

LOCAL CONSERVATION CORPS BCRF PROGRAM GUIDE

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Disclaimer:

This resource document and related video material (where applicable) is for the exclusive use of participants in the California Local Conservation Corps Grant Program (LCCs). The purpose of this resource is to provide information and reference links to assist LCCs in management of the material collection programs funded by the CalRecycle Local Conservation Corps Grant Program. Use of this material by persons or organizations other than LCCs may result in compliance violations.

This resource document does not supplant grantee responsibility to read and comply with all relevant statutes and regulations whether included or omitted from this document. Grantees are further responsible to monitor and comply with relevant changes related to regulatory and statutory requirements.

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Introduction

CalRecycle funding of the Corps began when AB2020, the Bottle Bill, was passed in 1986. Beverage Container Recycling Fund (BCRF) monies were made available to the Local Conservation Corps (LCCs) in 1986-87. At that time beverage containers were commonly disposed of by the public as litter; however today, beverage containers disposed of as litter are few and far between due to the success of California's recycling programs. Local Corps conducted litter cleanup of these containers under the Public Resources Code (PRC) §14581.1 (See Appendix). Litter Clean-up Collections are described starting on page 9.

Much has changed from those early days. Cities and Counties have well established single stream curbside recycling by franchised haulers. Beverage Container redemption centers paying California Redemption Value (CRV) to the public for bottles and cans were established and many non-profits initiated collection programs.

With recent changes in the CRV redemption centers there are increasing opportunities for LCCs to fill in the gaps through the various Division of Recycling collection programs. New and innovative collection programs are being launched, and the potential for additional grant monies to support these new activities are being made available.

Information found in this guide will detail the five main beverage container collection programs where Local Corps may participate.

- Certified Drop-off / Collections (CP) - Nonpayment of CRV redemption
- Certified Community Services (SP) - Operated by NPOs same as CP
- Certified Curbside Program (CS) - Apartments and multifamily residents
- Certified Recycling Centers (RC) and Reverse Vending Machines (RVM)
- Litter Clean-up – As directed under PRC §14581.1

Details are provided on the various resources for beverage container collection programs. Included is information on registration or certifications, and any required trainings to operate collections under each certification. Information regarding data reporting and the two different database systems is briefly covered.

LCCs are responsible for reviewing the information on the various web sites listed below for required training and compliance. LCCs must also coordinate with the local government agency prior to the LCC beginning a collection program to ascertain any limitations imposed by the franchised hauler contract, or to obtain the necessary letter of permission from the local jurisdiction where required. It is strongly recommended that Corps do not provide regular route recycling services to individual single-family residents unless unique circumstances exist where recycling services are not provided and there is no conflict with the franchised hauler contract

Contact Information

For additional information, questions, and assistance:

CalRecycle
Division of Recycling (DOR)
801 K Street, MS 19-01
Sacramento, CA 95814
Toll-Free: 1-800-RECYCLE
(916) 323-3836
Fax: (916) 327-2144

Web Sites

➤ Main Web Page

<https://www.calrecycle.ca.gov/BevContainer/>

This web page will direct you to all links regarding beverage container collections, trainings, and program update notices

➤ Beverage Container Recycling Programs Defined

<https://www.calrecycle.ca.gov/BevContainer/Recyclers/RecycleProgs>

Defines each type of beverage container collection program

➤ Forms

<https://www.calrecycle.ca.gov/BevContainer/Forms/>

➤ Regulations

<https://www.calrecycle.ca.gov/BevContainer/LawsRegs/>

[https://govt.westlaw.com/calregs/Document/I2CDCDAE070E511E3BE6EF3DED7F4D5DB?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/I2CDCDAE070E511E3BE6EF3DED7F4D5DB?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))

