four options
- To earn point for hosting a **permanent Household Hazardous Waste collection center**, the applicants facility must be listed on MassDEP's website: <http://www.mass.gov/eea/agencies/massdep/recycle/hazardous/household-hazardous-waste-collection-facilities.html>.
- To earn points for participating in **"regional" HHW collection center** a municipality must have an agreement with a regional collection center that is open a minimum of six times per year. This agreement may be in the form of a contract or memorandum of understanding. A membership fee is paid by participating municipalities to be part of the group. Alternatively, a municipality will qualify under this option if it signs a contract with a privately operated HHW facility and places on account (i.e., pays up front) with the HHW facility a sum of money sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. The HHW facility must be within 20 mile of the municipality. Residents must be allowed to drop-off HHW at the facility at least once per month, eight months of the year. If you select this option you will be asked for the name of the facility. A privately operated HHW facility (or the municipality) will be required to provide a copy of the contract demonstrating the alternative requirement is met. The hours of operation of the regional HHW collection Center must be posted on the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options;
- To earn points for participating in a **"reciprocal" arrangement for HHW collection events** a municipality must have an agreement with a group of municipalities that allows for unrestricted access to a minimum of six events hosted by the municipalities of the group. Requiring pre-registration is allowable but not a requirement. Asking out-of-town residents to arrive during a specified timeframe is allowable. The list of event locations, dates and times must posted to the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options. If you select this option, you will be asked to list the other participating municipalities. To meet the criteria in the HHW reciprocal agreement category, the municipalities website must include a list of all six HHW events, or explicitly state residents have access to six events and link directly to that list;
- To earn the point for hosting two comprehensive events per year, both events must be in your municipality. If you select this option you will be asked for the date of the last event and the date of the next event;
- To earn the point for funding two comprehensive events per year, a municipality must host one comprehensive HHW event and be partnered with another municipality that holds a comprehensive event. All residents from both towns must be allowed to participate in either event at no cost to the resident. The dates and locations of both events must be advertised on the municipal website.
- NO POINTS are earned by municipalities who are essentially "hands-off" or "washed hands" when it comes to HHW, merely directing residents to open events in other municipalities;
- Directing residents to privately owned HW facilities does not count.

Center for Hard to Recycle Materials (CHARM) [2 points]

To qualify for the CHARM points the municipality must meet all of the following criteria:

1. Items collected for **recycling** at a **single permanent location**
2. The Center must be open a minimum of once per month
3. The Center must be in your municipality or a contiguous community (i.e., shares a border)
4. Residents must be able to drop-off a minimum of 5 items listed below:

- Automotive wastes – must collect all of the following: antifreeze, waste oil, tires, lead-acid auto batteries
- Books/media
- Bulky rigid plastics
- Carpet
- Electronic wastes – all computer and TV related electronics
- Expanded polystyrene (ex., Styrofoam)
- NEW: Fire extinguishers, AND BOTH one pound and twenty point propane tanks
- Large appliances
- Mattresses
- Mercury bearing products – must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other mercury containing products
- Paint
- NEW: Plastic bags
- Textiles
- Wood

Eligibility Notes:

- RDP funds may be used to pay for collection and processing of CHARM listed items.
- All materials must be source separated.
- An exception to the 'contiguous' requirement will be made for rural areas with a population per square mile ≤ 400 people (validated by census data) and within a seven mile radius of an open CHARM. Contact Dawn Quirk if you have questions about qualifying as a low density community.
- For each material you claim to be recycled at this CHARM, you will be asked to list the vendors used for recycling/processing. Combustion, even with energy recovery, is NOT recycling.
- Carpet collected with mixed C&D sent to a C&D processor does not count. This material must be source separated and sent to a recycler.
- Tires – you can still qualify if the tire recycler you use sells a portion of their shredded tires for fuel;
- Paint – may be sent for recycling, fuels blending, or hazardous waste disposal;
- Mattresses – deconstructing a mattress and recycling the wood and metal, and disposing of the foam, batting and fabric will count as recycling for this criterion. Next year your recycler will be required to recycle 85%, by weight, of all mattress components.
- Plastic bags collected at local grocery stores do not count. As with all other CHARM items, plastic bags must also be collected at the CHARM.
- Wood – Collecting mixed C&D and sending it to a C&D processor does not count. This must be source separated C&D wood. MassDEP is trying to drive better and higher uses of materials sent to C&D processors.

