

March 2012

# Hamilton County

# DRAFT

## Solid Waste Management Plan Update



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*Engineers • Environmental Scientists • Planners • Landscape Architects*

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Management Plan Update

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## **I. Introduction**

Hamilton County acts as the planning unit for all municipalities located within the County. A Comprehensive Recycling Analysis (CRA) was developed for the planning unit in April 1993 and approved by the New York State Department of Environmental Conservation (NYSDEC) on June 22, 1993. A Draft Solid Waste Management Plan (SWMP) was also developed in August 1993, and was never submitted for formal approval by NYSDEC. However, as stated within the document itself, its purpose was to “provide our residents and visitors with the information they need to be aware of the current planning for the next 30 years or more”. It states additionally that “the document will be used, in draft form, to aid all persons, regardless of their place of residence or association with Hamilton County, to input suggestions for improvements in both the short range and long range planning”.

This document has been prepared as an update to the 1993 SWMP and CRA, with very similar objectives as those documents. In addition, the goals of this plan are to:

1. Provide a standard planning document and materials so that all municipalities within the planning unit are supplied with clear and consistent goals for solid waste reduction, reuse, recycling, and disposal.
2. Identify waste management strategies that are specific to the unique challenges presented by the County’s location within the Adirondack Park and the associated seasonal population.
3. Provide information to solid waste management agencies outside the planning unit that are affected by the Planning Unit’s solid waste management policies.

## II. Overview of Hamilton County's Current Solid Waste Management System

### A. Existing Planning Unit Data

#### *i. History of the Planning Unit*

As described above, the Planning Unit includes all municipalities located within Hamilton County and encompasses approximately 1,720 square miles and under 5,000 permanent residents. Despite its large size, Hamilton County is small in terms of its infrastructure. The County does not require any stoplights, provides education for less than 600 children, and does not have large waste producing facilities such as hospitals or major grocery store chains. A location map is attached (Figure 1).

#### *ii. Towns and Villages Included in the Planning Unit*

Municipalities included in the Planning Unit are the towns of Arietta, Benson, Hope, Inlet, Indian Lake, Lake Pleasant, Long Lake, Morehouse, and Wells, and the Village of Speculator.

#### *iii. Planning Unit Description*

Hamilton County is located wholly inside the Adirondack Park, which is a publicly protected area within New York State overseen by the Adirondack Park Agency (APA). The location of the County within this environment, as well as the restrictions to development imposed by the APA, result in unique solid waste management challenges within the Planning Unit, as described in further detail below.

There are no hospitals, universities, or large industries present within the County. There are four K-6 and three K-12 public schools located within the County, with just under 600 students enrolled county-wide in 2010.

a. Special Considerations Due to Adirondack Park

1. *Dumping Concerns*

Solid waste management methods in any planning unit must strike a balance between convenience for residents and cost effectiveness for the planning unit. Solid waste management practices that are too restrictive to provide simplicity, convenience, and value to residents always run the risk of resulting in illegal disposal of waste through open dumping, burning, etc. The location of the County within the Adirondack Park exacerbates this problem due to the additional pollution and littering concerns and possible deleterious effects on the unique wildlife and habitats occurring there. With 90% of the property within the County being public land owned by New York State, coupled with the sparsely populated nature of the planning unit, the probability of illegal dumping or burning of wastes becomes even more likely.

For these reasons, it is the goal of this plan to provide a balanced approach to solid waste management within the planning unit. Some programs that are typically considered within other planning units in the state to reduce waste generation and increase recycling rates (such as pay-as-you-throw programs) call for financial penalties (or incentives) to meet these ends. These types of programs

would not be considered in Hamilton County due to the probability of their resulting in these unwanted alternatives to proper disposal.

## 2. *Wildlife Considerations*

The abundance of wildlife within the Adirondack Park, most notably the black bear, deer, and raccoons, presents additional waste management challenges within the planning unit. Typical low-cost solutions to organics management, for example, such as backyard composting, are not viable options in this environment. Residents and tourists within the County are discouraged from creating situations where wildlife would be encouraged to approach dwellings, such as placing food scraps or other “attractive” materials in backyards or surrounding wooded areas. This is out of concern for the safety of the residents, as well as the safety of the animals. For this reason, management programs that call for the placement of wastes in uncontained, uncontrolled areas will not be considered as part of this plan.

### iv. *Population*

Hamilton County is the most sparsely populated county in New York State, with density just under 3 permanent residents per square mile. As described above, the County is comprised of nine towns and one village. Figure 2 (attached) illustrates the distribution of the County population by municipality.

#### a. *Seasonal Population Changes*

Much of the economy of Hamilton County is based on the tourism industry and the thousands of people who come to the area

throughout the year to enjoy the Adirondack Park. This is particularly true in the summer months when it is estimated that over 120,000 people visit the County as seasonal residents or tourists. This fluctuation in the population of the County, and the fact that many of the additional population seen here come from places outside northern and central New York, and even outside the state, leads to unique challenges in solid waste management planning. In particular, programs that are too complicated or under-publicized will not typically see high participation rates from seasonal visitors. Additionally, this means that educational efforts must specifically address methods for educating a temporary and ever-changing population.

B. Existing Solid Waste Management System

*i. Solid Waste Management Facilities*

Development restrictions enforced by the APA limit the ability to develop large scale solid waste management facilities within the County. There are currently ten municipal transfer station/recycling/residential drop-off facilities and one privately owned land clearing debris landfill located within the County. These locations are depicted on Figure 3 (attached).

*ii. Solid Waste Handling Practices*

a. Municipal Solid Waste

Municipal solid waste (MSW) is collected via curbside collection, private hauler, or transfer station drop off. According to available data, in 2010, all MSW, with the exception of that from three small private haulers, was deposited at a municipal transfer station within the County. All waste collected at residential drop off facilities or the smaller transfer station facilities is transported to

one of two larger County-owned transfer stations in Lake Pleasant, and Indian Lake. From these transfer stations, it is transferred via tractor trailer to a permitted disposal facility. Per the current waste disposal contract, this waste is transferred to the Development Authority of the North Country Solid Waste Management Facility (DANC SWMF) located in Rodman, New York. As mentioned above, a select few of the private haulers brings MSW material directly to the facility in Rodman for disposal.

b. Recyclables

Recyclable materials are collected in a similar manner to MSW in that they can be collected curbside, or through drop off programs. These are collected at the various residential drop off locations and transfer stations. With the exception of bulk scrap metal, the collected recyclables are transferred to the County-owned Lake Pleasant Transfer Station or Inlet Recycling Center for consolidation and marketing. Bulk metal materials are typically collected by each municipality and marketed directly by each.

Hamilton County uses a variety of vendors to manage its recyclable materials. Initial vendor selections were based primarily on the materials accepted, material pick up service, and potential revenues. On an annual basis, a County representative assesses the current recyclables vendors and contacts them to discuss potential for expansion of the types of materials accepted for recycling. The County relies on the expertise of its vendors to determine if viable markets are available for each material.

c. Sewage Sludge

There are two sewage treatment plants located within Hamilton County; the Village of Speculator and the Town of Indian

Lake. Sewage sludges resulting from the treatment of wastewater at these facilities are disposed of through land application in quantities totaling approximately 20 tons per year. Alternatively, the DANC SWMF acts as a backup disposal location for these materials.

d. Yard Waste

The towns within the County are each responsible for the handling of yard waste within their municipality. There are no County-sponsored yard waste management programs. The Towns of Benson, Hope, Inlet, Wells, Morehouse, and Lake Pleasant, and the Village of Speculator all have some level of municipal yard waste management programs. Currently, the collected yard waste materials are handled through controlled burning at centralized sites.

e. Electronics Waste

Hamilton County partners with the Development Authority of the North Country (the Authority) to provide electronic waste recycling services to the residents. Materials are collected at the two County-owned transfer stations and at the Inlet recycling center, where it is then collected and brought to the Lake Pleasant transfer Station. The electronics are consolidated and packaged there and then sent to a recycler retained by the Development Authority.

iii. *Solid Waste Quantities*

a. Municipal Solid Waste

MSW quantities disposed of at the DANC SWMF are tracked at both the County-owned transfer stations and by the Authority at

the landfill. As mentioned previously, while a majority of the material disposed of at the DANC SWMF is transferred there through the County-owned transfer stations, a small portion is delivered to the landfill facility directly by waste haulers. Since all of the municipally owned transfer/residential drop off facilities in the County utilize the County-owned transfer stations, it is likely that a majority of the waste generated within the County is being accounted for in the available data. However, there are no flow control laws in place in Hamilton County, so it is possible that private waste collectors are disposing of material outside of these facilities and it is not being accounted for in the waste generation figures.

Table 1 below shows the waste generation numbers for the past nine years. As indicated by the data, waste generation rates have remained fairly constant, between 6,000 tons and 8,000 tons each year. This equates to a waste generation rate of approximately 8 lbs/person/day of MSW. This number is quite a bit higher than the NYSDEC's estimate of 5.2 lbs/person/day presented in *Beyond Waste*, but can be explained in two ways. The most obvious difference is that this per person estimate is based on the year round permanent population within the County, yet this population expands drastically throughout the summer months.

