



Business Recycling Incentive Program 2019 Guidelines



For More Information

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Business Recycling Incentive Program

Guidelines

I. Introduction

Dakota County (County) is required by state law to develop programs to achieve a 75% recycling rate for all waste generated in the County. Businesses produce over half of the waste in the County and are required to recycle at least three types of materials (paper, metals, plastic, glass, organics [e.g., food waste]). Reducing waste and doing more to recycle conserves natural resources and can save money through avoided solid waste taxes that appear on trash bills, because trash service is taxed while recycling service, including organics collection, is not. It also demonstrates an organization's commitment to the community.

The County's Business Recycling Incentive Program can assist businesses (including other organizations, such as non-profits to:

- Reduce or prevent waste, including food donation
- Start or improve recycling (e.g., cardboard, paper, metal, plastic, glass)
- Start or expand organics recycling (e.g., food waste)

II. Available Assistance

Dakota County is offering assistance to businesses and organizations. Business eligibility is described in Section IV.

A. Incentive Funding

Eligible businesses can apply for incentive funding up to \$10,000 per location for eligible items. No matching funds are required. Eligible items include containers, employee education, organics hauling service, compostable products, equipment (e.g., compactors/balers), and external enclosure upgrades (fully described in Section V).

B. Free Technical Assistance

The County has contracted with a consultant to provide free assistance to eligible businesses. Three touch points with the consultant are provided:

1. Onsite visit to determine what is needed to implement a successful waste diversion project and to assist with completing and submitting a full application.
2. Onsite assistance to help implement the project – from container placement to employee education and trouble-shooting.
3. Assistance with project evaluation, including project reporting.

C. Free Container Labels

Dakota County will provide free container labels for recycling, organics, and trash in a variety of sizes (Appendix C). Labels are color-coded and have standardized terminology and images.

III. Application Process

Eligible businesses and organizations must complete the County-provided Application. Applications are accepted from eligible businesses on a first-come, first-served basis until funds are fully allocated. During the review process, County staff may contact the applicant for additional information or to clarify the proposal.

Proposals for a collaborative effort involving two or more businesses may be submitted, with one business acting as the primary applicant and responsible party, submitting the application on behalf of the group (for example, for businesses within a strip mall).

IV. Eligible Businesses and Organizations

A. Businesses and organizations with the following characteristics are eligible to participate:

1. Control of Trash and Recycling Collection Services. Applicant must be responsible for managing hauling contract(s) for the property(ies) owned, leased, rented, managed, or maintained by the applicant.

2. Meets these Criteria. Funding is available to businesses and organizations that meet the following criteria:

- a. Physically located in Dakota County. If the business or organization has multiple locations, each location in Dakota County is eligible for funding; and
- b. Contract for at least 4 cubic yards of solid waste per week; and
- c. Is classified in sectors 31-81 in the North American Industry Classification System (NAICS) (see Table 1 below for listing); and
- d. Generates recyclable material that is eligible to be counted toward the County’s 75% recycling goal in accordance with MN Stat. § 115A.551.

31-33	Manufacturing
42	Wholesale Trade
44-45	Retail Trade
48-49	Transportation and Warehousing
51	Information
52	Finance and Insurance
53	Real Estate and Rental and Leasing
54	Professional, Scientific, and Technical Services
55	Management of Companies and Enterprises
56	Administrative and Support and Waste Management and Remediation Services
61	Educational Services
62	Health Care and Social Assistance
71	Arts, Entertainment, and Recreation
72	Accommodation and Food Services
81	Other Services (Except Public Administration)

The following are *not eligible* to participate:

- A. Home-based businesses, homeowner associations, and other home-based enterprises;
- B. Residential buildings and dwellings, including multiunit dwellings (e.g., condos, apartments, townhouses);
- C. Public and non-public schools (kindergarten – 12th grade), municipalities, and other local public entities or otherwise publically-owned or -operated facilities that are eligible for other County programs for recycling improvements; and
- D. Businesses and other organizations not physically located in Dakota County even if owned or operated by a Dakota County-based business or organization.

V. Eligible and Ineligible Expenses

Funds are available to help reduce waste, start or improve collection of recyclables, and/or start or improve organics recycling and recovery (i.e., food donation).

A. Eligible Expenses

1. **Recycling and Organics Containers.** Bins, barrels, sorting stations and containers for collecting recyclables and organics at facilities. This includes totes, carts, cart tippers, and other waste containers for transportation of recyclable materials to containers serviced by the waste hauler. Applicants are highly encouraged to choose bins and containers from the County's standard, pre-approved list in Appendix B. Bins and containers other than those on the pre-approved list are eligible if they can be purchased at a lower cost than listed in Appendix B, are being chosen to match existing containers, or that follow industry standards/regulations.
2. **Employee Training.** This includes time for key employees to participate in employee training to learn about the new or expanded recycling and organics programs and hiring an interpreter or translator to help with employee training
3. **Equipment.**
 - a. Compactors, balers, and organics management containment systems for storage or to manage odor and space concerns when generating large quantities of recyclables or organics.
 - b. Loading Dock and Waste Enclosure Improvements. Construction of upgrades to loading docks and enclosures to accommodate new or expanded recycling, food waste, or organics recovery programs, with a maximum reimbursement of \$7,500 allowable per location for this expense.
 - c. Dishwashing equipment to support use of washable serviceware, with a maximum reimbursement of \$2,000.
 - d. Water filling stations to support waste reduction with a maximum reimbursement of \$1,500.
 - e. Refrigerators /freezers to extend the life of food (prevent food waste), with a maximum reimbursement of \$2,000.