NEW Category: Comprehensive Hauler Regulation – ADOPTED [2 points]

The municipality has adopted a bylaw/ordinance and/or regulation that requires all permitted haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for each customer/generator. In addition, the municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory. Must meet all three requirements below:

- For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler.
- For **Commercial Customers/Generators**, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
- Mandatory Recycling is required of all **Generators** through this or a separate municipal bylaw/ordinance, regulation or policy.

Eligibility Notes:

- You will be required to attach a copy of the bylaw/ordinance and/or regulation which demonstrates the bundled service requirement, mandatory recycling and applicability to all customers/generators.

NEW: Waste Prevention Outreach and Education [1 point]

Waste prevention education refers to the promotion of any/all of the following: Reduce, Reuse, Recycle, Repair/Reduce, and Contamination Reduction. In order to qualify a municipality must complete a minimum of 4 of the following activities **within the current fiscal year and before the grant deadline:**

- ☐ Established or publicized an officially adopted recycling or waste reduction goal
 - o Officially adopted an aspirational recycling or waste reduction goal, such as a 50% recycling rate, Zero Waste, or other goal that will advance the municipality's waste reduction progress *(attach copy of adopted goal)*
 - OR-
 - o Annually publicize metrics and progress towards the previously declared goal (attach PDF of published announcement)
- ☐ Waste prevention information posted two times per year on a sandwich board, electronic ticker tape sign, or a "billboard" style sign at two major intersections. Drop-Off towns may instead post at the transfer station. *(provide display dates and locations)*
- ☐ Published waste reduction and recycling information in a local paper four times per year. This could be in the form of an advertisement, op-ed, column, or news brief. *(attach pdf of publicity which includes name and date of publications)*
- ☐ Operated an official municipal mobile application or a substantive module on an official municipal mobile application. For example, ReCollect or Remynder. *(provide name of the App)*
- ☐ Mailed an annual recycling brochure to residents. Drop-off communities may instead pass out the brochure at the transfer station. *(attach copy of recycling brochure)*
- ☐ Created or maintain a municipal waste reduction webpage with a social media component (municipal Facebook, Twitter and/or Instagram). Website must include a link to the Beyond the Bin directory or comparable local searchable directory. *(provide url to municipal waste reduction webpage)*
- ☐ Broadcasted a waste reduction public service announcement on local radio or T.V. twice per year. Full programs with segments on waste reduction and recycling may substitute. *(provide name of station)*
- ☐ Participated in The Green Team: at least one representative from two or more schools are members of the Green Team

Earning Points – Drop-off Programs

Solid Waste Program

- o SMART/PAYT program is currently in place which requires all trash to be placed in a SMART/PAYT bag [4 points]
- o SMART/PAYT program is currently in place which requires the use of stickers or tags affixed to each bag of trash disposed of at the transfer station, OR the use of a punchcard which is punched for each bag of trash disposed of at the transfer station [4 points]
- o A SMART/PAYT program is currently in place where the municipality provides households with no more than 52 SMART/PAYT bags per year. Residents must purchase PAYT bags for trash in excess of 52 bags [3 points]
- o SMART/PAYT program is currently in place where the municipality provides households with no more than 52 SMART/PAYT stickers, tags or units on a punchcard per year. Residents must purchase additional stickers, tags or punchcards for trash in excess of 52 bags [3 points]

Eligibility Notes:

- The solid waste program that the majority of households are utilizing should be used in determining the applicable category above.
- A "first bag free" program applies to municipalities that give their residents no more than 52 bags per year, usually as part of the transfer station sticker renewal process;

Swap Shop

- o The municipality operates a Swap Shop where residents can drop-off reusable home goods and furnishings for others to take. The Swap Shop must be sufficiently enclosed to protect swap shop items from the weather and preserve reuse value. [2 points]

Eligibility Notes:

- A 'swap area', or 'swap table' that is cleared into the trash (solid waste) at the end of each day does not qualify for these points.

Organics

- o Source separated food waste collected at a municipally owned collection center [2 points]

- **NEW:** The municipality provides subsidized home composting bins, at a price not to exceed \$25, to residents along with an effective promotion and outreach program [1 point]

Bulky Items

- Minimum fee of \$5 for at least 3 of these items: Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet [1 point]

Eligibility Notes:

- The bulky item fee schedule must be posted on the municipal website. You will be required to provide the link to this posted fee schedule;
- For this RDP criterion, Bulky Items collected can be disposed OR recycled; in the CHARM Criterion all materials must be RECYCLED.
- If you do not accept one of these items for disposal or recycling, and instead you provide residents with the name of a company that will pick the item(s) up curbside for a fee, you can count this item toward the required three. For example, if you do not accept mattresses at your transfer station for recycling or disposal and instead you provide residents with the name and contact information of a company that, for a fee, will pick up a mattress curbside, this counts.

