



Partnering for a better environment

Business Recycling Incentive Program 2018 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 now required to recycle at least three 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, multi-unit dwellings) 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 subject to the recycling requirement (MN Stat. §115A.151) effective in 2016. A short questionnaire determines whether the business or organization is required to recycle and eligible to participate. 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, but are not limited to containers/bins, employee education, organics hauling service, compostable products, equipment (e.g., compactors/balers), external enclosure upgrades, and more fully described in Section V.

B. Free Technical Assistance

The County has acquired an external 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/Bin Labels

Dakota County will provide free container/bin 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

Based on the questionnaire, eligible businesses are referred to the County’s technical assistant consultant to fully identify project needs and to assist with completing and submitting a full application (Appendix A). Complete 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

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

- A. **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.
- B. **Eligible businesses.** Funding is available to businesses and organizations that are subject to the [commercial recycling mandate \(MN Stat. §115A.151\)](#), such as for-profit businesses and institutions, multi-unit dwellings, and non-profit organizations that meet the following criteria:
 - 1. Physically located in Dakota County. If the business or organization has multiple locations, each location in Dakota County is eligible for funding;
 - 2. Contract for at least 4 cubic yards of solid waste per week; and
 - 3. Contains one or more businesses in the building classified in sectors 42-81 in the North American Industry Classification System (NAICS).

NAICS Sectors	
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 and other home-based enterprises;
- B. Public and non-public schools (kindergarten – 12th grade), municipalities, and other local public entities or otherwise publically-owned or -operated facilities; and
- C. 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).

Eligible Expenses

- A. **Recycling and Organics Bins and 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 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, are being chosen to match existing containers or that follow industry standards/regulations.
- B. **Employee Training.** Time for key employees to participate in employee training to learn about the new or expanded recycling and organics programs.
- C. **Equipment.**
 - 1. Compactors, balers and organics management containment systems for storage or to manage odor and space concerns when generating large quantities of recyclables or organics.
 - 2. 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 of \$7,500 allowable per location for this expense.
- D. **Educational Materials and Bin Labels.** Signage, labels, and other recycling, food waste or source-separated organics program educational materials. Appendix C contains standard container labels that can be ordered from the County at no cost.
- E. **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:
 - 1. Six-month supply of compostable bags for lining organics collection containers.
 - 2. 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.
 - 3. 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.



COMPOSTABLE
IN INDUSTRIAL FACILITIES

- F. **Organics: Supplies and Hauler Collection Services (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:
1. Six-month supply of compostable bags for lining organics collection containers in the *new areas* where the program is implemented.
 2. 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.
- G. **New, reusable service ware** (i.e., washable dishes and silverware) if converting from disposable service ware.

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

Ineligible Expenses

- A. Containers normally provided by a waste or recycling service provider, such as carts, dumpsters, and open-top or enclosed roll-off boxes.
- B. Pallet jacks, janitorial carts, and other similar equipment.
- C. 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.
- D. Dishwashing equipment and upgrades to dishwashing rooms.
- E. Employee labor costs incurred to collect and manage waste and recycling/organics.
- F. Vehicle-related costs such as trucks, trailers, etc.
- G. Compostable food service ware for use outside the business or organization, such as for restaurant take-out services.
- H. Plastic bags used for trash or recycling collection.

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 and placing containers, 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 (Appendix A)
- C. Enter into a contract with the County.
- D. Provide a completed W-9.

- E. Begin project activities within three (3) months of contract execution.
- F. Implement project activities using recommended Best Management Practices:
 - 1. Use color-coded containers and labels
 - 2. Place recycling containers next to all internal trash containers
 - 3. Train staff
- G. Complete all project activities within 12 months of contract execution.
- H. Complete a pre-funding (baseline) report and a final report with information about quantities of recyclables, organics and trash produced before and after the funding term. (The County’s technical assistance consultant is available to help collect this information.)
 - 1. Complete the pre-funding report within 45 days of contract execution.
 - 2. Complete the final report within 12 months from the contract execution.
 - 3. Provide a brief three -five sentence written testimonial at the end of the 12-month funding period and agree to serve as a “Success Story,” if asked.

VII. Fund Distribution

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

- A. **Standard Containers/Bins & Bin 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, following the site visit by the County’s technical assistance consultant.
- B. **Other Eligible Expenses.** Requests for reimbursement of other 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.

VIII. Reporting Requirements

Businesses and organizations awarded funding are required to complete a baseline and final report, using forms provided by the County. The reports will provide the County with information about quantities of recyclables, organics, if applicable, and trash produced at the beginning and end of the project.

The baseline report is due within 45 days of the funding assistance contract execution and the final report is due 12 months from the contract execution.

IX. Project Implementation

Participants are expected to implement the following best management practices to help maximize recycling program improvements:

- ✓ **Obtain internal support.** Manager and custodial staff support must be obtained prior to application submission. The applicant must provide a program coordinator or liaison as a primary contact for County and consultant staff.
- ✓ **Ensure material is recycled as planned.** Recycling and/or organics must be separated from the trash and delivered to a facility for recycling and/or delivered to a facility to properly manage the organics. If bags are used to collect traditional recycling, clear or translucent bags (not black bags) must be used, in accordance with typical recycling facility requirements.

- ✓ **Make recycling convenient.** Trash, recycling, and organics containers must be properly labeled, placed in strategic locations, and located side-by-side to the extent possible to make sorting easy and effective.
- ✓ **Communicate recycling program to employees and businesses.** The applicant must promote new or enhanced recycling and waste reduction practices to all employees, staff and visitors. The County will provide educational materials to help achieve this goal.
- ✓ **Obtain waste and recycling data to help right-size collection services.** The applicant must work with their waste hauler to obtain and report data on quantities of trash, recyclables and/or organics collected at the beginning and end of the project.
- ✓ **Include recycling program expectations in policies.** The applicant must agree to enhance recycling and waste reduction roles and responsibilities in general operational policies available to new and existing employees.
- ✓ **Allow program recognition by the County.** The applicant must allow public recognition of program participation through published case studies and other recognition efforts developed by the County to showcase and reward participation.
- ✓ **Sustain the recycling program.** The applicant shall develop and share the organization's plan on how they will sustain the project after County funding is completed.