

County:

2001 SCORE reporting form
 for the period January 1 to December 31, 2001
 Return to the OEA by March 31, 2002

Primary Contact:	<input type="text"/>	Financial Contact:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>
Fax:	<input type="text"/>	Fax:	<input type="text"/>
e-mail:	<input type="text"/>	e-mail:	<input type="text"/>

1. Program survey

Underlined terms are defined on pages 12-14. Please refer to these definitions as you complete the survey.

County solid waste collection system

1. Are all solid waste generators, including farmers, prohibited by county ordinance or county board resolution from:	
a. Burying or dumping household wastes on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Burning household wastes on-site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Solid waste hauler licensing (Minn. Stat. 115A.93):	
a. Are all solid waste haulers who operate in the county licensed by the county?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Are all solid waste haulers who are not licensed by the county licensed by cities or towns:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c. Do all licenses require a variable-rate pricing structure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the county apply a surcharge (Minn. Stat. 115A.919, subd. 2) in addition to the tip fee to waste disposed in the county or charge a service fee (i.e. line item on property tax or utility bill) to residents and/or businesses? Enter zero if not applicable.	
a. What is the surcharge for county waste?	\$ per Ton: <input type="text"/>
	\$ per cubic yard: <input type="text"/>
b. What is the surcharge for out-of-county waste?	\$ per ton: <input type="text"/>
	\$ per cubic yard: <input type="text"/>
c. What is the <i>total</i> revenue generated from <u>service fees</u> charged to:	Businesses?: <input type="text"/>
	Residents?: <input type="text"/>
If you can't break out by business and residential but know the grand total, list total here:	<input type="text"/>
4. How many sites in the county are available for <u>self-hauling</u> of <u>MSW</u> ? Includes sites with one or more <u>public canisters</u> , transfer stations and processing/disposal facilities	<input type="text"/>

County solid waste SCORE staffing

How many county full-time equivalent (FTE) staff worked on the following activities?

<i>Example</i>	0.75 FTE
5. <u>Source reduction</u>	<input type="text"/>
6a. Recycling collection and processing	<input type="text"/>
6b. Recycling administration/support staff	<input type="text"/>
7. <u>Yard Waste</u>	<input type="text"/>
8. Waste Education	<input type="text"/>
9. <u>HHW</u> & <u>problem materials</u>	<input type="text"/>
10. Other SCORE program planning and administration	<input type="text"/>
11. Total County SCORE Staff	<input type="text"/>
12. How many city and township staff worked on SCORE-related activities?	<input type="text"/>

Recycling

13.	How many cities and townships offer <u>curbside recycling</u> at least once monthly?	<input type="text"/>
14.	Estimate the population served by residential <u>curbside recycling</u> programs.	<input type="text"/>
15.	Do all cities in your county with a population greater than 20,000 (cities greater than 5,000 in metropolitan counties) provide <u>curbside recycling</u> to residents?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
16.	Do all cities in your county with a population greater than 5,000 provide <u>curbside recycling</u> and/ or <u>recycling center</u> to residents?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
17.	Does the county have a specific program to promote <u>commercial/industrial</u> recycling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	How many <u>recycling centers</u> are there in the county? (please read definition, page 13)	<input type="text"/>
19.	How many <u>recycling stations</u> are there in the county? (please read definition, page 14)	<input type="text"/>
20.	How many <u>material recovery facilities (MRF's)</u> are there in the county?	<input type="text"/>
21.	Has the county banned recyclable material from landfills or the disposal system? If so, identify grades (e.g., aluminum, plastic, corrugated) below. Do not include materials banned by state law.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="text"/>	
22.	Has the county enacted An ordinance requiring:	
	a. residents to recycle	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. businesses to recycle	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c. haulers to provide recycling collection services	<input type="checkbox"/> Yes <input type="checkbox"/> No
23.	If not countywide, how many cities in the county have ordinances requiring:	
	a. residents to recycle	<input type="text"/>
	b. businesses to recycle	<input type="text"/>
	c. haulers to provide recycling collection services	<input type="text"/>
24.	Does the county license <u>recycling collectors</u> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
25.	Does the county require <u>recycling collectors</u> to submit tonnage reports?	<input type="checkbox"/> Yes <input type="checkbox"/> No
26.	Does the county, or do any municipalities, use the following labor resources for SCORE programs? Please indicate all that apply	
	a. volunteer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	b. non-profit	<input type="checkbox"/> Yes <input type="checkbox"/> No
	c. private sector	<input type="checkbox"/> Yes <input type="checkbox"/> No
	d. sentence-to-serve	<input type="checkbox"/> Yes <input type="checkbox"/> No

Yard Waste Management

27.	How many <u>yard waste drop-off sites</u> are there in the county?	<input type="text"/>
28.	How many <u>yard waste curbside collection programs</u> are there in the county?	<input type="text"/>
29.	Estimate the population served by <u>yard waste curbside collection programs</u> .	<input type="text"/>
30.	Does the county have an ongoing education program to inform residents how to minimize yard waste generation through on-site composting, mulching and/or low-maintenance or naturalized landscaping?	<input type="checkbox"/> Yes <input type="checkbox"/> No
31.	Does the county have an ongoing education program to inform residents how to manage yard wastes through drop-off sites or curbside collection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
32.	Has the county notified residents of the prohibition on land disposal of yard waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Household Hazardous Waste (HHW) and Problem Materials

- 33. Has the county provided residents with educational materials on the reduction, identification and proper management of HHW Yes No
- 34. Did the county conduct any HHW product exchanges? Yes No
- 35. Does the county operate or cooperate in a permanent HHW facility Yes No
- 36. How many households delivered HHW directly to a permanent HHW facility?
- 37. How many HHW collection events were held in the county?
- 38. How many households participated in HHW collection events?