Yard Waste

- Drop-off location open minimum of 30 weeks per year [2 points]

Eligibility Notes:

- Yard waste means: leaves and grass clippings;
- Christmas tree collection does not count toward the number of weeks yard waste is collected
- Criteria are silent on the number of days or hours per week that the drop-off must be open to earn points.

Household Hazardous Waste (HHW) Collection

- Host a permanent HHW collection center – minimum 6 x year [2 points]
- Participate in regional HHW collection center – min 6 x year [2 points]
- Participate in reciprocal arrangement – min 6 x year [2 points]
- Host comprehensive HHW collection events twice per year [1 point]
- Fund two comprehensive HHW collection events each year [1 point]

Eligibility Notes:

- **Important:** for all criterion options the applicant must provide a link directly to the municipal webpage which lists the date, times and locations of all collection event dates claimed. For example, when claiming a reciprocal arrangement which provides residents with access to six events throughout the year, all six dates must be listed on the webpage. This web posting has always been a requirement, what is new this year is the applicant must provide the url directly to the page.
- Only comprehensive HHW collection events can be counted under this criterion. A comprehensive HHW collection event accepts a broad range of household hazardous products from residents, including but not limited to: pesticides, pool chemicals, oil based paint and other flammables, automotive products, elemental mercury, cleaning products and other chemicals;
- Collection events for only a subset of materials (ex., paint collection, motor oil collection) do not count toward the required minimum for the option selected;
- Assessing a user fee is allowable under the first four options;
- To earn point for hosting a **permanent Household Hazardous Waste collection center**, the applicants facility must be listed on MassDEP's website: <http://www.mass.gov/eea/agencies/massdep/recycle/hazardous/household-hazardous-waste-collection-facilities.html>;
- To earn points for participating in "**regional**" HHW collection center a municipality must have an agreement with a regional collection center that is open a minimum of six times per year. This agreement may be in the form of a contract or memorandum of understanding. A membership fee is paid by participating municipalities to be part of the group. Alternatively, a municipality will qualify under this option if it signs a contract with a privately operated HHW facility and places on account (i.e., pays up front) with the HHW facility a sum of money sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. The HHW facility must be within 20 mile of the municipality. Residents must be allowed to drop-off HHW at the facility at least once per month, eight months of the year. If you select this option you will be asked for the name of the facility. A privately operated HHW facility (or the municipality) will be required to provide a copy of the contract demonstrating the alternative requirement is met. The hours of operation of the regional HHW collection Center must be posted on the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options;

- To earn points for participating in a “**reciprocal**” **arrangement for HHW collection events** a municipality must have an agreement with a group of municipalities that allows for unrestricted access to a minimum of six events hosted by the municipalities of the group. Requiring pre-registration is allowable but not a requirement. Asking out-of-town residents to arrive during a specified timeframe is allowable. The list of event locations, dates and times must posted to the municipal website AND be promoted through all other channels used for educating residents about HHW disposal options. If you select this option, you will be asked to list the other participating municipalities. To meet the criteria in the HHW reciprocal agreement category, the municipalities website must include a list of all six HHW events, or explicitly state residents have access to six events and link directly to that list;
- To earn the point for hosting two comprehensive events per year, both events must be in your municipality. If you select this option you will be asked for the date of the last event and the date of the next event;
- To earn the point for funding two comprehensive events per year, a municipality must host one comprehensive HHW event and be partnered with another municipality that holds a comprehensive event. All residents from both towns must be allowed to participate in either event at no cost to the resident. The dates and locations of both events must be advertised on the municipal website.
- NO POINTS are earned by municipalities who are essentially “hands-off” or “washed hands” when it comes to HHW, merely directing residents to open events in other municipalities;
- Directing residents to privately owned HW facilities does not count.

