



## PE5 Action: Government Solid Waste Audit

2 Points

### A. Why is this action important?

As with energy and greenhouse gases, we “can’t manage what we don’t measure.” Assessing the amount and composition of the waste generated by local government operations is an essential step in establishing a baseline from which to measure waste diversion and reduction improvements over time.

### B. How to implement this action

Local governments implement this action by planning for and conducting a waste assessment, known as an audit. The audit must have been completed within five years prior to the application date to be eligible for points under this Climate Smart Communities (CSC) action.

The US EPA provides numerous resources on planning and implementing this kind of audit, including checklists and other resources. Common approaches to a waste audit include the following:

- Examination of waste records
- Facility walk-throughs
- Waste sorts

There are benefits and drawbacks to each of these approaches and a combination of approaches would likely provide the most comprehensive and accurate assessment of the local government waste stream and provide the most information for how and where to implement new practices.

### C. Time frame, project costs, and resource needs

Depending on the size of the local government and the approach used to conduct the waste audit, costs and resource needs vary for this action. A local government may choose to hire a consultant to conduct an audit, though it is more common for local governments with limited budgets to conduct an audit using in-house staff and resources and/or volunteers or interns. Aside from the time to conduct the audit itself, a designated staff person must take time to synthesize and analyze the results.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

This is applicable to any local government. The effort would likely be led by the waste management or recycling division and/or other government facilities staff.

### E. How to obtain points for this action

Points will be obtained for this action through completion of a waste audit in any of the forms described in Section B.

### F. What to submit

Documentation of the methods used to complete the waste audit should be provided along with information about the date and location(s) of the audit. A document or report summarizing the results of the audit should also be provided. The

audit must have been completed within five years prior to the application date.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

#### **G. Links to additional resources or best practices**

- [US EPA WasteWise Waste Assessment Approaches](#)
- [DEC CSC How to: Climate Smart Waste Reduction and Materials Reuse](#)

#### **H. Recertification requirements**

The recertification requirements are the same as the initial certification requirements.



## PE5 Action: Recycling Bins in Government Buildings

3 Points

### A. Why is this action important?

Increasing the rate of recycling reduces energy use and makes efficient use of limited resources. People are more likely to recycle when it is easy and convenient. If government employees have to go out of their way to recycle an item, they are more likely to dispose of it in the trash than to go to another location to recycle it. Placing recycling bins next to all trash receptacles makes recycling easier, provides a visual reminder to recycle items when possible, and reminds employees that they work for a government that is committed to the goals of the Climate Smart Communities (CSC) program.

### B. How to implement this action

This action is implemented by creating a municipal policy that requires placement of recycling bins wherever there is a trash bin and by implementing that policy by providing recycling bins in all common areas in local government buildings (such as kitchens and copy rooms) and at every employee's desk.

The policy can be a standalone policy or be part of a larger strategy for managing the solid waste generated in local government buildings. The policy can be enacted through a resolution, executive memorandum, executive order, or it can be part of an employee handbook that covers the local government's internal sustainability practices.

Local governments should ensure that trash and recycling bins are clearly distinguishable, with different colors and signage. Create new signage, if needed, to educate employees on what types of items are recyclable and which types will be go a landfill. It may be worth considering providing a recycling receptacle larger than the trash receptacle in settings where users are more likely to generate recyclable waste than trash. For example, some local governments have provided small trash cans that hook to the side of a larger recycling bin at employees' desks since the waste generated is often recyclable paper waste.

### C. Time frame, project costs, and resource needs

This action can be implemented in a fairly short period of time. Staff time may be involved in developing and implementing the policy. Other costs and resources include the purchase of recycling bins, labor time to place them throughout local government buildings, signage for staff education, and some extra time for custodial staff to pick up and dispose of recyclables separately from the trash.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

Any local government that has recycling service can implement this action. The types of recyclables collected will vary depending on the recycling services available in each community. This will most likely be implemented by the local recycling coordinator, or staff in the public works department and/or facilities department.

### E. How to obtain points for this action

Three total points are available for local governments that implement this action as per the above requirements.

### F. What to submit

Submit evidence that the local government has a policy requiring placement of recycling bins wherever there is a trash bin; this can take the form of a resolution, executive memorandum, executive order, or it can be part of an employee handbook.

Submit at least one photograph for each type of location (common areas and employee desks in government buildings), as a sample to demonstrate proximity to trash receptacles and accompanying signage. Submit information on the number of trash and recycling bins provided in each of the two categories to demonstrate an approximate match between the two types of bins. If possible, provide procurement records indicating the acquisition of the equivalent number of recycling bins.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

#### **G. Links to additional resources or best practices**

- [DEC Office Waste Reduction, Reuse, Recycling, Composting, and Buy Recycled Resource Book](#)
- [DEC Recycling: A Planning Guide for Communities](#)
- [DEC CSC Climate Smart Waste Management](#)

#### **H. Recertification requirements**

The recertification requirements are the same as the initial certification requirements.



## PE5 Action: Organic Waste Program for Government Buildings

1 Points

2 Points

3 Points

### A. Why is this action important?

Organic waste, such as food waste, becomes a source of methane production when disposed of in landfills. Methane is a short-lived but powerful greenhouse gas, so when it is important to either compost organic waste or send it to an anaerobic digester. Diverting this portion of the waste stream cuts back on tipping fees for local governments, reduces their contribution to greenhouse gas (GHG) emissions generated from waste, and establishes them as a leader in climate-smart materials management.

### B. How to implement this action

Points for this Climate Smart Communities (CSC) action are tiered based the percentage of square footage in buildings owned or operated by the local government where organic waste collection is taking place. As a result, applicants may need to prepare a list of buildings owned or operated by the local government and the square footage of each building to establish a baseline.

Local governments can be implement this action through the following steps:

1. Research options for handling organic waste that best suit local circumstances. Options may include creating a composting operation on government property or contracting with a local company that will pick up and process the waste.
2. Identify locations throughout government buildings where organic waste is being generated; this is often in kitchens and cafeterias.
3. Procure collection bins for placement in these locations.
4. Identify a central location for collecting organic waste on government property. This site would be where government staff or contractors pick up the waste and transfer it to a composting or anaerobic digestion facility.
5. Educate employees about what can be composted and how. Provide instructional signs, including pictures of acceptable and not acceptable items next to collection bins.
6. Train custodial and maintenance staff on proper handling of collection bins, frequency of removal, and composting procedures.
7. If composting food waste onsite, follow the instructions for the appropriate method. Options include a composting mound, bin, can, or tumbler. Use the NYS DEC guide to composting, [Everything You Have Always Wanted to Know About Home Composting, But Were Afraid to Ask](#). Compost soil can be used for government property landscaping or provided to the community.

### C. Time frame, project costs, and resource needs

Implementing this action will require research and planning, procurement of collection bins and other materials, and proper education of staff. Educating employees is often an ongoing effort for the first year or so, until it becomes standard practice.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

This action is applicable to any local government. It will most likely be the responsibility of the facilities department in coordination with the waste or recycling division.

### E. How to obtain points for this action

Points for this action are tiered based on the percentage of square footage in local government buildings where organic waste collection is taking place.

	POSSIBLE POINTS
Organic waste collection in 10-24% of government facilities, by square footage	1
Organic waste collection in 25-49% of government facilities, by square footage	2
Organic waste collection in 50-100% of government facilities, by square footage	3

### F. What to submit

Provide information on the square footage of buildings where organic waste collection is taking place and baseline information on the total square footage of buildings owned or operated by the local government. Submit photos documenting the current presence of organic waste collection in government facilities

Provide information on ultimate disposal of the organic waste at a composting or anaerobic digestion facility. Educational materials and any communications to employees regarding composting should also be submitted.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

### G. Links to additional resources or best practices

- [DEC Recycling: A Planning Guide for Communities](#)
- [DEC Office Waste Reduction, Reuse, Recycling, Composting, and Buy Recycled Resource Book](#)
- [DEC Everything You Have Always Wanted to Know About Home Composting. But Were Afraid to Ask](#)
- [DEC CSC Climate Smart Waste Management](#)
- [StopWaste - Reduce Food Waste](#)

### H. Recertification requirements

The recertification requirements are the same as the initial certification requirements.