Procurement

- 39a. How often does the county use *The Environmentally Preferable Purchasing Guide*? Often Sometimes Never
- 40. How often did the county explicitly specify recycled materials when putting out a bid? Often Sometimes Never
- 41. How much money did the county spend on *recycled-content* purchases this year? \$
- 42. Does the county procure any of the following products? Check all that apply

<p>Office</p> <ul style="list-style-type: none"> a. recycled paper <input type="checkbox"/> Yes <input type="checkbox"/> No b. recycled envelopes <input type="checkbox"/> Yes <input type="checkbox"/> No c. soy or agri-based inks <input type="checkbox"/> Yes <input type="checkbox"/> No d. energy-efficient office equipment <input type="checkbox"/> Yes <input type="checkbox"/> No e. remanufactured toner cartridges <input type="checkbox"/> Yes <input type="checkbox"/> No f. refurbished furniture <input type="checkbox"/> Yes <input type="checkbox"/> No <p>Bldg maint</p> <ul style="list-style-type: none"> g. recycled paper toiletries <input type="checkbox"/> Yes <input type="checkbox"/> No h. less toxic cleaners <input type="checkbox"/> Yes <input type="checkbox"/> No i. recycled trash bags or bins <input type="checkbox"/> Yes <input type="checkbox"/> No j. recycled paint <input type="checkbox"/> Yes <input type="checkbox"/> No u. Other (please specify) <input style="width: 500px; height: 15px;" type="text"/> 	<p>Vehicle</p> <ul style="list-style-type: none"> k. recycled flooring <input type="checkbox"/> Yes <input type="checkbox"/> No l. integrated pest management <input type="checkbox"/> Yes <input type="checkbox"/> No m. plastic lumber <input type="checkbox"/> Yes <input type="checkbox"/> No n. recycled mulch <input type="checkbox"/> Yes <input type="checkbox"/> No o. alternative based vehicles <input type="checkbox"/> Yes <input type="checkbox"/> No p. re-refined oil <input type="checkbox"/> Yes <input type="checkbox"/> No q. recycled or long-life antifreeze <input type="checkbox"/> Yes <input type="checkbox"/> No r. retread tires <input type="checkbox"/> Yes <input type="checkbox"/> No s. recycled glass road aggregate <input type="checkbox"/> Yes <input type="checkbox"/> No t. recycled traffic cones <input type="checkbox"/> Yes <input type="checkbox"/> No
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- 43. How many recycled-content products did the county purchase this year compared to last? More Same Less
- 44. Do you have any examples of innovative approaches that address a barrier to buying recycled and/or less toxic products? If yes, please attach example. Yes No

Electronic Appliances

- 45. Did the county, or did any municipalities within the county, collect waste electronic appliances from residents as part of any recycling or HHW services? Yes No
- 46. Did the county, or did any municipalities within the county, have a contract for use and/or repair of electronic appliances where the county or municipality is responsible for disposal of the electronic appliance at the end of its useful life Yes No
- 47. Did the county, or any municipalities within the county, have a contract for use and/or repair of electronic appliances where the contractor (usually a vendor or manufacturer) will take back the electronic appliance at the end of its useful life? Yes No

If yes, please list types of equipment under contract:

Source Reduction Checklist

This information will be used to determine which counties will receive up to a three percent source reduction (SR) credit toward recycling goals. Questions pertain to SR activities during the calendar year unless stated otherwise. Cooperation with local units of government such as cities or multi-county efforts are considered eligible if they meet the various criteria listed in the activities below. SR credit will be awarded using the following ranges: 6 or more "Yes" = 1%, 12 or more = 2%, and 18 or more = 3%. If you would like to receive credit for actual tons of MSW that has been reduced, report that information separately using the enclosed SR reporting form.