Center for Hard to Recycle Materials (CHARM) [2 points]

To qualify for the CHARM points the municipality must meet all of the following criteria:

2. Items collected for **recycling** at a **single permanent location**
3. The Center must be open a minimum of once per month
4. The Center must be in your municipality or a contiguous community (i.e., shares a border)
5. Residents must be able to drop-off a minimum of 7 items listed below:
 - Automotive wastes – must collect all of the following: antifreeze, waste oil, tires, lead-acid auto batteries
 - Books/media
 - Bulky rigid plastics
 - Carpet
 - Electronic wastes – all computer and TV related electronics
 - Expanded polystyrene (ex., Styrofoam)
 - NEW: Fire extinguishers, AND BOTH one pound and twenty point propane tanks
 - Large appliances
 - Mattresses
 - Mercury bearing products – must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other mercury containing products
 - Paint
 - NEW: Plastic bags
 - Textiles
 - Wood

Eligibility Notes:

- All materials must be source separated.
- RDP funds may be used to pay for collection and processing of CHARM listed items.
- An exception to the ‘contiguous’ requirement will be made for rural areas with a population per square mile ≤ 400 people (validated by census data) and within a seven mile radius of an open CHARM. Contact Dawn Quirk if you have questions about qualifying as a low density community.
- For each material you claim to be recycled at this CHARM, you will be asked to list the vendors used for recycling/processing. Combustion, even with energy recovery, is NOT recycling.
- Carpet collected with mixed C&D sent to a C&D processor does not count. This material must be source separated and sent to a recycler.
- Tires – you can still qualify if the tire recycler you use sells a portion of their shredded tires for fuel;
- Paint – may be sent for recycling, fuels blending, or hazardous waste disposal;
- Plastic bags collected at local grocery stores do not count. As with all other CHARM items, plastic bags must also be collected at the CHARM.
- Mattresses – deconstructing a mattress and recycling the wood and metal, and disposing of the foam, batting and fabric will count as recycling for this criterion. Next year your recycler will be required to recycle 85%, by weight, of all mattress components.
- Wood – Collecting mixed C&D and sending it to a C&D processor does not count. This must be source separated C&D wood. MassDEP is trying to drive better and higher uses of materials sent to C&D processors.

Residential Hauler Regulation – ENFORCED [3 points]

The municipality has adopted and **actively enforces** a bylaw/ordinance and/or regulation, that requires permitted haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for residential generators at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler.

Eligibility Notes:

- You will be required to attached a copy of the bylaw/ordinance and/or regulation that demonstrates the bundled service requirement;
- If you select this option you will be required to draft and attach documentation demonstrating **active enforcement** is taking place. This should include, but is not limited to: description of the enforcement protocol or procedure, identification by title of the person(s) responsible for enforcement, documentation of warnings given, fines levied and permits revoked as a result of this enforcement activity.

Hauler and Business Recycling Access

- Haulers collecting from residential customers are encouraged to tip recyclables at a municipal facility; annual mailing required [2 points]
- Businesses are encouraged to bring recyclables to the municipal drop-off; annual mailing required [1 point]
- Municipal recycling center is open to non-residents for the drop-off of recyclables (paper, bottles, cans, cardboard) free of charge; [1 point]

Eligibility Notes for hauler access:

- Private haulers serving your residents may plan their collection routes such that they are also collecting from residents in another municipality in the same load. To earn these points, the hauler must be able to tip recyclables even if all of the material is not generated by your residents;
- Must be able to accommodate small packer trucks;
- Must be able to take loads greater than 5 cubic yards, which may require a permit change;
- This may not be feasible for some transfer stations due to facility size and capability to handle increased volume;
- May meet outreach requirement by doing outreach to permitted haulers;
- May charge a fee for haulers to tip recyclables;
- If local regulation, ordinance or bylaw prohibits private haulers from tipping recyclables generated and collected in another municipality, then you are NOT eligible for these points.

Eligibility Notes for municipal recycling center access for non-residents:

- Municipality must publicize on recycling materials, website, and/or drop-off center signs. Municipalities claiming this point agree to allow MassDEP to publicize.

NEW Category: Comprehensive Hauler Regulation – ADOPTED [2 points]

The municipality has adopted a bylaw/ordinance and/or regulation that requires all permitted haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for each customer/generator. In addition, the municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory. Must meet all three requirements below:

- For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler.
- For **Commercial Customers/Generators**, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
- Mandatory Recycling is required of all **Generators** through this or a separate municipal bylaw/ordinance, regulation or policy.

