**Glass Pilot Participation Application (pursuant to** [**PA 18-181 Sec. 12**](https://www.cga.ct.gov/2018/ACT/pa/pdf/2018PA-00181-R00HB-05360-PA.pdf)**)**

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| **Municipality** |  |
| **Applicant’s Name** |  |
| **Applicant’s Title** |  |
| **Applicant’s Phone** |  |
| **Applicant’s Email** |  |
| **Chief Elected Official’s Name \*\*** |  |
| **Chief Elected Official’s *Signature* \*\*** |  |

**(\*\* or duly-authorized municipal official)**

**General Instructions**

For each section below, please provide robust details in response to the posed questions on the provided text box for that section of this application form. If additional space is needed, you may save your responses in a separate document and submit along with this application form.

**Section 1 – Overview**

Please provide a brief overview of your proposed Glass Pilot program. Include issues/concerns you wish to remedy, what aspects of collection/segregation of glass that the pilot is intended to address, what goals you intend to achieve, and what metrics will be used to measure success. At a minimum, the pilot program should advance the diversion goals of the [Comprehensive Materials Management Strategy](https://www.ct.gov/deep/cmms) (CMMS), increase the volume of collected glass that is actually recycled (i.e., not used as “alternate daily cover” or disposed of at landfills), and improve the marketability of other designated recyclables (if lower amounts of contamination by glass of other materials results).

Provide details regarding the location(s) of collection point(s) and whether locations will be municipally or privately owned. If privately owned, how will those collection sites be regulated (including identification of necessary permits and approvals) at the local and state levels, and what level of control will your town or your regional authority have over the property, including preventing littering/dumping?

How will bottle bill glass be managed under this program? Will such glass be prohibited from pilot drop-off sites (to encourage redemption)?

Are there any Environmental Justice concerns for your municipality related to this proposed glass pilot, and if so, how will such concerns be addressed?

***DETAILS:***

**Section 2 - Data Collection & Metrics**

Municipalities participating in the glass pilot will need to demonstrate that they can determine where their glass is going both before and after the pilot launch. Please explain how your municipality will quantify where your glass is going **both pre- and post-launch**. Some potentially relevant data points include, but are not limited to:

* How much recyclable glass is collected in your municipality via **curbside mixed recyclable collection (i.e., single stream)?**
* How much recyclable glass is collected in your municipality at **town transfer station?**
* How much recyclable glass is collected in your municipality at **other drop-off locations/kiosks?**
* How much recyclable glass is collected in your municipality via **Reverse Vending Machines (RVMs) and/or redemption centers?**
* How much recyclable glass is disposed of in your municipality via **trash bins?**
* How much of the recovered glass in your municipality is actually being **recycled into new glass products?**

Please specific what units are associated with your data points (e.g., pounds, tons, number) where applicable.

What other municipal-level data or information do (or will) you have that can help demonstrate the success of your proposed pilot compared to the current state/baseline?

DEEP will require **quarterly updates** on the progress of a glass pilot program that demonstrate whether the pilot is achieving program goals. At the end of the 2-year pilot period, all participating municipalities will be required to submit a final report that summarizes the pilot program both qualitatively and quantitatively.

***DETAILS:***

**Section 3 - Glass Recycling Convenience & Drop-Off Locations**

Residents throughout Connecticut most commonly have an option to conveniently recycle glass curbside via their mixed recyclables bin/toter. What level of convenience will your Glass Pilot offer to residents of your municipality? Some program elements to consider include but are not limited to:

* Does your municipality’s pilot plan to provide:
  + Separate curbside collection of glass?
  + Multiple collection locations around town?
  + Drop-off only at transfer station?
* How many collection sites will there be on a per square mile basis in your municipality?
* How will your pilot program accommodate people with lack of access (e.g., transportation) to a collection site or people who live at Multi-Tenant Housing locations?
* What hours will the collection site(s) be accessible by the public
* Will the collection site(s) be accessible free of charge or at what fee schedule (transfer station fee/permit required?)
* How will your Glass Pilot evaluate your residents’ satisfaction with the glass recycling options offered by your pilot? How frequently will your residents be surveyed during the pilot?

