

Source Reduction Checklist Resources



The following are some ideas on how to acquire credits for source reduction. Examples of multi-media and education materials along with contractor contacts are availability by calling MDE at (410) 537-3314.

Source Reduction Credit System

- Maximum 5% SR Credit
 - Part 1: Up To 5% (Yard Trimmings and Food Scraps ONLY) SR
 - Part 2: Up to 3% Other (Yard Trimmings and Food Scrap DOES NOT count) SR

Part 1 – Yard Trimmings and Food Scrap

Part 1 #1 Public Education on Grasscycling and/or Home Composting of Yard Trimmings

- Must be at least 3 facets of public education
 - Possible facets include:
 - newspaper ads or articles
 - flyers or mailings
 - radio interviews/PSAs
 - distribute videos on topic
 - display at libraries

Part 1 #1 Public Education on Grasscycling and/or Home Composting of Yard Trimmings

■ Additional Facets

- compost or grasscycling demonstration sites
 - could be at County building or park system
- composting or grasscycling workshops
- mention names of ¹Volunteer Master Gardeners program or the ²County Extension Service in education materials

Part 1 #2 Distribution of Public Education Materials

- Must reach 30% of single-family households
- Can take up to 3 years to reach 30% (*e.g.*, 5% - year 1; 15% - year 2; 10% - year 3)
- Dedicated to Yard Trimmings
- No credit until reach 30%. In example above, to get credit in year 4 must reach an additional 5%
- Resources
 - distribute flyers at outreach events
 - post information in homeowner association newsletters

Part 1 #3 Public Education on Food Donation and Home Food Composting

- Must be at least 3 facets of public education
 - Possible facets include:
 - newspaper ads or articles
 - flyers or mailings
 - radio interviews/PSAs
 - distribute videos on topic
 - display at libraries

Part 1 #3 Public Education on Food Donation and Home Food Composting

- Additional Facets
 - Food compost sites
 - could be at County building or park system
 - Food composting workshops
 - mention names of County Extension Service in education materials

Part 1 #4 Distribution of Public Education Materials on food donation and backyard food composting

- Must reach 30% of single-family households
- Can take up to 3 years to reach 30% (*e.g.*, 5% - year 1; 15% - year 2; 10% - year 3)
- Dedicated to Food Donation or Food Composting
- No credit until reach 30%. In example above, to get credit in year 4 must reach an additional 5%

■ Resources

- distribute flyers at outreach events
- post information in homeowner association newsletters

Part 1 #5 Earn 5% SR Credit on Organic waste diversion

- To earn a SR credit of up to 5%, county must provide the actual weight of the organic waste (i.e., yard trimmings and/or food scrap) diverted. Divide it by the total weight of the waste generated by the county to obtain the earned SR credit up to a maximum of 5%.
- For example, the amount of silo waste destined to be disposed in a refuse disposal system, that is not processed and returned to the marketplace (therefore not considered recycled), but that is used as animal feed is a source reduction activity and can earn a county a SR credit.

To get credit a county must provide details (e.g., material, source, amount, etc.) on the material diverted and how the diverted material was used.

Part 2 – General Source Reduction (SR)

- No Yard Trimmings Programs
- Up to 3% SR Credit
 - < 5 Boxes Checked Yes = 0%
 - 5-9 Yes = 1%
 - 10-15 Yes = 2%
 - 16 or More Yes = 3%

Part 2 #1 Staffed a SR Display at a County Fair or Similar Event (good traffic, mall etc.)

- Must be staffed
- Resources
 - Smart shopper display available from MDE (develop/share a regional display)
 - Display at County Extension Service

Part 2 #2 Hosted a SR Event for Public

- Examples
 - Hold an event at the landfill to promote Goodwill or Loading Dock
 - Host a Flea Market or Community Yard Sale

Part 2 #3 SR Incorporated into County Web Site

- Include all of the following:
 - Describe Benefits
 - Give a variety of ways to reduce waste at home and/or at work
 - Link to reuse/SR sites
 - link to MDE web page (www.mde.state.md.us/recycling) or other SR sites
 - www.epa.gov/wastewise
 - www.use-less-stuff.com
 - www.wasteexchangeonline.com

Part 2 #4 Promoted SR in schools

- Must reach at least 10% of the County School Population or Minimum of 4 schools via:
 - Site Visits
 - Distribute flyers

Part 2 #5 Implemented Curriculum or On-Going Activity in Schools (if check 5 can also check 4)

- Must occur throughout the school year and:
 - Reach over 50% of schools
 - Curriculum accepted by County Board of Education

Part 2 #6 and #7 Advertised Resident/Business SR Success Programs through County Awards Program or Media

- Resources
 - Send out press releases for free coverage (*e.g.*, radio, tv, newspapers, etc.)
 - Advertise in community newsletters or Chamber of Commerce
 - Include info with County-wide mailings
- For Business include cost savings.