## PE5 Action: WasteWise Program

1 Points

2 Points

### A. Why is this action important?

The [US EPA WasteWise](#) program works with local governments, organizations and businesses to apply resource-efficient materials management practices to reduce government and select industrial wastes. The Climate Smart Communities (CSC) program encourages local governments in New York State to participate in the WasteWise program to get guidance on the reduction of government solid waste and to structure outreach to the broader community.

There are two ways to participate in the WasteWise program. WasteWise *Partners* agree to reduce or recycle government solid waste and select industrial wastes, and to set annual waste diversion goals. Any organization that can measure and report waste can join as a *partner*. WasteWise *endorsers* agree to recruit organizations to become *partners* or *endorsers* and provide both with promotional, educational, or technical information. Engaging businesses and organizations is an important way to reduce overall waste in the community. Participants receive recognition for achievements, a WasteWise Climate Profile that outlines the greenhouse gas (GHG) emissions achieved through waste diversion, educational materials, and free technical assistance to implement their waste reduction programs, and realize reduced purchasing and waste disposal costs.

### B. How to implement this action

Local governments should review the EPA WasteWise program requirements and determine if it could be useful to them, and then make a commitment to join. The next step is to evaluate the benefits and requirements of the partner and endorser options and select which participation level is most appropriate for staffing levels and waste reduction goals.

To participate, local governments can apply online at <https://www.epa.gov/smm/wastewise> .

Participation as a *partner* requires the following:

1. Join WasteWise by completing the registration form in the EPA Waste Wise Sustainable Materials Management (SMM) data management system.
2. Submit baseline data into the EPA WasteWise SMM data management system within 90 days of registration.
3. Establish a first-year goal of at least a 5-percent increase in waste diverted (a combination of waste prevention, recycling, and composting tonnage) as compared to baseline. This goal should be submitted along with baseline data.

*Endorser* requirements include the following:

- Endorsers should advance the mission of WasteWise through recruitment, education, marketing and outreach.
- Endorsers will be required to set a self-directed annual goal for endorser activities and report annually on their achievements through the SMM data management system. Endorser goals should include quantitative results against which progress can be measured, such as a target number of recruited partners or number of information events held. Endorsers will be notified when additional requirements are instituted.

Local governments that elect to join the program as partners should gather and submit the baseline data and then monitor progress toward achieving their waste reduction goal in the first year. Local governments that join as endorsers should establish a system for tracking their activities, such as the number of partners recruited, or ideally, the waste reduced by

partners.

Local governments may elect to celebrate joining EPA WasteWise by holding an educational event, issuing a press release, or promoting it through an annual report or related plan. Further celebration or engagement with the public would be appropriate if the local government or recruited partners achieve their annual waste reduction goals.

### C. Time frame, project costs, and resource needs

Joining the EPA WasteWise program is particularly recommended for local governments already implementing waste reduction measures or engaging with their communities to reduce waste. For local governments already taking action, participating in EPA WasteWise will require minimal staff time, to simply track progress toward achieving goals and report to the program.

Local governments that are just beginning to focus on waste reduction activities will require some staff time and resources to promote waste reduction activities. Local governments can determine their own scope and depth of involvement in the program, and which types of measures they might want to take to reduce waste.

Participating in the program is an ongoing commitment; however, data and reports must only be submitted to the program annually.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

This action is applicable any local government. Departments of public works or other department that manages solid waste is most likely to be responsible.

### E. How to obtain points for this action

Points for this action are tiered based on participation and progress toward goals.