Drop-off or Collection Program (CP) and Reverse Vending Machines

14511.7. *“Drop-off or collection program” means any person, association, nonprofit corporation, church, club, or other organization certified by the department, and that accepts or collects empty beverage containers from consumers with the intention to recycle them, or any waste reduction facility that separates beverage containers from the waste stream with the intent to recycle them. “Drop-off or collection program” does not include a certified recycling center or curbside program.*

Operators of Certified drop-off / collection programs are prohibited from paying CRV for containers; however, they may pay scrap value. CPs may be operated by individuals, partnerships, husband/wife co-ownerships, corporations, or limited liability companies. These programs may engage in one or more of the following activities:

- Set up drop off bins at specific locations, such as offices or schools, to collect containers on a donation basis. Drop-off bins provide centrally located operations where individuals can drop off their beverage containers for recycling as a donation to the particular organization sponsoring the locations. Most locations are self-service and open around the clock for customer convenience, although some are staffed with on-site employees to answer questions
- Collect large volumes of empty beverage containers from a variety of places such as bars, restaurants, hotels and/or parks.
- Separate recyclables from mixed municipal waste.

Drop-off / collection programs range in size from large, national solid waste management corporations to independent recyclers serving their local community.

Drop-off / collection program operators usually just accept or collect the donated material, selling it to someone else for processing. They make their profit from accepting or collecting empty beverage containers, then redeeming them at a certified recycling center or processing facility for CRV payment

and possibly scrap value. The operator is responsible for arranging to get the beverage containers to a certified recycling center or processor where they are redeemed.

Operational details vary from location to location: some locations provide recycling for only one type of material (e.g., aluminum), some accept multiple materials, and some provide seasonal recycling (e.g. telephone books).

Reverse Vending Machines

Typically, RVMs are certified only as a RC because RCs are the only program that can pay CRV. A CP or SP could operate a RVM, but it can only pay scrap value for empty beverage containers.

Certification

<https://www.calrecycle.ca.gov/BevContainer/Recyclers/RecycleProgs/>

Corps that collect from both multifamily / apartment residential and commercial (business) establishments, will need to register both as Curbside Program (CP) and as a Community Service program (SP).

Training

The Division of Recycling (DOR) provides participants with a manual that details program requirements. DOR will hold a certification interview to go over the manual and answer any outstanding questions. Participants are assigned a certification representative for questions or to update their account.

Community Services (SP)

Per Regulations, Section 2000 (11) "Community Service Program" means a program, certified by the Division, which does not pay a refund value and accepts or collects empty beverage containers at a specific location or locations and meets one of the following criteria:

(A) The program is organized under Section 501(c) or 501(d) of the Internal Revenue Code [26 U.S.C. 501(c) and 501(d)], or

(B) The program is a charitable group organized under Section 23701 of the California Revenue and Taxation Code, or

(C) The program is operated by, or caused to be operated by, a city, county or other public agency.

Any commercial volumes must be reported under a Drop-off or Collection program or Community Service program certification number (CP or SP).

Community service programs are operated by a nonprofit/charitable organization with tax exempt status; or a city, county or other public agency. Like certified drop-off / collection programs (CP), community service programs (SP) may engage in setting up drop-off bins at specific sites or collect from various locations such as schools, churches, or parks, venues, and events. Charitable organizations (such as environmental groups, community groups and municipal governments) often become certified as a community service program as part of their fundraising efforts.

These programs may engage in the same type of activities as drop-off or collection programs.

Certification

Corps that collect from both multifamily / apartment residential and commercial (business) establishments, will need to register both as Curbside Program (CP) and as a Community Service program (SP).

<https://www.calrecycle.ca.gov/BevContainer/Recyclers/RecycleProgs/>

Training

The Division of Recycling (DOR) provides participants with a manual that details program requirements. DOR will hold a certification interview to go over the manual and answer any outstanding questions. Participants are assigned a certification representative for questions or to update their account.