Part 2 #8 Integrated SR into On-Going County Employee Training/Ed Programs

- Reach majority of employees via flyer distribution during orientation (post in buildings)
 - Explain benefits and ways to participate

Part 2 #9 Established/Maintained Employee Recognition Program

- Resources
 - Awards
 - Internal Publications

Part 2 #10 Promoted SR through TV or Radio

- Distinct from #6 and #7 which are case studies
- Ads or Public Appearance
- Resources
 - Can tape a program or borrow a tape to air on local cable channel
 - Free advertisement in Verizon phonebooks on County Services

Part 2 #11 and #12 Distributed SR Materials to Residents/Businesses

- Must reach 30% of Residents or Businesses over 3 years (events - track number distributed; publications based upon readership)
- No credit until reach 30%
- Resources
 - Place information in flyer, water bills or gas bills
 - Post information in Chamber of Commerce newsletter or on website
 - Activity can be repeated

Part 2 #13 Developed/Updated Reuse Directory

#14 Conducted a Focus Group/Survey of Residents

- Resources
 - Hand out surveys at landfill or transfer station or event

#15 Conducted a Focus Group/Survey of Businesses

- Resources
 - Work with Chamber of Commerce to distribute surveys

Note: #13, #14 and #15 – activity within three years

Part 2 #16 Developed/maintained a system for referring citizens, businesses and organizations to materials exchange program

- Resources
 - Advertise businesses or sites in County mailings or web sites

#17 Developed/maintained a system for providing reusable materials to a reuse center

- Resources
 - Set up a trailer to collect materials at landfill for organizations like the Loading Dock

Part 2 #18 Developed/maintained a swap shop or other materials exchange

- Maintains a County Swap Shop or Materials Exchange
 - **Set-up information including budget, maintenance and design examples. See www.p2pays.org/ref/26/25975.pdf**

#19 Coordinated a Textile Reuse Project

- Differs from a material exchange that is usually multi-material
 - Permanent drop-off box or trailer for collection of clothes & other textiles
 - Work with the Clothing Recycling Company or Planet Aid
 - Publicize event. May be regional (all get credit).

Part 2 #20 Worked with Targeted Sector of Business Community

- Resources
 - Attend business sector meeting
 - Advertise in business sector publication
 - Provide sector specific SR materials

#21 Conducted a SR Training Session, Workshop or Presentation at a business, institutional or community event (see handout)

- Resources
 - Give a presentation at a business sector conference
 - Conduct a workshop at a business sector meeting

Part 2 #22 Developed/maintained a home food composting bin distribution program for county residents

- Resources
 - Work with local garden centers to distribute compost bins
 - Conduct regional composting bin sale

#23 Conducted workshops demonstrating proper food composting techniques

- Resources
 - Conduct regionally and promoted by County
 - Promote other groups conducting workshops (the Extension Service or local gardening clubs)

Part 2 #24 Developed/maintained permanent food composting demonstration sites

- Resources
 - Developed demonstration site that is maintained at the Extension Service or at another location
 - Maintained at County park system by employees; food compost from local food vendors

Part 2 #25 Operated a Program to Promote Pallet Reuse

- Resources
 - Coordinate promotion with site visits
 - Example: Collect pallets at the landfill and make available to citizens with instructions on how to create home compost bins

Part 2 #26, #27 and #28 Within the past three years, conducted SR visits

- Check all 26 & 27 if you make 15 to 29 site visits. Check all three if you have made 30 or more SR site visits during the last three years
- May be combined with recycling site visits

■ Resources:

■ EPA WasteWise Business Guide for Reducing Solid Waste

- Waste Reduction Ideas (Recycling/SR)
- Worksheet for Identifying SR Options

■ Industry Sector Publications on SR

www.epa.gov/wastewise/about/publ.htm

Part 2 #29 Within the past three years, conducted SR waste audit or survey of County facilities where at least 10% of County employees worked.

- Resources

- Waste Audit Formulas and Worksheets

www.passaiccountynj.org/Departments/naturalresources/comaudit.htm or something similar

- Waste Audit Guide

www.rrfb.com/pdfs/auditguide.pdf

- http://aesop.rutgers.edu/~envpurchase/basics_cycle_audits.htm or something similar

Part 2 #30 Within the past three years, conducted SR activities involving Electronic Invoicing and/or Waste to Wealth projects

- Resources
 - Implement county or city wide electronic invoicing to conserve paper
 - Implement a system of recovering usable materials from reconstruction projects

Part 2 #31 Collaborated on a multi-County SR event or program

#32 Established/maintained a County procurement policy advancing the purchase of materials that result in reduced waste generation

- **Resources**

- **"Local Government Environmental Purchasing Starter Kit"**

www.newdream.org/procure/start.php

- **Policy examples**

www.p2pays.org/epp/localgov.asp

Part 2 #33 Incorporated green building goals/requirements in county construction, remodeling, and maintenance bid specs and contracts.

- Resources

- **MDE website**

www.mde.state.md.us/Programs/LandPrograms/Recycling/SpecialProjects/grnbldgcd.asp

- **Sample specifications**

www.ciwmb.ca.gov/GreenBuilding/Specs/

- **Tax credit specs and legislation examples**

www.dec.state.ny.us/website/ppu/grnbldg/index.html

Part 2 #34 Held team meetings, at least quarterly, that included representatives from major County departments, in which SR was discussed as a formal part of the agenda.

Part 2 #35 Implemented a variable rate pricing system designed to promote SR (PAYT)

- Resources:
 - EPA Tool Kit
 - Guidebooks and Workbook
 - Software and Videotapes
 - www.epa.gov/payt