



## Commercial Recycling Rebate Pilot Overview

In effort to help reach Austin's Zero Waste goal to reduce the amount of waste Austinites send to the landfill by 90 percent by the year 2040, Austin Resource Recovery is piloting a recycling and composting rebate for small businesses and multifamily properties. **Rebates of up to \$1,800** are being offered to small businesses in Austin that establish, expand, or maintain recycling and compost collection programs sooner than they are required to do so under the [City's Universal Recycling regulations](#) (City Code chapter 15-6, article 5). The Commercial Recycling Rebate Pilot will take place over six (6) months; payments not to exceed a total of \$1800 will be dispersed in three installments as follows:

- Upon filing Baseline Measurement Survey and Start-Up Costs Receipts
  - \* Start Up Costs
    - » Up to \$150 for recycling only, or
    - » Up to \$300 for compost collection only, or
    - » Up to \$600 for both recycling and compost collection (*additional \$150 incentive to undertake both programs concurrently to cover any additional hardships incurred*)
- Upon filing Term 1 Survey and Invoices for services provided in May, June, and July
  - \* Rebate of up to \$600 for 50 percent of invoiced service
- Upon filing Term 2 Survey and Invoices for services provided in August, September, and October
  - \* Rebate of up to \$600 for 50 percent of invoiced service
  - \*

Processing payments may take up to 8 weeks to process.

## Eligibility Rules

- Rebate is available only to commercial and multifamily properties located within the City of Austin, meeting the following conditions:
  - \* Food service establishments 10,000 sq. ft. and smaller.
  - \* Multifamily properties with no fewer than 5 and no more than 24 dwelling units.
  - \* Commercial properties 10,000 sq. ft. and smaller, including office buildings, retail, hotel/motel, private schools, manufacturing, industrial, and hospitals.
- Properties that are currently REQUIRED to provide access to on-site recycling services under the City's Universal Recycling regulations are NOT eligible to participate.
- Properties providing access to the on-site recycling and/or composting collection services described in the Universal Recycling regulations, though NOT REQUIRED to do so, ARE eligible.
- Properties that are currently provided solid waste service by the City of Austin, Austin Resource Recovery are NOT eligible to participate.
- Services must be provided through a [licensed private hauler](#).
- Participants must provide access to on-site recycling and/or compost services for not less than six (6) months.
- Participants must submit the data and information listed below to receive payments. Failure to provide the listed invoices, costs, and surveys on the form provided by the City DISQUALIFIES the participant from the Commercial Recycling Rebate Pilot program.
  - \* Baseline Measurement Survey and Start-Up Costs Receipts
  - \* Term 1 Survey and Service Invoices
  - \* Term 2 Survey and Service Invoices
  - \* Exit Interview

# Rebate Rules, Terms and Conditions

- The Commercial Recycling Rebate Pilot **may not exceed \$1,800 per property** for the six (6) month period.
- Not more than one (1) rebate per eligible property.
- The applicant must [register as a City of Austin vendor and provide a Vendor ID Number](#).
- Recycling or compost collection costs exceeding the calculated rebate amount are the responsibility of the participant.
- The Commercial Recycling Rebates are available on a first-come, first-served basis to eligible participants; there will be no reservation system.
- The applicant must agree to the Rules and Conditions of the rebate program as described in this overview and related program documents, including submitting necessary invoices and required data as outlined in the eligibility rules. **Breach of Commercial Recycling Rebate Pilot eligibility rules and conditions may result in forfeit or repayment of rebate.**
- Applicant understands that the City is not a party to any contract between the participant and any vendors or service providers. The City will not intervene in the event of a dispute.
- Taxes may not be included in the rebate.
- Violation of Austin City Code or unpaid taxes **DISQUALIFIES** the participant from the pilot program and may result in forfeit or repayment of rebate payments received.

# Process

## Step 1: Review Rebate Overview and Submit Application Form

The overview provides information about eligibility, rules and conditions. Please familiarize yourself with these to be sure you remain eligible for the duration of this pilot program, and comply with all requirements.

Complete and submit the Commercial Recycling Rebate Pilot Application Form and send the signed and completed form no later than Thursday, May 1, 2014 to: **CommercialRecycling@austintexas.gov**.

You will be required to submit a Vendor ID number on the application.

If you are not already a vendor, please register by visiting the following link: [https://www.ci.austin.tx.us/financeonline/vendor\\_connection/index.cfm](https://www.ci.austin.tx.us/financeonline/vendor_connection/index.cfm)

**Note:** Please ensure that the name on your submitted invoices is the exact name on your registered vendor account. The invoice name must match exactly as entered on vendor registration (Ex. If vendor registration states, "Suzie Q Inc.", all submitted invoices must match exactly "Suzie Q Inc.", including periods, commas, etc.). If the names do not match, your rebate payments may be delayed.

