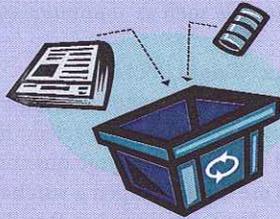


**Mandatory
Recycling Required
By Law**

Act 101 of 1988 requires that commercial, industrial and institutional establishments located in Pennsylvania municipalities with greater than 5000 population recycle office paper, corrugated cardboard, aluminum cans, , and leaf waste.



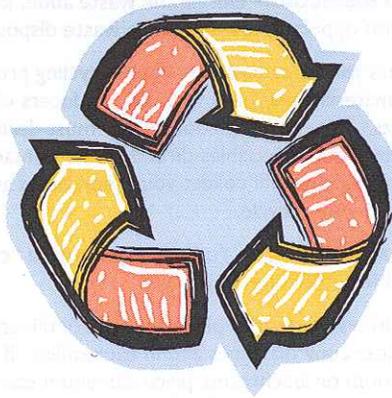
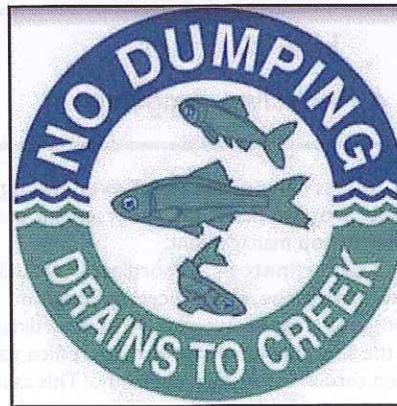
**EAST ROCKHILL TOWNSHIP
RECYCLING REQUIRED BY
ORDINANCE:**

Commercial, industrial and institutional businesses must recycle:

- Aluminum Cans
- Office Paper
- Corrugated Cardboard
- Leaf Waste

Apartment complexes or residential communities (four or more units) must recycle:

- Aluminum Cans
- Glass Containers
- Steel and Bimetal Cans
- Number 1 and Number 2 Plastics
- Newspapers
- Office Paper
- Junk Mail
- Other clean paper
- Leaf Waste



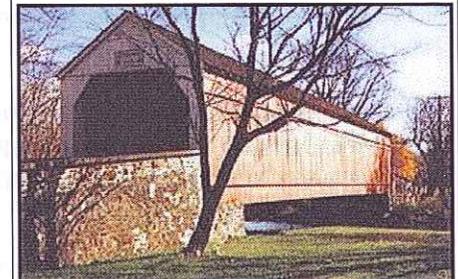
This brochure has been written and published for East Rockhill Township in conjunction with the Township's Recycling consultants, Hough Associates, 105 Town Center Road, King of Prussia, PA 19406. This brochure has been partially funded through a Grant from the Pennsylvania Department of Environmental Protection. Comments or questions regarding this brochure may be directed to Hough Associates, Inc., at 610-992-9990.

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East Rockhill
Township

**East Rockhill
Township
Guide
for
Mandatory
Commercial,
Industrial and
Institutional
Recycling Required
by State Law and
Municipal Ordinance**



East Rockhill Township

For Further Recycling Information Contact:
East Rockhill Township
Recycling Consultant
Hough Associates

Tel: 610-992-9990

Recycling Rules For Businesses in East Rockhill Township

All commercial, industrial and institutional business owners in East Rockhill Township are required to report on a yearly basis how much they recycle. (Aluminum cans, office paper, corrugated cardboard and leaf waste)

All apartment complexes or residential communities (nursing homes, condominium, retirement communities, etc.) that have seven units or more are required to provide recycling containers or centralized collection containers for their residents. At a minimum, you must provide one container for co-mingled recyclables including aluminum cans, glass, steel and bimetal cans, and number 1 and number 2 plastics; and a second container for newspapers, office paper, junk mail, cardboard and other clean paper. You are required to report on a yearly basis how much of these recyclables are collected at your property. Leaf waste must be separated from other waste and be placed in biodegradable paper bags for collection.

YOU ARE REQUIRED BY LAW TO PROVIDE AN ANNUAL RECYCLING REPORT TO THE EAST ROCKHILL TOWNSHIP RECYCLING CONSULTANT.

At the beginning of each year all businesses located in East Rockhill Township will receive a Recycling Data Collection Form that must be filled out and returned to the Township's recycling consultant by June 15th of each year. You will be asked to provide on the form the quantities of recyclables your business collected during the previous year. The Trash Hauler that handles your recyclables should provide annual tonnage information to you.

How to Start A Recycling Program

1. **Small Business Owner or Top Level Management—** A successful program needs the endorsement of the business owner or top management.
2. **Recycling Coordinator—** A coordinator should be appointed to manage the entire recycling program.
3. **Knowledge of Waste Stream—** The coordinator should evaluate the source(s) of aluminum cans, office paper, and corrugated cardboard in your company. This assessment is known as a waste Audit.
4. **Waste Reduction—** During the waste audit, identify waste reduction opportunities to reduce waste disposal needs.
5. **Markets for Recyclables—** Your recycling program generates materials that have value to producers of recycled products. The recycling coordinator must decide on either marketing your recyclables directly or to contact a good waste hauler that will collect your recyclables and report how much you recycle.
6. **Internal Collection—** You need to design a "convenient" method for collecting recyclables.
7. **Containers—** Consider placement of containers for office paper near copy machines and in each office. If you have a break room or lunchroom, place aluminum can containers near the soda machine. Cardboard boxes are usually collected at the shipping and receiving area. Inform employees and customers what to put in each recycling container.
8. **Education and Promotion—**
 - Tell Employees and customers about your recycling programs.
 - Encourage participation.
 - Include recycling stories in newsletters to customers and staff.
9. **Evaluation—** The coordinator should collect and report recycling data for the Township's recycling consultant and check on the program to see how it is working. Check with:
 - Maintenance staff for input on handling and collection
 - Accounting staff for savings in waste disposal costs vs. recycling costs and revenues from the sale of recyclables.
 - Employees to make sure they are participating.
 - Waste Hauler or end user for information on the amount of each material recycled.

How to Conduct A Waste Audit

1. **Composition of the Waste Stream**
Identify the kinds/types and quantities of materials in your trash. Develop a program concentrated on the high volume materials. For example: retail stores— cardboard and business offices—paper). Look for high value materials such as aluminum cans.
2. **Determine Weight/Volume**
Review weight and volume of materials you dispose of that could be recycled. Restaurants and bars generate large quantities of glass and are often charged a surcharge for collection due to the weight. Retailers generate large volumes of cardboard and can quickly fill dumpsters.
3. **Sources of Waste**
Determine where the waste is being generated and if this material can be reduced (make 2 side copies), reused (reuse packing material), or recycled (collect and recycle office paper)
4. **Collection System**
Always locate collection containers where the recyclables are being generated. The easier it is to recycle the higher the participation rate will be. Clearly mark all collection containers and make it difficult to place materials other than the selected recyclable in the container.
5. **Costs and Benefits**
The main reason for starting a recycling program is to reduce waste collection costs. You may actually generate some new revenue for recycling aluminum cans, selling baled cardboard, or high-grade office paper. After implementing your recycling program you may see your program has significantly reduced the amount of waste generated. If it has, by reducing your collection schedule or the size of your trash container, it will save you money.