Eligibility Notes:

- You will be required to attach a copy of the bylaw/ordinance and/or regulation which demonstrates the bundled service requirement, mandatory recycling and applicability to all customers/generators.

NEW: Waste Prevention Outreach and Education [1 point]

Waste prevention education refers to the promotion of any/all of the following: Reduce, Reuse, Recycle, Repair/Reduce, and Contamination Reduction. In order to qualify a municipality must complete a minimum of 4 of the following activities **within the current fiscal year and before the grant deadline:**

- ☐ Established or publicized an officially adopted recycling or waste reduction goal
 - Officially adopted an aspirational recycling or waste reduction goal, such as a 50% recycling rate, Zero Waste, or other goal that will advance the municipality's waste reduction progress *(attach copy of adopted goal)*
- OR-
- ☐ Annually publicize metrics and progress towards the previously declared goal *(attach PDF of published announcement)*
- ☐ Waste prevention information posted two times per year on a sandwich board, electronic ticker tape sign, or a "billboard" style sign at two major intersections. Drop-Off towns may instead post at the transfer station. *(provide display dates and locations)*
- ☐ Published waste reduction and recycling information in a local paper four times per year. This could be in the form of an advertisement, op-ed, column, or news brief. *(attach pdf of publicity which includes name and date of publications)*
- ☐ Operated an official municipal mobile application or a substantive module on an official municipal mobile application. For example, ReCollect or Remynder. *(provide name of the App)*
- ☐ Mailed an annual recycling brochure to residents. Drop-off communities may instead pass out the brochure at the transfer station. *(attach copy of recycling brochure)*
- ☐ Created or maintain a municipal waste reduction webpage with a social media component (municipal Facebook, Twitter and/or Instagram). Website must include a link to the Beyond the Bin directory or comparable local searchable directory. *(provide url to municipal waste reduction webpage)*
- ☐ Broadcasted a waste reduction public service announcement on local radio or T.V. twice per year. Full programs with segments on waste reduction and recycling may substitute. *(provide name of station)*
- ☐ Participated in The Green Team: at least one representative from two or more schools are members of the Green Team

BONUS POINT for Textile Recovery Initiative – for CURBSIDE and DROP-OFF

MassDEP is offering a bonus point for completing a set of activities that promote the diversion of textiles from the trash. Once your municipality has earned the six (6) points required to qualify for RDP, your municipality is eligible to earn a **bonus point** by completing three to six of the activities below, depending on the number of households served by your municipal trash program.

To earn this this bonus point, all activities must be COMPLETED within the current fiscal year and before the grant deadline:

Municipalities with 7,499 or fewer households served must complete **three** of the activities below.

Municipalities with 7,500 or more households served must complete **six** of the activities below.

- ☐ Municipal recycling coordinator participated in Textile Recovery Media Toolkit Webinar offered by MassDEP on January 12, 2017.
- ☐ A link to MassDEP's Beyond the Bin Recycling Directory, <http://recyclesearch.com/profile/ma>, is in a prominent location on municipal recycling web page *(Provide municipal recycling web page URL)*
- ☐ News article or guest editorial on textile recovery was published in local newspaper *(attach pdf of published article or editorial)*
- ☐ Textile recovery information and locations posted on community boards (library, schools, town hall, community center, etc) *(attach PDF of poster or flyer and list locations where posted)*

- ☐ Quarterly online promotion of textile recovery takes place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter
- ☐ Textile recovery program is established at one or more schools (*provide name of school(s) and textile recovery vendor*)
- ☐ Municipal recycling mailing to residents (e.g. direct mailer, postcard, statement stuffer, calendar) includes information about textile collection locations (*attach pdf of the mailing*)
- ☐ Annual or seasonal textile collection event or zero waste event that includes textile collection (*provide event location and most recent event date*)
- ☐ Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station (*provide name of station*)
- ☐ Municipality has a regulation or ordinance in effect governing clothing/textile donation bins (*attach PDF of ordinance or bylaw*)
- ☐ Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility (*provide bin location venue name and address*)
- ☐ Municipality tracks textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY 2016 Recycling and Solid Waste Survey.
- ☐ Municipal (DPW, School Dept., Fire Dept., etc.) purchases wiping cloths made from recycled textiles (*provide name of supplier*)

For questions about RDP Bonus Point criteria and documentation, please contact:
Ann McGovern, 617-292-5834, ann.mcGovern@state.ma.us.

For more information on the Recycling Dividends Program please contact:

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