## Step 2: Receive Confirmation of Eligibility

You will receive, via email, verification or denial of your eligibility for program participation from the City of Austin. Notification that you are eligible for participation does not constitute an offer, and does not guarantee funding.

## Step 3: Contract for Services and Purchase Start-Up Materials

- Contract with a vendor for recycling and/or compost collection services through a [licensed private hauler](#). The City highly recommends ensuring all required rebate information is part of the service contract language, including:
  - \* Cost of all services
  - \* Size of dumpsters
  - \* Service frequency
- Purchase start up material; be sure to retain itemized copies of all start-up material receipts to submit to the City of Austin, Austin Resource Recovery.
- Note that the City is not a party to any contract between the potential participant and any vendor or service provider. The City will not intervene in the event of a dispute.

## Step 4: Submit Baseline Measurement Survey and Start-Up Materials Receipts

Submit Baseline Measurement Survey and start-up material receipts no later than seven (7) consecutive days after receiving verification of eligibility.

## Step 5: Submit Term 1 Invoices and Survey

Not later than August 1st, submit Term 1 survey and copies of itemized invoices that include cost of all services, size of dumpsters, and service frequency of all recycling and/or compost collection services for the months of May, June, and July.

## *Step 6: Submit Term 2 Invoices and Survey*

Not later than November 1st, submit Term 2 survey and copies of itemized invoices that include cost of all services, size of dumpsters, and service frequency of all recycling and/or compost collection services for the months of August, September, and October.

## *Step 7: Exit Interview*

Not later than November 15th, complete the exit interview with City staff by phone or in-person to discuss successes,

## *List of Approved Start-Up Materials*

### **Rebate may be used for the following start-up materials:**

- Interior recycling or compost collection containers
- Exterior recycling or compost collection containers
- Exterior enclosures for containers, including construction for pavement, pads, fencing, and other waste diversion enclosures
- Education and training
- Printing and/or production costs for educational materials
- Compostable container bag liners
- Recyclable or compostable flatware, service ware, etc.
- Other pre-approved purchases as defined by City of Austin, Austin Resource Recovery staff

### **Rebate may NOT be used for the following start-up materials::**

- Deposits
- Paying employees for training time
- Taxes (the City is a tax-exempt entity)
- Any charges not listed in this Overview unless pre-approved



## Part 1: Commercial Recycling Rebate Pilot Application Form

This form starts the rebate process and will be used by the City to determine eligibility of your property to participate in the rebate program. Notification that you are eligible does not constitute an offer, and does not guarantee funding.

Please familiarize yourself with the **Commercial Recycling Rebate Pilot Overview** to be sure you remain eligible for the rebate for the duration of your participation in the program.

Submit your signed and completed Application Form no later than Thursday, May 1, 2014 to:

[CommercialRecycling@austintexas.gov](mailto:CommercialRecycling@austintexas.gov)

### Applicant Information:

**Applicant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Organization Address:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Vendor ID:** \_\_\_\_\_

**Make rebate check payable to:** \_\_\_\_\_

**Mailing Address for rebate:** \_\_\_\_\_

**How did you hear about the rebate?** \_\_\_\_\_

### Eligibility Checklist:

- Located within the city limits of the City of Austin
- Represent one of the following properties:
  - \* Food service establishments 10,000 sq. ft. and under
  - \* Multifamily properties with more than 4 and less than 25 dwelling units
  - \* Commercial properties 10,000 sq. ft. and under, including office buildings, retail, hotel/motel, private schools, manufacturing, industrial, and hospitals
- All tax accounts are in good standing
- In compliance with Austin City Code
- Plan to implement recycling and/or composting collection services (as defined by the [Universal Recycling Ordinance](#)), or can demonstrate that you have been providing, and will continue to provide, recycling and/or composting collection services through a licensed hauler
- Agree to provide itemized invoices and receipts that include cost of recycling and/or compost services and start-up costs of materials
- Agree to submit required survey data
- Agree to participate for a minimum of 6 months

## Additional Terms

1. Applicant understands that the City may amend or terminate the Commercial Recycling Rebate Pilot program without notice.
2. Applicant hereby releases and agrees not to hold liable the City of Austin, its elected officials, officers, agents, and employees from any and all claims of any kind arising from applicant's participation in the Commercial Recycling Rebate Pilot
3. Applicant understands that the City is not a party to any contract between Applicant and a vendor or service provider. The City will not intervene in the event of a dispute.
4. Applicant hereby certifies that the Property has no taxes due and is in compliance with all City Code requirements.