**Table 1 - Hamilton County Waste Generation Data 1999-2010**

Year	Total Solid Waste, tons (includes recyclables)	County Population	Per Capita Waste Generation, lbs/person/day
1999	4494.8	*	*
2000	4048.0	5,379	4.12
2001	8189.0	5,325	8.43
2002	9611.0	5,264	10.00
2003	7608.0	5,204	8.01
2004	7422.8	5,144	7.91
2005	7637.5	5,083	8.23
2006	8103.5	5,023	8.84
2007	8799.3	4,963	9.72
2008	8025.2	4,902	8.97
2009	7480.0	4,842	8.46
2010	7639.6	4,836	8.66
*No data			

Additionally, the MSW number used by the NYSDEC represents *only* curbside-type wastes generated by households and businesses, while the Hamilton County MSW totals likely include almost 100% of all waste generated within the County. Other sectors of waste treated separately by the NYSDEC include construction and demolition debris (C&D), and commercial, institutional, and industrial wastes (CII). *Beyond Waste* does not give estimates for average generation rates of these waste streams; however, other studies in New York State have reported a total combined generation rate of approximately 10.1 lbs/person/day. This indicates that Hamilton County is likely below the average waste generation rate in New York State.

b. Recyclables

Because a majority of the recyclables collected within the County are marketed by the County through their Lake Pleasant Transfer Station and Inlet Recycling Center, the available recycling data is likely fairly comprehensive. However, very few municipalities

report the quantity of scrap metal that they market directly and any private collection companies that may bring recyclable materials to facilities outside the County do not report these numbers. Based on the available recycling data, Table 2 below shows the estimated recycling rate within the County over the past six years. The table indicates that the recycling rate has been decreasing slightly over this time period however, it should be noted that this data is a function of the accuracy of the reporting tools available at the recycling facilities in the County. Since 2005, the County has continued to improve reporting accuracy through improved weigh scales and weight recording software. This improved accuracy has likely led to the lower tonnages recorded in successive years, as previous recording methods were typically estimates based on container size. The relatively low recycling rates seen here are likely indicative of the challenges of providing adequate, convenient means of recycling and recycling program education to the large quantity of temporary residents within the County.

**Table 2 - Hamilton County Recycling Rate Estimates 1999-2010**

Year	Total Solid Waste, tons (includes recyclables)	Recyclables, Tons	Recycling Rate
2005	7637.47	732.8	9.59%
2006	8103.5	697.2	8.60%
2007	8799.25	697.0	7.92%
2008	8025.16	630.4	7.85%
2009	7480.02	546.5	7.31%
2010	7639.62	499.9	6.54%

c. Waste Composition Study

A waste composition study was conducted by the Authority for all of the counties within its service area. Hamilton County was included in this study. Due to the relatively short time span of the study, and the low quantities of waste generated by Hamilton

County, only two loads of waste from the County were inspected during the composition study. Table 3 below summarizes the estimated composition of the disposed waste.

**Table 3 - Hamilton County Disposed Waste Composition\***

<b>Material</b>	<b>Percentage of Waste Stream (by weight)</b>
Recyclable Fiber	20.5%
Recyclable Containers	4.7%
Yard Waste	1.1%
Organic	37.2%
Electronics	0.2%
HHW	0.4%
Other	35.9%
<b>Total</b>	<b>100.0%</b>

\* Source: *Waste Composition Study Summary of Results*, by SCS Engineers, Prepared for Development Authority of the North Country, December 2010

The most notable findings of the composition study are that organics were the most prevalent component of the waste mass by a fairly large margin. Also notable is the fact that some of the other more prevalent waste streams are materials that are included in the County's current recycling program. This indicates that increased use of existing programs will be important in increasing recycling rates in the County.

*iv. Existing Solid Waste and Recycling Laws*

The County does not currently have a County-wide solid waste and recycling law in place. Instead, each municipality is responsible for developing and enforcing their own local solid waste and recycling law.

*v. Alternatives to Current MSW Handling Practices*

As described above, the waste generated in the County is currently transferred to the DANC SWMF for final disposal through a disposal

contract. In 2018, this contract for disposal will expire, and the County will have the opportunity to assess their current system and any changes they may want to make to ensure continued cost effective and convenient disposal for their residents. While a general discussion of future waste management options is provided below, these must be assessed by the County in greater detail as the expiration of the current contract approaches. A full cost-benefit analysis at this point in time would not be beneficial, as the solid waste management marketplace can be affected by so many factors that could change between now and the contract expiration. Waste quantities could change drastically based on advances in recycling technology, product stewardship legislation, and the economy. Waste transport costs are tied heavily to the cost of fuel which may see drastic fluctuations in the future. The following provides a list of waste management options that may be considered before the contract expiration:

1. Disposal Locations - The most obvious aspect of the current solid waste management system that can be assessed is the final disposal destination, including the haul distance and tipping fees. While the contract with the DANC SWMF has been effective for both the County and the Authority, there are other options for disposal locations in the vicinity. Table 4 below lists the facilities, ownership/operational type, and distance from Lake Pleasant. As indicated by the information in the table, there are facilities located within a closer distance than the DANC SWMF that would potentially accept outside waste at their facility. While transportation costs to each facility is directly correlated to their distance from the County, other things that must be taken into consideration are tipping fee, minimum waste quantity requirements (and associated fees if they are not met), and guaranteed facility capacity. These are all items that could all be established through an RFP or contract negotiation process at the time that alternate disposal options are assessed, and must be included in the assessment.

**Table 4 - Local Solid Waste Disposal Facilities**

Facility	Owner	Operator	Accepts Waste Outside PU?	Distance from Lake Pleasant (miles)
Fulton County Landfill	Fulton County	Fulton County	By Contract Only	44
Oneida-Herkimer Regional Landfill	Oneida-Herkimer Solid Waste Authority	Oneida-Herkimer Solid Waste Authority	No	63
Wheelabrator Hudson Falls Incinerator	Wheelabrator Hudson Falls, LLC	Wheelabrator Hudson Falls, LLC	Yes	69
Madison County Landfill	Madison County	Madison County	No	81
Albany Rapp Road Landfill	City of Albany	City of Albany	Yes*	86
Town of Colonie Landfill	Town of Colonie	Town of Colonie**	Yes	94
Development Authority of the North Country Solid Waste Management Facility	Development Authority of the North Country	Development Authority of the North Country	By Contract Only	104
Onondaga County Resource Recovery Facility	Covanta Onondaga LP	Covanta Onondaga LP	No	114
Chenango County Landfill	Chenango County	Chenango County	No	116
Cortland County Landfill	Cortland County	Cortland County	Yes***	126
Clinton County Landfill	Clinton County	Casella	Yes	129
Oswego County Energy Recovery Facility	Oswego County	Oswego County	No	131
City of Auburn Landfill	City of Auburn	City of Auburn	Yes	133
Franklin County Regional Landfill	County of Franklin Solid Waste Management Authority	Solid Waste Management Authority	Yes	143
Seneca Meadows Landfill	Waste Management of New York	Waste Management of New York	Yes	152

\* As of January 1, 2011, the anticipated remaining capacity of the Albany Rapp Road Landfill was less than 7 years.

\*\*Waste Connections, Inc. will be the landfill operator pursuant to an agreement with the Town of Colonie.

\*\*\* Anticipated

2. Self-Haul - This is the option currently used by the County for waste transport. The County owns and operates the transfer stations and the haul vehicles. Assuming that the transfer stations will remain usable without any major renovations over the next contract period, capital costs associated with this option will be minimal. There are, however, appreciable operations and maintenance costs associated with this option, including equipment maintenance, fuel, labor, and payments to an equipment replacement fund for future equipment purchases.

An initial assessment of the current costs to self-haul waste to the DANC SWMF based on the County's 2011 personnel costs, fuel costs, and equipment maintenance costs was conducted. A complete listing of the hauling equipment utilized by the County was also utilized in order to estimate the equipment replacement costs over the next 15 years of operation. This allowed for a true calculation of the total system costs for self-haul of waste.

Assuming a fixed disposal fee over this 15 year period and an annual inflation rate of 3 percent, the average cost per ton of waste handled was estimated at \$78. Table 5 below summarizes the results of the calculations. More detailed back up calculations are provided in Appendix A.

**Table 5 - Estimated Self Haul Costs**

Year	Solid Waste (tons)	Disposal Costs \$41 /ton	Hauling Costs <sup>1</sup>		Capital Costs <sup>2</sup>	Total Cost	Cost per Ton
			Personnel	Equipment			
2011	7,500	\$307,500	\$90,000	\$56,000	\$75,324	\$528,824	\$71
2012	7,500	\$307,500	\$92,700	\$57,680	\$75,324	\$533,204	\$71
2013	7,500	\$307,500	\$95,481	\$59,410	\$75,324	\$537,716	\$72
2014	7,500	\$307,500	\$98,345	\$61,193	\$75,324	\$542,363	\$72
2015	7,500	\$307,500	\$101,296	\$63,028	\$75,324	\$547,149	\$73
2016	7,500	\$307,500	\$104,335	\$64,919	\$75,324	\$552,078	\$74
2017	7,500	\$307,500	\$107,465	\$66,867	\$75,324	\$557,156	\$74
2018	7,500	\$307,500	\$110,689	\$68,873	\$75,324	\$562,386	\$75
2019	7,500	\$307,500	\$114,009	\$70,939	\$75,324	\$567,773	\$76
2020	7,500	\$307,500	\$117,430	\$73,067	\$75,324	\$573,321	\$76
2021	7,500	\$307,500	\$120,952	\$75,259	\$75,324	\$579,036	\$77
2022	7,500	\$307,500	\$124,581	\$77,517	\$75,324	\$584,923	\$78
2023	7,500	\$307,500	\$128,318	\$79,843	\$75,324	\$590,986	\$79
2024	7,500	\$307,500	\$132,168	\$82,238	\$75,324	\$597,230	\$80
2025	7,500	\$307,500	\$136,133	\$84,705	\$75,324	\$603,663	\$80
						<b>Average</b>	<b>\$75</b>
Notes:							
1. Hauling costs based on 2011 costs reported by Hamilton County. Personnel costs include wages and fringe benefits. Equipment costs include fuel and repair costs for existing equipment. All operations costs escalated at 3%.							
2. Capital costs based on equipment replacement schedule included in Appendix A.							