Promotion (check all that apply)

- | | | |
|--|------------------------------|-----------------------------|
| 1. Advertise business source reduction success through a county awards program or through local newspapers, radio, television, or other media. (attach case study) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Advertise residential source reduction success through a county awards program or through local newspapers, radio, television or other media. (attach case study) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. In the last three years, conduct focus groups or a survey of businesses and institutions about source reduction activities and assistance needs. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. In the last three years, conduct focus groups or a survey of residents about source reduction activities and assistance needs. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Establish an ongoing source reduction recognition program for county employees. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Promote materials exchange through mailings, presentations or other media including the internet. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. Promote SR through television and radio appearances. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

General Education/Information (check all that apply)

- | | | |
|---|------------------------------|-----------------------------|
| 8. Hosted events for Pollution Prevention Week. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Distributed materials (brochures, flyers, fact sheets, posters, etc.) to at least 25 percent of county businesses in the last 3 years. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Distributed materials (brochures, flyers, fact sheets, posters, etc.) to at least 25 percent of county residents through county events, mailings or publications in the last 3 years. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Developed/updated a solid and hazardous waste directory for county residents and/or businesses within the last three years. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12. Integrated source reduction into county employee training and education programs. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13. Promote OEA's What-A-Waste Curriculum or other source reduction curriculum or activities in schools. Please list materials or activities promoted: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | |
| 14. County staff has used resources from the OEA's Source Reduction Toolkit to implement SR programs. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 15. Staffed a SR display at a county fair or similar event. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 16. Incorporate SR information into a county website. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 17. Distributed <u>home composting</u> educational materials to county residents. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Outreach to County Departments & Local Governments (check all that apply)

- | | | |
|--|------------------------------|-----------------------------|
| 18. A team that meets at least quarterly, including representatives from major county departments, that discusses SR as a formal part of the agenda. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 19. Cooperate with other counties to fund regional SR programs to promote source reduction. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 20. Attend 2 or more Counties and Cities Involved in Source Reduction and Recycling (CISRR) meetings or a regional SR workshop. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 21. Attend 4 or more Counties and Cities Involved in Source Reduction and Recycling (CISRR) meetings. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Technical Assistance (check all that apply)

22. Conduct site visits to 1-10 businesses. Yes No
23. Conduct site visits to 11-40 businesses. Yes No
24. Conduct site visits to 40+ businesses. Yes No
25. Conduct a training session, workshop, or presentation at a business, institutional, or community event. Yes No
26. Collaborated on a multi-county SR event (not limited to workshops and trainings). Yes No
27. Conduct a waste audit or survey of at least 10 percent of county facilities within the past three years to target SR. Yes No
28. Actively promoted and provided technical assistance for Minnesota Waste Wise. Yes No
29. Developed a home composting bin distribution program for county residents. Yes No
30. Conducted (or co-sponsored) workshops demonstrating proper home composting techniques. Yes No
31. Offer permanent home composting demonstration sites. Yes No
32. Refer organizations to an existing materials exchange program. Yes No
33. Coordinate materials exchange through a HHW program. Yes No
34. Coordinate, work with, or provide funding or in-kind support to a local materials exchange program. Yes No
35. Actively assist in the exchange of materials between organizations. Yes No
36. Work with targeted sector of business community to reduce waste Yes No
37. Incorporate green building goals/requirements in county construction, remodeling, and maintenance bid specs and contracts. Yes No
38. Coordinate reuse project (other than materials exchange). Please List:
39. Conduct training with county purchasers about environmentally preferable purchasing Yes No

Policy Initiatives (check all that apply)

40. Resolution passed by county board on environmentally responsible purchasing guidelines for county facilities. Yes No
41. Implement and promote a variable rate pricing system through county ordinance, licensure, or contract for collection. Yes No
42. Developed an implementation strategy in county solid waste management plan that is designed to achieve a minimum of 10% per-capita source reduction. Yes No
43. Resolution passed by county board on "green building" guidelines for construction, remodeling and maintenance of county facilities and grounds. Yes No

4. Revenues and Expenditures

Please provide total county revenues and expenditures made during calendar year 2001 (1/1/01-12/31/01) that were dedicated towards SCORE-related activities. If there were no county revenues or expenditures for a particular line item, please enter zero. Reported expenditures should only reflect direct county expenditures. No attempt should be made to quantify spending by other units of government, the private sector or citizens.

A. Revenues

1. Calendar year 2000 revenues (1/1/00 to 12/31/00)		
Balance <u>carried-over</u> from CY 2000 (refer to appendix for amount)	<input style="width: 100%;" type="text"/>	
Adjust to balance carried-over from CY 2000	<input style="width: 100%;" type="text"/>	
Subtotal A1 :		<input style="width: 100%;" type="text"/>
2. Calendar year 2001 revenues (1/1/01 to 12/31/01)		
County local revenue sources:		
General revenue (special assessments, levy, prop. tax, etc.)	<input style="width: 100%;" type="text"/>	
<u>Service fee</u>	<input style="width: 100%;" type="text"/>	
<u>Processing facility tip fee</u>	<input style="width: 100%;" type="text"/>	
<u>Land disposal facility surcharge</u>	<input style="width: 100%;" type="text"/>	
SCORE funds received in CY 2001 (refer to appendix for amount)	<input style="width: 100%;" type="text"/>	
Grants-description: <input style="width: 400px;" type="text"/>	<input style="width: 100%;" type="text"/>	
Household hazardous waste (HHW) funding from MPCA	<input style="width: 100%;" type="text"/>	
HHW funding from regional program sponsor	<input style="width: 100%;" type="text"/>	
<u>Material sales</u>	<input style="width: 100%;" type="text"/>	
Other-description <input style="width: 400px;" type="text"/>	<input style="width: 100%;" type="text"/>	
Subtotal A2:		<input style="width: 100%;" type="text"/>
Total A:		<input style="width: 100%; border: 2px solid black;" type="text"/>