	POSSIBLE POINTS
Active participation in EPA WasteWise	1
Demonstrated progress toward meeting EPA WasteWise goals	1

### F. What to submit

Submit evidence of enrollment and active participation in the US EPA WasteWise program over the year prior to CSC application, including current listing as a partner or endorser on the EPA website. For the full points, provide a copy of the local government's annual program report submitted to the WasteWise program, demonstrating how the local government is making progress toward meeting its waste reduction goals.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

### G. Links to additional resources or best practices

- [US EPA WasteWise - Conserving Resources, Preventing Waste](#)
- [EPA WasteWise Success Stories State Government](#)
- [DEC Supermarket Waste](#)
- [New York State Solid Waste Management Plan](#)

### H. Recertification requirements



The requirements for recertification are the same as the requirements for the initial certification.



## PE5 Action: Construction & Demolition Waste Policy

2 Points

4 Points

6 Points

### A. Why is this action important?

Construction and demolition (C&D) debris consists of waste that is generated during new construction, renovation, and demolition of buildings, roads, and bridges. C&D debris often contains bulky, heavy materials, including the following:

- Concrete, wood, and asphalt (from roads and roofing shingles)
- Gypsum (the main component of drywall)
- Metals, bricks, glass, and plastics
- Salvaged building components, such as doors, windows, and plumbing fixtures

Historically, much of the C&D waste generated in the Northeast was sent to landfills. However, landfill space is becoming increasingly limited. According to the Northeast Waste Management Officials' Association, this diminishing landfill capacity and the increasing cost of landfill disposal have led to greater emphasis on the processing of C&D material to reduce volume and to prepare it for use in new applications. Climate Smart Communities (CSC) in New York can use a variety of programs and policies to promote deconstruction of unwanted C&D materials, including regulatory requirements and incentives for voluntary compliance.

### B. How to implement this action

Local governments have several policy and programmatic approaches for managing C&D waste. Local governments may first elect to adopt a policy or legislation around the management of C&D waste and then, depending on the volume and type of waste, implement a program for managing the waste.

From the policy perspective, local governments can take the following types of steps:

- Adopt an ordinance that requires separation of C&D materials at construction sites
- Adopt an ordinance that prohibits disposal of C&D materials in local landfills and at transfer stations
- Require that reusable and recyclable materials from construction and demolition sites be made available for salvage prior to disposal
- Require building projects to submit plans and reports indicating how they will reuse and recycle construction and demolition materials

Local governments that want to go a step further and implement a program to support the reuse of C&D materials can do the following:

- Work with a local [Habitat for Humanity ReStore](#) or similar organization to implement a program for construction and deconstruction projects
- Provide incentives for private sector deconstruction and C&D recovery efforts

### C. Time frame, project costs, and resource needs

For policy-based approaches, the time frame for adopting the policy depends on the political support for such an action. For programmatic based approaches, local governments are encouraged to develop creative solutions, collaborating with other organizations, such as Habitat for Humanity ReStore. This minimizes the need for government resources to support the program and can accelerate program implementation.

#### **D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government that manages solid waste collection and transport can adopt this type of policy. Departments of public works or sanitation are the most likely departments to implement this action.

#### **E. How to obtain points for this action**

There are two tiers for obtaining points under this action:

	POSSIBLE POINTS
Adopt C&D legislation or policies	2
Implement a C&D program to support the reuse of C&D materials	4

#### **F. What to submit**

If the action is regulatory, submit a copy of, or link to, the ordinance, resolution or policy that requires specific action related to C&D materials. The policy may have been adopted at any time prior to the application date to receive points.

If the action is a non-regulatory program, submit documentation that outlines the details of the program and the local government's role in actively implementing and managing the program. The program must be currently active to be eligible for points.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

#### **G. Links to additional resources or best practices**

- [Northeast Waste Management Officials' Association, Construction and Demolition Waste Management in the Northeast in 2013](#)
- [US EPA Building Savings, Strategies for Waste Reduction of Construction and Demolition Debris for Buildings](#)
- [New York City Green Codes Task Force, New York City's Building Code -Recycle Construction Waste Proposal](#)
- [US EPA Municipal Solid Waste](#)

#### **H. Recertification requirements**

The requirements for recertification are the same as the requirements for the initial certification.



