



Massachusetts Department of Environmental Protection

Sustainable Materials Recovery Program

Recycling Dividends Program Criteria

Overview

The Recycling Dividends Program (RDP) will provide payments to municipalities that have implemented specific programs and policies proven to maximize reuse, recycling, and waste reduction. The program and policy criteria (RDP criteria) define the characteristics of a model municipal recycling program, essentially functioning as a “best practices” framework. Each RDP criterion has a value ranging from 1 to 5 points. Municipalities that earn at least 1 point (out of 27 available) are eligible for RDP payments.

There are two levels of funding, Basic and Advanced. Basic level is for municipalities that earn 1-9 points; Advanced level is for municipalities that earn 10 or more points. Payment brackets, based on the number of households served by the municipal solid waste program, establish the value for each point within each level. Basic level points are 30% less in value than Advanced level points. Awards for a narrow subset of Environmental Justice municipalities as defined below will automatically be calculated at the Advanced bracket rate, even if the total points earned are less than 10 points.

RDP recipients are required to submit an RDP Spending Report annually through Re-TRAC Connect. Annual reporting will be required until all funds have been expended. Annual reporting is a pre-requisite to receiving RDP payments in subsequent years. RDP recipients are also required to submit a Recycling and Solid Waste Survey annually through Re-TRAC Connect. Both annual reports, along with an annual Notification of Buy Recycled Policy, must be submitted by February 15th or one point will be deducted from the total RDP points earned.

RDP Environmental Justice Populations

[Environmental Justice \(EJ\) Population Data](#) is derived from the 2019 American Community Survey based upon demographic criteria developed by the Massachusetts Executive Office of Energy and Environmental Affairs. A small subset of Environmental Justice populations will be granted special consideration in the Recycling Dividends Program. This subset (hereinafter referred to as RDP EJ Populations) is defined as those communities in which 45 percent or more of their residents live in an EJ Census Block Group that meets the criteria identified in either 1, 2, and 3 or 4 below.

1. The annual median household income is not more than 65 percent of the statewide annual median income,
2. minorities comprise 40 percent or more of the population, and
3. 25 percent or more of households lack English language proficiency.
- or
4. Minorities comprise 25 percent or more of the population and the annual median household income for the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income.

The 47 municipalities that meet the RDP Environmental Justice Population definition described above are:

| | | | | | |
|-----------|------------|-------------|-------------|-------------|------------------|
| Amherst | Fall River | Leominster | Montague | Salem | Waltham |
| Boston | Fitchburg | Lowell | New Bedford | Shrewsbury | Ware |
| Brockton | Framingham | Lynn | North Adams | Somerville | Wareham |
| Brookline | Gardner | Malden | Palmer | Southbridge | Watertown |
| Cambridge | Haverhill | Marlborough | Pittsfield | Springfield | Webster |
| Chelsea | Holbrook | Medford | Quincy | Stoughton | West Springfield |
| Chicopee | Holyoke | Methuen | Randolph | Sunderland | Worcester |
| Everett | Lawrence | Milford | Revere | Taunton | |

Municipalities that do not provide trash services to their residents are eligible to apply provided that a Comprehensive Hauler Regulation (as defined in the criterion in this section) has been adopted as of the date of application. Municipalities in this group will be awarded points valued at the lowest bracket. MassDEP utilizes Recycling and Solid Waste survey (RSW) data in the evaluation of RDP. If an RDP criterion or program is not reflected on the most recent RSW survey filed by the municipality, please describe the program and its start date in the comments section at the end of the RDP grant application. Starting a Pay-As-You-Throw program after December 2021 and before June 30, 2022 is an example of a program that would not be reflected on the RSW survey.

RDP awards are subject to appropriation of funds. MassDEP reserves the right to reduce the dollar amount awarded to municipalities based on available funding. In this instance, all awards would be reduced by the same percentage. Payments are expected to be made in the Fall of 2022.

Eligible Applicants:

- This grant is available to municipal applicants only.

Program Structure

Each RDP criterion has been assigned a value based on the impact that criterion has been demonstrated to make on waste diversion. For example, a full Pay-As-You-Throw (PAYT) program is worth more points than a modified PAYT program in which 35-gal carts are included in basic level service. Only one option may be selected for each criterion.

Points will be awarded for new or ongoing programs and activities that were implemented or in effect during the period of July 1, 2021 through June 30, 2022.

MassDEP conducts audits of municipalities each year to ensure that program information is accurate. Submittal of an RDP application that contains false or misleading data may be grounds for barring the municipality from the SMRP grant program for a period of time to be determined by MassDEP.

Use of Grant Funds:

Recipients of RDP payments will be required to expend the funds on designated activities and equipment that will enhance the performance of their waste reduction programs. A comprehensive list of Approved Spending Categories for Recycling Dividends Program and Regional Small Scale Initiatives funds is provided at the end of this document. Please contact Wilfred Mbah to seek approval for expenditures not identified on this list. MassDEP will consider one spending request per municipality per year for an activity or item not found on the list.

Use of a dedicated account or revolving fund is recommended but not required. Funds do not have to be spent in the fiscal year awarded and may be carried over to future years and saved to fund a larger eligible expense or project. However, RDP funds are intended to be invested in waste reduction activities and not be preserved for a rainy-day fund. MassDEP may delay or deny future payments if a municipality is not expending funds as intended.

