



APPLICATION FOR COMMERCIAL AND MULTI-FAMILY MODIFIED RECYCLING PROGRAM

Miami-Dade County Code, Chapter 15, Section 2 requires property owners and owners/operators of commercial and multi-family establishments in incorporated and unincorporated Miami-Dade County to provide recycling programs. Establishments must provide standard recycling programs or a modified program as outlined in this application.

STANDARD PROGRAM

An establishment can obtain recycling services from an authorized Miami-Dade Solid Waste permitted waste hauler. Once recyclables are placed in the designated recycling bin area, they become the property of your contracted hauler or recycler. For the Standard Program, the required reporting of recycling information to Miami-Dade County, e.g., the amounts and types of material recycled, is provided by the contracted recycler or hauler.

A commercial business establishment must recycle 3 materials from this list:

- Glass
- Plastics (HDPE and PET)
- Aluminum (cans, scrap)
- Steel (cans, scrap)
- Other metals (scrap production materials)
- High grade office paper
- Mixed paper
- Corrugated cardboard
- Wood
- Textiles

A multi-family establishment (4 units or more) must recycle all 5 materials on the list below:

- Newspaper
- Glass
- Plastic (HDPE and PET)
- Aluminum cans
- Tin cans

MODIFIED PROGRAMS

There are 4 types of modified programs. For Modified Programs, the required reporting of recycling information to Miami-Dade County, e.g., semi-annual reporting of materials recycled is provided by the establishment.

To apply for one of the modified programs outlined above, complete the attached application and provide the documentation as requested.

A. Self-hauling materials – an establishment collects recyclables and markets them directly to a recycler for sale and processing. Establishments may also self-market some of their recyclables (e.g., plastic and glass) and contract with an authorized hauler or recycler for the collection of the remaining recyclable material (e.g., paper).

To qualify for Program A, the establishment must complete the Affidavit and the Waste Survey. Copies of vendor receipts for recyclables accepted or purchased must be provided along with the application and upon request

B. Contracting for post-collection separation of recyclable materials – the establishment's recyclable materials are collected by an authorized waste hauler who transports the recyclables to a permitted materials recovery facility where the recyclables are separated, processed and marketed.

C. Substituting materials recycled (available for commercial establishments only) – the establishment recycles 3 materials, any of which may be different from those listed in the Standard Program. To qualify for Program C, the establishment must complete the Waste Survey. The completed Waste Survey must demonstrate that the material(s) selected for substitution make up a greater percentage of the waste stream than any of the materials listed in the Standard Program. The applicant must provide documentation, (e.g., receipts, contracts, etc.) showing that the materials being substituted are being recycled. An updated Waste Survey must be provided upon request.

D. Recycling less than the required number of materials specified in the ordinance - to qualify for Program D, the establishment must complete the Waste Survey. The Waste Survey must demonstrate that each recyclable material(s) listed comprises less than 5% of the establishment's total waste. The applicant must provide documentation, (e.g., receipts, contracts, etc.) showing that the material(s) are being recycled. An updated Waste Survey must be provided upon request.

DEFINITIONS – MATERIALS

GLASS

Soda bottles, juice containers, catsup bottles, wine and liquor bottles, glass food containers and similar items.

PLASTICS

Polyethylene Terephthalate (PET) include clear liter soda bottles, liquor bottles, detergent and antacid containers, High-Density Polyethylene (HDPE) includes milk, juice and water jugs, laundry detergent, fabric softener, lotion, motor oil, and antifreeze containers. To better identify the type of plastic, look for the number on the bottom of the container inside the recycling symbol. PET is identified as #1 and HDPE is identified as #2.

ALUMINUM CANS/SCRAP

Aluminum beverage cans, aluminum scrap and aluminum foil.

STEEL CANS

Ridged containers made exclusively or primarily of steel, to include, but not limited to, items such as food, beverage, paint and other household containers. This also includes tin and bi-metal (steel body, aluminum top) cans.

OTHER METALS/SCRAP PRODUCTION MATERIALS

Products that have completed their useful life, such as brass, copper, lead, ferrous, appliances, construction materials and metals that result as a by-product when products are manufactured.

OFFICE PAPER (HIGH GRADE)

Computer paper is also known as CPO (computer print-out) or green bar/blue bar computer paper. Includes blue or green lined pin feed printer paper, as long as the main fiber is white. Does not include laser-printer paper or white computer paper.

Ledger includes most white office paper, including white computer paper, white notebook paper, copy machine paper, letterhead, and white windowless envelopes. Contaminants include laser-printed paper, glossy paper, wax-coated paper, self adhesive labels, and envelopes with plastic windows.

CORRUGATED CARDBOARD

It is also known as OCC (old corrugated cardboard). It includes unbleached unwaxed paper with a ruffled (corrugated) inner liner. It does not include liner box or pressed board such as cereal boxes and shoe boxes.