***DETAILS:***

**Section 4 – Compliance with Existing Recycling Laws**

Please provide an overview on how your proposed Glass Pilot will conform with existing state recycling laws and regulations (i.e., all municipalities must provide for management of all solid waste and designated recyclables generated within their boundaries, collection of designated recyclables must be equivalent to MSW). Such overview shall include details on the follow aspects:

* What measures will be implemented to prevent disposal of glass (a Designated Recyclable in CT) in trash bins (curbside or other)? Provide a brief narrative describing how effective such measures might be.
* For any collection sites at locations other than your municipality’s permitted Transfer Station, are proper authorizations/agreements/approvals in place to allow for collection of glass at those locations?
* Affirmation that curbside collection of glass will not be ceased prior to a proposed pilot program being approved. Notwithstanding, a municipality may “soft-launch” a pilot that offers drop-off locations in addition to curbside collection prior to a proposed pilot getting approval.
* Affirmation that curbside collection of glass will not be permanently discontinued following completion of the pilot period until after the Department’s review and approval of the applicant’s Final Report concluding the successful outcome of a pilot which meets goals.

***DETAILS:***

**Section 5 - Fiscal Costs & Benefits of participating in a Glass Pilot**

Understanding that municipalities may consider participation in a Glass Pilot program due in part to the currently rising costs for tipping a ton of mixed recyclables, there are other potential fiscal implications (beyond just a potentially lower tipping fee) for a municipality that ends up participating in a Glass Pilot. Please explain what analysis your municipality has done to assess the overall potential fiscal impact of a Glass Pilot for your municipality (or for your residents if your municipality is a subscription town). Some elements that should be part of your analysis include but are not limited to:

* How will the value/cost of your municipality’s “new” ton of single stream material adjust during the pilot period?
* What parties will cover costs (or realize benefits) associated with the new “clean” stream of glass collected during the pilot period? If benefits will be shared identify what parties will receive such benefits. (Apportionment?)
* How might the MSW tonnage generated by your municipality and related MSW tipping costs be impacted by potentially more glass ending up in the trash?
* In subscription towns, will pricing change for residents for their bundled MSW and recycling collection services?

***DETAILS:***

**Section 6 - Education relating to the Glass Pilot**

Education of residents will play a very important role in the potential successful initiation and implementation of your Glass Pilot. Please explain your municipality’s education and outreach plan for the Glass Pilot, including details on the elements listed below:

* What kind of outreach campaign and materials will be used to educate residents in your municipality? Provide details regarding content, delivery methods and timing for the information (e.g., flyers, websites, circulars, languages, bin labels/stickers, etc.)
* Will educational materials used in your municipality include clarification regarding what types of glass can be collected (e.g., no window glass, drinking glasses, Pyrex dishes, ceramics, etc)?
* Will educational materials used in your municipality remind residents that container glass is a designated recyclable item, and that it should not be disposed of in the trash?
* Will the outreach campaign include a “boots on the ground” or a door to door direct interface component?
* What measures will be implemented to prevent non-conforming materials from being dropped off at glass collection sites? If such unauthorized materials are deposited at the satellite collection locations how will that waste be managed and whose responsibility will it be to manage?
* If residents are found to be not conforming with the pilot “rules”, what measures will be taken by the municipality to correct those situations?

***DETAILS:***

**Section 7 - Pilot Partners**

Inclusion of partners will likely enhance any Glass Pilot efforts. Please identify any partners who will be a part of your pilot, how they will participate and what role(s) they will play in the implementation of the pilot. Examples of potential partnerships include but are not limited to:

* 3rd party partners that provide drop-off bins/kiosks;
* Assistance provided by haulers that service residents of your municipality. What coordination with registered haulers will be undertaken?;
* Assistance and/or information (e.g., bale quality) provided by the facilities that receive recyclables and trash generated by your municipality;
* Support from regional or national organizations (e.g., Glass Recycling Coalition) for your proposed pilot program.
* Support or assistance from local academic, civic or environmental groups.

***DETAILS:***