RDP Payment Brackets

| # of Households that Receive Trash Service Provided by the Municipality | Point Value Basic Level 1-9 pts. | Point Value Advanced Level ≥ 10 pts. or RDP EJ Populations |
|---|----------------------------------|--|
| 0 - 1,999 | \$245 | \$350 |
| 2,000 - 4,999 | \$420 | \$600 |
| 5,000 - 7,499 | \$770 | \$1,100 |
| 7,500 - 9,499 | \$910 | \$1,300 |
| 9,500 - 12,499 | \$1,260 | \$1,800 |
| 12,500 - 16,999 | \$2,100 | \$3,000 |
| 17,000 - 24,999 | \$2,450 | \$3,500 |
| 25,000 - 31,999 | \$2,800 | \$4,000 |
| 32,000 - 99,999 | \$4,550 | \$6,500 |
| 100,000 + | \$7,000 | \$10,000 |

For questions about the Recycling Dividends Program please contact:
Wilfred Mbah, Wilfred.Mbah@mass.gov

EVALUATION CRITERIA

Bulky Items

The bulky item fee schedule must be posted on the municipal website. You will be required to provide the direct link to this fee schedule; broken or incorrect links may result in loss of points. For this RDP Criterion, Bulky Items collected can be disposed of OR recycled. For example, if your trash hauler has been instructed not to collect mattresses and you provided residents with the name and contact information for a company that, for a fee, will pick up mattresses, this qualifies.

- The municipality or its hauler charged residents a fee of not less than \$5 each for the handling of at least three of the following bulky items, either at the curb or at its municipal drop-off: mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet. For curbside communities, if the municipality's trash hauler was instructed not to collect one or more of these items, and you provided residents with the name of a company that will pick the item(s) up curbside for a fee, you can count those items. This information must be posted on the municipal website **[2 points]**
- The municipality allowed residents to place up to four items per year at the curb or permitted the disposal of four bulky items at the municipal drop-off location at no cost BUT after the initial four, the municipality or its hauler charged residents a fee of not less than \$5 each for at least three of the following bulky items: mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet. You will be required to attach information describing the tracking system utilized to ensure the four-item annual limit. **[1 point]**

Center for Hard to Recycle Materials (CHARM)

The Center must be in your municipality or a contiguous community (i.e., shares a border). An exception to the 'contiguous' requirement will be made for rural areas within a ten-mile radius of an open CHARM. All items must be collected at a single permanent location. Marine boat plastic, agricultural wrap, shredded paper and/or string lights collected at least once per year at an alternative location qualifies as an item if promoted by the municipality. All materials must be source separated. For each material collected at the CHARM, you will be asked to list the vendors used for recycling/processing. Items sent to disposal, including waste to energy, do not qualify.

Residents must have been able to drop-off a minimum of 8 items listed below:

1. Automotive wastes – must collect tires and lead acid batteries, AND either oil OR antifreeze. Tires qualify only if the tire recycler you use sells a portion of their shredded tires for fuel.
2. Books/media
3. Bulky rigid plastics
4. Electronic wastes
5. Fire extinguishers, AND twenty-pound propane tanks. Fire extinguishers are a difficult to manage waste that your propane tank recycler may be able to take.
6. Household batteries (must collect all types of non-alkaline batteries)
7. Large appliances
8. Mattresses (qualifies as three (3) items toward the required total of 8). Mattresses and box springs – recyclers must deconstruct the mattress and recycle at a minimum the wood, metal, and foam to qualify for this criterion.
9. Mercury bearing products – must collect all of the following: fluorescent lamps/CFLs, button batteries, thermostats, thermometers, other mercury containing products
10. Paint – may be sent for recycling, fuel blending, or hazardous waste disposal.
11. Film plastics (any of the following: plastics bags, boat wrap, agricultural wrap). Plastic bags and film collected at local grocery stores do not qualify.
12. Textiles

13. Wood – Collecting mixed C&D and sending it to a C&D processor does not qualify. This must be source separated C&D wood. MassDEP encourages better and higher uses of materials sent to C&D processors.
 14. Shredded paper -- events conducted at a local business will qualify if promoted by the municipality.
 15. String lights, (e.g., Christmas tree lights)
- Items collected for recycling once per month **[2 points]**
 - Items collected for recycling once per month for at least six months out of the year. **[1 point]**

Curbside Recycling Regulations

Comprehensive Hauler Regulations (CHR) - For All Generators

To be eligible for the CHR category, the municipality must meet all requirements below:

- For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services (i.e., bundled pricing). Solid waste and recycling services must be provided by the same hauler.
- For **Commercial Customers/Generators**, the Hauler must provide bundled solid waste and recyclables collection to all commercial customers, unless the customer can provide proof to the hauler that separate recycling services are provided by another permitted hauler.
- Mandatory Recycling is required of all **Generators** through this or a separate municipal bylaw/ordinance, regulation or policy.
- The municipality must inform all generators (commercial and residential) at least once per year that recycling is mandatory.

You will be required to attach a copy of the bylaw/ordinance and/or regulation in which **appropriate sections have been highlighted** to demonstrate that each of the following requirements have been met: 1) bundled service, 2) applicability to all customers/generators, and 3) mandatory recycling. Please attach all applicable regulations.