B. Expenditures

1. SCORE planning, oversight and administration		
Consultant costs	<input style="width: 100%;" type="text"/>	
County staff salary (should match FTE's listed in page 1)	<input style="width: 100%;" type="text"/>	
Office equipment & supplies (computers, etc.)	<input style="width: 100%;" type="text"/>	
Training, seminars and conferences	<input style="width: 100%;" type="text"/>	
Other-description <input style="width: 400px;" type="text"/>	<input style="width: 100%;" type="text"/>	
Subtotal B1:		<input style="width: 100%;" type="text"/>
2. Recycling		
Direct capital expenditures	<input style="width: 100%;" type="text"/>	
Direct operating expenditures:		
<u>County-contracted private services</u>		
Residential curbside collection	<input style="width: 100%;" type="text"/>	
<u>Recycling centers and/or recycling stations</u>	<input style="width: 100%;" type="text"/>	
<u>Commercial/industrial</u> collection	<input style="width: 100%;" type="text"/>	
Processing	<input style="width: 100%;" type="text"/>	
<u>Subsidy to private operators</u>	<input style="width: 100%;" type="text"/>	
County-operated services	<input style="width: 100%;" type="text"/>	
Other-description <input style="width: 400px;" type="text"/>	<input style="width: 100%;" type="text"/>	
Subtotal B2:		<input style="width: 100%;" type="text"/>

3. Yard Waste

Direct capital expenditures	<input type="text"/>	
Direct operating expenditures- <u>county contracted private services</u>		
Curbside collection & processing	<input type="text"/>	
Drop-off site management & processing	<input type="text"/>	
<u>Subsidy</u> to private operators	<input type="text"/>	
County-operated services	<input type="text"/>	
Other-Description <input type="text"/>	<input type="text"/>	
	Subtotal B3:	<input type="text"/>

4. Household Hazardous Waste (HHW) & Problem Material Management

Direct capital expenditures	<input type="text"/>	
Operating expenditures	<input type="text"/>	
Transportation & disposal	<input type="text"/>	
Major appliance management	<input type="text"/>	
<u>Electronic appliance</u> management	<input type="text"/>	
Used oil management	<input type="text"/>	
Household battery management	<input type="text"/>	
Household fluorescent tube & HID lamp management	<input type="text"/>	
Pass-through grants to counties in regional HHW program	<input type="text"/>	
Other-description <input type="text"/>	<input type="text"/>	
	Subtotal B4:	<input type="text"/>

5. Source Reduction

Technical assistance to businesses	<input type="text"/>	
Capital investment	<input type="text"/>	
Other-description <input type="text"/>	<input type="text"/>	
	Subtotal B5:	<input type="text"/>

6. Education

<u>Source Reduction</u>	<input type="text"/>	
Recycling	<input type="text"/>	
<u>Yard Waste</u>	<input type="text"/>	
<u>HHW & Problem Materials</u>	<input type="text"/>	
General public education	<input type="text"/>	
Grants to schools	<input type="text"/>	
Other-description <input type="text"/>	<input type="text"/>	
	Subtotal B6	<input type="text"/>

7. Market Development (identify)

Description 1:	<input type="text"/>	<input type="text"/>
Description 2:	<input type="text"/>	<input type="text"/>
	Subtotal B7:	<input type="text"/>

8. Litter Prevention

Description	<input type="text"/>	<input type="text"/>
	Subtotal B8:	<input type="text"/>

9: County Grants to Other Local Units of Government

SCORE planning, oversight and administration

Recycling direct capital expenditures

Recycling operating expenditures

Yard waste direct capital expenditures

Yard waste operating expenditures

HHW and problem materials management

Source Reduction, Education, Market Development and misc.

Other-description:

Subtotal B9:

Total B (B1 through B9):

C. Balance

Total CY 2001 revenues

Total A:

Total CY 2001 expenditures

- Total B:

Balance carry-over to CY 2002

= Total C:

3. Materials Collected for Recycling

Please record tonnages of materials collected within the county for recycling. Materials should be counted at the point of collection to avoid double counting materials that are transferred several times before they are recycled. A volume-to-weight conversion table is provided on pages 15-16. Record tonnage in the column that best represents the generator and in the row that best represents the material grade. Unidentifiable materials or materials that do not fit into a material type specified on this form should be entered under "Other recyclables". If a recycler cannot provide tonnages specific to your county, estimate the amount originating in your county. Do not attempt to subtract material tonnage that is refused or rejected from recycling markets, or residuals from those markets.

For purposes of calculating recycling rates, Commercial/Industrial/Institutional (CII) recycling only includes material sold by commercial, industrial or institutional establishment for the purpose of recycling. It does not include material recycled "in-house" or "mill scrap" within a manufacturing operation. Do not include materials recovered from other non-MSW waste streams such as demolition or construction debris, agricultural wastes, or non-hazardous industrial wastes. However the OEA recognizes and encourages these activities.