## Execution:

I am the owner or the authorized representative of the owner of the Property, and in that capacity agree to the rules and conditions in this application and in the **Commercial Recycling Rebate Pilot Overview**. The information provided in this application is true and correct to the best of my knowledge.

I understand and agree to all rules and conditions of the [Commercial Recycling Rebate Pilot](#).

### APPLICANT

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_



## Part 2: Commercial Recycling Rebate Pilot Baseline Measurements Survey

### Data:

**Applicant Name:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

- Property Type:**
- Multifamily Property--more than 4 and less than 25 dwelling units
  - Commercial Property--Food and Beverage Industry
  - Commercial Property--Office
  - Commercial Property--Hotel/Motel/Lodging
  - Commercial Property--Retail
  - Commercial Property--Manufacturing/Industrial
  - Other (please specify): \_\_\_\_\_

- Square Footage of Property:**
- Under 5,000 square feet
  - 5,001 to 10,000 square feet
  - 10,001 to 25,000 square feet
  - Over 25,000 square feet

### Number of Dwelling Units:

Please describe your **existing** trash, recycling and compost collection capacity (prior to establishing new service):

Material	Container Type:	Number of Containers	Size of Container	Units	Collections Per Week	Service Provider
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Compost	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Compost	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		

### Cost of start-up materials:

Interior recycling or compost collection containers	\$ _____
Exterior recycling or compost collection containers	\$ _____
Exterior enclosures for containers, including construction for pavement, pads, fencing, and other waste diversion enclosures	\$ _____
Education and training	\$ _____
Printing and/or production costs for educational materials	\$ _____
Compostable container bag liners	\$ _____
Recyclable or compostable flatware, service ware, etc.	\$ _____
Other pre-approved purchases as defined by City of Austin, Austin Resource Recovery staff	\$ _____

**Submit copies of itemized invoices/receipts for all start-up materials. Please do not send original receipts.**

### Execution:

I am the owner or an authorized representative of the owner of the Property, and in that capacity agree to the rules and conditions in the application for this property and in the **Commercial Recycling Rebate Pilot Overview**. The information provided in this Baseline Measurements Survey is true and correct to the best of my knowledge.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

## Baseline Measurements Survey:

1. Prior to learning about the Commercial Recycling Rebate, how familiar were you with the City of Austin's Universal Recycling Ordinance?

1 not at all, 5 very familiar

1	2	3	4	5
<input type="checkbox"/>				

2. What materials do you regularly discard at your property?  
Check all that apply:

- Mixed Paper (junk mail, drafts)
- Cardboard or Boxboard
- Soiled Paper (paper towels, napkins, butcher paper)
- Food Waste
- Yard Trimmings
- Aluminum or tin (cans, foil, jar lids)
- Rigid Plastics (yogurt tubs, beverage containers, plastic lids)
- Plastic Films (plastic wrap, shrink wrap)
- Glass (bottles, jars)
- Other \_\_\_\_\_

3. Rank the level of understanding and support of recycling or compost collection for the following people at your facility:

1 not at all, 5 very familiar

Key management

1	2	3	4	5
<input type="checkbox"/>				

Staff

<input type="checkbox"/>				
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Janitorial or maintenance staff

<input type="checkbox"/>				
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Customers, clients or tenants

<input type="checkbox"/>				
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4. Do recycling and/or compost collection programs already exist at your business/workplace?

Y	N
<input type="checkbox"/>	<input type="checkbox"/>

5. What do you hope to gain by adding additional compost collection and/or recycling services? Check all that apply:

- Environmental benefits (save energy, save limited resources, reduce pollution, conserve landfill space, etc.)
- Economic benefits (provide raw material for new products, local economic development and job creation)
- Direct cost savings (reduce trash collection frequency and save money)
- Pressure from customers/clients, tenants, employees, management
- Competitive advantage
- Comply with all city ordinances
- Other



## Part 3: Commercial Recycling Rebate Pilot Term 1 Survey and Service Invoices

### Data:

**Applicant Name:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

Description and cost of **current** services:

Material	Container Type:	Number of Containers	Size of Container	Units	Collections Per Week	Service Provider
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Compost	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Compost	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		

**Submit copies of itemized invoice for all Term 1 services. Please do not send original receipts.**

## Term 1 Survey:

1. How did you promote your new program to employees, customers, or tenants? Check all that apply:

- Email
- Memo
- Newsletter
- Staff meeting or presentation
- Kick-off event
- Signage
- Competition
- Other \_\_\_\_\_

2. How difficult was it to introduce recycling at your facility?

1 easy, 5 difficult

1	2	3	4	5
<input type="checkbox"/>				

3. How difficult was it to compost at your facility?

<input type="checkbox"/>				
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4. What advice would you give to others who are starting up compost collection and/or recycling services?