4. **Educational Materials and Container Labels.** Signage, custom labels, and recycling, and organics program educational materials. Appendix C contains standard container labels that can be ordered from the County at no cost.
5. **Organics Supplies and Hauler Collection Services -when starting a new organics collection program.** Items specific to start organics projects when at least a 12-month program is implemented:
 - a. Six-month supply of compostable bags for lining organics collection containers.
 - b. Six-month supply of certified compostable food service ware (cups, bowls, plates, flatware, etc.) for use within the business/organization. Food service products must be [Biodegradable Products Institute \(BPI\)](#) -certified.
 - c. Six months of organics hauling service cost reimbursement with at least 12 months of service. Applicant must submit documentation of hauling service to be reimbursed, and hauling service must be a new service, not an existing one.
6. **Organics Supplies - when expanding or changing the type of organics management collection program.** Items specific to expanding or changing an existing organics projects when at least a 12-month program is implemented:
 - a. Six-month supply of compostable bags for lining organics collection containers in the *new areas* where the program is implemented.
 - b. Six-month supply of certified compostable food service ware for use within the business/organization in the *new areas* where the program is being implemented. Food service products must be [Biodegradable Products Institute \(BPI\)](#) - certified.
7. **New, reusable service ware** (i.e., washable dishes and silverware) if converting from disposable service ware.
8. **Food waste prevention tools.** Equipment and tools, including software, to prevent food waste.

The County reserves the right to negotiate with the applicant prior to contract execution for reasonable pricing of eligible items.

B. Ineligible Expenses

1. Containers normally provided by a waste or recycling service provider, such as carts, dumpsters, and open-top or enclosed roll-off boxes.
2. Pallet jacks, janitorial carts, and other similar equipment.
3. All containers and equipment intended to collect and move trash, unless they are part of a County pre-selected waste station in Appendix B or are equivalent in type and fit in with the existing collection system.
4. Installation and labor costs related to implementation of compactors and dishwashing equipment and installation of recycling equipment.
5. Employee labor costs to collect and manage waste and recycling/organics.
6. Vehicle-related costs such as trucks, trailers, etc.
7. Compostable food service ware (e.g. plates, cups, flatware, etc.) and products for use outside the business or organization, such as for restaurant take-out services.
8. Plastic bags used for trash or recycling collection.
9. Project-related costs incurred before contract execution.

10. Project-related costs in areas where waste cannot be safely and effectively managed, as determined by the County.

VI. Participation Requirements

Participants must agree to the following:

- A. Host a minimum of three (3) site visits and work with the County's technical assistant consultant to:
 1. Determine what is needed to implement a successful waste diversion project and to assist with completing and submitting a full Application.
 2. Implement the project as outlined in the Application, including labeling, container placement, educating employees and visitors and residents (if applicable), and troubleshooting.
 3. Provide assistance with project evaluation, including project reporting.
- B. Complete and submit a full Application. Requests for reimbursable products and infrastructure must include a quote with specifications and costs.
- C. Execute a contract with the County.
- D. Provide a completed W-9.
- E. Begin project activities within three (3) months of contract execution.
 1. Implement project activities identified in the Application using Best Management Practices identified by the County.
- F. Complete all project activities within 12 months of contract execution.
- G. Complete a pre-funding (baseline) report and a final report, on forms provided by the County, with information about quantities of recyclables, organics (if applicable) and trash produced before and after the project term. (The County's technical assistance consultant is available to help collect this information.)
 1. Complete a baseline with the Application.
 2. Complete the final report within 12 months from the contract execution.
 3. Provide a brief three to five sentence written testimonial at the end of the 12-month project and agree to serve as a "Success Story," if asked.
 4. Provide or allow pre- and post-project photos for planning and documentation purposes.

VII. Fund Distribution

Funding and reimbursement approved by County staff will be distributed as follows:

- A. **Standard Containers and Labels.** No funds will be transferred to businesses or organizations for pre-selected bins and containers identified in Appendix B and labels identified in Appendix C. These will be ordered by the County upon execution of a contract.
- B. **Reimbursable Expenses.** Requests for reimbursement of eligible expenses must include proof that funds were spent on approved items and include a copy of the paid receipt for the purchased equipment or work completed under the terms of the executed contract.