## PE5 Action: Resource Recovery Center

6 Points

### A. Why is this action important?

Many people are familiar with the saying, “one person’s trash is another person’s treasure.” Material reuse is gaining momentum as a way to keep usable materials out of the waste stream. In addition to consignment stores and Habitat for Humanity’s ReStores, some local governments are establishing resource recovery centers, swap shops, or reuse marketplaces at public facilities to keep items from being disposed of in their landfills, incinerated, or transported elsewhere. This reduces solid waste disposal and transport costs, reduces greenhouse gas (GHG) emissions, and eliminates the need to use precious resources and energy to create new items.

### B. How to implement this action

Local governments should evaluate options for implementing resource recovery centers and determine if such a program is appropriate for their communities. They must determine what types of materials the center will accept, and what requirements the center may have in terms of the condition of the materials. Local governments may elect to pilot such a program initially to gauge public interest and support in a recovery center, before moving forward with implementing a full program. Such outreach should also be used to inform the design of educational and promotional materials. To measure the program’s success, local governments should establish metrics to track the quantity of materials donated to the center, number of residents donating and reusing materials, GHG emissions avoided, and other similar metrics.

Local governments can earn points for centers that they implement alone or in partnership with other entities, such as county governments, neighboring jurisdictions, or regional organizations. To earn points for an action in which the local government is not the lead actor, the local government must demonstrate substantial involvement in the action. More information on how to demonstrate substantial involvement in an action, refer to this web page:

<https://climatesmart.ny.gov/actions-certification/certification-overview/collaborating-with-partners/>

### C. Time frame, project costs, and resource needs

The time and resources associated with establishing a resource recovery center depend on the type of center and the approach to implementing the program, such as operating hours and frequency of operation. Local governments might elect to pilot such a program, before turning it into an ongoing service.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

Any local government that manages solid waste collection and transport can implement this program. Departments of public works or sanitation are the most likely departments to implement this action.

### E. How to obtain points for this action

Six points are available for establishing and managing a resource recovery center.

### F. What to submit

Submit copies of the rules and regulations for center use and any other educational and promotional materials, including links to websites. Provide confirmation that the center is actively in use at the time of submittal.

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#### **G. Links to additional resources or best practices**

- [Town of New Paltz Reuse Center](#)
- [Salisbury, Connecticut Swap Shop](#)
- [Reuse Marketplace](#)

#### **H. Recertification requirements**

The requirements for recertification are the same as the requirements for the initial certification.



## PE5 Action: Recycling Program for Public Places & Events

1 Points

2 Points

3 Points

### A. Why is this action important?

Having a program to guide the kinds of recycling opportunities in public spaces and at public events reduces waste and disposal costs, and it has the added benefit of encouraging citizens to do the same at home. Public places to set up recycling programs may include including parks, downtown centers, public buildings, recreation facilities, and sports complexes. Some local governments sponsor or act as host for seasonal events like summer concerts or farmers' markets. According to the Franklin County Waste Management District's [Special Events Waste Reduction Guide](#), an attendee at a special event can generate as much as three pounds of waste. Even if recycling bins are placed temporarily at large events, the environmental and economic benefits can still be realized.

### B. How to implement this action

Local governments should determine which public areas and events have the highest foot traffic and waste volumes and prioritize locations for recycling bins based on these criteria. For public events, local governments should collaborate closely with concessionaires, staff, and volunteers to ensure they are aware of the recycling program and that they help to promote it. Local governments should identify what type of waste can be recycled, the locations for recycling bins, and the plans for waste collection.

Below are some general steps that the US EPA recommends for setting up effective public recycling programs. These steps may be helpful in implementing this Climate Smart Communities (CSC) action.