- ENFORCED CHR - The municipality has adopted AND enforced [MassDEP's Model Comprehensive Hauler Regulations](#). The municipality must have tracked violations and followed-up with private haulers found to be non-compliant. At a minimum, follow-up must entail a letter, on municipal letterhead, to the hauler. You will be required to attach documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to haulers and/or the process of revocation of hauler permits. **[4 points]**
- ADOPTED CHR- The municipality has adopted MassDEP's Model Comprehensive Hauler Regulations. **[2 points]**
- ADOPTED CHR - The Municipality has adopted a bylaw/ordinance and/or regulation or combination thereof that require haulers provide recycling to all generators, residential and commercial as bundled service and requires mandatory recycling by all generators. **[1 point]**

Enforced Hauler Regulations - For Residential Generators Only

To be eligible Hauler Regulations for Residential Generators, the municipality must meet all requirements below:

- For **Residential Customers/Generators**, the bundled service must provide customers with solid waste and recyclables collection at a rate that reflects the cost of both services (i.e., bundled pricing). Solid waste and recycling services must be provided by the same hauler.
- Mandatory Recycling is required through this or a separate municipal bylaw/ordinance, regulation, or policy.
- Your municipality offers drop-off and/or private hauler subscription services only (i.e., you do not provide municipal curbside collection).

You will be required to attach a copy of the bylaw/ordinance and/or regulation in which **appropriate sections have been highlighted** to demonstrate that each of the following requirements have been met: 1) bundled service, 2) applicability to all customers/generators, and 3) mandatory recycling. Please attach all applicable regulations. You will also be required to attach documentation of enforcement such as tracking sheet, copy of warnings/tickets/letters issued to

haulers and/or the process of revocation of hauler permits. At a minimum follow-up must entail a letter, on municipal letterhead, to the hauler.

- ENFORCED - The municipality adopted and **actively enforced** a bylaw/ordinance and/or regulation that requires private haulers collecting solid waste to provide a bundled service for collection of both solid waste and recyclables for **residential customers/generators** at a rate that reflects the cost of both services. Solid waste and recycling services must be provided by the same hauler. **[3 points]**

Enforced Mandatory and Quality Recycling Requirements

To be eligible for this category, the municipality must meet all requirements below:

- The municipality enforced residential curbside recycling by verifying compliance with recycling related requirements such as Mandatory Recycling and/or Quality Recycling by means of contamination reduction. The municipality must have in effect as of the June 30, 2022, a mandatory recycling bylaw/ordinance, regulation and/or a policy on reducing contamination of the recycling stream. A policy on contamination reduction must have been enacted or voted on by an official municipal board or committee and include a list of acceptable recyclable materials, a minimum of three of the top contaminants and standard operating procedures for identifying, tracking, and enforcing.
- Penalties are required for non-compliance; the issuance of fines and/or leaving behind contaminated material qualifies as a penalty.
- The municipality (in conjunction with the hauler, when applicable) must have tracked violations and followed-up with households found to be non-compliant. A Recycling IQ Kit Oops Tag qualifies as follow-up for the first two offenses. At a minimum, for those with more than two offenses, follow-up must have entailed a letter, on municipal letterhead, to the resident and/or property owner.

You will be required to attach a copy of the bylaw/ordinance, regulation, hauler contract and/or policy that demonstrates applicable requirements are in place such as fines and/or leave behind of contaminated materials with applicable areas highlighted.

You will also be required to draft and attach documentation demonstrating **active enforcement** is taking place. This should include but is not limited to: description of the enforcement protocol or procedure, identification by title of the person(s) responsible for enforcement, documentation of warnings issued and/or fines levied. You will be required to document the number of initial violations (i.e., first time at a particular address) issued in the current fiscal year, and the number of repeat violations issued in the current fiscal year.

- A dedicated Enforcement/Education Coordinator spent a minimum of 19 hours per week on the street verifying compliance. A municipal employee providing recycling collection services does not qualify as a dedicated Enforcement/Education Coordinator. **[3 points]**
- A dedicated Enforcement/Education Coordinator spent a minimum of 10 hours per week on the street verifying compliance. A municipal employee providing recycling collection services does not qualify as a dedicated Enforcement/Education Coordinator. **[1 point]**
- The municipality's hauler was responsible for enforcement which is codified in the hauling contract or the standard operating procedure of the municipal collection staff. The hauler/employee notified municipal officials daily of non-compliance. **[1 point]**

Diversity, Equity, and Inclusion in Recycling Program

- In order to qualify, a municipality must have completed a minimum of two activities from the following list. We acknowledge that low-income classification varies amongst municipalities. The classification criteria determined by your municipality should be utilized when selecting applicable activities from the list below. Municipality will be required to provide substantiation for each item selected. Examples include providing accurate, one-click webpage link, attachment, and/or provision of detailed information. **[1 point]**

1. Multilingual recycling & trash guides were available on website and/or sent as a mailer or using [Recycle Smart translated guides](#).
2. Sent multilingual materials to property managers for multifamily dwellings/apartment/condominium complexes, public housing and/or mobile home parks.
3. Multilingual recycling & trash reminders/signage posted at drop-off location.
4. Multilingual guides for handling HHW properly were available on municipal website and/or sent as mailer.
5. Multilingual handouts/guides were available at schools for students to take home.
6. Hosted multilingual webinar or social media live stream/video or Cable TV program 1x/year for recycling education/outreach or created video guides.
7. Reduced or subsidized PAYT bag or sticker fees for low-income or residents experiencing other hardships.
8. Reduced Transfer Station/Recycling Center access fee for low-income residents.
9. Reduced costs for HHW collection/bulky waste/zero waste collection events for low-income residents, or residents experiencing other hardships.