State estimates for the recovery of problem materials in each county are provided on an attached sheet. Use these estimates if no reliable information is available but if documented data is available, the OEA encourages you to use it. If you report both residential and commercial problem materials, you cannot use the state estimates. This is because of double counting since the state estimates take into account both commercial and residential totals.

If you are reporting materials under "C/I/I: Estimated", please attach documentation of your estimation methods and/or a list of recyclers that have withheld recycling data from the jurisdiction along with the tons of material attributed to them.

Paper:	<u>Residential</u>	<u>C/I/I:</u> <u>Documented</u>	<u>C/I/I:</u> <u>Estimated</u>	<u>Mechanical</u> <u>and hand-</u> <u>separated</u>
Corrugated containers				
Newsprint				
Magazine & Catalog grade				
Office paper				
Mixed grades				
Phone Books				
Computer paper				
Other paper:				
Other paper:				
Subtotal:				
Metal:				
Aluminum food/beverage can/foil				
Steel/tin cans				
Commingled aluminum/steel/tin				
Other scrap:ferrous & non-ferrous				
Subtotal:				
Glass:				
Food & Beverage container				
Other glass:				
Other glass:				
Subtotal:				

Plastics:	<u>Residential</u>	<u>C/I:</u> <u>Documented</u>	<u>C/I:</u> <u>Estimated</u>	<u>Mechanical</u> <u>and hand-</u> <u>separated</u>
PET (SPI Code 1)				
HDPE (SPI Code 2)				
Mixed plastics (SPI Code 1-6)				
Polystyrene (SPI Code 6)				
Film plastics				
Other:				
Subtotal:				
Organics:				
Food (livestock/food-to-people)				
Subtotal:				
Other recyclables				
Vehicle batteries				
Major appliances				
Used oil				
Waste tires				
Used oil filters*				
Subtotal:				
Electronic appliances				
Antifreeze				
Fluorescent & HID lamps**				
Textiles				
Carpet				
Pallets				
Latex Paint				
HHW				
Unspecified/Other				
Other:_____				
Subtotal:				
Total:				

*To obtain credit for used oil filter recycling, provide in the space below or on a separate sheet the name of at least one collector of used oil filters in the county. If no collectors are identified the county will not receive credit for used oil filter recycling.

**To calculate tons of fluorescent lamps recycled, multiply the number of lamps collected for recycling by 0.625 lbs. (estimated average weight of a four-foot bulb) and divide by 2000.

4. Waste Generation

1. On-site-disposal of uncollected MSW

To estimate the quantity of waste generated in the county that is not collected and disposed of in the formal waste management system, please estimate the county population without MSW collection service that does not self-haul:

persons.

The OEA will estimate the tons of MSW managed on-site using the following formula: (# of persons x 2.3 lbs./person x 365 days)/(2000 lbs./ton). The result is the total tons of county waste considered to be disposed on-site each year. The OEA will calculate this number:

tons per year.

2. Managed MSW

2A. Estimate the percent of MSW generated by the C/I sector: %

2B. **Greater Minnesota counties only** (Metropolitan area counties submit this information using Form IV in the County Certification/Annual Report).

Identify facilities that receive MSW from the county. See attached lists of facilities for proper spelling and permit numbers. Record tons of MSW hauled to transfer stations or hauled directly to land disposal or solid waste processing facilities (MSW compost, RDF, incinerators). Avoid double-counting. Rejects and residual waste from processing facilities may be counted at the processing facility or at the land disposal facility, but not at both.

Transfer Station #1: Permit # _____ Name: _____

Permit #	Name of final destination facility	Tons delivered
Total Tons:		

Transfer Station #2: Permit # _____ Name: _____

Permit #	Name of final destination facility	Tons delivered
Total Tons:		

Waste hauled directly to final destination(s)

Permit #	Name of final destination facility	Tons delivered
Total Tons:		

Prepared and submitted on behalf of the county: _____
Signature date

Thank you for your assistance in completing this form. Please direct questions or comments to:
 Mark Rust (651) 215-0198 or mark.rust@moea.state.mn.us
 OEA front desk (651) 296-3417 or (800) 657-3843

Glossary of SCORE Terms

Carry-over, carry forward or unexpended balance: That portion of previously and currently reported revenue that has not yet been accounted for as an expenditure for SCORE-eligible expenditures. Revenues minus expenditures equals carry-over.

Commercial/industrial/Institutional or C/I/I: Non-residential generators of MSW or recyclable materials. Typically businesses, manufacturers, and institutions.

Commercial/industrial-Documented: Recyclable materials from the C/I sector for which tonnages are verifiable by: a.) A signed affidavit; b.) Tare slips from a recycler; c.) A report submitted to the county by a recycler, company official, school or other municipalities that are the point of collection; or d.) Otherwise verifiable from a specific source.

Commercial/industrial – Estimated: Recyclable materials from the C/I sector for which tonnages are a.) Estimated from a survey with documented methods; or b.) Estimated because the actual data have been withheld by or are not available from the recycler.

Commingled: A collection system where different categories or material grades are collected and mixed together in a single container. For example, a collection system that mixes plastic bottles of different resin types or that mixes plastic, metal and glass food and beverage containers.