Step 1: Select a Recycling Coordinator

Step 2: Determine the Waste Stream

Step 3: Practice Waste Prevention

Step 4: Include Concessionaires, Staff, and Volunteers

Step 5: Select a Contractor/Hauler

Step 6: Set Up the Collection Program

Step 7: Facilitate Outreach and Education

Step 8: Monitor and Evaluate the Program

Local governments should track the quantity of waste in the public recycling bins, and calculate the effect of the program in terms of GHG emissions reductions. For tracking emissions, local governments can refer to the guidance under [PE10 Action: GHG Tracking System](#).

### C. Time frame, project costs, and resource needs

The time frame to implement a public recycling program depends on whether a government, residential, or commercial recycling program already exists. Assuming some recycling program already exists, adding collection from public recycling

bins is a minimal additional effort.

**D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government that manages solid waste collection can implement this program. Departments of public works or sanitation are the most likely departments to implement this action.

**E. How to obtain points for this action**

Tiered points are available for two types of programs that are consistent with the guidelines above.

	POSSIBLE POINTS
Establish a recycling program in public places	2
Establish a recycling program for large events	1

**F. What to submit**

Submit documentation describing the program and confirming that it is active. For a recycling program in public places, details should include when (i.e., the pickup schedule), where (i.e., pickup locations), and what is collected. For a recycling program for large public events, details should include the venues served, the company/service used, protocol for securing and distributing necessary receptacles, and what recycling is collected.

For both types of programs, submit educational materials (e.g., signage, brochures) and photographs of a sample of the receptacles to demonstrate any differences in the styles and placement of bins by location.

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**G. Links to additional resources or best practices**

- [Franklin County Waste Management District Special Events Waste Reduction Guide](#)
- [DEC CSC Climate Smart Waste Management](#)
- [US EPA Benefits-of-Recycling](#)

**H. Recertification requirements**

The requirements for recertification are the same as the requirements for the initial certification.



## PE5 Action: Waste Reduction Education Campaign

2 Points

### A. Why is this action important?

Local governments play an important role in educating the public about the benefits of climate-smart materials management. Reducing waste, reusing materials, repairing items, composting food scraps, and recycling are all actions that can reduce greenhouse gas (GHG) emissions by preventing waste from ending in landfills. These actions also reduce “upstream” emissions associated with the extraction, processing, and transportation of materials. In addition, residents and business can often save money by implementing these actions.

### B. How to implement this action

Steps to develop a campaign may include the following:

- Determine the scope and purpose of the campaign and whether it should focus on waste reduction broadly, or on a specific aspect of waste management, such as composting or reusable bags.
- Survey existing educational efforts of the local government and external stakeholders ranging from local to national organizations (e.g., a local nonprofit may already host a “how to” composting series). Local governments should build upon local, regional, state, and national waste reduction, composting, and recycling campaigns when designing their own programs.
- Use existing methods of communication to distribute campaign marketing materials, and determine which new methods are necessary to quickly and effectively engage the community in the campaign.
- Develop the content and solicit feedback from a select group of stakeholders such as an existing energy or climate external advisory board.
- Ask the highest ranking elected official to launch the campaign—consider hosting it on a milestone such as Earth Day, New York Recycles Day or the anniversary of the release of the climate action plan.
- Alternatively, the local government can actively support and promote to its community an existing campaign of another organization or community. Active promotion would include an official launch and development or dissemination of marketing materials.

### C. Time frame, project costs, and resource needs

Creating the campaign can take as little as a few months or more than a year to develop and implement. Project costs can range from staff and volunteer time, marketing materials, launch event costs, and developing and hosting a website. For supporting another entity’s campaign, the project costs would involve staff time and potentially the development of marketing materials.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

This action is applicable to all types of local governments. The department or office with the responsibility for leading the climate efforts is most likely to be responsible for this action. These activities are typically led by the chief elected official’s office, the city manager’s office, or the departments of the environment or public works.

### E. How to obtain points for this action



Two points are available under this action for implementing a waste reduction, composting, and/or recycling campaign to educate the public and encourage waste reduction and recycling.