Household Hazardous Waste (HHW) Collection

A comprehensive HHW collection event accepts a broad range of products, including but not limited to: pesticides, pool chemicals, oil-based paint, flammables, automotive products, elemental mercury, cleaning products and other chemicals. House to house mobile pick up by a licensed hazardous waste transporter qualifies if all residents from all municipalities involved are allowed to participate.

Location(s) dates and times for all collection types must be identified on the RDP application AND be promoted through all channels used for educating residents. Confirmation of past events will be verified during the evaluation process utilizing the MassDEP online registration system. Therefore, the municipal official in the municipality where the event was held or the contracted vendor must have registered through the [MassDEP Notification for Household Hazardous Waste Events](#) system. If notification was not done in this manner, you will be required to describe how the MassDEP regional office was informed of the HHW event(s).

Directing residents to privately owned facilities does not qualify.

Six or more opportunities per year

- Hosted comprehensive permanent HHW collection center. Permanent Household Hazardous Waste collection centers must be listed on MassDEP's [HHW webpage](#). **[2 points]**
- Participated in comprehensive regional HHW collection center at public facility. Municipality has an agreement with a regional center and pays a membership fee. **[2 points]**
- Participated in comprehensive regional HHW collection center at private facility: Municipality signs a contract and pre-pays funds sufficient to cover 1% of the town's TOTAL HOUSEHOLDS multiplied by \$50 per household. Facility must be accessible once per month, eight months of the year, and located within 20 miles. **[2 points]**
- Participated in comprehensive reciprocal arrangement – Municipality has a group agreement that allows for access to events hosted by municipalities of the group. **[2 points]**

Two or more opportunities per year

- Hosted two comprehensive events per year: both events are located in your municipality. **[1 point]**
- Funded two comprehensive HHW collection events each year. Municipality has a group agreement that allows for access to a minimum of two events hosted by municipalities of the group. **[1 point]**

Organics

- Source separated food waste was collected weekly from all households served by the municipal trash program. **[3 points]**
- Source separated food waste was collected at a municipally owned collection center AND the municipality provided subsidized home compost bins at a price that did not exceed \$25 along with

an effective promotion and outreach program. You must provide the address of the municipally owned collection center on the RDP application. Your municipality must have had an **active outreach and education component**. In addition to including information about the home compost bin program on the municipal website, other examples of effective outreach include home composting workshops in the spring and/or fall, home compost demonstrations at farmers markets, local fairs/festivals or similar public events, and a video program at the library and/or on cable TV. You will be asked to provide the following: # of home compost bins sold in the current fiscal year; price charged to residents; link to the promotion of home compost bin availability on the municipal website; and a link to publicity about the education program (on the municipal website). **[2 points]**

- Municipality selected a vendor(s) and negotiated a per household rate for curbside collection of source separated food waste through a public procurement process. The municipality publicized the vendor(s) to residents who opted in through a fee for service at the negotiated rate. You will be required to provide a direct link to the webpage describing this program which shall include at a minimum, the vendor(s), contact information and pricing. You will have the option to attach any promotional material describing this program. **[1 point]**
- Source separated food waste was collected curbside at least bi-weekly from households participating in a municipally funded or subsidized subscription collection program. The municipality publicized the vendor to residents who opted in for service at a rate that was either fully or partially offset by municipal funding. You will be required to provide a direct link to the webpage describing this program which shall include at a minimum contact information and pricing. You will have the option to attach any promotional material describing this program. **[2 points]**
- The municipality offered subsidized home compost bins to residents at a price that did not exceed \$25 per bin. The municipality ran an **active outreach and education component**. In addition to including information about the home compost bin program on the municipal website, other examples of an effective outreach campaign include providing composting workshops in the spring and/or fall, compost demonstrations at farmers markets, local fairs/festivals or similar public events, hosting a video program at the library and/or on cable TV. For this point you will be asked to provide the following: # of compost bins sold in the current fiscal year; price charged to residents; link to the promotion of compost bin availability on the municipal website; and a link to publicity about the education program (on the municipal website). **[1 point]**

Recycling Center Access

Municipality permitted access to municipal recycling center for recycling of paper, bottles, jars, jugs, cans, and cardboard at a minimum. While the municipality may have charged a fee for haulers to tip recyclables, businesses, residents not served by the municipal program and non-residents were not charged a fee higher than the fee charged to residents served by the municipal program. Municipality publicized permitted access on website, and/or drop-off center signs.

- Haulers collecting from residential customers were encouraged to tip recyclables at the municipal facility. Municipality notified haulers of this option via annual notification through permit application or mailing. Private haulers serving your residents may have planned their collection routes such that they collected from residents in another municipality in the same load. To earn these points, the hauler must have been able to tip recyclables even if some of the material was not generated by your residents. This may not be feasible for some transfer stations due to facility size and capability to handle increased volume. **[2 points]**
- Businesses were allowed to drop off recyclables and were encouraged to do so via annual outreach. **[1 point]**
- Municipal recycling center was open to residents not served by the municipal curbside collection program (i.e., condos, multifamily units, etc.). Only municipalities that have a curbside collection program are eligible for this point. Municipalities notified residents via annual outreach, electronic signboard in high traffic locations, sandwich boards throughout the municipality, mailers to landlords, banner on municipal website or other notification approved by MassDEP **[1 point]**
- Municipal recycling center was open to non-residents for the drop-off of recyclables. **[1 point]**

Reuse Programs

➤ Permanent Swap Shop [2 points]

The municipality operated a Swap Shop year-round, at least one day per month, where residents could drop-off reusable home goods and furnishings for others to take. The Swap Shop must have been sufficiently enclosed to protect swap shop items from the weather and preserve reuse value. A 'swap area', or 'swap table' that is cleared into the trash (solid waste) at the end of each day does not qualify for this point. Regional swap shops may qualify for this point if they were promoted by participating municipalities. Information about the regional swap shop (hours, location, items accepted) must be posted on each participating municipality's website. Additional outreach is encouraged.

