



Old Town Hall  
162 Whisconier Road  
Brookfield, CT 06804

203.775.6256 x304  
203.740.9167  
info@hrra.org

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## **Municipal Recycling, Waste Reduction and Reuse Self-Evaluation Checklist**

### **All Town Buildings, including Schools and Libraries**

- \_\_\_\_\_ Recycling baskets for office paper available at every desk.
- \_\_\_\_\_ Recycling bin for office paper next to every copy machine.
- \_\_\_\_\_ Recycling bin for waste paper in every mail room.
- \_\_\_\_\_ Recycling bin for co-mingled plastic, glass & metal food and beverage containers, and newspapers in every employee and/or student lunch room or break room.
- \_\_\_\_\_ Recycling bin for newspapers on every floor and in libraries.
- \_\_\_\_\_ Recycling bin for magazines & catalogs on every floor and in libraries.
- \_\_\_\_\_ Recycling/reuse containers for Tyvek envelopes on every floor.
- \_\_\_\_\_ Recycling bin for printer & toner cartridges on every floor.
- \_\_\_\_\_ Recycling containers for used electronics in every building.
- \_\_\_\_\_ Recycling containers for rechargeable batteries and cell phones in every building.
- \_\_\_\_\_ Re-use area for office supplies (3 ring binders, manilla folders, etc.) in every building.
- \_\_\_\_\_ Program to recycle outdated phone books once a year when new directories are distributed.
- \_\_\_\_\_ Program to recycle paper generated after file cleanup days.
- \_\_\_\_\_ Provide for corrugated cardboard to be flattened and placed next to other recycling bins on every floor.

### **Human Resources, Employees , Including School Employees**

- \_\_\_\_\_ Municipality has an official written recycling policy in place that is communicated to all employees.

- \_\_\_\_\_ New hires receive a copy of and training on the recycling policy/program and recycling is written into the job descriptions of relevant municipal positions (i.e. custodial, facilities management, etc.)
- \_\_\_\_\_ Chief elected official and/or Superintendent communicates regularly with employees on the importance of recycling.
- \_\_\_\_\_ Employees are trained in what to recycle, how and where.
- \_\_\_\_\_ Custodial employees are trained to keep recyclables separate from MSW and where to deposit recyclables for collection.
- \_\_\_\_\_ Department heads are trained on what to recycle, how and where.
- \_\_\_\_\_ Employees are evaluated annually on their compliance with the recycling policy.

### **Parks and Recreation/Buildings and Grounds/Public Works/ Public Facilities Management**

- \_\_\_\_\_ Grass clippings from municipal properties are left on the ground to compost in place.
- \_\_\_\_\_ Yard waste from municipal properties is composted.
- \_\_\_\_\_ Recycling bins for plastic, glass & metal food and beverage containers are provided at all indoor and outdoor public venues, e.g. parks, ball fields, gymnasiums, beaches, etc.
- \_\_\_\_\_ Waste oil from municipal vehicles (including police cars & fire trucks) and small equipment is recycled.
- \_\_\_\_\_ Street sweepings are recycled. How? See DEP guidance at [www.ct.gov/dep/lib/dep/waste\\_management\\_and\\_disposal/solid\\_waste/street\\_sweepings.pdf](http://www.ct.gov/dep/lib/dep/waste_management_and_disposal/solid_waste/street_sweepings.pdf)
- \_\_\_\_\_ Recycled material is used in road base and other projects requiring fill when possible.
- \_\_\_\_\_ Some municipal buildings are heated with waste oil using approved waste oil heating equipment.
- \_\_\_\_\_ Tires from municipal vehicles are sent out for reuse or recycling.
- \_\_\_\_\_ Scrap metal from municipal projects is recycled.

### **Purchasing**

- \_\_\_\_\_ Municipality contracts with a hauler to collect recyclables from all town properties and/or town employees deliver all recyclables to the local recycling center or IPC.
- \_\_\_\_\_ School system contracts with a hauler to collect recyclables from all school properties and/or school employees deliver all recyclables to the local recycling center or IPC.

- \_\_\_\_\_ All recycling collection contracts for service to municipal/school buildings and facilities require recyclables to be delivered to the HRRRA system. (This has been a contractual requirement between HRRRA and each member municipality since 1991.)
- \_\_\_\_\_ Municipality has and uses an environmentally preferable purchasing (EPP) policy and is aware of and takes advantage of state EPP contracts open to purchase by municipalities and other political subdivisions.
- \_\_\_\_\_ Municipality uses only recycled paper with 30% post-consumer content or greater.
- \_\_\_\_\_ Municipality does not purchase note pads or telephone message pads but requires employees to make their own from used paper.
- \_\_\_\_\_ Purchasing department employees trained in EPP.