Certified Curbside Programs (CS)

Curbside programs, as defined by the Act, are only allowed to collect material from residential areas

(14509.5. "Curbside program" means a recycling program which meets all of the following criteria: (a) The program picks up empty beverage containers from individual or multiple family residences, or both, and the empty beverage containers are separated from waste materials prior to being picked up. (b) The program is operated by, or pursuant to a contract with, a city, county, or other public agency, or is acknowledged, in writing, by a city, county, or other public agency. (c) The program accepts empty beverage containers from consumers with the intent to recycle them, but does not pay the refund value.)

CS registration is required if anyone is collecting empty beverage containers that have been sorted from mixed municipal waste from single family and multi-family residences. If a corps is collecting empty beverage containers from multi-family residences, they need a CS registration number.

Corps that register as a Certified Curbside Program must also obtain a letter of authorization on agency letterhead for each city or county where CS collections will take place. The letter is submitted with the CS certification application

Corps that collect from both multifamily / apartment residential **and** commercial (business) establishments, will need to register for more than one type of certification. Check with your assigned DOR representative.

Program Information:

<https://www.calrecycle.ca.gov/bevcontainer/recyclers/recycleprogs>

Curbside Collection Info

<https://www.calrecycle.ca.gov/bevcontainer/containerman/curbside>

Registration Requirements

<https://www2.calrecycle.ca.gov/Publications/Details/1597>

Responsibilities as a Registered Curbside Operator

<https://www2.calrecycle.ca.gov/Publications/Details/1596>

Training

The Division of Recycling (DOR) provides participants with a manual that details program requirements. DOR will hold a certification interview to go over the manual and answer any outstanding questions. Participants are assigned a certification representative for questions or to update their account.

Certified Recycling Centers (RC)

<https://www.calrecycle.ca.gov/BevContainer/Recyclers/>

Operators of recycling centers redeem CRV beverage containers from the general public as well as from other certified recycling centers, drop-off or collection programs, community service programs and curbside programs. The containers redeemed must be properly labeled and purchased in California. The center pays, at a minimum, the CRV value of the containers. It is optional whether or not a scrap value is added, but this is one incentive that the center may use to attract customers. Certified recycling centers must redeem all eligible container types; however, a certified recycling center operator is not required to buy non-CRV materials from consumers.

Some certified recycling centers are equipped with "reverse vending machines" that pay customers for beverage containers placed in the machine. Other operations include staffed centers with bins or a truck with a staff person on-site to pay the CRV and possibly scrap value. These recycling centers are often located within ½ mile of a supermarket as required by the "convenience zone" aspect of the Program.

Operators are certified for each recycling center location they operate. An RVM is considered a certified recycling center and therefore require certification by DOR's certification section.

When the operator of a certified recycling center sells the beverage containers to another certified recycling center or a processor, the CRV payment is repaid to the operator and generally a scrap price also. The scrap payment is where the recycling center will make its profit on the beverage containers. Arrangements for the transportation of the goods to the certified recycler or processor is the responsibility of the certified recycling center.

Recycling centers are not owned or operated by the State of California. All recycling center days and hours of operation are determined and overseen by the individual recycling center operator and must be posted at the center. Most recycling centers are required to be open a minimum of 30 hours per week, and at least five of those hours must be other than Monday-Friday between 9:00 a.m.-5:00 p.m. (examples of this are opening earlier than 9:00 a.m., closing later than 5:00 p.m., opening on the weekend, or combining these).

Reverse Vending Machines (RVM)

RVMs which dispense CRV redemption funds are registered as a Certified Recycling Center. They must be staffed and open a minimum of 30 hours per week as detailed above.

RVM Hours of Operation

RVM days and hours of operation are determined and overseen by the individual recycling center operator and must be posted. Most RVMs are required to be open a minimum of 30 hours per week, and at least five of those hours must be other than Monday-Friday between 9:00 a.m.-5:00 p.m. (examples of

this are opening earlier than 9:00 a.m., closing later than 5:00 p.m., opening on the weekend, or combining these). It is recommended that the RVM is staffed.