3. **Contract-Haul** - Another option for transport of waste to the final disposal facility is to obtain a contract with a waste hauler to provide and operate the transport trucks. The County would likely maintain ownership and operation of the transfer station facilities, but would rely on the contractor for all other services. This would eliminate the County's responsibility to pay for truck driver labor, transport trailer and truck maintenance, transport trailer and truck replacement fund payments, and transport fuel. Typically, transport and disposal quotes received through municipal RFP processes have been competitive with the costs of self-haul.

A preliminary analysis was completed to estimate the costs of contract hauling and disposal of the solid waste generated within the County. The cost of transportation per ton of waste can vary

greatly with the distance that the waste must be hauled for disposal. Utilizing actual quoted hauling costs received through RFPs issued in Northern New York State, an equation was developed to correlate the hauling cost per ton with the haul distance. The equation was used to estimate the total transportation costs per ton for the disposal of waste at the landfills identified in Table 4 above as being possibly available for the disposal of the County's waste. Typical tipping fees for each facility were obtained and used to calculate a total estimated disposal cost per ton for contract-haul. Table 6 below summarizes these estimated costs. All costs are given in 2011 dollars.

**Table 6 - Estimated 2011 Contract-Haul**

Landfill	Mileage from Lake Pleasant	Cost per Trip <sup>1</sup>	Tons per Trip	Cost per Ton	Disposal Cost per Ton	Total Cost per Ton
Fulton County Landfill	44	\$233.20	22	\$10.60	\$32.00	\$42.60
Wheelabrator Hudson Falls Incinerator	69	\$343.79	22	\$15.63	\$62.00	\$77.63
Town of Colonie Landfill	94	\$438.50	22	\$19.93	\$60.00	\$79.93
Development Authority of the North Country Solid Waste Management Facility	104	\$471.94	22	\$21.45	\$41.00	\$62.45
Clinton County Landfill	129	\$544.43	23	\$23.67	\$70.00	\$93.67
Franklin County Landfill	143	\$578.09	23	\$25.13	\$90.00	\$115.13
Seneca Meadows	152	\$597.10	24	\$24.88	\$35.00	\$59.88
1 - Based on the equation $y = -0.0127x + 5.8587$ where $x=1$ -way haul distance and $y=$ haul cost/mile.						
All costs in 2011 dollars. See Appendix A for detailed analysis						

### **III. Description of Solid Waste Management Plan Modifications and Enhancements**

#### **A. Introduction**

The County has implemented a comprehensive solid waste management system to meet the needs of its residents, and therefore plans to maintain its current system while identifying new milestones to work toward during a ten-year extension of the SWMP planning period. The milestones set forth below were identified with the goal of further enhancing the reuse and recycling of materials within the solid waste management system to reduce the quantity of materials being sent to disposal facilities. Additionally, the need to address future disposal options at the end of the current disposal contract is also included. Each milestone will be evaluated for feasibility and cost effectiveness on an individual basis according to the implementation schedule included in Section III.

#### **B. 10-Year Planning Period**

The NYSDEC's rules and regulations for Comprehensive Solid Waste Management Planning (Subpart 360-15 of 6NYCRR Part 360) require that all solid waste management plans provide for the management of solid waste within the planning unit for a minimum of a ten-year period. In light of the impending expiration of the current disposal contract and the current New York State solid waste management plan goals and visions, it is proposed that the planning period be set at the minimum of 10 years.

#### **C. Continued Export of Wastes for Disposal**

The location of the County within the Adirondack Park greatly restricts its ability to develop any solid waste disposal facilities within the County, including waste to energy facilities. Due to this restriction, the County will continue to rely on the export of all wastes remaining after reduction, reuse, and recycling efforts have been completed to disposal facilities located outside the County.

#### D. Assessment of Alternate Waste Handling Options

As described in Section I.B.ii.a above, the current contract with the Authority for waste disposal is set to expire in November 2018. Leading up to this contract expiration, the County will need to begin an assessment process to determine the most viable option for continued waste disposal. This assessment of disposal location options also presents an opportunity to assess the current solid waste management system as a whole and to determine the most cost effective method for transport of solid waste. Utilizing the list of disposal facilities and the outline for waste transport options included in Section I.B.iv, the County will update the initial cost estimates as necessary, approximately 2 years prior to expiration of the contract to help them determine a preferred method and disposal site. If needed, the County will also issue an RFP for waste transfer and disposal, or for operation of the County's solid waste management system to assist in determining the actual costs of each option.

Aside from the disposal location and the option of contract-haul vs. self-haul of the waste, other aspects of the current solid waste management system must also be reevaluated during the planning period. During the assessment of the options above, the County will also determine if their current practice of consolidating the waste at the two County-operated transfer stations prior to hauling to the landfill is still the most viable option. The decisions made regarding the options above could play into this assessment heavily. For instance, if a new disposal location is chosen, it might make sense for the smaller Town-owned transfer stations to haul their waste directly to the disposal location because of their proximity. This decision can only be made, however, once a disposal location and method is decided upon. The County will also decide whether they will include the option to discontinue consolidation of the waste in any RFPs issued for contract-haul of the waste.

The County currently establishes their per-ton tipping fee for each Town at the County-operated transfer stations based on the proximity of each Town to the transfer stations. This, in effect, compensates towns located further from the transfer stations for the additional transportation fees they incur when participating in the County-wide waste management system. During the planning period, the County will re-evaluate this fee weighting structure to ensure that it is still adequately scaled for the current economy.

#### E. Maintain and Improve Recycling Infrastructure

As a majority of the recyclable materials generated within the County are collected and consolidated at the County-owned recycling facilities, it is an important goal in their solid waste management planning to maintain and improve the recycling infrastructure in the County. This will serve the County on two fronts; enhancing participation levels by making the separation and collection process as easy and convenient as possible for residents, and ensuring that materials are collected and consolidated for sale to market in a cost effective manner that will ensure the greatest possible revenues and recyclability. During the planning period, the County will continue to work with their recyclable materials outlets to determine the best collection and consolidation methods.

The County will include the option of converting to a single stream recycling system when working with their recycling outlets. Single stream recycling allows for the commingling of all of the items currently collected in the dual stream system (cardboard, plastic, metal, and glass containers, etc.) at the point of separation (i.e. residences, businesses). This typically results in higher participation rate and would require less equipment and processing of the materials prior to transport. However, the County would need to identify an outlet to accept these single stream recyclables which is not currently an option.

An assessment of the current infrastructure will be undertaken and a ten year equipment replacement plan developed (including mechanized equipment as well as containers and collection bins). The County will apply for the

NYSDEC sponsored Municipal Waste Reduction & Recycling Capital Project Grant once the future need for capital investments in the recycling infrastructure is identified. This grant will cover up to 50 percent of the costs associated with these projects. The initial grant application should be submitted as soon as the equipment replacement plan is developed as approval and allocation of grant funding can take up to several years to be completed.

F. Adopt Product Stewardship Framework

Product Stewardship is based on the concept that all producers selling a product should be responsible for designing, managing, and financing a stewardship program that addresses the lifecycle impacts of their products including end-of-life management. It is a nationwide undertaking to encourage government, at the State level, to implement product stewardship legislation based on the same framework principles in order to maintain a consistent starting point for nationwide implementation of a product stewardship policy. It is the intent of Hamilton County to adopt these product stewardship framework principles through a resolution.

G. Backyard Yard Waste Composting Education

While composting of all organic waste can be an effective method of low technology recycling that can significantly reduce the stream of landfilled waste, as mentioned in Section I.A.iii.a.2 above, the rural nature of the County and the abundance of wildlife makes it dangerous to encourage backyard composting of organic wastes, with the exception of yard waste. Additionally, the “burn ban” instituted by the NYSDEC in 2009 prohibits the open burning of leaves and requires a permit to be obtained for burning of brush within Hamilton County. In an effort to encourage compliance with the burn ban, and to encourage the removal of these yard wastes from the waste stream, the County could implement a backyard composting program, through which residents are provided information regarding the methods of backyard composting.

The County proposes to implement a backyard composting program once it has sufficient sources to do so. This would most likely involve distribution of information on effective composting through pamphlets, advertising, demonstrations, and/or the County website. The County will also explore entering into a partnership with the local Soil and Water Conservation and/or Cornell Cooperative Extension office to provide composting lessons with master composters.

#### H. Enhance Solid Waste Management Education

As discussed in Section I.B.iii.c, the results of the waste composition study indicate that the recycling rate within the County could be increased appreciably if the existing diversion programs available to residents were better utilized. As these waste samples were collected from the waste stream in October 2010, which is not the peak of tourism season within the County, this is likely not representative of the worst case scenario for recycling program participation. As discussed in Section I.B.iii.b above, recycling rates likely drop during the peak tourist season, as non-permanent residents are likely unfamiliar with the availability of programs and the list of materials accepted for recycling. The most effective method for increasing participation in these programs, especially during the tourist season, is through education.

The County proposes to work with local municipalities to develop a County-wide recycling education program, as resources become available to do so. This program would aim to provide a consistent message throughout the County to reduce confusion regarding recyclable items and promote ease of use. The sections below outline some specific education goals and means of implementation.

##### a. *NYSDEC Recycling Coordinator Grant*

The NYSDEC offers an ongoing matching grant to provide funding for a Recycling Coordinator. It is the intent of the County to assess the

possibility of providing 50% funding for a part time or full time Recycling Coordinator position to assist in development and implementation of a recycling education program. Implementation of the Recycling Coordinator position would be contingent on receipt of the matching grant from the NYSDEC.

*b. Work with Local School Districts*

School aged children are an important focus group for recycling education as they are in an ideal educational environment for adsorption of information and a controlled environment where the practice of reduction, reuse and recycling can be encouraged on a regular basis. In order to encourage recycling education in local schools, the County will work with faculty to provide education materials to be utilized in these efforts as resources allow.

*c. Education for Seasonal Residents*

As mentioned above, it is important to target seasonal residents and tourists specifically, as they may be unfamiliar with the recycling practices within the County, versus those practiced where they reside permanently. The County proposes to work with local businesses such as campgrounds, adventure companies, stores, and rental businesses to provide education material, as resources allow, to their patrons to increase awareness of the recycling policies of Hamilton County and available outlets for recycling of these materials.

**I. Model Local Law for Municipalities**

As stated in Section I.B.iv above, each municipality within the County has their own local solid waste and recycling law, which may or may not outline a list of mandatory recyclables, items prohibited from the transfer stations, requirements for curbside collection of waste, etc. Although each municipality and/or resident is responsible for collection of wastes and recyclables, ultimately,

almost 100% of these collected materials are managed through the County's solid waste management system. For this reason, it is important that these local laws present some consistency.

The model local law would include a list of mandatory recyclables to be collected County-wide, requirements for providing recycling receptacles in public places and businesses, requirements for curbside collection services, and items prohibited from the transfer stations. A preliminary outline for the model local law guidance document is included in Appendix B. Within the planning period, the County will finalize the model local law guidance document and provide it to the municipalities in the County.

This guidance document would be generated as a means to provide guidance to municipalities who would be interested in updating their local laws in order to generate a more consistent solid waste management environment within the County. Adoption of this model ordinance would not be mandatory.

#### J. Household Hazardous Waste Collections

Although specific Household Hazardous Waste (HHW) generation data for the County is not easily obtainable, it is generally estimated that HHW makes up an average of 0.6% of the MSW waste stream. While this equates to a fairly minimal amount of material (45 tons per year in Hamilton County), the high toxicity of this material makes it an important target for removal from the landfilled waste stream. Many rural counties in New York State offer HHW collection events to their residents to allow for free disposal of common hazardous household items such as solvents, pesticides, paint thinners, and chemical cleaning products. The NYSDEC offers a 50% matching grant for disposal costs associated with these HHW collection events.

Hamilton County proposes to assess the feasibility of implementing one or more annual HHW collection events within the County and application for the state assistance grant. Collection events would likely be held at a centrally located municipal facility such as a transfer station or highway garage. Alternately, a schedule of annual collection events could be generated, which calls for collection events to be held at strategic locations throughout the County in alternating years in order to provide a convenient disposal option to all residents.

#### K. Pharmaceutical Collection

Until recently, consumers have been told to flush unwanted drugs. With technological advances and research, low levels of drugs are being found in our surface waters. We know that some drugs pass largely unaltered through our wastewater treatment plants and enter rivers and other waters where they have unknown effects on sensitive ecosystems. The proper disposal of pharmaceutical wastes within Hamilton County is particularly important due to the sensitive nature of the surrounding habitat, and the wide use of private septic systems, which would allow flushed pharmaceuticals to proceed, untreated, into the ground and surface water.

Pharmaceutical collection events are a common method to provide for the safe collection and disposal of household pharmaceutical wastes. The NYSDEC provides detailed guidance for the organization and implementation of such events. The guidance material has been included in Appendix A of this report. The required resources for these events include personnel to collect materials at the event, a law enforcement officer to be present at the event and transport the collected materials to a disposal facility, and the destruction of the collected materials at a waste incineration facility. Although the NYSDEC does not provide grant funding for these events, many incineration facilities will offer free disposal of collected materials.

Within the planning period, the County proposes to evaluate the feasibility of sponsoring one or more pharmaceutical collection events within the County. These events may correspond with the HHW collection events described in Section II.I.

#### L. Construction and Demolition Waste Management

The disposal of C&D within the County is a challenge on two fronts; the difficulty in reducing the quantities of this relatively large waste stream that is generated and the financial impact of this waste on the County's solid waste and recycling system. C&D waste can make up a large percentage of the waste stream by weight due to the dense nature of the wood, brick, metal, and concrete that it is typically comprised of. Unfortunately, this waste stream can also be difficult to reduce due to the mixed nature of the materials and obscure recycling outlets.

C&D waste also has an impact on the financial viability of the County's solid waste management system because this material is hard to compact and takes up a large amount of space during transport to the landfill for disposal. Additionally, the annual permit fees set at local transfer stations do not take into account large quantities of C&D waste, if C&D waste being generated by commercial contractors is being disposed of at the County transfer stations under annual permits, the fees do not cover the disposal costs incurred by the County.

Within the planning period, the County will evaluate the quantity of C&D waste being disposed of at the County transfer stations and determine the need to require separate waste disposal fees for large quantities of C&D waste. This could possibly be established through the addition of a waste handling fee to the building permits or demolition permits currently issued in the County. In addition, the County will continue to evaluate the markets for recycling of C&D waste with the recycling outlets.

#### IV. Implementation of Modifications to the Solid Waste Management Plan

**Table 7 - Implementation Schedule for the Hamilton County Solid Waste Management Plan Modifications**

Task	Timeframe
1. 10-Year Planning Period	Not Applicable.
2. Continued Export of Wastes for Disposal	Ongoing.
3. Assessment of Alternate Waste Handling Options	Current contract expires November 2018. Begin review process November 2016.
4. Maintain and Improve Recycling Infrastructure	Develop equipment replacement plan by July 2013. Apply for NYSDEC matching grant by December 2013. Evaluate recycling outlets annually.
5. Adopt Product Stewardship Framework	Develop and present resolution to County Board of Supervisors by January 2012.
6. Backyard Composting Education	Evaluate feasibility of developing public information materials in 2012 for posting on website and for public distribution in spring 2013. Evaluate feasibility of implementing training program in fall 2013.
7. Enhance Solid Waste Management Education	Evaluate feasibility of applying for NYSDEC Recycling Coordinator matching grant in spring 2012. If grant is received, implement Recycling Coordinator position as soon as possible thereafter. Develop a public education plan by end of summer 2012. Annually evaluate feasibility of implementation of education plan.
8. Develop Model Local Law for Municipalities	Finalize model local law for distribution to municipalities by fall 2013.
9. Household Hazardous Waste Collections	Evaluate feasibility of holding one HHW collection event in 2013. Assess need and funding for additional events annually.
10. Pharmaceutical Waste Collection	Evaluate feasibility of holding one Pharmaceutical collection event in 2013. Assess need and funding for additional events annually.
11. C&D Waste	Evaluate the quantity of C&D Waste at the County Transfer Stations in 2013. Use the results of this evaluation to determine the need for additional C&D waste disposal fees. Evaluate C&D waste recycling options annually.

**V. State Environmental Quality Review (SEQR) Determination**

A SEQRA review for the SWMP Update will be undertaken prior to adoption. All required SEQRA documents will be maintained in a file at the County Office Building.

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**VI. Public Participation/Notification to Neighboring Jurisdictions**

The County will hold a minimum of one public meeting to gather public input on the draft SWMP Update. In addition, all neighboring counties will be mailed a copy of the draft SWMP Update, and it will be posted on the Barton & Loguidice website for public access. Any comments received will be addressed in the Final SWMP Update document.

Draft

**VII. Plans for SWMP Modification Distribution**

All holders of the original SWMP will be sent copies of the final SWMP Update. Instructions to insert the modification into the original SWMP will be included in the submittal. As stated above, the SWMP Update will also be available on the Barton & Loguidice website.

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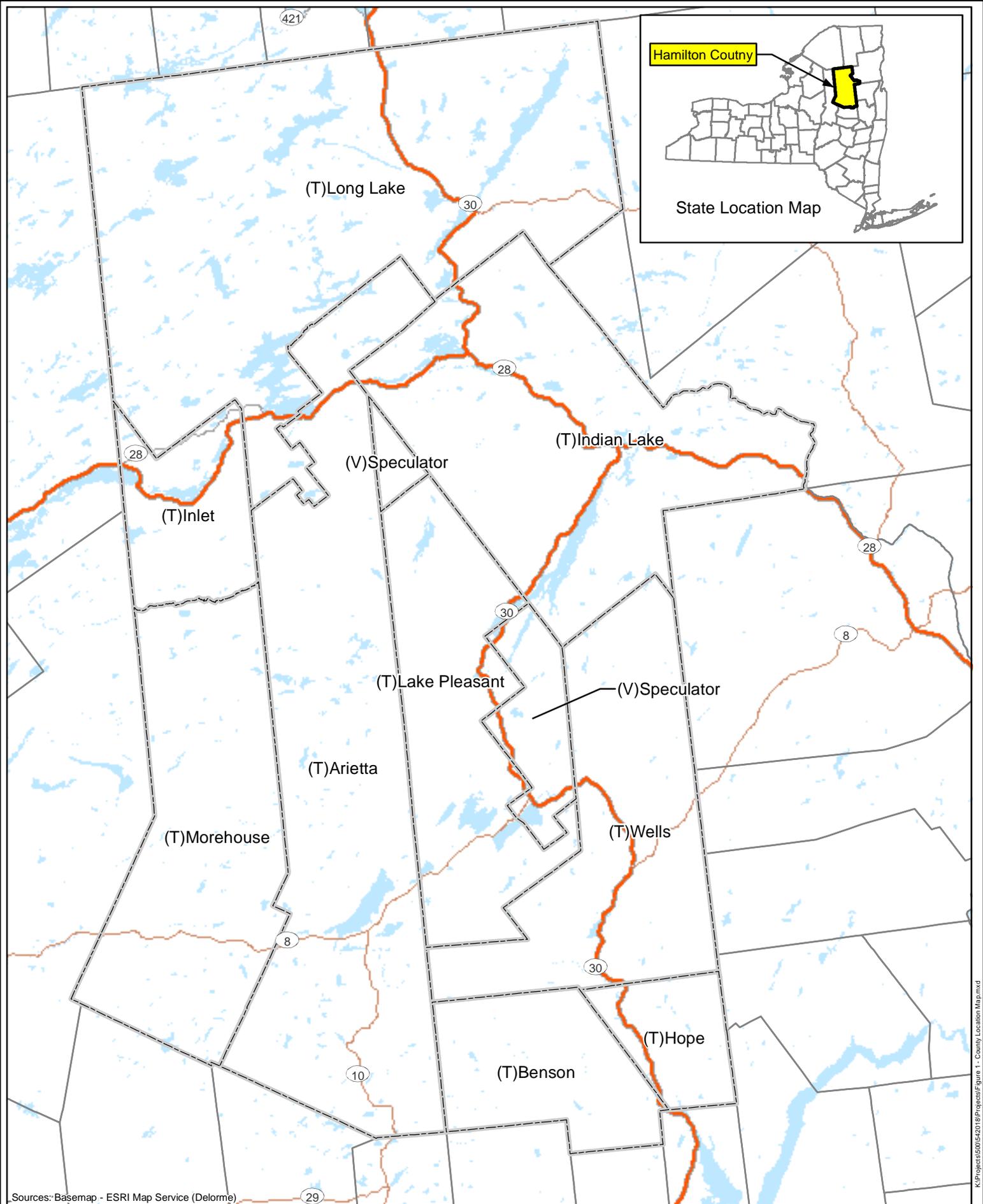
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**Figures**