County-contracted private services: A contract for payment and services, established by a county with a hauler, collector or a group of collectors to provide specific waste management and recycling services.

Curbside recycling: A program with at least one route-based collection system that picks up at least four broad material categories of recyclables from households. Curbside service is not required to be provided to multi-unit buildings, but an appropriate collection system should be available for all such structures. If a city has contracted with more than one recycling collector to provide residential service, this represents one curbside recycling program.

CISSR: *Counties and Cities Involved in Source Reduction and Recycling* is a forum for local governments to meet, exchange and evaluate program ideas and coordinate waste prevention activities to that their customers receive optimum assistance to prevent waste.

Electronic appliances: All computers and peripherals, televisions and video monitors, photocopy machines, stereos and stereo components, telephones, facsimile machines and telecommunications equipment, videocassette recorders and photographic equipment.

Encumbrances: Obligations in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

Full-time equivalent or FTE: An expression of staffing levels in terms of 40 hour work-weeks. Counties should report the number of staff hours dedicated to a given program each week, averaged throughout the calendar year (1 year = 52 weeks), and divided by 40 hours. This number is frequently included in a job description. Example: one employee spending 10 hours per week on a program each week for a full year is 0.25 FTE. Two people working on a program full-time for six months equals 1 FTE.

Green building: Green building incorporates principles of energy and resource efficiency, practical applications of waste reduction and pollution prevention, good indoor air quality and natural light to promote occupant health and productivity and transportation efficiency in design and construction, and during use and reuse.

Home Composting: The practice of composting food scraps and related organic materials on-site. This does not include yard waste composting which is covered under the yard waste section on page 2 of the SCORE Reporting Form.

Household hazardous waste or HHW: Waste generated from household activities that is corrosive, flammable, toxic, or by its chemical characteristics, fits MPCA criteria for hazardous waste. It does not include waste from commercial activities that is generated, stored or otherwise present in a household.

HHW collection event: An event held to collect HHW from citizens on a specified day or days. Wastes are packaged on-site for transport to a disposal facility or for transport to a permanent HHW facility.

HHW product exchange: An opportunity extended to citizens and businesses to take and reuse products collected at a permanent HHW facility or HHW collection event. For example, the collection and redistribution of paint for re-use.

land disposal facility surcharge: A per-ton or per-cubic yard fee authorized in the Waste Management Act (Minnesota Statute, sections 115A.919, 115A.923, 473.843), which is charged at a land disposal facility or transfer station serving a land disposal facility and can be used for landfill abatement purposes. Please record only the portion that is used for SCORE-eligible expenditures.

market development: An activity that stimulates economic demand or end uses for recyclable materials.

material grade: A recyclable material that is often marketed and processed separately from other recyclable materials. For example, newsprint, magazines, and corrugated cardboard are material grades within the broad material category of “paper”.

material category: A broad group of recyclable materials made of the same, or similar, materials. Commonly-used material categories include paper, glass, metal, and plastic.

material recovery facility or MRF: A recycling facility that prepares at least three different material categories for market. Preparation for market is the processing of materials through crushing, baling, shredding or other densifying.

materials sales: Revenue retained from sales of recyclable materials, less any redemption paid to generators.

MSW: Mixed Municipal Solid Waste. Mixed trash set out by homeowners, industries, offices and governments, and intended to be collected as garbage. It does not include sludges, mining or demolition wastes, auto hulks, ash, agricultural wastes, street sweepings, or items banned from the waste stream (such as tires, used oil and vehicle batteries). Note: an aluminum can placed in a bag of garbage is MSW; the same can placed in a recycling bin by the generator is not MSW.

MSW hauler: A person or organization that collects MSW for a fee. MSW collection services may be provided by contract haulers, cities, or counties.

on-site disposal: The amount of MSW that does not enter the formal management system and is burned or buried on-site by the generator. This includes households and farms that burn or bury garbage on their own property through on-site dumping, burn barrels, or incinerators.

permanent HHW facility: A designated permanent site that provides ongoing collection of HHW from citizens, or a site permitted by the MPCA to receive packaged HHW from other sites and that in turn consolidates, stores and otherwise manages those wastes.

price preference: Refers to the practice of allowing public entities to purchase products made from recycled materials when a bid exceeds that of nonrecycled materials (Minnesota Statute 16B.122, subd. 3). This exception to the least cost rule for procurement limits the additional cost of recycled products to no more than ten percent above that of comparable products made from nonrecycled materials.

problem materials: Materials that cause processing, health or environmental problems in the recycling system or in solid waste processing and disposal facilities.

processing facility tip fee: A portion of a solid waste processing or disposal facility's tipping fee that is directed to SCORE-eligible expenditures.

procure: To obtain or acquire products. SCORE encourages public agencies (school districts, state agencies, counties, townships, etc.) to procure products made from recycled materials and products that can easily be recycled.

public canister: A waste drop point or dumpster available to the general public (usually for a fee) and intended for use by those who self-haul. These sites can be operated by public agencies or private firms. This category does not include collection points such as trash cans outside shopping centers or litter receptacles.

