

## RECYCLING GUIDELINES

**RECYCLING – IT’S THE LAW!** Recycling is **mandatory** in Bloomsburg for residents, businesses, schools, offices, multi-family housing properties and organizers of special events.

**COMMERCIAL, MUNICIPAL, AND INSTITUTIONAL ESTABLISHMENTS** are required to recycle:

- Corrugated cardboard – remove any plastic or foam from boxes
- White high-grade office paper – no carbon paper or window envelopes
- Clear, brown and green glass – empty, rinse and sort by color
- Steel cans – empty and rinse
- Aluminum cans – empty
- Newspapers

Also accepted at Bloomsburg’s Recycling Center:

- Magazines and catalogs
- Phone books
- #1 (PETE) and #2 (HDPE) plastic – empty, remove caps
- Pastel colored office paper & computer paper

**NOTE:** *If the recyclables at your commercial establishment are **not** being delivered to Bloomsburg’s Recycling Center, you are required to submit a quarterly report to the Town listing the hauler of the materials and the facility where they were taken. Along with the report you are to attach weight receipts from the hauler and/or facility. The dated weight receipts must list each material recycled and its corresponding weight.*

## **Ordinance 862**

### **Disposal or Placement for Removal of Recyclables - Commercial, Municipal, Institutional and Community Activities.**

All recyclables which are required to be kept separate in commercial, Municipal and institutional establishments and properties and community activities shall either be delivered directly to a recycling center or shall be picked up by a Private Hauler separately from municipal waste, in a pre-arranged manner, as shall be provided in the recycling plan. Commercial, municipal, and institutional establishments and community activities shall not place recyclables at the curbside for collection by the Town or its agent, such curbside collection being intended solely for the placement of recyclables generated in residential properties other than multi-family housing properties.

### **Recycling Plan and Reports for Commercial, Municipal and Institutional Establishments and Community Activities.**

- A. On the recycling plan, each establishment shall set forth its name, the address of the premises to which the plan pertains, the name and address of the building owner, the name and address of the Private Hauler who regularly services the establishment, the method of municipal waste disposal utilized by the establishment if no Private Hauler is used, and in such case, where the waste is disposed of.
- B. The recycling plan shall further set forth the name and business address of the employee or other person responsible for arranging disposal or removal of municipal waste and recyclables within the establishment, the method by which recyclables will be removed by the establishment, who will remove the recyclables, and the destination of the recyclables.
- C. The operator of the business or other establishment occupying the premises, whether or not such person is the owner of the building, shall be responsible for filing the

recycling plan, For community activities, the sponsor or organizer shall be responsible for filing the recycling plan.

- D. The recycling plan required hereby must be submitted annually to the Town at its designated office, and shall be acted upon and either approved or disapproved by the Town's designated official within 60 days of proper filing thereof. If no action is taken within 60 days, then the plan shall be deemed approved. Any person required by this Section to complete and submit a recycling plan and obtain approval thereof, and who fails to do so, shall be guilty of a violation of this Ordinance.
- E. If, during any calendar year, the identity of the commercial, municipal, or institutional establishment or community activity sponsor, the method of removing recyclables, or the identity of the Private Hauler regularly servicing the property shall change, then the establishment or sponsor shall, at the time of such change(s), submit a revised recycling plan for the balance of the calendar year, accurately setting forth the change(s).

In addition to the recycling plan, the operator of every commercial, municipal, and institutional establishment and the sponsor or organizer of every community activity shall submit a form to be designated "recycling report" in accordance with the following terms:

- A. If the recyclables generated at the property in question are delivered or taken to Bloomsburg's recycling center, then a recycling report, indicating that the property's recyclables were delivered or taken there, shall be submitted annually to the Town at its designated office, on or before January 31, of each calendar year. In such cases, Bloomsburg's recycling center shall be the agent of the establishment or sponsor for purposes of reporting the actual delivery of the establishment's or activity's recyclables to Bloomsburg's recycling center.
- B. If the recyclables generated at the property in question are delivered or taken to any facility other than Bloomsburg's recycling center, then a recycling report and all weigh slips

obtained from the facility or facilities to which the recyclables were delivered or taken, shall be submitted quarterly to the Town at its designated office. For purposes of submitting such weigh slips quarterly to the Town, the collector who removed the recyclables from the property shall be the agent for the operator of the establishment or sponsor of the activity. Each such quarterly recycling report shall be submitted on or before the 20<sup>th</sup> day of the first month of each quarter, from the preceding quarter. Quarters shall run on a calendar-year basis, thus; January through March, April through June, July through September and October through December.