➤ Single Use Plastics Ban [2 points]

The municipality adopted and enforces a bylaw, ordinance or regulation that bans the distribution of at least two specific single use items at businesses that serve the public including grocery stores, food service establishments, convenience stores, retailers, and pharmacies. Plastic water bottles, plastic bags, plastic straws, polystyrene cups, polystyrene containers, disposable lunch trays (schools), and disposable utensils are examples of single use items. You will be required to attach a copy of the bylaw, ordinance or regulation, highlighted to provide specific applicable language.

Deconstruction

- The municipality's building permits required deconstruction, reuse and/or source separation of construction and demolition waste for residential and/or commercial building or renovation projects. You will be required to attach a copy of the building permit application, highlighted to provide specific applicable language, to your application. **[2 points]**
- Municipality engaged in a pilot deconstruction project at a designated building that will serve as a model for the practice of deconstruction. You will be required to attach documentation detailing the specifics of the project, materials recovered, receiving vendors/outlets, etc. **[2 points]**

Community Repair Events

A Community Repair Event is an event where the public can bring broken household items and receive assistance or coaching from volunteer "repair experts" to return the item to service. The event(s) must have been held in your municipality; virtual repair events will earn credit only if they were coordinated by your community. The event must be modeled after Fixit Clinic® and/or Repair Café® or a similar repair initiative. Non-municipally run repair events may qualify for this point if the municipality provided substantial monetary and/or in-kind donations to the event organizers AND promoted the repair events on the city or town website/social media. Non-municipally run events will be evaluated on a case-by-case basis.

- One event per year **[1 point]**
- Three or more events per year **[2 points]**

Zero Waste Days ("Reuse Rodeos"/Donation Events)

Zero Waste Day event(s) were held as a "one-stop shop" for residents. The event must have been held in your municipality or a contiguous community (i.e., shares a border) and there was no fee charged to residents for participation. An exception to the 'contiguous' requirement will be made for rural areas within a ten-mile radius of the event. Residents were able to drop-off and/or pick up reusable items representing a minimum of 8 (eight) categories that included: Building Materials; Recreational Items/Sporting Goods; Household Goods and Furnishings; Bikes and Bike Parts; Electronics and Appliances; Clothing and Accessories; Books and Media; Office and School Supplies; Furniture, Baby Gear and Equipment, Toys, Recyclable Items (one or more source separated recyclables); Personal Care Items, Creative Reuse, Paint for Reuse, Other (as approved by MassDEP). For a list of common items to accept, visit: <https://www.mass.gov/info-details/municipal-reuse-repair-programs>.

- One event per year **[1 point]**
- Two or more events per year **[2 points]**

➤ **Tool Library/Library of Things [1 point]**

The municipality operated a Library within their municipality that was open at least one day per week and was easily accessed by the public. Libraries were included with the municipality's recycling and solid waste messages and promotions. The library consisted of at least thirty items that are useful to have access to but often burdensome to own and store or are typically underutilized (i.e., items only used occasionally that often sit idle for long periods of time). For ideas of popular items to consider, visit our reuse [webpage](#). Non-municipally run Tool Library/Library of Things may qualify for this point if the municipality provided substantial monetary and in-kind donations to the organization running the library AND promoted the library on the city or town website/social media.

Solid Waste Reduction

If your municipality offers more than one option for solid waste management or offers more than one size cart, please identify the option utilized by the greatest percentage of households served by the municipal trash program. Excess trash must either be left behind or have a fee associated for each additional unit in the form of an official PAYT bag, sticker, tag or punch card. If excess trash can be brought to a transfer station at no cost, the program does NOT qualify.

- Full Pay-As-You-Throw: Full Program requires all trash to be placed in a PAYT bag OR requires the use of stickers or tags affixed to each bag of trash disposed, OR the use of a punch card which is punched for each bag of trash disposed of at the transfer station. At least 50 percent of households served by the municipal trash program must participate. **[5 points]**
- Modified PAYT: Modified program provides each household with a ≤35-gal unit of trash per week in basic level service; trash in excess of 35-gals must be placed in an official PAYT bag, sticker, tag or punch card purchased by residents. At least 50 percent of households served by the municipal trash program must participate. **[4 points]**
- Trash Limit: Every-other-week trash collection is limited to one 64-gal cart. **[4 points]**
- Trash Limit: Households are limited to one 48-gal cart of trash capacity each week. **[3 points]**
- Trash Limit: Every-other-week trash collection is limited to one 96-gal cart. **[3 points]**