recycling center: A facility that is open at least 12 hours per week, 12 months per year, that accepts at least four broad material categories from the public for recycling. For example, if a site provides drop-off for newsprint, corrugated, aluminum cans and glass, it collects only three broad material categories (paper, metal and glass). These centers may include redemption centers and similar facilities meeting the above specifications. Staffing is not required.

recycling collector: A person or organization that collects recyclable materials from generators either for a fee or without charge. A recycling collector may also be an MSW hauler.

recycling station: A recycling drop-off site that does not meet the requirements of a recycling center, i.e., one that is open fewer than 12 hours a week or accepts less than four broad material categories.

residential recyclables: Recyclable materials collected in a system designed for resident participation. This includes materials collected from curbside programs in residential neighborhoods, from drop-off sites, and from multi-family dwellings. If residential and C/I materials are collected together, estimate the amount originating from residential sources.

SCORE: Historical term. Originally referred to the committee established by Minnesota Governor Rudy Perpich to develop legislation addressing recycling, solid waste, and related issues. The committee was called the “Select Committee on Recycling and the Environment”, and its legislation passed into law in 1989. The term is currently used to refer to the legislation itself (or amendments to it), or to programs required by the legislation.

SCORE-eligible expenditures: Expenditures that are made by counties for the specific purposes listed in Minnesota Statute 115.557, subdivision 2.

scrap metal: Miscellaneous scrap metal that was part of the MSW waste stream in the past, but has been separated for recycling. Does not include prepared or unprepared steel scrap such as I-beams, structural steel, heavy machinery, cast iron, automobile parts, or agricultural machinery.

self-haul: To deliver self-generated MSW to a processing or disposal facility, for example, by a rural resident or business delivering MSW to a public canister.

service fee: A uniform fee paid by all waste generators (or property owners), generally on the property tax bill or included in the MSW hauler's bill. Fee level is often based on classification of the generator or by a property zoning classification. Minnesota statute refers to this as a service charge.

Site visit: A visit by county staff to local businesses, non-profits, etc. for the purpose of providing on-site assistance and/or technical support.

source reduction: Reducing the amount of materials needed to accomplish tasks, thereby reducing or preventing the generation of waste materials. Examples: Replacing single-use items with durable items, eliminating unnecessary packaging materials, and repairing items instead of replacing them.

subsidy: An incentive payment made by a county to private operators to collect recyclable materials. If a contract is used to assure a minimum level of service, it is not an exclusive contract and is open to all private operators that provide the specified services. The unit of payment is often based on tons, but another unit may be used.

variable-rate pricing: Variable rate pricing, also known as pay-as-you-throw, is a system under which residents pay for municipal waste management services per unit of waste collected rather than through a fixed fee. Variable rate pricing takes into account variations in waste generation rates by charging households or residents based on the amount of trash they place at the curb, thereby offering individuals an incentive to reduce the amount of waste they generate and dispose of.

yard waste: Garden wastes, leaves, lawn cuttings, weeds, prunings, shrub and tree wastes generated at residential, commercial, industrial and institutional properties.

yard waste backyard composting or mulching: Yard waste generators managing yard waste at the point of generation with a compost pile or by leaving shredded grass and leaves on lawns and gardens. This is a source reduction activity.

yard waste curbside collection program: A program with at least one route-based system that offers yard waste collection from households at least twice a year. If a city has contracted with four yard waste collectors to provide service to their residents, this represents one yard waste curbside program.

yard waste drop-off site: A permanent site (does not include one day event sites) where generators may drop off yard waste materials. Composting may or may not occur at this location. A location that is limited to composting and does not accept yard wastes from the public is not a yard waste drop-off site.