#### **F. What to submit**

Submit a description of the scope of the campaign, including the timeframe, the topics covered, and which audiences in the community were targeted. Provide information regarding attendance at events and copies of the primary outreach materials of the campaign (e.g., website link, flyer). The campaign must have taken place within the past three years.

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#### **G. Links to additional resources or best practices**

- [Onondaga County Resource Recovery Education Program](#)
- [DEC Recycling Outreach and Education](#)
- [US EPA Tools for Local Government Recycling Programs](#)
- [US EPA Tools for Local Government Recycling Programs - Outreach Materials](#)

#### **H. Recertification requirements**

The recertification requirements are the same as the initial certification requirements.



## PE5 Action: Compost Bins for Residents

2 Points

### A. Why is this action important?

Studies indicate that more than 25 percent of the typical household's waste is composed of yard trimmings and food scraps. Backyard composting provides an easy, inexpensive way for residents to reduce organic materials in the waste stream, which reduces local government solid waste costs, keeps the materials out of landfills, and has the added benefit of producing 'black gold' (aka compost) for residents to use in their gardens. Composting organic waste also produces fewer greenhouse gas (GHG) emissions than sending these materials to a landfill.

### B. How to implement this action

Local governments can implement this Climate Smart Communities (CSC) action by following the guidelines below:

- Create a plan and connect providing bins to any larger goals that have been set by the local government. Such goals could be part of a climate action plan, solid waste management plan, or other plan. The local government could also set specific goals for this action by passing a resolution or establishing an executive order regarding support for backyard composting by residents.
- Conduct research to determine what type of backyard composting bins would be most useful to residents. Sometimes local governments can purchase compost bins in bulk from a qualified vendor at a reduced price.
- Determine the appropriate quantity of composting bins and how to distribute them to residents.
- Decide whether or not to charge for the bins. Local governments may elect to distribute free compost bins or provide a discount on the bins.
- Develop educational materials to be provided with the composting bins, since residents may be unfamiliar with what can be composted and the benefits of composting.
- Distribute the bins. For points under this CSC action, bins must have been distributed within five years prior to the application date. Local governments can host special events to demonstrate how to use the bins educate and spread the word in the community about the availability of the bins. Provide information about the bins on the local government's website and at any relevant public events, such as events related to gardening or solid waste management.
- Track the number of bins distributed, and if possible, the reduction in waste that could be attributed to composting.

### C. Time frame, project costs, and resource needs

This initiative may take a few months to plan and implement, depending on the scale of the effort. Cost involved related to the cost of the compost bins and any staff time devoted to the initiative.

### D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

Any local government can implement this program. Departments of public works or sanitation are the most likely departments to implement this action, but conservation advisory councils, garden clubs or other environmental committees have also taken the lead in villages and towns.

### E. How to obtain points for this action

Two points are available for implementing this action in a manner consistent with the above guidelines.

#### **F. What to submit**

Submit documentation that describes the compost bin distribution program, including the type of bin, the original cost per bin and the discounted cost, if residents were charged a fee. Provide copies of promotional and educational materials. Provide the number of bins purchased and distributed. Compost bins must have been distributed within five years prior to the application date. Any statistics about the reduction in waste because of the program are also encouraged.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

#### **G. Links to additional resources or best practices**

- [Village of Croton-on-Hudson, NY, Compost Bin Sales](#)
- [Cornell University Composting](#)
- [DEC Guide to Composting](#)
- [New York City - Composting in New York City, A Complete Program History](#)

#### **H. Recertification requirements**

The recertification requirements are the same as the initial certification requirements.



## PE5 Action: Residential Organic Waste Program

2 – 22 Points

### A. Why is this action important?

According to the US EPA report, *Characterization of Municipal Solid Waste in the United States: 2009 Update*, yard waste makes up 13.7 percent of the solid waste generated nationwide. Studies indicate that more than 25 percent of the typical household's waste is composed of yard trimmings and food scraps. Organics made up nearly 24 percent of local government solid waste in New York State in 2008, according to DEC. When these organics end up in landfills, they produce methane. Methane is a short-lived but powerful greenhouse gas, so when it is important to either compost organic waste or send it to an anaerobic digester. Diverting this portion of the waste stream cuts back on tipping fees for local governments and reduces the greenhouse gas (GHG) emissions generated from solid waste.