### **Regulations**

- \_\_\_\_\_ Municipality enforces its local recycling ordinance to assure that all generators within the borders of the municipality, including residents, businesses, institutions, government offices, etc. comply with recycling requirements.
- \_\_\_\_\_ New and renovated municipal building construction required to meet LEED or BEE or equivalent green building standards.
- \_\_\_\_\_ Planning & zoning regulations require adequate space for recycling containers and collection along with MSW in all new projects built in the municipality, e.g. multi-family housing, shopping centers, office buildings, schools, etc.
- \_\_\_\_\_ Demolition and building regulations require contractors to recycle C&D waste and require a waste management plan which emphasizes source separation and source reduction and recycling for all construction and demolition projects beyond a certain size.

### **Public Information and Education**

- \_\_\_\_\_ Municipality communicates with residents and businesses at least once per year on requirements of local recycling program through newsletter, mailings, cable TV, newspaper column, inserts in tax bills, etc.
- \_\_\_\_\_ Municipality advertises the who, what, where and how of recycling in local newspaper.
- \_\_\_\_\_ Municipality has an active recycling coordinator and/or committee who assists with public information
- \_\_\_\_\_ New residents receive information on the local recycling program when they move in.
- \_\_\_\_\_ Municipality prominently features local recycling program on its website.
- \_\_\_\_\_ Municipal website recycling information links to HRRRA.

- \_\_\_\_\_ Municipality sponsors annual or ongoing collection program for some recyclables such as tires, electronics, leaves, yard waste, etc.
- \_\_\_\_\_ Community events such as annual parades, festivals, etc. are planned as “green” or zero-waste events.

### **Local Recycling Center**

- \_\_\_\_\_ Municipality provides curbside recycling collection paid for through tax base.
- \_\_\_\_\_ Municipality provides local recycling center for items not collected at curbside and for residents who don’t use a hauler who collects recyclables.
- \_\_\_\_\_ Municipal local recycling center is open to small businesses as well as residents.
- \_\_\_\_\_ Local recycling center does not charge residents or small businesses for drop-off of mandated recyclables.
- \_\_\_\_\_ Local recycling center fees are based on pay-as-you-throw (PAYT), i.e. those residents and businesses who drop off greater amounts of MSW pay more than those who drop off lesser amounts of MSW.
- \_\_\_\_\_ Local recycling center accepts for recycling:
  - \_\_\_\_\_ Co-mingled plastic, glass & metal food and beverage containers
  - \_\_\_\_\_ Newspaper
  - \_\_\_\_\_ Magazines & catalogs
  - \_\_\_\_\_ Corrugated cardboard
  - \_\_\_\_\_ Office paper
  - \_\_\_\_\_ Phone books
  - \_\_\_\_\_ Books
  - \_\_\_\_\_ Junk mail
  - \_\_\_\_\_ Leaves
  - \_\_\_\_\_ Brush
  - \_\_\_\_\_ Propane tanks
  - \_\_\_\_\_ NiCd batteries
  - \_\_\_\_\_ Videotapes
  - \_\_\_\_\_ Food waste
  - \_\_\_\_\_ Separated C&D
  - \_\_\_\_\_ Waste oil
  - \_\_\_\_\_ Waste anti-freeze
  - \_\_\_\_\_ Oil-base paint & stain
  - \_\_\_\_\_ Used clothing
  - \_\_\_\_\_ #3-#7 plastics
  - \_\_\_\_\_ Boxboard
  - \_\_\_\_\_ Tires
  - \_\_\_\_\_ Lead acid batteries
  - \_\_\_\_\_ Electronics
  - \_\_\_\_\_ Used sneakers
  - \_\_\_\_\_ Swap items
  - \_\_\_\_\_ Other – please list

### **Miscellaneous**

- \_\_\_\_\_ School cafeterias compost food waste
- \_\_\_\_\_ School cafeterias do not use disposable dishes & utensils or use recyclable serveware
- \_\_\_\_\_ Municipality does not provide disposable coffee cups
- \_\_\_\_\_ Municipality tracks and records tonnage of all recycled items for annual DEP report.

- \_\_\_\_\_ Municipality tracks final destination of all recyclables collected through municipal contracts.
- \_\_\_\_\_ Municipality provides warning stickers/tags to haulers for use with customers who don't recycle.
- \_\_\_\_\_ Municipality has enforcement personnel who have been given authority to issue fines similar to animal control officers for residents and businesses who don't recycle.
- \_\_\_\_\_ Municipality requires all haulers who collect recyclables within its borders to register with the municipality annually.
- \_\_\_\_\_ Municipality requires all haulers registered with the community to report to the town or to HRRA where they haul MSW and recyclables.
- \_\_\_\_\_ Municipality is a member of the EPA WasteWise program.

Please list any other actions the municipality takes to promote recycling, reduction and re-use of what would otherwise become municipal solid waste:

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What are the top five actions that this municipality will take during the next year to promote recycling, waste reduction and reuse that you are not doing now:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Name of Municipality: \_\_\_\_\_

Recycling Coordinator: \_\_\_\_\_  
Signature Date

Chief Elected Official: \_\_\_\_\_  
Signature Date