WOOD

Includes broken pallets, clean demolition debris and broken boards, etc.

TEXTILES

Used and scrap cloth and fabrics.

NEWSPAPER

Paper made from wood pulp. Excluding glossy inserts.

APPLICATION FOR COMMERCIAL AND MULTI-FAMILY MODIFIED RECYCLING PROGRAM

(Please print or type)

1. **Name of establishment:** _____

2. **Authorized Representative and position/title:** _____

3. **Area code and telephone number:** _____
4. **Type of establishment:**
 Commercial (office building, hotel, healthcare facility, etc.)
 Multi-family (e.g., apartment complex, condominium)
5. **Service location address:** (address of establishment where waste is generated)

6. **Mailing Address:** (If different from service location address)

7. **Number of:**
 Employees (Commercial) _____
 Residential Units (Multi-family) _____
8. **Current-Waste Hauler(s):**
Garbage/Trash: _____
Recycling: _____

9. **Type of Modified Program requested.** (Check all that apply and enclose the required information):
- Program A - **Self-hauling materials.** (Complete Affidavit and Waste Survey on reverse side)
- Program B – **Contracting for post-collection separation of recyclable material.** Enclose a copy of your agreement with the authorized hauler which specifies the following: 1) recyclables will be separated for recycling after collection, 2) name of the materials recovery (recycling) facility, and 3) list of three or more materials being separated for recycling.
- Program C- **Substituting material(s) recycled.** Complete Waste Survey which demonstrates that the material(s) selected for substitution make up a greater percentage of the waste stream than any of the material(s) listed in the standard program, or; provide written documentation verifying that the material(s) is more marketable.
- Program D – **Recycling less than the required number of materials specified in the Miami-Dade County Code.** Complete the Waste Survey which demonstrates that each of the recyclable materials specified in the Standard Program which are not selected for recycling make up less than 5% of the establishment’s waste, or provide a written statement verifying that the material is not recyclable.
10. **Affirmation and Signature.** This is to affirm that the establishment will begin the Modified Recycling Program within 30 days of Miami-Dade County notification of acceptance of the Program. It is our understanding that the Modified Recycling Program may be reviewed by the County semi-annually and the required documentation will be provided by the establishment upon request.

By _____ Date _____
Title _____

Detach application, enclose required documentation and return to Miami-Dade Solid Waste Management, Permits and Commercial Recycling Section, 2525 NW 62nd Street, 5th Floor, Miami, FL 33147.

DO NOT WRITE BELOW THIS LINE

Approved Denied

By _____ Date _____
Authorized Department Representative

MODIFIED RECYCLING PROGRAM AFFIDAVIT

THIS FORM MUST BE SIGNED IN THE PRESENCE OF THE NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. In compliance with Miami-Dade County Code Chapter 15, Section 15-2.4(b) (1), I, _____, (Print Name of Authorized Representative)
Being duly sworn, state that I am the duly authorized representative of the establishment:

(Name of Commercial or Multifamily Establishment)

Program submitting this application, and as such have full authority to execute this Modified am Affidavit.

2. The above named establishment is engaged in the operation of a recycling program and:
a. separates, on site of waste generation, those recyclable materials indicated in the attached Application for Modified Recycling Program, Miami-Dade County Code Chapter 15, and;
B. transports those same recyclable materials to recycle material purchasers as indicated per attached receipts.

BY: _____ (Signature of Affiant) _____ (Date)

(Printed Name of Affiant and Title)

(Printed Name of Establishment)

(Address of Establishment)

Sworn to an subscribed before me _____

This _____ day of _____, 20_____.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: _____

NOTARY STAMP

WASTE SURVEY

All waste generated in one week must be examined and recorded below:

Week of: _____ to _____

TYPE OF WASTE MATERIALS	% OF WASTE	MATERIALS TO BE RECYCLED (Check all that apply)
RECYCLABLE MATERIALS (PER ORDINANCE)		
Glass		
Plastic (HDPE & PET)		
Aluminum (cans, scrap)		
Steel (cans, scrap)		
Other metals (scrap production material(s))		
Office Paper (high grade)		
Office Paper (mixed)		
Corrugated Cardboard		
Wood		
Textiles		
OTHER RECYCLABLE MATERIALS (Please Print)		
•		
•		
•		
REMAINING WASTE		
TOTAL	100%	

WASTE SURVEY STEPS

- 1) Inspect one week of your establishment's waste.
- 2) Utilizing the definitions of materials included, estimate % of recyclables and other waste materials for the week and enter in the second column.
- 3) Finally, check statements that apply:
If you want to substitute materials recycled (Program C):
 the substitute recyclable material(s) comprise a greater % than the remaining listed materials, or is more marketable

If you want to reduce the number of materials recycled (Program D):
 each recyclable material(s) from the list comprise less than 5% of the waste stream or is unmarketable.

If you checked either of these statements, you may be eligible for the appropriate modified program.