Textile Recovery Initiative

- Completed a set of activities that promoted the diversion of textiles from the trash. Municipalities must have completed six of the activities below. Municipality will be required to provide substantiation for each item selected. Examples include providing accurate, one-click webpage link, attachment, and/or provision of detailed information. **[1 point]**
 1. A link to MassDEP's [Beyond the Bin Recycling Directory](#) was in a prominent location on municipal recycling web page (Provide municipal recycling web page URL)
 2. News article or guest editorial on textile recovery was published in local newspaper
 3. Textile recovery information and locations posted on community boards (library, schools, town hall, community center, etc.)
 4. Quarterly online promotion of textile recovery took place through blog post, social media, municipal web site, mobile application prompts, or electronic newsletter
 5. Textile recovery program established at one or more schools (provide name of school(s) and textile recovery vendor)
 6. Municipal recycling mailing to residents (e.g., direct mailer, postcard, statement stuffer, calendar) included information about textile collection locations (attach pdf of the mailing). Handouts distributed at the transfer station or recycling center qualifies as a mailer for non curbside communities.
 7. Annual or seasonal textile collection event or zero waste event that includes textile collection (provide event location, vendor, and most recent event date)
 8. Municipality contracts for curbside collection of textiles (include vendor name)

9. Textile recovery PSAs or other videos to promote textile recovery air on local cable or radio station (provide name of station)
10. Municipality has a regulation or ordinance in effect governing clothing/textile donation bins (attach PDF of ordinance or bylaw)
11. Permanent textile collection bin located at municipal drop-off, transfer station, library or other non-school public facility (provide bin location venue name and address)
12. Municipality tracked textile tonnage data from municipal collection sites and private sites (if available) and reported to MassDEP on the CY 2021 Recycling and Solid Waste Survey.
13. Municipal (DPW, School Dept., Fire Dept., etc.) purchased wiping cloths made from recycled textiles (provide name of supplier)

Waste Prevention Outreach and Education

- The municipality has completed a minimum of five outreach and education activities from the list below to promote waste reduction. **[1 point]**
 1. Participated in MassDEP's [The Green Team](#): at least one representative from two or more schools were members of the Green Team and linked municipal website to <https://thegreenteam.org/> (If only one school in the municipality, their participation will qualify)
 2. Had a dedicated webpage containing a link to Beyond the Bin, RecycleSmartMA.org, and the Recycle Smart Recyclopedia Widget
 3. Sent an annual town-wide household recycling mailing. May be a postcard, brochure, refrigerator magnet, or utility insert. A handout distributed at the recycling center qualifies as a mailer for non-curbside communities.
 4. Actively used and maintained at least one social media channel: Facebook • Twitter • SnapChat • Instagram • Neighborhood Group/Profile on NextDoor.com
 5. Published an Op-Ed in a local newspaper
 6. Ran an advertisement or public service announcement
 7. Published a press release
 8. Created a guide or manual such as: Move-Out Recycling Guide, Reuse Guide, A-Z Recycling Guide, etc.
 9. Sent a reverse telephone call message two times per year
 10. Ran a lawn sign campaign
 11. Ran a message via a sandwich board, electronic ticker tape sign, mural, or billboard two times per year.
 12. Published a waste reduction goal or progress towards a previously declared goal
 13. Have an active recycling committee that assists with education and outreach
 14. Tabled at a community event
 15. Ran a poster campaign at point of purchase such as pharmacies, cafes, hardware stores, etc. and community gathering spots such as faith-based centers, senior centers, youth/recreational centers, etc.
 16. Ran a public transportation advertising campaign
 17. Distributed recycling bins or tote bags to multi-family apartment units (must have printed recycling instructions, IQ Kit messaging, or Recycle Smart messaging)
 18. Published a widely distributed paper or electronic newsletter
 19. Replaced municipal list of recyclable items with a list consistent with [Recycle Smart](#) and related graphics.
 20. Subscribed to a mobile recycling application that is made available to residents seeking information about recycling and trash schedules, special events, etc.
 21. Installed permanent instructional decals or in-molded labels on all residential recycling bins/cart. Labels must be consistent with the Smart Recycling Guide at [Recycle Smart](#).

Yard Waste

Yard waste includes leaves and grass clippings. Either the yard waste curbside collection schedule or the location and schedule of the yard waste drop-off site must be posted on the municipal website and easily accessible by residents. You will be required to provide the direct link to this posted schedule. Broken or incorrect links may result in loss of points. Christmas tree collection is not considered toward the number of weeks yard waste is collected.

- Yard waste was collected curbside a minimum of 20 weeks per year. **[2 points]**

Approved Spending Categories for Recycling Dividends Program and Regional Small Scale Initiatives Funds