### B. How to implement this action

When planning for this action, keep in mind the [DEC Solid Waste program](#) regulates facilities involved with the land application, composting and other recycling methods of certain types of organic waste materials under Title 6 of the Official Compilation of Codes, Rules, and Regulations (6 NYCRR) Part 360 Solid Waste Management Facilities. If needed, contact them at [swpermit@dec.ny.gov](mailto:swpermit@dec.ny.gov) with questions.

The first step in implementing this action is to gather information about local goals and the characteristics of the community's existing waste stream, especially what portions are composed of organic materials. Using this information, create a plan and connect the organics program to any larger goals that have been set by the local government. Such goals could be part of a climate action plan, solid waste management plan, or other plan. The local government could also set specific goals for this action by passing a resolution or establishing an executive order regarding diverting organics from landfills. The Climate Smart Communities (CSC) program recommends getting public input when determining the goals, scope, and design of the program.

Next steps include determining the types of organic materials to be gathered through the program, such as grass clippings, leaves, and food scraps. Determine the approach for collecting the materials, i.e., at a drop-off facility or through curbside collection, and whether yard waste, food waste, or both will be collected. Depending on the region, contractors may be available to collect and process organic waste through composting or bringing the materials to an anaerobic digester. Research the opportunities to collaborate with neighboring municipalities to achieve economies of scale.

For points under this Climate Smart Communities (CSC) action, curbside pick-up of yard waste must occur at least two times a year but more often is better. For food waste, local governments are eligible for points if they implement a curbside pick-up program throughout the entire jurisdiction, or if they first test their food waste collection model in a pilot area.

Local governments should be sure to include the design of educational materials in their organics programs, so that the public and local government staff understand the benefits of organics collection and how the program works. To measure the impact of the program over time, local governments should also set up systems to track the quantity of organic waste collected through the program and calculate the GHG emissions avoided.

### C. Time frame, project costs, and resource needs

The time frame and resources associated with establishing a residential composting program will depend on the scope of the program. Establishing drop-off facilities will generally require less time and fewer resources than curbside collection.

Food waste programs are often more resource intensive than food waste programs. Both programs will involve public input and education, as well as staff training.

#### **D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?**

Any local government that manages solid waste collection can implement this program. Departments of public works or sanitation are the most likely departments to implement this action.

#### **E. How to obtain points for this action**

Points for this action are tiered based on the scope and type of the organics processing program. (None of these tiers are mutually exclusive so the maximum points possible is 22.)

	POSSIBLE POINTS
Establish a drop-off yard waste program	2
Establish a drop-off food waste program	4
Establish a community-wide curbside pick-up yard waste program (with pick-up at least two times a year)	4
Establish a pilot curbside pick-up food waste collection program	4
Establish a community-wide curbside pick-up food waste collection program	8

#### **F. What to submit**

Submit documentation that describes the scope of the organics program including types of materials collected, when and how it is collected, where it goes, and any other requirements for residents related to this program. The documentation should confirm that the program is currently active. Links to websites with this information are acceptable. Information on the quantities collected and estimates of GHG reductions are encouraged.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

#### **G. Links to additional resources or best practices**

- [Village of Tarrytown, NY, Yard Waste Collection Program](#)
- [City of Albany, NY, Yard Waste Collection](#)
- [Village of Ossining, NY, Yard Waste Program](#)
- [Watervliet, NY, Organic Waste Recycling](#)
- [DEC Organic Recycling Facilities and Regulations](#)
- [DEC Composting and Organic Materials Management](#)
- [DEC Recycling and Composting](#)

#### **H. Recertification requirements**

The requirements for recertification are the same as the requirements for the initial certification.