

## **POLICY AND/OR PROCEDURE STATEMENT**

### **SOLID WASTE DEPARTMENT ATHENS-CLARKE COUNTY**

**I. POLICY SUBJECT:** Commercial Customer Recycling Plan Reporting Requirement

**FUNCTIONAL AREA:** Solid Waste Department

**POLICY/PROCEDURE NUMBER:** SW-022

**II. POLICY STATEMENT:**

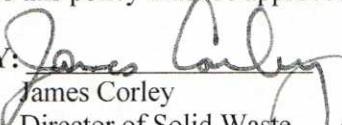
The purpose of this statement is to provide the procedure for meeting reporting requirements for the commercial customer recycling program ordinance in Athens-Clarke County.

1. The following information shall be required to be provided to the Solid Waste Department by all commercial customers when the ordinance takes effect, a commercial location initially implements a recycling program, or when the use of a commercial location changes that is substantially different from the prior commercial use (see attachment - Commercial Recycling Plan Form):

- A. Type of property;
- B. Property name, owner, address, and number of employees and/or tenants;
- C. Property recycling program contact person, phone number and e-mail address;
- D. Recycling service provider, types of recycling collection containers (e.g.: roll-carts, dumpsters, roll-off, compactor), destination of collected recyclables, and recycling education plan (commercial customers that self-haul need to provide documentation);
- E. Signature of the Property Owner/Manager;
- F. Other information as required to demonstrate the property owner's/manager's intentions to meet all reporting, collection and education requirements outlined in the Ordinances.

**III. EXCEPTIONS:**

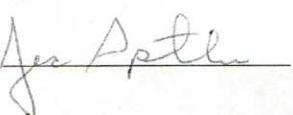
Any and all exceptions to this policy must be approved by the Athens-Clarke County Commission.

**IV. RECOMMENDED BY:**  **DATE:** 11-01-2012

James Corley  
Director of Solid Waste

**APPROVED BY:**  **DATE:** 11-02-2012

Alan Reddish  
Manager

**APPROVED BY  
THE COMMISSION:**  **DATE:** 11-07-2012

**V. EFFECTIVE DATE:** 11-07-2012

Athens-Clarke County Solid Waste Department  
Commercial Recycling Plan Form



Athens-Clarke County requires owners of all commercial properties to have a plan showing compliance with the recycling ordinance (Sec. 5-2-14 (i)). A separate Recycling Plan Form must be completed for each property location.

**PROPERTY INFORMATION**

Type of Property:	<input type="checkbox"/> Multi-Family Property <input type="checkbox"/> Commercial Business <input type="checkbox"/> Institution
Name of Commercial Property:	
Name of Owner or Managing Company:	
Address of Property:	
Number of employees/tenants:	
Program Contact Person:	
Phone number:	
E-mail Address:	

**RECYCLING INFORMATION**

Recycling Service Provider Name:	
Type of collection containers for recycling (usually provided by the recycling service provider):	<input type="checkbox"/> Roll-Carts Number and Size: _____ <input type="checkbox"/> Dumpster Number and Size: _____ <input type="checkbox"/> Roll-Off Number and Size: _____ <input type="checkbox"/> Compactor Number and Size: _____ <input type="checkbox"/> Other Explain: _____
Destination of Recyclables (processor):	
Education plan for customers, employees and/or tenants (check all that apply and attach samples):	<input type="checkbox"/> Written Communication <input type="checkbox"/> Web-based (Facebook, e-mail, website, other) <input type="checkbox"/> Other Explain: _____

*NOTE: Owners of multi-family properties shall distribute to new tenants at the beginning of the lease and to all existing tenants at least annually, general recycling program information and current recycling program guidelines as updated and provided by the ACC Solid Waste Department.*

**SIGNATURES**

*I agree to have a recycling collection and education program at the above address. I understand that I/we must provide on-site recycling containers that must be adequate to hold accumulated recyclables until hauled to a processor. The recycling containers are suggested to be at least as convenient to tenants/employees as trash containers.*

Property Owner/Manager Signature:

Title:

Date:

**To be completed by Solid Waste Department Staff**

Date of initial site visit:

Signature of Solid Waste Staff:

Comments: