

2020 Hamilton County Recycling and Solid Waste District *Draft* Work Plan

Program	Staff Responsible	Staff Supporting	Workload				Performance Measure	Description
Direct Service Programs								
Yard Trimmings Drop-Off Sites	Susan	Michelle, Laura, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Drop-off visits: 24,500 Tons diverted from landfill: 2,700 	District operates three yard trimmings drop-off sites. 2020 is an option year. Staff must find an alternative site to Kuliga in early 2020. Staff needs to put out RFP for 2021 and beyond program.
Household Hazardous Waste Program	Cher	Susan, Brad M., Michelle, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Households participating: 1,000 	Put out RFP for one day event for HHW. Have event in fall.
Tire Clean-ups	Susan		1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Tires collected: 5,000 Participating communities: 15 	Tire collection activities with the KCB grant.
Public Recycling Program	Cher, New Staff	Susan, Joy, Jonah	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Events using District containers: 100 Residents reached: 100,000 	District provides outdoor recycling containers and technical assistance to community events and festivals.
Illegal Dumping Enforcement Program	Brad J.	Susan, Laura, Abbey, Michelle	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Citations: 34 Cases investigated: 106 Complaints received: 174 Convictions: 3 	Send notification for option year. Sheriff department under contract until March 2021. Manage program, help with outreach, schedule quarterly environmental task force meetings.
Compost Bin Sale	Angela	Jenny, Michelle, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Bins sold: 800 	Conduct a discount compost bin sale. Sale should work cooperatively with our compost seminars.
Grant Programs								
Residential Recycling Incentive Program	Michelle, Susan, New Staff		1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Provide funding to communities based on tons recycled 	Distribute funds to participating communities. The higher a community's diversion rate, the more dollars received.
Waste Diversion Innovation Grant	Cher	Michelle	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Receive 10 applications 	Distribute funds for a continuous two-year grant program focused on waste reduction.
Smart Kitchen Initiative	Mary, Jenny	Cher, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Implement technology in 1 commercial kitchen 	Subsidize the cost of technology to measure food waste. Targeted to large commercial kitchens.
Market Development Grant	Jenny	Michelle	1 st	2 nd	3 rd	4 th		OEPA provides grants to businesses (through District) to expand end markets for recyclables. Applications available in Oct. and due Feb.
Community Development Grant	Cher	Michelle	1 st	2 nd	3 rd	4 th		OEPA provides grants to communities and non-profit organizations. Applications available in Oct. and due Feb.
Ohio EPA Recycling Partnership Grant	Michelle	Joy, Angela	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Households reached: 17,000 Reduce contamination by 30% 	Focus on residential recycling contamination. Wrap up Cincinnati project in first quarter. Possible second project in 2020.
Yard Trimmings Infrastructure Grant	Michelle, New Staff		1 st	2 nd	3 rd	4 th		Help improve infrastructure in Hamilton County communities for the collection, composting, or mulching of yard trimmings.
Newsletters								
WasteNot	Angela	Michelle, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Stakeholders reached: 1,375 	Electronic newsletter targeted to interested residents, elected officials, and community contacts updating them on District activities.
Spencer's	Cher	Angela, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Teachers reached: 2,000 	Electronic newsletter targeted to teachers updating them on pertinent solid waste information.

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In the Green	Mary	Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Subscribers reached: 1,450 	Electronic newsletter informing on waste reduction, recycling, success stories, and District programs.
Technical Assistance Programs								
Pollution Prevention Internships	Mary	Michelle	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Place intern in 1 facility 	Placement of interns at industrial facilities to identify waste reduction opportunities.
General Technical Assistance	Susan	Cher, Laura, Mary, Angela	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Hotline calls received: 4,500 Website inquiries: 300 	Answer/check messages for Recycling Hotline; track/enter calls in database; respond to web inquiries.
Let's Stop Waste	Cher, Jenny, Mary, New Staff	Angela, Joy, Jonah	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Facilities Assisted: 115 People Reached: 11,000 	Commercial assistance helping businesses, schools, restaurants and more reduce waste. Provide technical assistance and interior containers. Launch promotion campaign.
513Green Business Certification	Mary	Cher, Jenny, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> 	Launch a sustainability challenge for work places. Pilot in first quarter. Incorporate into LSW outreach campaign as appropriate.
Waste Audit	Mary	Jenny, Cher	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> 	Offer waste audits through a consultant to large producers of waste with complicated waste streams.
Hamilton County Buildings Recycling Program	Jenny	New Staff	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Work with 3 county departments to improve waste reduction and recycling programs 	Provide technical assistance to Hamilton County Facilities and departments within Hamilton County to improve recycling program and reduce waste generated through county operations.
Small-Scale Community Composting Training	Michelle	Jonah, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Implement training with 15 attendees. 	Offer a training to potential and existing operators of small-scale (under 500 square feet) composting sites.
Outreach and Awareness								
General Public Outreach and Marketing	Joy	Michelle, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Unique visitors to website: 268,087 Media clips: 75 	Implement strategies designed to increase awareness of waste reduction, recycling, composting, and District programs. Specific campaign not yet planned. Begin work on new website development.
Social Media	Abbey	All staff	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Social media followers: 6,068 Compost blog page views: 99,400 Teacher education blog: 	Implement strategies designed to increase awareness of waste reduction, reuse, recycling, and composting.
TAKE Back Your Home	Joy	Susan	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Unique webpage views: 19,620 	Continue campaign to educate residents on HHW reduction and permanent outlets for materials. Continue partnerships.
Community Outreach	Angela, Michelle, New Staff	Joy, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Target communities: 2 communities assisted General community meetings: 10 	Work with two communities to improve recycling. Angela will lead target community promotion. Michelle will lead technical assistance if needed. Meet with other communities to inform them of our programs.
Public Events	Angela	Jenny, Cher, Mary, Jonah	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> People reached: 1,500 Events attended: 15 	Focus on large events and events appropriate for Wasted Food and recycling contamination message.
General Presentations	All staff		1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Number of presentations: 20 presentations 	Conduct presentations to stakeholders promoting the District and programs.
School Based Programs	Angela	Jonah	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Students and adults reached: 10,000 Assemblies and classroom programs: 110 Field trips: 25 	In class activities designed to teach children about waste reduction. Organize trips to landfill, recycling facilities and compost demonstration sites.

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							<ul style="list-style-type: none"> School events: 3 	
Adult Seminars	Jenny, Angela	Susan, Abbey, Jonah	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Residents reached: 400 Number of workshops: 10 	Conduct backyard composting and wasted food reduction seminars for adults. Backyard composting should incorporate compost bin sale piece. Consider offering webinars on more topics open to the public. Expand seminars to a new topic in 2020.
Annual Awards Program	Abbey, Angela	All	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Implement awards program 	Implement program to create an engaging and inspirational event.
Residential Recycling Awareness Campaign	Joy	Michelle, Abbey	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> To be developed 	Campaign to increase participation and reduce contamination in residential curbside recycling programs. Late summer launch.
Wasted Food Reduction Campaign	Jenny	Abbey, Joy, Michelle	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> To be developed 	Campaign to decrease residentially wasted food both increasing awareness of issue and changing behavior. Put out RFP for campaign development and possibly website. Work collaboratively with vendor.
Reducing Food Waste in Commercial Kitchens	Jenny	Mary	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Workshops: 1 Food Service employees reached: 30 	Conduct pilot workshop for commercial kitchen staff with follow up visits to review and assist with implementation of work plan
Wasted Food Event	Jenny	Abbey, All staff	1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Residents reached: 500 	Large event to increase awareness of wasted food among residents.
Cincinnati Reds/ PNC Electronics Recycling Event	Susan		1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Promote the event 	Serve on planning committee and help promote event to collect residential electronics for recycling.
Data Management/Reporting								
OEPA Annual District Report	Michelle, Susan, Mary		1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Report submitted complete and on-time Conduct commercial recycling survey 	District reporting requirement to OEPA.
Health Department Contracts	Brad Miller		1 st	2 nd	3 rd	4 th		Manage contracts with the Hamilton County and Cincinnati health departments for waste-related inspections and enforcement.
Solid Waste Management Plan	Michelle		1 st	2 nd	3 rd	4 th		Solid Waste Plan update starting in 2021. Need to decide if Plan will use outside consultant or internal staff. Create timeline.
Leadership								
Regional Solid Waste Meetings	Michelle		1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Meetings organized and attended: 2 	Organize regular meetings with southwest Ohio solid waste management districts.
OSWDO/ Ohio EPA	Michelle		1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> Meetings attended: 4 	Attend quarterly workgroup meetings organized by Ohio EPA. Michelle will serve as Vice President of OSWDO.
Green Umbrella	Jenny		1 st	2 nd	3 rd	4 th	<ul style="list-style-type: none"> 	
Beyond 34 Local Champions	Michelle	All staff	1 st	2 nd	3 rd	4 th		Participate and help lead the Beyond 34 effort by the US Chamber of Commerce Foundation.