



Biennial Recycling Progress Report for Municipalities

Reporting for Calendar Years 2019 and 2020 (January 1 - December 31)

General instructions for completing the form:

To complete this form, you may print it and write in answers by hand or fill it out electronically. To complete electronically, save a copy of the form from the internet onto your computer (also download the free Adobe Acrobat Reader from <http://get.adobe.com/reader> if you don't already have it). On your saved copy, place your cursor in or tab to, the space after each item to activate the fill-in field. You can save, close and re-open the form so you do not need to complete it at one sitting. If you have questions on how to download and complete this form electronically, please contact Megan Mansfield Pryor at 207-314-3357 or megan.pryor@maine.gov.

Each municipality in Maine has a unique set of trash haulers, recyclers, and solid waste transfer and disposal facilities fulfilling its solid waste management obligations. You may find it useful to contact the people and facilities that manage trash in your municipality to obtain the information you need to complete this report. It is these professionals' business to track the amount of waste they handle and where they take the waste. If you are unable to obtain some of the information, there are places on the form you can use to explain why.

Please email your completed form to megan.pryor@maine.gov or print and mail a hard copy by April 30, 2021 to:

Megan Mansfield Pryor,
Maine Dept. of Environmental Protection
17 State House Station, Augusta, Maine 04333-0017

NOTE: This report must be signed. If submitting an electronic copy, please print the form to sign it or use the e-signature feature to complete this step before emailing the completed report.

A. CONTACT INFORMATION

| | | | |
|---------------------------|--|-----------|--|
| Reporting Municipality: | | | |
| Report Year: | | | |
| Contact Person: | | | |
| Title: | | | |
| E-mail: | | | |
| Phone: | | | |
| City/Tribe/Town/Township: | | | |
| State: | | Zip Code: | |

Please list the web site address(es), if any, used by municipality to provide recycling and solid waste management information to your residents:

B. MATERIALS MANAGEMENT PROGRAM INFORMATION

1. How are trash disposal costs paid? (check all that apply)
 - Residents contract with private hauler
 - Businesses contract with private hauler
 - Costs included in municipal budget
 - Municipal “Pay-as-You-Throw” Program.

2. How does your municipality provide for recycling? (check all that apply)
 - Municipally-operated curbside recycling
 - Municipally-contracted curbside recycling
 - Residents contract for curbside recycling
 - Recycling center drop-off
 - “Silver bullet” recycling drop-off
 - Other? (describe below)

3. How does your municipality provide for organics management (composting or anaerobic digestion of materials such as separated food scraps or leaf and yard waste)? (check all that apply)
 - Residents contract for curbside food scrap pickup
 - Food scrap kiosk drop-off in public space
 - Food scrap drop-off at transfer station
 - Seasonal curbside leaf and yard collection
 - Leaf and yard drop-off at transfer station
 - Other, including support for backyard composting efforts? (describe below)

4. How does your municipality provide for management of construction and demolition debris (may include building materials, wallboard, carpet, metal conduits, etc.)? (describe below)

5. List your municipal solid waste and recycling ordinances (check all that apply). Please provide a web address for ordinances or a brief description if not available online.
 - Mandatory recycling ordinance
 - Other? (describe below)

C. HOUSEHOLD HAZARDOUS WASTE COLLECTION

1. Municipality provides for Household Hazardous Waste Collection: No Yes (if yes, describe below)

| | |
|-----------------------------------|--|
| Facility or hosting organization: | |
| Frequency of collection: | |

2. Municipality provides for mercury-added (fluorescent, HID, etc.) light bulb recycling: No
 Yes, mercury bulbs are managed through the manufacturer (NEMA) takeback program (describe below)
 Yes, mercury bulbs are managed through another organization or entity (describe below)

| | |
|-----------------------------------|--|
| Facility or hosting organization: | |
| Collection location: | |

3. Municipality provides for e-waste collection: No Yes (if yes, describe below)

| | |
|-----------------------------------|--|
| Facility or hosting organization: | |
| Frequency of collection: | |

D. RECYCLING PROGRESS CALCULATION

Your municipality's recycling rate is the percent of MSW diverted from disposal through recycling or composting (or anaerobic digestion). Maine law sets a goal of recycling or composting 50% of municipal solid waste generated each year. Municipalities are directed to demonstrate reasonable progress toward that goal. This section provides a model for calculating a municipal recycling rate in accordance with the provisions of 38 MRS § 2132 and §2133. If you can obtain information on the estimated tons of waste material generated in your municipality and sent for disposal and recycling or organics management, please input the data into the "estimated amount" fields for each year below (enter numbers and decimal points only). **The form will automatically calculate your municipality's recycling rate.** Default values are shown below; just click on the field to type your own numbers over the default numbers (for example, replace 50.00 tons of MSW in 2019 with your actual MSW tons for 2019). The left-hand column describes the type of waste and how it is managed.

| MSW Waste Materials | Estimated amount in tons 2019 | Estimated amount in tons 2020 | Factor / Calculation |
|--|-------------------------------|-------------------------------|----------------------|
| MSW (trash) sent to landfill or waste-to-energy incinerator | | | "A" |
| MSW recycled (cardboard, paper, white goods, scrap metal, plastic, metal, or glass containers, etc.) | | | "B" |
| MSW organics composted or sent for anaerobic digestion ¹ | | | "C" |
| Total MSW recycled or composted | | | =B+C |
| Total MSW | | | =A+B+C |

¹ Organics may include separated food scraps or leaf and yard waste.
 Maine DEP/BRWM/DMM

| | | |
|---|--|--|
| To calculate the MSW recycling rate: Step 1. $X = ((B+C)/(A+B+C))$ Step 2. $Y = X + .05$ (for 'bottle bill credit') Step 3. $Y \times 100 = \text{MSW Recycling Rate (i.e., \% MSW recycled)}$ | Enter 2019 MSW Recycling Rate %: _____ | Enter 2020 MSW Recycling Rate %: _____ |
|---|--|--|

E. ADDITIONAL COMMENTS

1. Check here if you are unable to obtain information on your municipality's solid waste and recycling.
 (explain why below)

2. Please describe any activities that are planned or currently underway that would increase the diversion of municipal solid waste through recycling, composting, or anaerobic digestion:

3. Do you have any suggestions for us to make the annual reporting process better?

I have examined this report and to the best of my knowledge and belief, said report is true, correct, and complete.

SIGNATURE

Signature of person completing this form

Printed name of person completing this form

Please return one (1) copy of your completed form by April 30, 2021 to:

Megan Mansfield Pryor

Maine Dept. of Environmental Protection