| | |
|---------------------------|--|
| Beyond the Bin | Transportation and/or processing costs for hard to recycle materials including items listed in CHARM, plus carpet, mattresses and Styrofoam. |
| Closing The Loop | <p>Post-consumer Recycled Content Products from state contracts. Grantee must confirm recycled content.</p> <ul style="list-style-type: none"> • FAC104 Landscaping, Green Roof Products, Playground Equipment, Site Amenities, Recycle content planters • FAC88 Lawns & Grounds, Equipment, Parts and Services • FAC100 Building Maintenance, Repair & Operations, Supplies and Tools • OFF45 Art and Instructional School Supplies • OFF47 Office Supplies, Recycled Paper and Envelopes • OFF38 Office, School and Library Furniture • OFF44 Print, Copy & Mail Services, and Printed Promotional Products • VEH96 OEM & NON-OEM Motorized Vehicle Parts, Refined Motor Oil, Lubricants |
| Equipment | <p>Recycling carts and bins, organics carts, etc. (see FAC113) Roll-off containers, compactors, balers for recycling (refurbished equipment acceptable; solid waste use not allowed) Equipment for collection/storage/recycling of hard to recycle materials Rain barrels Glass crushing equipment Repairs of used and existing recycling and composting equipment Slabs and other infrastructure for recycling equipment</p> |
| Model Programming | <p>Dedicated Enforcement Coordinator (up to 5 years); new Recycling Coordinator position or Zero Waste Coordinator (up to 2 years). Project-based temporary staffing Consultants for local or regional recycling and solid waste projects such as recycling/solid waste processing bid development, Pay-As-You-Throw analysis, recycling composition and contamination audits, waste audits, waste characterization studies, etc. See State Contracts PRF61 and PRF77 PAYT program costs including bags, education materials, recycling stickers and additional staff</p> |
| Organics Diversion | <p>Compost bins and kitchen scrap buckets Commercial composting equipment including screener, windrow turner for use at municipal site Organics carts for curbside collection and/or drop-off programs Certified compostable bags for collection of organics in municipally sponsored programs Organics collection and processing - up to 5 years Organics program development costs for a new diversion program</p> |
| Other | <p>Other expenses as approved in writing by MassDEP in advance of the expense (one request per year will be considered) Recycling processing costs over \$50 per ton Mattress recycling costs (transportation & processing) for FAC90 vendors or alternate approved vendors Shredding services for confidential paper Pre-approved site improvements to recycling drop-off locations including security camera, upgrade to attendant shed, fencing, license plate scanner.</p> |

Outreach & Education

Waste reduction and/or outreach and education materials, signs, billboards, mailings (and applicable postage costs)
Recycling webpage design and maintenance (external contractor)
Translation services for recycling education materials in multiple languages
Conferences, subscriptions, and memberships (up to \$750 per year)
Training and professional development for recycling staff
Recycling market index publications and trade journals
Educational speaker fees (solid waste and recycling topics)
Educational entertainment promoting recycling
Waste and recycling collection mobile applications and fees
Newspaper ads, PSAs.

Public Spaces

Public space/outdoor event recycling and composting containers and signage
Water filling stations
Transportation and processing of recyclables and organics collected at public spaces and/or events

Reuse

Establishing and/or maintaining a municipally operated swap-shop, including staffing
\$5,000 annually on municipally owned Things/Tool Libraries
\$1,000 annually for third-party owned Things/Tool Libraries
\$4,000 annually for municipally located Repair Events (excluding food/refreshments)
Zero Waste Days/Reuse Rodeos/Donation Events
Developing/distributing a comprehensive Reuse Guide

Schools

Stipend for personnel coordinating school-wide or district-wide recycling/composting program
Recycling bins, wheeled carts, compost bins, signage and related equipment
Dishwashers for public school cafeterias
Reusable trays and silverware for public school cafeterias
Collection and processing costs for recyclables and organics
School gardens and other “green team” initiatives
School furniture reuse and recycling – Find info and resources [here](#)

Source Reduction

Reusable shopping bags distributed by municipality in DEP-approved program
Reusable water bottles distributed by municipality in DEP-approved program
Installation of water filling stations in public buildings and schools
Deconstruction of municipally owned buildings (consultants, specialized contractors)

Toxics Reduction

HHW collection event costs, drop-off, or mobile pickup events, ([FAC110](#) is available as a resource)
Mercury spill kits
School chemical cleanouts
Environmentally Preferred Products [FAC85](#), Categories 1-7

Municipalities are allowed one additional request outside this approved spending sheet per calendar year.

Recycling Dividends Program Worksheet - Spring 2022

Please refer to 2022 Recycling Dividends Program Criteria for more detail on eligibility.