VOLUME-TO-WEIGHT CONVERSION FACTORS FOR RECYCLABLE MATERIALS

Materials:	Volume	Weight in Pounds*
PAPER:		
Corrugated Cardboard, loose	one cubic yard	300
Corrugated Cardboard, baled	one cubic yard	1,100
Corrugated Cardboard, baled	30" x 60" x 48"	900
Corrugated Cardboard, compacted	one cubic yard	500
Corrugated Cardboard, flattened, loose	40 cubic yard roll-off	2000
Newsprint, loose	one cubic yard	600
Newsprint, compacted	one cubic yard	860
Newsprint	12" stack	35
Magazine, stacked	one cubic yard	1,215
Magazine, loose	one cubic yard	950
High Grade/Office paper	40" x 48" x 40"	650
High Grade/Office paper	one cubic yard	400
Mixed Grades/Junk Mail, loose	one cubic yard	875
Phone Books	12" stack	25
METAL:		
Aluminum Food or Beverage Containers, whole	one cubic yard	62
Aluminum Food or Beverage Containers, flattened	one cubic yard	250
Steel/Tin Cans, whole	one cubic yard	150
Steel/Tin Cans, flattened	one cubic yard	850
Steel/Tin cans and Aluminum cans, co-mingled and flattened (70% steel, 30% aluminum by weight)	one cubic yard	230
GLASS:		
Whole bottles	one cubic yard	1,000
Whole bottles	full grocery bag	15
Semi-crushed	one cubic yard	1,400
Crushed (mechanically)	one cubic yard	1,750
Uncrushed to manually broken	55 gallon drum	315
PLASTICS:		
PET (soda bottles), whole, loose	one cubic yard	35
PET (soda bottles), whole, loose	gaylord**	45
PET (soda bottles), whole, baled	30" x 48" x 60"	600
PET (soda bottles), whole granulated	gaylord	725
PET (soda bottles), whole granulated	semi-trailer load	3,000
HDPE (dairy only), whole, loose	one cubic yard	25
HDPE (dairy only), granulated	one cubic yard	620
HDPE (dairy only), baled	30" x 48" x 60"	650
HDPE (mixed), baled	30" x 48" x 60"	750
HDPE (mixed), granulated	gaylord**	900
HDPE (mixed), granulated	semi-trailer load	42,000
HDPE (whole) uncompacted	1 cubic yard	24
HDPE (whole) compacted	1 cubic yard	270
Film Plastics, baled	30" x 42" x 48"	1,100
Film Plastics, baled	semi-trailer load	44,000
Film plastic bags, tightly packed by hand	12" x 12" x 12"	3
Film plastic bags, loose and uncompacted	one cubic yard	85
Mixed PET & dairy, whole, loose	one cubic yard	average 30
Mixed PET, dairy & other rigid, whole, loose	one cubic yard	average 40
Mixed rigid, no film or dairy, whole, loose	one cubic yard	average 50
Mixed rigid, no film, granulated	gaylord**	750
Mixed rigid & film, densified by mixed plastic mold technology	one cubic foot	average 60
Mixed PET and HDPE, whole loose	one cubic yard	50
PS, granulated or peanuts	one cubic yard	9

(continued on next page)

VOLUME-TO-WEIGHT CONVERSION FACTORS FOR RECYCLABLE MATERIALS

Materials:	Volume	Weight in Pounds*
ORGANICS:		
Yard Waste, raw, uncompacted (either for composting or land application)	one cubic yard	350
Yard Waste, finished compost	one cubic yard	1,400
Brush, loose	one cubic yard	300
Food Waste, pasteurized and prepared for animal feed	32 Gallons	170
MISCELLANEOUS:		
Commingled plastic, glass, and metal containers	One cubic yard	177
Fluorescent bulbs	One four foot bulb (equivalent)	.625 (10 ounces)
Household Batteries, miscellaneous grades	55 gallon drum	600
Ink	55 gallon drum	400
Mixed Textiles, loose	one cubic yard	240
Mixed Textiles, baled	one cubic yard	480
Mixed Textiles, baled	31" x 45" x 60"	885
Pallets	one, average size five cubic yards average semi load	35 one ton 110 cubic yards
Household Hazardous Waste	one gallon	10
Used Major Appliances (average of all types and brands)	one appliance	150
Motor Vehicle Batteries	one battery	40
Antifreeze	one gallon	8
Used Motor Oil	one gallon	8
Used Oil Filters	3 filters one gallon	1 1.83
Electronics	CRT (computer monitor) TV	50 90
Latex Paint	one gallon	10.9
Tire	one passenger tire	20
Tire	one truck tire	60
Mattress	one	55
MIXED MUNICIPAL SOLID WASTE (MSW):		
MSW, uncompacted	one cub yard	350
MSW, compacted in packer truck	3.3 cubic yards	one ton
MSW, compacted in-place at land disposal facility	one cubic yard	1,200

* Divide pounds by 2,000 to convert pounds to tons

** Gaylord size most commonly used in 40" x 48" x 36"; weight of empty Gaylord approx. 45 pounds

One cubic foot = 7.5 gallons or 1728 cubic inches

One cubic yard = 36" x 36" x 36" or 46,656 cubic inches

One cubic yard = 202 gallons or 27 cubic feet

18 bushel hamper = 0.83 cubic yards

SOURCES: National Recycling Coalition Measurement Standards and Reporting Guidelines and OEA/MPCA staff calculations with input from industry and county and municipal staff.

Minnesota state estimates for generation and recycling of banned materials

Item	Total Generation	Per capita generation	Recovery rate	Source(s)
Major Appliances	33,750 tons/year	0.1 items/person/year @ 150 lbs = 15 lbs/person/year	80% recycled	OEA, MPCA
Tires	44,000 tons/year	1 tire/person/year @ 20 lbs = 20 lbs/person/year	20% recycled, 80% tire-derived fuel	OEA, MPCA staff estimates and annual tire processor reports
Used motor oil	72,000 tons/year	4 gals/person/year @ 8 lbs/gal = 32 lbs/person/year	5% recycled, 95% industrial fuel	KTI Reports, Safety-Kleen Corp, and LCWM, OEA, MPCA staff estimates
Vehicle batteries	1,443,000 batteries/year = 29,000 tons/year	0.33 batteries/person/year @ 40 lbs/battery = 13.2 lbs/person/year	93% recycled	Gopher Smelting Inc OEA staff
Oil filters (Greater MN only)	1,127 tons/year	1.05 lbs/person/year	89% recycled	MPCA staff