PA Act 101 requires businesses in any municipality with more than 5,000 residents to recycle.

Questions regarding Bloomsburg's recycling program should be directed to Charles Fritz, Environmental Services Administrator, at 570-784-4532 or [cfritz@bloomsburgpa.org](mailto:cfritz@bloomsburgpa.org).

Annual recycling plans and quarterly recycling report forms are available on next page

**RECYCLING PLAN**  
**for COMMERCIAL, MUNICIPAL and INSTITUTIONAL**  
**ESTABLISHMENT and COMMUNITY ACTIVITIES**

To be completed and submitted annually by the operator of every commercial, municipal, and institutional and the sponsor of every community activity, in accordance with Section 16 of the Solid Waste and Recycling Ordinance of the Town of Bloomsburg.

1. Name and address of establishment or activity to which this plan pertains:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_
  
2. Name and address of owner, manager, director, organizer or other person responsible for the operation of the establishment or activity (the "operator"):  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Name and address of licensed hauler servicing the establishment or activity listed at #1 above:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Name of the person or firm responsible for the recycling system at the property listed at #1 above:  
\_\_\_\_\_
  
5. How are recyclables removed from the property?  
    \_\_a. They are delivered directly to a recycling center by the person or firm names in #4 above.  
    \_\_\_b. They are removed by the licensed hauler named at #3 above.  
    \_\_\_c. They are removed by another person contracted with for the removal of recyclables.
  
6. How frequently are recyclables removed from the premises? \_\_\_\_\_
  
7. Where are the recyclables delivered once they are removed from the premises?  
    \_\_\_a. Bloomsburg's Recycling Center  
    \_\_\_b. Another recycling center - Please specify which one:  
        \_\_\_\_\_  
        \_\_\_\_\_

I, the undersigned, hereby verify that the information provided above is true and complete to the best of my knowledge. I understand that, should any of such information change during any calendar year, then I will be required to submit a revised Recycling Plan for the balance of that calendar year.

\_\_\_\_\_  
**Signature of Owner, Landlord or Agent**

\_\_\_\_\_  
**Date**

**RECYCLING REPORT**  
**COMMERCIAL, MUNICIPAL, and INSTITUTIONAL**  
**ESTABLISHMENTS and COMMUNITY ACTIVITIES**

To be completed and submitted by the operator of every commercial, municipal and institutional establishment and the sponsor of every community activity, in accordance with Section 16 of the Solid Waste and Recycling Ordinance of the Town of Bloomsburg. Your answers will determine whether annual or quarterly reports are required. **ANNUAL** filing required if recyclables go to Bloomsburg's Recycling Center. **QUARTERLY** filing required if recyclables go elsewhere.

1. Name and address of establishment or activity to which this report pertains:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
2. Name and address of owner, manager, director, organizer or other person responsible for the operation of the establishment or activity (the "operator"):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Where the recyclables from the property were actually delivered:  
\_\_\_\_ Bloomsburg's Recycling Center  
\_\_\_\_ Another recycling facility. Please specify which recycling center:  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Name of person or firm hauling recyclables:  
\_\_\_\_\_
  
5. For quarterly filers only, check one: (Weigh slips must be attached.)  
\_\_\_\_ January 1 through March 31, 20\_\_\_\_  
\_\_\_\_ April 1 through June 30, 20\_\_\_\_  
\_\_\_\_ July 1 through September 30, 20\_\_\_\_  
\_\_\_\_ October 1 though December 31, 20\_\_\_\_

(Note: If you are required to submit quarterly reports, the person who removed the recyclables from the premises must, on your behalf, submit the weigh slips issued by the recycling center for your recyclables.)

I, the undersigned, hereby verify that the information provided above is true and complete to the best of my knowledge. I understand that the Town of Bloomsburg must verify that my organization recycled each material that is generated. I also understand that all performance grant funds received by the Town resulting from the recycling by the facility named in #2 shall be used to administer the Town's recycling program.

\_\_\_\_\_  
**Signature of Owner, Manager, Director**

\_\_\_\_\_  
**Date**