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**Figure 1**

**Hamilton County Location Map**



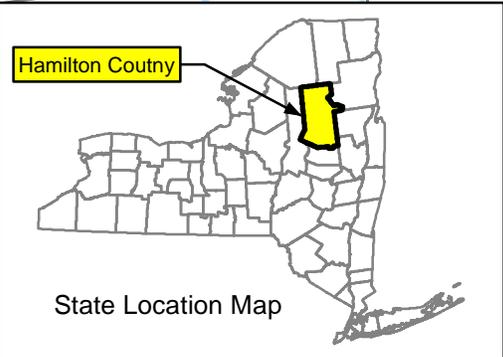
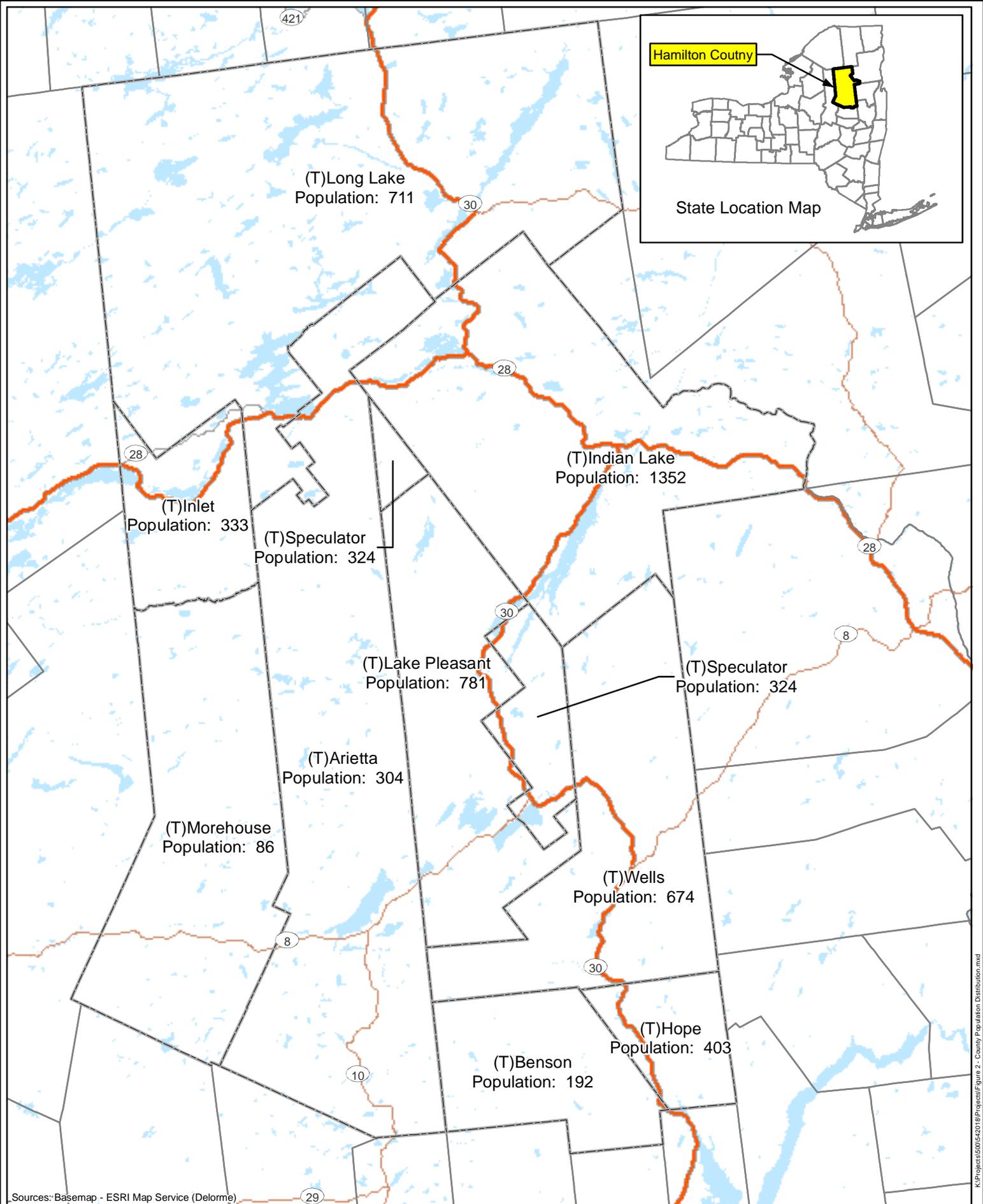
Sources: Basemap - ESRI Map Service (Delorme)

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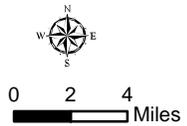
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**Figure 2**

**Hamilton County Population by Municipality**



Sources: Basemap - ESRI Map Service (Delorme)



Hamilton County Solid Waste Management Plan  
 County Population Distribution  
 Hamilton County 7/22/11 New York

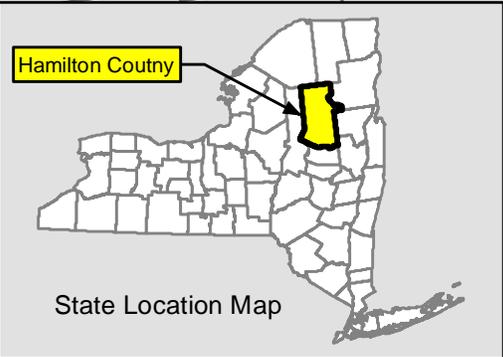
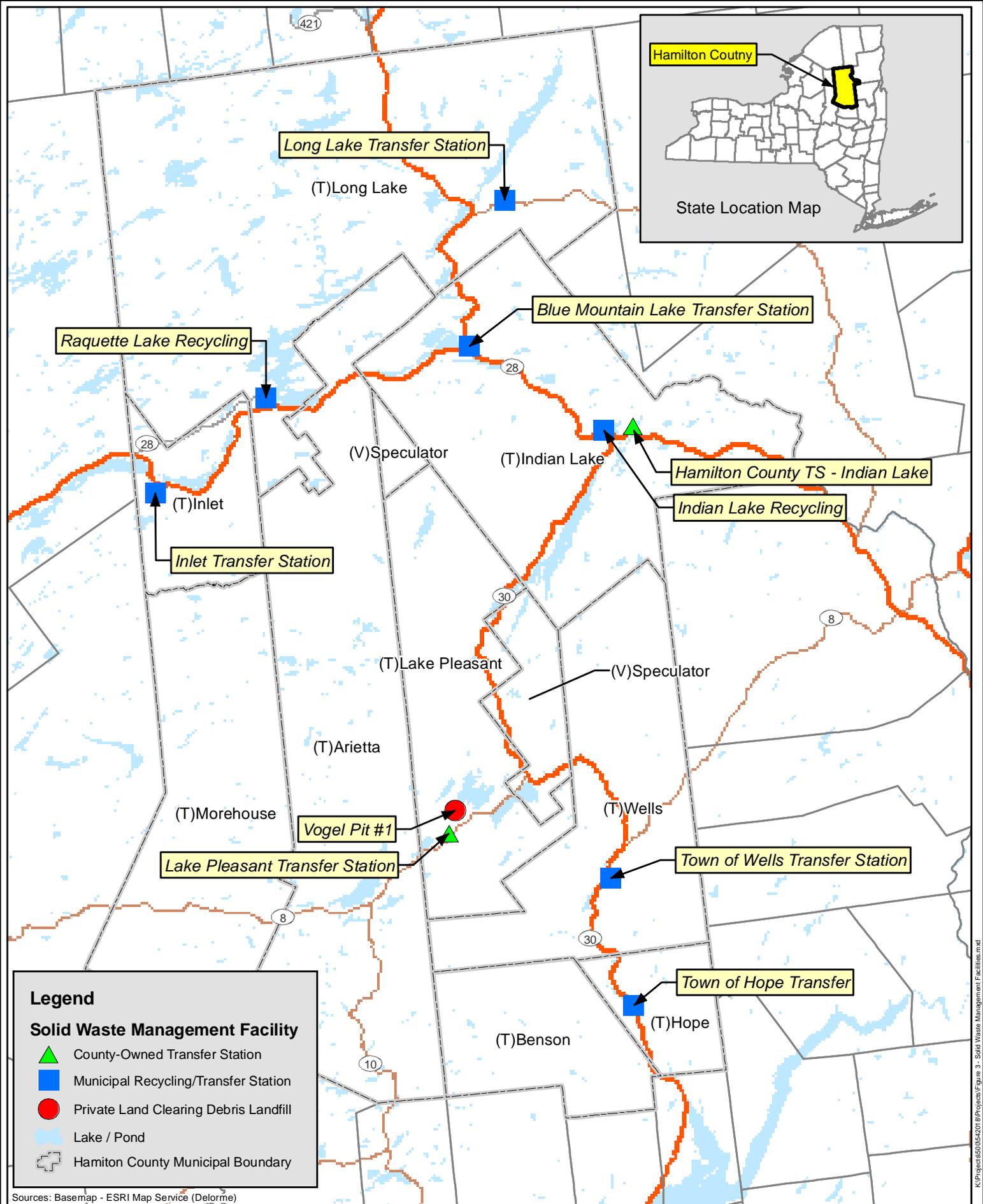
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**Figure 3**