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5. How successful do you think your recycling and compost collection programs will be after participating in the rebate program?

1 not successful at all, 5 very successful

1	2	3	4	5
<input type="checkbox"/>				

6. Have you seen a reduction in your landfill trash since the beginning of this rebate?

Y	N	I don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Select the top three materials that you see in your

Landfill trash	_____	_____	_____
Recycling	_____	_____	_____
Compost	_____	_____	_____

8. On average, how full are the dumpsters/containers right before they are picked up? (e.g.: 25%, 33%, 50%, 66%, 75%, full, overflowing)

Landfill trash \_\_\_\_\_

Recycling \_\_\_\_\_

Compost \_\_\_\_\_

**Execution:**

I am the owner or an authorized representative of the owner of the Property, and in that capacity agree to the rules and conditions in the application for this property and in the **Commercial Recycling Rebate Pilot Overview**. The information provided in this Term 1 Survey and Service Invoices is true and correct to the best of my knowledge. I understand and agree to all rules and conditions of the [Commercial Recycling Rebate Pilot](#).

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_



## Part 4: Commercial Recycling Rebate Pilot Term 2 Survey and Service Invoices

### Data:

**Applicant Name:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

### Description and cost of current services:

Material	Container Type:	Number of Containers	Size of Container	Units	Collections Per Week	Service Provider
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Trash	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Recyclables	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Compost	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		
Compost	<input type="radio"/> Dumpster <input type="radio"/> Compactor <input type="radio"/> Cart			<input type="radio"/> Cubic yards <input type="radio"/> Gallons		

**Submit copies of itemized invoice for all Term 2 services. Please do not send original receipts**

### Execution:

I am the owner or an authorized representative of the owner of the Property, and in that capacity agree to the rules and conditions in the application for this property and in the **Commercial Recycling Rebate Pilot Overview**. The information provided in the Term 2 Survey and Service Invoices is true and correct to the best of my knowledge. I understand and agree to all rules and conditions of the [Commercial Recycling Rebate Pilot](#).

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name and title:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

## Term 2 Survey:

1. How difficult is it to recycle at your facility?

1 easy, 5 difficult

1	2	3	4	5
<input type="checkbox"/>				

2. How difficult is it to compost at your facility?

<input type="checkbox"/>				
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3. What advice would you give to others who are starting up compost collection and/or recycling services?

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4. How successful do you think your recycling and compost collection programs will be after participating in the rebate program?

1 not successful at all, 5 very successful

1	2	3	4	5
<input type="checkbox"/>				

5. Have you seen a reduction in your landfill trash since the beginning of this rebate?

Y                      N                      I don't know

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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6. Select the top three materials that you see in your:

Landfill trash \_\_\_\_\_

Recycling \_\_\_\_\_

Compost \_\_\_\_\_

7. On average, how full are the dumpsters/containers right before they are picked up? (e.g.: 25%, 33%, 50%, 66%, 75%, full, overflowing)

Landfill trash \_\_\_\_\_

Recycling \_\_\_\_\_

Compost \_\_\_\_\_



## Part 5: Commercial Recycling Rebate Exit Survey

This survey will be conducted in a 30-minute in-person interview with a City staff.

1. Major obstacles for your small business to expand recycling and implement compost collection?

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2. Describe the **EDUCATION** your business used?

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Did you train restaurant managers or supervisors to brief other staff? \_\_\_\_\_

Was signage available? \_\_\_\_\_

Was a language besides English needed? \_\_\_\_\_

What was the most effective educational tool? \_\_\_\_\_

3. Describe how trash, recyclable and compostables were handled?

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Were the containers sufficient in size and number? \_\_\_\_\_

Did you have recycling or compost bins for patrons' use? \_\_\_\_\_

4. How much participation did you receive from your staff? Patrons? Did you receive positive feedback from customers?

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5. In addition to setting up recycling and compost systems, did you make any changes that resulted in less trash or more recycling or compost collection, such as switching to compostable serviceware? Were extra equipment or physical modifications necessary (such as back-down blower to keep away flies)?

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6. Will you continue to have recycling and/or composting collection services after participating in this pilot?

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Why/Why not?

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Would you like a list of recycling or compost collection service providers?

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7. Is there something that you would change about composting collection services or this pilot program?

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