

TOWN OF BLOOMSBURG

MULTI-FAMILY HOUSING PROPERTY RECYCLING GUIDELINES

Bloomsburg requires multi-family properties with more than four (4) units to separate and recycle:

- **Clear, green and brown glass bottles and jars** – emptied, rinsed, lids removed and separated by color
- **Steel and aluminum cans** – emptied, rinsed and separated
- **Newspapers**
- **#1 and #2 plastic bottles and jars** – emptied, rinsed, lids removed

The landlord or agent of each property shall require tenants to recycle by a clause in the lease or other enforceable rule or regulation and to abide by requirements set forth in Ordinance #862.

The landlord or agent is responsible for setting up a convenient location for the collection and storage of all recyclables. Clearly marked recycling containers must be set out for tenants' recyclables. The landlord or agent is to make arrangements for the materials to be delivered to a recycling facility.

A quarterly Recycling Report will be necessary for properties that do not have their recyclables delivered to Bloomsburg's Recycling Center. Weigh slips for all materials recycled during the quarter must accompany the report.

Questions regarding Bloomsburg's recycling program should be directed to Charles Fritz, Environmental Services Administrator, at 784-4532 or cfritz@bloomsburgpa.org.

Ordinance 862

PART II - RECYCLING

13. DISPOSAL OR PLACEMENT FOR REMOVAL OF RECYCLABLES - MULTI-FAMILY HOUSING PROPERTIES

For multi-family housing properties, all recyclables which are to be kept separate in residential properties shall either be delivered directly to a recycling center, or shall be picked up by a recyclable collection permittee or a licensed hauler separately from municipal waste, in a pre-arranged manner, as shall be provided in the Recycling Plan required pursuant to Section 15 below. If any recyclables are picked up by a recyclable collection permittee, then all recyclables generated at the property shall be made available to such recyclable collection permittee for collection. Recyclables generated in multi-family housing properties shall not be placed at 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.

The landlord of every multi-family housing property shall require, by a clause in the lease or other enforceable rule or regulation, that the tenants in such property comply with the requirements of this Ordinance governing separation and disposal or placement for removal of recyclables in multi-family housing properties. Every landlord shall set up a convenient and practical system in such properties for the collection, storage and regular disposal or placement for removal of recyclables generated by the residents of such properties.

15. RECYCLING PLAN AND REPORTS FOR MULTI-FAMILY HOUSING PROPERTIES

- A. The landlord of every multi-family housing property shall annually complete a form to be designated "Recycling Plan for Multi-Family Housing Properties", to be provided by the Town, on which the landlord shall set forth his planned method of disposal of recyclables. One such Plan shall be completed and submitted for each property. All pertinent information requested on the Plan shall be provided prior to submission.

Each such Recycling Plan shall set forth the name and address of the landlord, the address of the property to which the Plan pertains, and the name and address of the licensed hauler who regularly services the property.

The Recycling Plan shall further set forth the name and business address of the employee or other person responsible for arranging disposal of municipal waste and recyclables within the property, the method by which recyclables will be disposed of from the property, who will remove the recyclables, and the destination of the recyclables.

The Recycling Plan required hereby must be submitted to the Town at its designated office... 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.

If, during any calendar year, the identity of the landlord, the method of disposing of recyclables, or the identity of the licensed hauler regularly servicing property shall change, then the landlord of such multi-family housing property shall, at the time of the change(s), submit a revised Recycling Plan for the balance of the calendar year, accurately setting forth such change(s).

- B. In addition to the Recycling Plan, the landlord of every multi-family housing property shall submit a form to be designated "Recycling Report" in accordance with the following terms.
- i. 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... In such cases, Bloomsburg's recycling center shall be the agent of the property's landlord for purposes of reporting the actual delivery of the property's recyclables to Bloomsburg's recycling center.
 - ii. 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 landlord. Each such quarterly Recycling Report shall be submitted on or before the last day of the first month of each quarter, for the preceding quarter. Quarters shall run on a calendar-year basis...

Owners of multi-family housing property may elect to have recyclable materials collected curbside. Should this method be chosen, the owner would be subject to the same recycling fee as those residents eligible for curbside recycling.

Ordinance 862

C. Recycling Fee:

2. All owners of multi-family housing property who elect to have the Town collect its recyclable materials shall pay to the Town a recycling fee for each dwelling unit in the property in an amount and in a manner as determined from time to time by resolution of Town Council.

RECYCLING REPORT

MULTI-FAMILY HOUSING PROPERTIES

To be completed and submitted by the owner, landlord, or agent of residential property with five or more dwelling units, in accordance with Section 15 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. Address of property to which this report pertains:

2. Name and address of owner, landlord, or agent:

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 tenants 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, Landlord, or Agent

Date