**Hamilton County Solid Waste Management Facilities**

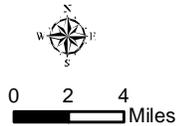


**Legend**

**Solid Waste Management Facility**

- ▲ County-Owned Transfer Station
- Municipal Recycling/Transfer Station
- Private Land Clearing Debris Landfill
- Lake / Pond
- Hamilton County Municipal Boundary

Sources: Basemap - ESRI Map Service (DeLorme)



Hamilton County Solid Waste Management Plan  
 Solid Waste Management Facilities  
 Hamilton County 7/22/11 New York

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**Appendices**

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**Appendix A**

**Future Waste Disposal Options – Backup Calculations**

**Estimated Disposal Costs Under Current Conditions  
Including Equipment Replacement Costs**

Year	Solid Waste (tons)	Disposal Costs	Hauling Costs <sup>1</sup>		Capital Costs <sup>2</sup>	Total Cost	Cost per Ton
		\$41 /ton	Personnel	Equipment			
2011	7,500	\$307,500	\$90,000	\$56,000	\$75,324	\$528,824	\$71
2012	7,500	\$307,500	\$92,700	\$57,680	\$75,324	\$533,204	\$71
2013	7,500	\$307,500	\$95,481	\$59,410	\$75,324	\$537,716	\$72
2014	7,500	\$307,500	\$98,345	\$61,193	\$75,324	\$542,363	\$72
2015	7,500	\$307,500	\$101,296	\$63,028	\$75,324	\$547,149	\$73
2016	7,500	\$307,500	\$104,335	\$64,919	\$75,324	\$552,078	\$74
2017	7,500	\$307,500	\$107,465	\$66,867	\$75,324	\$557,156	\$74
2018	7,500	\$307,500	\$110,689	\$68,873	\$75,324	\$562,386	\$75
2019	7,500	\$307,500	\$114,009	\$70,939	\$75,324	\$567,773	\$76
2020	7,500	\$307,500	\$117,430	\$73,067	\$75,324	\$573,321	\$76
2021	7,500	\$307,500	\$120,952	\$75,259	\$75,324	\$579,036	\$77
2022	7,500	\$307,500	\$124,581	\$77,517	\$75,324	\$584,923	\$78
2023	7,500	\$307,500	\$128,318	\$79,843	\$75,324	\$590,986	\$79
2024	7,500	\$307,500	\$132,168	\$82,238	\$75,324	\$597,230	\$80
2025	7,500	\$307,500	\$136,133	\$84,705	\$75,324	\$603,663	\$80

**Average      \$75**

Notes:

1. Hauling costs based on 2011 costs reported by Hamilton County. Personnel costs include wages and fringe benefits. Equipment costs include fuel a repair costs for existing equipment. All operations costs escalated at 3%,

2. Capital costs based on attached equipment replacement schedule.

Hamilton County, New York  
Solid Waste Transfer Equipment Inventory and Estimated Replacement Schedule  
February 2012

<u>Short Description</u>	<u>Year</u>	<u>Make &amp; Model</u>	<u>Quantity</u>	<u>Purchase Price (each)</u>	<u>Useful Life</u>	<u>1st Replacement Year</u>	<u>1st Replacement Cost @ 3% Inflation</u>	<u>2nd Replacement Year</u>	<u>2nd Replacement Cost @ 3% Inflation</u>
Tractor Truck 6x4	2008	International 5900i	1	\$119,716.46	15	2023	\$186,514.34	2038	\$290,583.27
Tractor Truck	2007	Freightliner FLD 120SD	1	\$103,891.00	15	2022	\$161,858.79	2037	\$252,170.73
Open Top Ejector Trailer	1999	Steco STAE04596	4	\$51,125.00	18	2017	\$348,147.56	2035	\$592,697.92
Open Top Ejector Trailer	1999	Spec Tec	2	\$52,200.00	18	2017	\$177,734.01	2035	\$302,580.26
Open Top Ejector Trailer	2005	Spec Tec	2	\$52,950.00	18	2023	\$180,287.66	2041	\$306,927.67
Open Top Ejector Trailer	2009	Spec Tec	1	\$65,300.00	18	2027	\$111,168.88	2045	\$189,257.57
Open Top Ejector Trailer	2011	Spec Tec	1	\$61,870.00	18	2029	\$105,329.53	2047	\$179,316.48

Note: All data regarding equipment description, purchase date, purchase price, and expected useful life provided by Hamilton County Highway Department

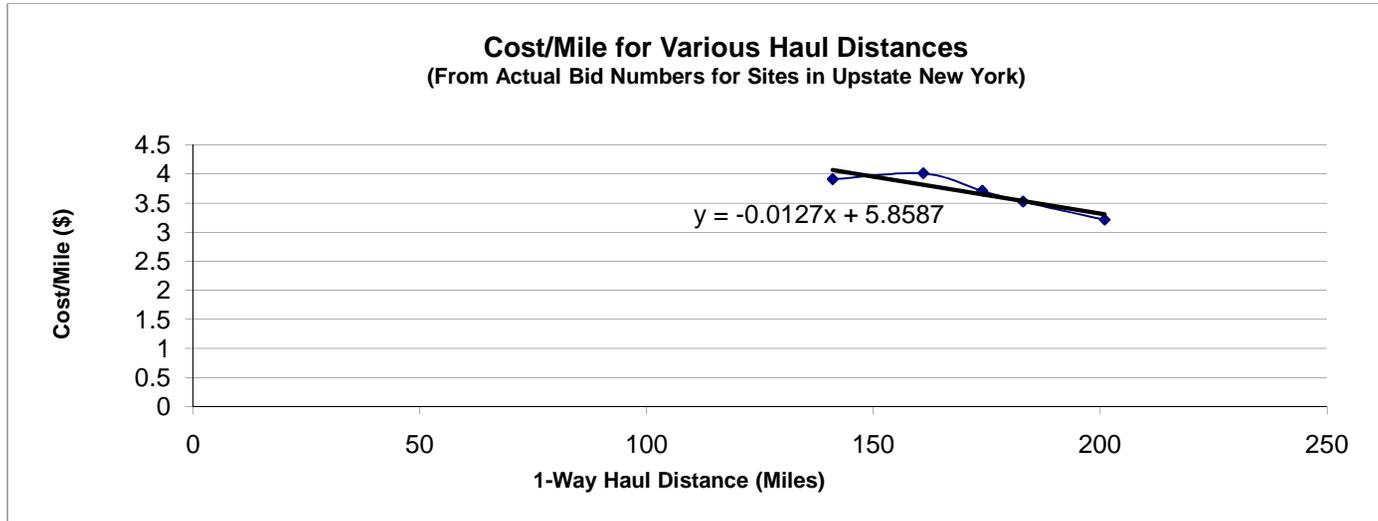
<b>Annual Capital Costs</b>	
2012	\$0.00
2013	\$0.00
2014	\$0.00
2015	\$0.00
2016	\$0.00
2017	\$525,881.57
2018	\$0.00
2019	\$0.00
2020	\$0.00
2021	\$0.00
2022	\$161,858.79
2023	\$366,802.01
2024	\$0.00
2025	\$0.00
Average	\$75,324.46

**Hamilton County**  
**Estimated Solid Waste Hauling Costs for Contracted Haulers**

Landfill	Mileage from Lake Pleasant	Waste (Tons)	Trip Length (miles, one-way)	Cost per Mile <sup>1</sup>	Cost per Trip	Tons per Trip	Cost Per Year	Cost per Ton	Disposal Cost per Ton <sup>2</sup>	Total Cost per Ton
Fulton County Landfill	44	7,500	44	\$5.30	\$233.20	22	\$79,498.50	\$10.60	\$32.00	\$42.60
Wheelabrator Hudson Falls Incinerator	69	7,500	69	\$4.98	\$343.79	22	\$117,199.64	\$15.63	\$62.00	\$77.63
Town of Colonie Landfill	94	7,500	94	\$4.66	\$438.50	22	\$149,488.84	\$19.93	\$60.00	\$79.93
Development Authority of the North Country Solid Waste Management Facility	104	7,500	104	\$4.54	\$471.94	22	\$160,889.18	\$21.45	\$41.00	\$62.45
Clinton County Landfill	129	7,500	129	\$4.22	\$544.43	23	\$177,532.04	\$23.67	\$70.00	\$93.67
Franklin County Landfill	143	7,500	143	\$4.04	\$578.09	23	\$188,508.20	\$25.13	\$90.00	\$115.13
Seneca Meadows	152	7,501	152	\$3.93	\$597.10	24	\$186,619.13	\$24.88	\$35.00	\$59.88

Notes:

- $y = -0.0127x + 5.8587$  where:  $x$  = 1-Way Haul Distance, and  $y$  = Cost/Mile
- Published per ton tipping fee or obtained from phone conversations with landfill personnel.