Training and Certification

To submit a new or renewal application for certification as a recycling center or processor potential operators must first attend precertification training and pass an exam.

<https://www.calrecycle.ca.gov/BevContainer/CertOperator/PreCertTrain/>

Requirements of Recycling Center Certified Operators

<https://www.calrecycle.ca.gov/BevContainer/CertOperator/Requirements>

How to Become a Recycling Center Certified Operator

<https://www.calrecycle.ca.gov/BevContainer/CertOperator/Apply/>

Application Process

- CalRecycle has 30 working days to initially review your application.
- If your application is found to be incomplete, you will be sent a letter telling you what is needed to complete your application. If your application is complete when received, or completed after notification, CalRecycle has an additional 60 calendar days to further review your application and to conduct any on-site program reviews as necessary. If you have never been certified by the Division, a program review is required.
- Upon approval of your application, CalRecycle will mail a notification of approval along with your certificate showing the certification number and expiration date and an operating manual. Operators of recycling centers will later be sent a sign or decal that identifies them to the public as a certified operator.
- It is important to consider this review schedule because you cannot act as a certified operator until your application is approved.
- Once your application is approved, you are required to begin operating within 60 calendar days or the certification number will become invalid, and you will have to reapply.
- Within five (5) days of the date you began operations, you must notify the Division of the actual date you began operations by submitting a completed Operational Date Notification.

Weigh Master Program

California Department of Food and Agriculture – Division of Measurement Standards, Weighmaster Enforcement Program

California Business and Professions Code, Division 5, Chapter 7, requires all businesses operating as a Weighmaster to be licensed.

All Certified Recycling Centers with weigh scales are subject to registration and regular certification of their scales by the Weigh Master Program.

<https://www.cdfa.ca.gov/dms/programs/wm/wm.html>

Litter Clean up Guidelines

While litter abatement may seem like a good way to keep Corpsmembers working and utilize BCRF monies, the BCRF does not receive funding from a litter clean-up source. Rather, the monies come from the redemption fees paid by consumers. The authorizing statute, Public Resources Code (PRC) §14581.1, or the “Bottle Bill” (See Appendix), states that litter abatement may be supported with BCRF funds, “...for beverage container litter reduction programs and recycling programs” This language makes it clear that BCRF-funded litter abatement is linked to removal of beverage container material. Therefore, expenditures to the BCRF must be directly related to collecting and recycling CRV material.

Below are guidelines for litter clean-up projects:

- Before starting a new litter clean-up project, LCCs are required to gain approval from the assigned Grant Manager.
- Each LCC receives a Decree or MOU issued by a local government agency for litter clean-up projects, which can include collection of materials such as E-waste,¹ waste tires,² and non-grant supported mattresses; however, the Decree does not exempt a Corps from the statutory intent underlying BCRF funding.
- Litter clean-up projects must contain an aggregate volume of at least 50% of grant-funded collection materials to be considered an allowable expense allocated to the BCRF, or any of the other material funds.
 - An example is that the cleanup of any ratio of CRV, tires, and E-waste that would comprise of 50% of the total volume of litter at any one site is an allowable expenditure. If the overall litter is comprised of only CRV and no E-waste or tires (or any combined ratio of the three materials) so that the total volume is less than 50%, then the grant cannot be expensed for the labor to clean up the site. (See below for further details)
- With a Decree or MOU for litter clean up, LCCs may seek “Fee for Service” agreements from the local government agency for on-going litter clean-up activity reimbursement.
- The cost to dispose of litter material unrelated to CalRecycle grant funds is not an allowable grant expense.
- With Grant Manager approval, **one-time** requests for clean-up projects in public creek beds or large solid waste piles on public lands may be approved to advance positive partnerships with a city or county agency.
- CRV collected from litter cleanup projects should be sent to the LCCs’ Bottle and Can Processor with the volume reported in the Progress Reports either by material type or as Mixed recyclables.

If your LCC is already engaged in on-going litter cleanup projects for local government agencies and charging the grant for all labor and disposal costs, please get in touch with the partner agency to explain these limitations on litter abatement reimbursements. The work may continue if the expenses charged to the grant and the 50% material content limitation are compliant with this guidance.

Additional details of third bullet point above:

What that bullet point is intending to convey is that any cost of disposal that is not BCRF, E-waste or Tires is not an allowable expense. So, to put it another way...anything that is going to go to landfill (i.e. trash), or other items that are bound for non-grant funded materials processing such as bulky items, (appliances furniture etc.) cannot be expensed to the grant for the disposal cost.

Example: CRV, E-waste, and Tires which has been dumped on a site is given the general term of being litter, along with all other materials found at the site.

LCCs by virtue of the grant funding, and the PRC statute can pull out the items that are funded by the grant.

As long as a site meets the 50% threshold of the total site litter load volume of the grant funded materials, the labor to clean up the entire site is an allowable charge to the Grant.

The allocation of the labor cost by material fund is determined by the percent mix of the grant funded materials found at the site.

Example: Total labor time to clean up an entire site is 1 hour. The percent mix of the volume of materials is split at 50% tires, 10% BCRF 10% E-waste and 30 % other, which equals 100%. The labor for that hour for each CM would be charged according to the percent of the mixed volume. Since this sites grant material volume equals 70% the site exceeds the 50% threshold, and all of the labor for cleanup of the entire site (including the 30% other) may be charged. The limitation on it is disposal costs for non-grant materials in this example the 30% other that is left for the city to haul away, or pay your Corps for the labor to haul it. Corps should seek to get the local agency to pay for the disposal or coordinate for them to remove.

¹ E-waste that has been illegally dumped (abandoned) requires Corps to have been issued a POD by the local government agency to operate as a Designated Approved Collector. Refer to the LCC E-waste Program Guides for more details.

² Tire collections may require a site specific TPID # and / or a Tire Project form submitted for prior approval if the lot is private property, or the volume is 500 or greater tires. Refer to the LCC Tire Collection Program

Reporting Systems

Recycling and Disposal Reporting System (RDRS)

RDRS is CalRecycle's electronic online data system in which businesses, facilities, and operations with a reporting obligation submit required information. Reporting entities submit information to CalRecycle on a quarterly basis on the types and quantities of material that they sell, transfer, or dispose.

Local Conservation Corps may be required to report in RDRS if their specific operation handles 100 tons or more per quarter. The 100 tons per quarter would be an aggregate of all materials handled in a given quarter, including E-waste, tires, and beverage containers. If the combination of all materials handled meets or exceeds 100 tons each quarter, then all materials are reported in RDRS. This is in addition to reporting tires in WTMS and using CEWIS to validate CEW for program compliance, and for the purposes of Grant Quarterly Progress Reporting.

To help each Corps determine whether their operation is required to report in RDRS, access the "Do I Need to Register?" questionnaire located at the following

link: <https://www2.calrecycle.ca.gov/RecyclingDisposalReporting/RegistrationQuestionnaire>

This is the main web page for accessing the (RDRS) as well as training and reference material:

<https://www.calrecycle.ca.gov/swfacilities/rdreporting>

RDRS Listserv

Sign up to receive updates and notices

<https://www2.calrecycle.ca.gov/Listservs/Subscribe/157>

Division of Recycling Integrated Information System (DORIIS)

The Division of Recycling Integrated Information System (DORIIS) is a free Internet-based tool for the beverage container recycling community. DORIIS improves business processes, makes data entry easier, and provides program participants with timely and accurate information. This online system reduces paper use and lessens California's carbon footprint.