| | | Points Earned | Your Points |
|---|--|-------------------|-------------|
| Bulky Items | Bulky items, minimum fee \$5, collection of 3 or more of following items: Mattresses, upholstered or wood furniture, toilets, sinks & carpet | 2 | |
| | Bulky items limited to 4 items per year at no charge before minimum fee \$5, for collection of 3 or more of the following items: Mattresses, upholstered or wood furniture, toilets, sinks & carpet | 1 | |
| CHARM | RECYCLING 8 or more: Automotive, books/media, bulky rigid plastics, electronics, white goods, mattresses (worth 3 items), mercury, paint, textiles, wood, plastic bags/film, fire extinguishers + 20 lb. propane tanks, 1 lb. propane tanks, all types of household batteries. Collection of Christmas lights, marine boat plastic/agricultural wrap and/or shredded paper once per year at CHARM or at an alternative location will qualify as an item. | Open 12x/yr | 2 |
| | | Open 6x/yr | 1 |
| Curbside Recycling Regulations | ENFORCED - Adopted and Enforced Comprehensive Hauler Regulations that require haulers provide recycling to all generators, residential and commercial as bundled service. Mandatory Recycling is required of all generators. | | 4 |
| | ADOPTED - Adopted MassDEP's Model Comprehensive Hauler Regulations that require haulers provide recycling to all generators, residential and commercial as bundled service. Mandatory Recycling is required of all generators. | | 2 |
| | ADOPTED - Municipality has adopted a bylaw/ordinance and/or regulation or combination thereof that require haulers provide recycling to all generators, residential and commercial as bundled service and requires mandatory recycling by all generators. | | 1 |
| | ENFORCED - Municipality enforced hauler regulation that requires private haulers provide bundled service to all residential generators at a rate that reflects the cost of both services. | | 3 |
| | ENFORCED - Municipality enforced Mandatory and/or Quality Recyclables | minimum 19 hrs/wk | 3 |
| | | minimum 10 hrs/wk | |
| ENFORCED - Hauler enforced Mandatory and/or Quality Recyclables | via hauler contract or municipal standard operating procedures | 1 | |
| Diversity, Equity and Inclusion in Recycling Programs | <p>Completed 2 (two) or more of the following activities:</p> <ul style="list-style-type: none"> • Reduced or subsidized PAYT bag or sticker fees for low-income or other hardships. • Multilingual recycling & trash guides available on website and/or sent as a mailer (or using RSMA translated guide) • Send multilingual materials to property managers from for multifamily homes/apt/condo complexes • Multilingual recycling & trash reminders/signage at drop-off location • Multilingual guides for handling HHW properly available on website and/or sent as mailer • Multilingual handouts/guides available at schools for students to take home • Reduced Transfer Station/Recycling Center access fee for low-income residents. • Reduced costs for HHW collection/bulky waste/zero waste collection events for low-income residents, or other hardships. • Host multilingual webinar or social media live stream/video or Cable TV program 1x/year for recycling education/outreach or creates video guides | 1 | |
| HHW | HHW drop-off and/or mobile pickup collection event/collection center - minimum 6x/yr | 2 | |
| | HHW drop-off and/or mobile pickup collection event - minimum 2x/yr | 1 | |
| Organics | Town or city-wide weekly organics collection | 3 | |
| | Drop-off collection of organics and Subsidized Home Composters for Residents | | |
| | Source separated food was collected weekly from households participating in a municipally funded or subsidized subscription service. The municipality publicized the vendor(s) to residents who opted in through a fee for service at a set rate. | 2 | |
| | The municipality selected a vendor(s) and negotiated a per household rate for curbside collection of organics through a public procurement process. The municipality publicized the vendor(s) to residents who opted in through a fee for service at the negotiated rate. | 1 | |
| | Organics collected weekly-pilot – Municipally funded | | |
| Subsidized Home Composters for Residents | | | |

Recycling Dividends Program Worksheet - Spring 2022

Please refer to 2022 Recycling Dividends Program Criteria for more detail on eligibility.

| | | Points Earned | Your Points |
|---------------------------------|---|---------------|-------------|
| Recycling Center Access | Recycling Center open to Local Haulers | 2 | |
| | Recycling Center open to businesses, or residents not served by municipal program or non-residents | 1 | |
| Reuse | Permanent Swap Shop Opened Year-Round | 2 | |
| | Community Repair Events 3/yr | | |
| | Has adopted and enforced regulations banning single use in favor of reusable food ware systems for at least two items | | |
| | Municipality's building permits required deconstruction, reuse and/or source separation of C&D waste in the residential and/or commercial sector. | | |
| | Municipality engaged in a pilot deconstruction project at a designated building that will serve as a model for the practice of deconstruction. | | |
| | Zero Waste Days, 2/yr | 1 | |
| | Community Repair Event 1/yr | | |
| | Zero Waste Day, 1/yr | | |
| Tool Library/Library of Things | | | |
| SW Reduction | PAYT/SMART: Full Program - all trash in bags, stickers, tags, punch cards | 5 | |
| | PAYT/SMART: ≤35-gal per week incl in basic service, fee for excess trash in PAYT/SMART bags, tags, stickers, punch card | 4 | |
| | PAYT/SMART: EOW trash collection in 64-gal carts | 3 | |
| | Trash limit: 48-gal cart/wk | | |
| | Trash limit: EOW trash collection in 96-gal carts | | |
| Textiles | Completed 6 (six) textile recycling activities | 1 | |
| Waste Prevention Education | Completed 5 (five) outreach and education and outreach activities. | 1 | |
| Yard Waste | Yard waste, curbside minimum 20 wks | 2 | |
| | Yard waste, drop off open minimum 50 wks | | |
| | Yard waste, drop off open minimum 30 wks | 1 | |
| Total Points: Maximum 27 | | | |

Submission of the Annual Recycling & Solid Waste Survey, Annual RDP Spending Report and Notification of Buy Recycled Policy with Buy Recycled Policy attached by February 15th. One RDP point will be deducted from a municipality's earned points for failing to file by the deadline.

| How Much \$\$\$ Does RDP Pay? | | |
|---|--|---|
| Trash Households Served by Municipality | Basic Level 1-9 pts. Point Value | Advanced Level ≥ 10 pts. and RDP <i>Environmental Justice Communities*</i> Point Value |
| 0 - 1,999 | \$245 | \$350 |
| 2,000 - 4,999 | \$420 | \$600 |
| 5,000 - 7,499 | \$770 | \$1,100 |
| 7,500 - 9,499 | \$910 | \$1,300 |
| 9,500 - 12,499 | \$1,260 | \$1,800 |
| 12,500 - 16,999 | \$2,100 | \$3,000 |
| 17,000 - 24,999 | \$2,450 | \$3,500 |
| 25,000 - 31,999 | \$2,800 | \$4,000 |
| 32,000 - 99,999 | \$4,550 | \$6,500 |
| 100,000 + | \$7,000 | \$10,000 |

* See 2022 Recycling Dividends Program Criteria for definition.