**Appendix B**

**Preliminary Outline for Model Local Solid Waste and Recycling Law**

## Model Local Solid Waste and Recycling Law for Hamilton County, New York

### 1. Intent

### 2. Definitions

a. Person

b. Household Garbage

c. Commercial and Industrial Garbage

d. Non-Recyclable Material

e. Recyclable Material

- Corrugated Cardboard
- Newspaper
- Glass Containers – All Colors
- Plastic Containers – Numbers 1 and 2 only
- Metal Cans

f. Construction and Demolition Debris

g. Bulky Wastes

- Large Appliances
- Furniture

h. Yard Waste

i. Tires

j. Electronic Waste

k. Household Hazardous Waste

l. Source Separation

m. Disposal

n. Collection

o. Public Event

p. Rental Property

### 3. Preparation of Household Garbage, Non-Recyclable, and Recyclable Material for Disposal

- a. Clear Bags for Garbage and Non-Recyclables
  - b. Separate all Recyclable Material from Household Garbage and Non-Recyclable Material
  - c. Keep all Cardboard and Newspaper Dry
  - d. Rinse all Containers
  - e. Separate all Household Hazardous Waste from Garbage and Non-Recyclable Material
  - f. Separate all Yard Waste from Garbage and Non-Recyclable Material
- 3.i. Preparation of Household Garbage, Non-Recyclable, and Recyclable Material for Collection (If Applicable)
- a. Bundle Cardboard and Newspaper < 40lbs.
  - b. *Specific to Municipality regarding container size, number of containers, etc.*
4. Preparation and Disposal of Electronic Waste
- a. Separate all Electronic Waste from Garbage and Non-Recyclables
  - b. *Reference State Law Regarding Recycling of Electronic Waste*
5. Preparation and Disposal of Construction and Demolition Debris
- a. All recyclable materials must be separated from non-recyclable materials
  - b. Define residential C&D waste for disposal as residential waste and non-recyclable material
  - c. Define business C&D waste (contractors) for disposal as C&D waste (tipping fee).
  - d. *Municipality specific requirements for curbside collection*
6. Preparation and Disposal of Bulky Items
- a. All recyclable materials removed for separate disposal
  - b. *Municipality specific requirements for curbside collection*
7. Preparation and Disposal of Household Hazardous Waste
- a. Do not combine HHW with recyclable, non-recyclable, or garbage
  - b. Dispose of at an approved HHW disposal location or municipally sponsored event
8. Preparation and Disposal of Residential Yard Waste
- a. Do not mix yard waste with recyclable, non-recyclable, or garbage

b. The generator is responsible for disposal

9. Preparation and Disposal of Commercial and Industrial Garbage and Recyclables

a. Subject to same rules and regulations as household garbage, non-recyclable and recyclable materials.

10. Accepting of Garbage, Recyclable Material, and Non-Recyclable Material

11. Collection of Garbage, Recyclable Material, and Non-Recyclable Material by Private Haulers

a. All private haulers providing residential and commercial collection of garbage and non-recyclable material must also provide for the collection of recyclable material

b. Private haulers must reject waste put at the curb for the collection which contains garbage and non-recyclable material mixed with recyclable material

c. Private haulers must provide printed education material to their customers outlining the local solid waste and recycling regulations

12. Collection of Garbage, Recyclable Material, and Non-Recyclable Material at Rental Properties, Hotels, and Campgrounds

a. Provide separate containers for the placement recyclable materials to separate from household garbage and non-recyclable material

b. Provide guidance material to tenants to educate regarding solid waste and recycling law

13. Collection of Garbage, Recyclable Material, and Non-Recyclable Material at Public Events

a. If receptacles are provided for disposal, must provide separate containers for the placement recyclable materials to separate from household garbage and non-recyclable material

14. Tipping Fees

15. Enforcement and Penalty

16. Criminal Liability of an Individual for Corporate Conduct

17. Severability

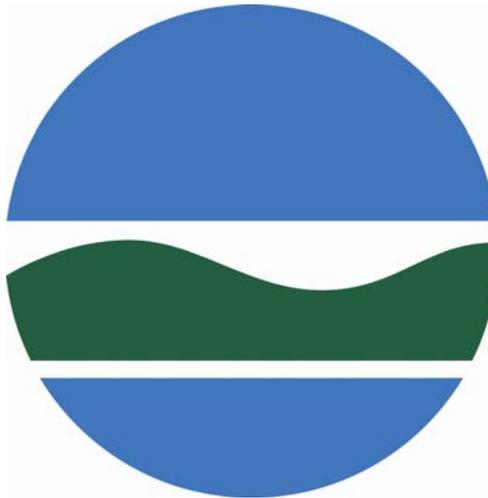
18. Effective Date

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**Appendix C**

**NYSDEC Guidance for Pharmaceutical Collection Events**

NEW YORK STATE  
DEPARTMENT OF ENVIRONMENTAL CONSERVATION



HOUSEHOLD  
PHARMACEUTICAL COLLECTION EVENT  
GUIDELINES

September 2010

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FORM C – Household Pharmaceutical Collection Variance Request.....	4
FORM D – Household Pharmaceutical Chain of Custody Report .....	5
FORM E - Household Pharmaceutical Collection Event Report .....	6
Sponsor Helpful Hints Checklist .....	7

## Household Pharmaceutical Collection Event Guidelines

The purpose of this guidance is to help municipalities, pharmacies, law enforcement agencies, community groups or pharmacies that would like to hold a household pharmaceutical collection. The steps required to hold an event are outlined below. Other forms, tips and guidelines for a successful event can be found at the end of this document.

### Household Pharmaceutical Collection Plan Checklist

**Prior to holding a collection event**, complete the Household Pharmaceutical Collection Plan forms outlined below and submit to New York State Department of Environmental Conservation (NYSDEC) and New York State Department of Health (DOH), see below for mailing and contact information. Allow 30 days to receive the variance determination from DEC that is needed to hold your household pharmaceutical collection event.

- FORM A identifies the event location, date and time. You can identify single or multiple events for the year.
- FORM B identifies the law enforcement officer you have established an agreement with to attend and maintain custody of the collected household pharmaceuticals from the point of collection through destruction. **A law enforcement officer is always required at these collection events.**
- FORM C is a request for approval from NYSDEC for the household pharmaceutical destruction after your event.\* Complete the event information section of the prewritten variance letter and return to NYSDEC along with Forms A and B. Pharmaceuticals collected at Household Pharmaceutical Collection events in NYS, and destroyed in NYS, must be destroyed at a permitted solid waste combustion facility. For a complete list of waste facilities visit: <http://www.dec.ny.gov/chemical/23683.html>. You can request the variance for a calendar year to cover multiple events.
- Within thirty (30) days the applicant will receive a variance determination from NYSDEC. If approved, send a copy of the variance approval to the municipal waste combustion facility.

\* This form is required if the collected pharmaceuticals will be incinerated in New York State. If the collected pharmaceuticals will be incinerated outside of New York State, a variance is not required; however Forms "A" and "B" must be submitted to NYSDEC.

### Additional Requirements from Other Agencies

The Department of Health (DOH) must also approve your household collection event plan. Instructions and form DOH-4446 can be found at <http://www.nyhealth.gov/professionals/narcotic/forms.htm>.

In addition, you must notify the U.S. Department of Justice, Drug Enforcement Administration of the date of your event. Please feel free to contact DOH BNE or DEC with questions or concerns during the planning process.

New York State Department of Health Bureau of Narcotic Enforcement 433 River Street, Suite 303 Troy, New York 12180-2299  Phone: 1-866-811-7957 (Option #3)	New York State Department of Environmental Conservation Division of Solid & Hazardous Materials Bureau of Solid Waste, Reduction and Recycling, Attn: M. Treers 625 Broadway, 9th Floor Albany, New York 12233-7253 Phone: (518) 402-8706	U.S. Department of Justice Drug Enforcement Administration New York Division 99 Tenth Avenue New York, New York 10011  Phone: (212) 337-1193
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Once all forms are completed and approved, you are ready to hold your Household Pharmaceutical Collection Event.

**FORM A**

**Household Pharmaceutical Collection Day Plan**

**Instructions:** Event Sponsor completes this form, maintains a copy for their records and submits to: NYSDEC Division of Solid and Hazardous Materials, Bureau of Solid Waste, Reduction and Recycling, Attn: M. Treers, 625 Broadway, 9<sup>th</sup> Floor, Albany, NY 12233-7253

**Location(s):** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Event Sponsor:** \_\_\_\_\_

**Event Primary Contact and Number:** \_\_\_\_\_

**Event Secondary Contact Name and Number:** \_\_\_\_\_

**Event Location Coordinator:** \_\_\_\_\_

**For example drugs to be collected can include:**

- Expired or Unwanted Over the Counter drugs, including your pet's drugs
- Prescription drugs, including Controlled Substances
- Pills, powders, liquids and EPI-pens will be accepted

**DEC's variance approval does not include collection of the following items:**

- Sharps
- Medical waste
- Mercury thermometers

**What household pharmaceuticals will be collected at your event? Please identify items that you will and will not collect.**

**Items to be Collected**

**Items Not Accepted**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## FORM B

### Household Pharmaceutical Collection Security Plan

**Instructions:** Sponsor arranges for a Law Enforcement Officer to be present at the event (**required**) and must ensure that the Officer completes and signs this form. Sponsor keeps a copy for their record and returns this form to NYSDEC, Division of Solid & Hazardous Materials, Attn: M. Treers, 625 Broadway, Albany, NY 12233-7253

**Disposal Facility Name & Location:** \_\_\_\_\_  
(A list of available facilities can be found at <http://www.dec.ny.gov/chemical/23683.html>)

Disposal Facility Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Law Enforcement Agency:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Officer's Name and Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

If a second officer or multiple law enforcement is involved in collection:

Officer's Name and Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**The participating law enforcement agency agrees that a uniformed, armed law enforcement officer will:**

1. Be present throughout the entire collection event. Secure all collected pharmaceuticals and ensure a chain of custody for all collected drugs.
2. Take immediate possession of and, if local regulations require, inventory all collected controlled pharmaceuticals.
3. Place into the collection container, seal, number container and sign the Chain of Custody Report (FORM D).
4. After your event, take a copy of the Chain of Custody Report (FORM D) with the collected pharmaceuticals to the Municipal Waste Combustion facility.
5. Obtain the weight of the pharmaceuticals to be destroyed from the destruction facility. Witness the destruction of all drugs by incineration, and obtain a Witnessed Destruction Form from the disposal facility.
6. Ensure an employee of the Municipal Waste Combustion Facility sign the Chain of Custody Report (FORM D).
7. After the event, Law Enforcement Officer sends a completed copy of the Chain of Custody Report (FORM D) to the event sponsor and sends a copy of the Witnessed Destruction Form (disposal facility will furnish) to DEC.