Anyone involved in the program--recyclers, dealers, **grantees**, beverage manufacturers and distributors, **curbside programs**, processors, volunteer organizations, and external stakeholders--can have access to relevant information. The system is flexible enough to respond to ever-present and continuously changing environmental, legislative, and technical demands. DORIIS has user-friendly tools and access to information, providing the capability for program participants to improve their business. The analysis and decision support tools provided by DORIIS will help you be more informed and make effective decisions related to your participation in the California Redemption Value (CRV) program.

A completed Portal Access Request (PAR) form is required for **every individual** wishing to gain access to DORIIS. <https://www.calrecycle.ca.gov/BevContainer/DORIIS/>

DORIIS Technical Assistance

DORIIS Help Desk Hours: Monday-Friday 8:00 a.m. - 5:00 p.m.

Send questions or comments via email to doriishelp@calrecycle.ca.gov

Phone: (916) 322-1655

NOTE: Not all types of BCRF CRV certified collectors might have access to DORIIS. LCCs must obtain the shipping reports (DR7) and weight ticket receipts from processors. Corps are urged to utilize an internal spreadsheet or other means to track the weights from the processors for purposes of Grant Quarterly Progress Reporting.

Listservs

CalRecycle maintains many program Listservs, e-mail lists for stakeholders that are open for free public subscriptions. Sign up to receive important program and legislative updates/announcements, training, for all CalRecycle programs

<https://www2.calrecycle.ca.gov/Listservs/>

Additional program-related resources can be obtained at this web page -

<https://www.calrecycle.ca.gov/Databases/>

Grants

<https://www.calrecycle.ca.gov/BevContainer/Grants/>

Emerging Bottle & Can Collection Programs

Beverage Container Recycling Pilot Program (SB 458 - 2017) & (AB 54 - 2019)

There is a possibility of operating a mobile recycling center, if the Corps would like to apply for a pilot project: <https://www.calrecycle.ca.gov/bevcontainer/recyclers/pilot2018>

Appendix

PUBLIC RESOURCES CODE - PRC

DIVISION 12.1. CALIFORNIA **BEVERAGE CONTAINER RECYCLING AND LITTER REDUCTION ACT** [14500 - 14599] (Division 12.1 added by Stats. 1986, Ch. 1290, Sec. 2.)

CHAPTER 7. Financial Provisions [14580 - 14587] (Chapter 7 added by Stats. 1986, Ch. 1290, Sec. 2.)

[14581.1](#). (a) The department shall expend in each fiscal year, from the moneys set aside in the fund pursuant to subdivision (c) of Section 14580, twenty million nine hundred seventy-four thousand dollars (\$20,974,000), plus the cost-of-living adjustment, as provided in subdivision (c), less fifteen million dollars (\$15,000,000), in the form of grants **for beverage container litter reduction programs** and recycling programs, including education and outreach, issued to either of the following:

(1) Certified community conservation corps that were in existence on September 30, 1999, or that are formed subsequent to that date, that are designated by a city or a city and county to perform litter abatement, recycling, and related activities, if the city or the city and county has a population, as determined by the most recent census, of more than 250,000 persons.

(2) Community conservation corps that are designated by a county to perform litter abatement, recycling, and related activities, and are certified by the California Conservation Corps as having operated for a minimum of two years and as meeting all other criteria of Section 14507.5.

(b) The grants provided pursuant to this section shall not comprise more than 75 percent of the annual budget of a community conservation corps.

(c) The amount of twenty million nine hundred seventy-four thousand dollars (\$20,974,000) that is referenced in subdivision (a) is a base amount for the 2014–15 fiscal year, and the department shall adjust that amount annually to reflect any increases or decreases in the cost of living as measured by the Department of Labor or a successor agency of the federal government.

(d) For the 2014–15 fiscal year only, the amount to be expended from the fund for the purposes specified in subdivision (a) shall be increased by seven million five hundred thousand dollars (\$7,500,000).

(Added by Stats. 2014, Ch. 35, Sec. 144. (SB 861) Effective June 20, 2014.)