\_\_\_\_\_  
**Law Enforcement Officer Signature**

**Note:**

Law enforcement officer must ensure all collected pharmaceuticals kept overnight or over a weekend will be housed in a secure location (maintaining the chain of custody) pending transport and witness of drug destruction.

The law enforcement officer may be required to wear safety equipment or other personal protective equipment, while at the destruction facility.

An SUV or truck may be needed to transport the volume of drugs collected.

**FORM C**

**Household Pharmaceutical Collection Variance Request - (Use sponsor letterhead)**

**Instructions:** If you are using a Municipal Waste Combustion Facility in New York State, sponsor must fill in blank sections of this form and return to NYSDEC along with all required forms (if needed).

*(Date)*

NYS DEC  
Division of Solid & Hazardous Materials  
Attn: M. Treers  
625 Broadway  
Albany, NY 12233-7253

RE: Request for variance to allow collected Household Hazardous Waste Pharmaceuticals to be disposed of at a municipal solid waste combustion facility.

*(Enter Information Below)*

**Municipal Waste Combustion Facility (Name & Location):** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Event Date & Time:** \_\_\_\_\_

**Event Sponsor:** \_\_\_\_\_

Dear Ms. Treers:

This letter is requesting a variance from 6 NYCRR 373-4.2(g) pursuant to 6 NYCRR 371-1.1(e). The intent of the variance is to allow pharmaceutical waste collected from households at the event location referenced above, to be disposed of at the solid waste combustion facility also referenced. The event is sponsored by the above referenced and will be open to all households for the disposal of expired or unwanted pharmaceuticals (prescription/non-prescription, controlled and non-controlled). This event is essentially a household hazardous waste collection, limited to the collection of household pharmaceuticals, some of which may be household hazardous wastes.

Subdivision 373-4.2(g) requires that all waste collected from household hazardous waste collection events be reused; treated and/or disposed of at a facility which is authorized to accept hazardous waste under a permit issued pursuant to Part 373, in interim status under Part 373; or if the facility is located outside of New York, properly permitted or authorized to accept hazardous waste under RCRA; or recycled at an approved recycling facility. This variance is requested to allow the pharmaceuticals collected to be destroyed at a solid waste combustion facility in New York State.

As outlined in the attached plan, a law enforcement officer must be present at all times during the event, as well as to transport the pharmaceuticals and witness the destruction. All Chain of Custody procedures will be followed.

Household pharmaceutical wastes are routinely incinerated at Part 360 permitted facilities when disposed of as individual residents' waste and there will be no significant adverse impact to public health, safety or welfare, the environment or natural resources for the disposal of the collected pharmaceuticals. This program will also educate and promote public awareness of best management practices for unwanted pharmaceutical disposal, to assure that state's water bodies are not impacted.

Enclosed is a copy of our Household Pharmaceutical Collection Plan (FORM A) with the Pharmaceutical Collection Security Plan (FORM B) required for the variance for the event to take place.

Sincerely,

*(Sponsor Name)*

## FORM D

### Household Pharmaceutical Chain of Custody Report

**Instructions:** Sponsor completes top section of this form and provides to Officer to complete. Sponsor must call the Waste Disposal Facility indicating the estimated time of arrival for destruction. After the Household Pharmaceutical Collection Event, the Law Enforcement Officer and Waste to Energy Contact must complete this form and mail to Event Sponsor who retains a completed copy for their records and sends a copy to NYSDEC.

#### Sponsor Information Section:

Pharmaceutical Collection Event Location: \_\_\_\_\_

Sponsor Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address of Contact Person: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

Number of Participants at Event: \_\_\_\_\_

#### Law Enforcement Officer Section:

A law enforcement officer agrees to remain on-site to receive pharmaceuticals and maintain a chain of custody at the event location. Custody begins the moment the pharmaceuticals are turned over to the law enforcement officer. The officer will collect and secure all collected pharmaceuticals. The law enforcement officer will maintain possession of the collected pharmaceuticals, transport to the Waste to Energy Disposal Facility, witness destruction, sign and return FORM E to NYSDEC, 625 Broadway, Attn: M. Treers, Albany, NY 12233-7253.

**Law Enforcement Officer** signature below states that the pharmaceutical wastes collected from the Collection Event indicated above have been transported and disposed of at a Waste to Energy Disposal.

\_\_\_\_\_  
*Law Enforcement Signature*

#### Pharmaceuticals Destruction (Incineration) Section (To be completed at disposal facility after event)

Name of Waste to Energy Disposal Facility: \_\_\_\_\_

Contact Person: \_\_\_\_\_

This facility has agreed to accept, incinerate the pharmaceuticals collected for this event and provide a signed Witnessed Destruction Form that the facility will provide.

Identify the final weight of the collected pharmaceuticals and number of containers incinerated:

**Weight of Pharmaceuticals:** \_\_\_\_\_

**Number of Containers:** \_\_\_\_\_

**FORM E**

**Household Pharmaceutical Collection Event Report**

**Instructions:** Event Sponsor must complete this form and return within two weeks following the household pharmaceutical collection event.

Sponsoring county or entity: \_\_\_\_\_

Contact person and phone number: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Location(s) of event: \_\_\_\_\_

Law Enforcement Officer: \_\_\_\_\_

Number of vehicles or households participating: \_\_\_\_\_

Waste-to-energy facility used for disposal: \_\_\_\_\_

Approximate total volume (including packaging) of household pharmaceuticals collected:  
\_\_\_\_\_

Weight of household pharmaceuticals collected (including packaging): \_\_\_\_\_

Any other information/comment, please provide:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return this completed form to:**

**NYS Dept. of Environmental Conservation  
Division of Solid and Hazardous Materials  
Bureau of Solid Waste, Reduction & Recycling  
Attn: Melissa Treers  
625 Broadway  
Albany, NY 12233-7253  
(518) 402-8706**

**or**

**E-mail to: [mmtreers@gw.dec.state.ny.us](mailto:mmtreers@gw.dec.state.ny.us)**

## Sponsor Helpful Hints Checklist

### **Collection Team**

You may find it helpful to organize a pharmaceutical collection team made up of community figures, local officials, municipal and/or county representatives, pharmacy representatives, the sponsor, and law enforcement.

### **Forms and Notifications**

- FORM A - Pharmaceutical Collection Plan – dates/locations/times
- FORM B - Pharmaceutical Collection Security Plan and Law Enforcement Official Notification
- FORM C - NYSDEC Disposal Variance request for Municipal Waste Combustion Facility, if required
- FORM D - Household Pharmaceutical Chain of Custody
- FORM E - Household Pharmaceutical Collection Event Report

### **Coordination with Municipal Waste Combustion Facility**

The date and approximate arrival time must be confirmed with the destruction facility for the witnessed burn. Prior to the event, provide directions to facility, where to go upon arrival, and the name of the person to meet. Directions and/or a map to the facility will be printed for the law enforcement official. Arrangements for billing will be made, and any necessary contracts executed.

### **Public Notification**

Identify newspapers, radio stations, local TV news; update community, county/municipal web pages; Prepare announcements; flyers for local pharmacies, grocery stores, senior citizen centers, etc.

### **Collection Containers, Materials and Supplies**

Cardboard boxes lined with plastic bags/fiber drums or 5 gallon buckets with lids, e.g., large kitty litter containers  
Tape, Labels and Scissors – (Packing tape or labels to seal and identify each container, use labeling convention such as UNC-1 (uncontrolled substances) and CON-1 (controlled substances).  
Indelible markers to number and sign containers. Use indelible markers or “sharpies” if people want to cross names/personal information off prescription labels. Also bring pens and clipboards.

### **Room Setup Planning**

“Enter” and “Exit” signs and directional signs encourage orderly flow from entrance to exit.  
Table and chair arrangement for the law enforcement official (visible to participants and have a good view event)

### **Parking Set Up**

Parking cones to reserve parking near the building/door/loading dock for the law enforcement officer.

### **Transportation Vehicle**

A hand cart or lab cart for transporting the boxed drugs to the law enforcement officer’s vehicle.  
Vehicle must be large enough to transport collected pharmaceuticals to the municipal waste combustion facility.

### **Choice of Household pharmaceutical collection event location**

Consider the room availability, building, parking area, and universal accessibility;  
Assess prep work such as cleaning, clearing out, rearranging tables and chairs from another location;  
Plan for who will move tables and chairs;  
Identify point person at the facility;  
Determine the procedures to reserve the room, keys, and phone resources in the building.  
You may want to consider a drive in – drive out event, where participants simply drop their pharmaceuticals into a box while remaining in their vehicle.