

# Maine Resource Recovery Association



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## MARKETING COOPERATIVE Schedule B - Standard Operating Procedures Keep for Your Records

- **COOP** staff calls **Member** for inventory (or) **Member** calls **COOP** to request pickup or service. Inventory calls are made routinely each week by Coop to determine if there are loads that could be shared between members, loads that should be booked in advance due to difficulties in getting trucks in the area, or if there is an opportunity in recovering markets to capitalize on price increases.
- **COOP** staff informs Members of prices available, completes **Material Shipping Order**, and assigns order number. Completed **Material Shipping Order** is then faxed to **Buyer**. Buyer then confirms the price, assigns a release/purchase order number (in most, but not all cases).
- **COOP** staff schedules pickup or service. Pickup or service could involve more than one site. Member is then given details of pick up i.e. date, trucking company, order numbers and release numbers.
- **COOP** staff may visit site to inspect materials for shipment. Quality of materials is a reflection on all Coop members. Bale weights that will result in a minimum 40,000 pound load should be the goal.
- **Member** may be required to tag all bales when service involves more than one site. This is sometimes, but not often required.
- **Member** is responsible for loading truck.
- **Member** prepares and distributes **Bill of Lading** to **Trucking Company, COOP**, and *retains a copy*. Coop will keep members supplied with forms. A Bill of Lading is our first defense against incorrect weights. If trucks have pallets on board and members cannot load a full 40,000 lb, notation made on Bill of Lading will prevent penalties for light weighted loads.
- Loaded truck is transported to **Buyer's** designated site.
- **Buyer** usually weighs truck both full and empty to establish a net weight record.
- **Buyer** faxes or mails the weight document to the **COOP**.
- In cases where materials are *rejected/downgraded*, **COOP** works with **Buyer** and **Member** to determine clean up or disposal options.
- **COOP** staff matches **Bill of Lading** with **weight documents** from **Buyer**.
- **COOP** staff prepares and sends invoice to **Buyer**.
- **Buyer** sends revenue check to **COOP**.
- **COOP** staff distributes check to **Member**.

Revised 6/9/10

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## MARKETING COOPERATIVE Schedule C – Quality Specifications - Keep for Your Records

All recycled bales must to be made in such a way that they hold together and do not break during several moves from truck to mill to warehouse to processing equipment.

Excessive moisture in bales may be cause for rejection or price reduction by mill.

All baled materials shipped except plastics, aluminum, and steel cans require a 40,000lb weight minimum. A 44,000lb maximum is also desired.

### Old Newspaper-ONP-News #8 / Old Magazines-OMG

1. Material allowed in bales: Newspapers, Advertising flyers, Magazines, Catalogs, Telephone Directories with covers, Paperback Books with no covers.
2. Unacceptable materials: Headers on bales, junk mail, brown paper bags and cardboard.

### Old Corrugated Cardboard (OCC)

1. Material allowed in bales: domestic corrugated cardboard and brown Kraft paper bags.
2. Unacceptable materials: Asian cardboard, paperboard, and Wax cardboard. **Wax boxes are cause for load rejection.**

### Mixed Paper - Boxboard

1. Allowable materials:

Boxboard	Corrugated Cardboard	Grocery Bags	Tissue paper	Paper bags
Brown Envelopes	Old Newspaper	Old Magazines	Shirt boxes	Paper back books
Catalogs	Junk Mail	Office paper	School paper	Yellow envelopes
Cereal boxes	Dry Food boxes			

2. Unacceptable materials: freezer boxes, beverage carriers, blue print paper and waxed boxes.

### **High Density Polyethylene Natural (HDPE) Bottles Only**

1. Accepted material: Natural #2 blow-molded bottles. Blow-molded bottles have narrow threaded necks and seams down the sides. Examples are: milk, water, and windshield washer containers, labels need not be removed.
2. Unacceptable materials: butter tubs, lids and caps, yogurt and cool whip dishes.
3. Bales should be protected from Sun exposure.
4. Buyers prefers a minimum of 30,000lb loads.

### **High Density Polyethylene Colored (HDPE) Bottles Only**

1. Accepted material: Colored #2 blow-molded bottles. Including detergent and other household bottles with contents drained fully.
2. Unacceptable materials: butter tubs, lids and caps, yogurt and cool whip dishes.
3. Bales should be protected from Sun exposure.
4. Buyers prefers a minimum of 30,000lb loads.

### **PET (#1) PLASTIC BOTTLES**

Although every PET processor has specific requirements, the following specs are commonly accepted by most PET markets.

Load minimum weight is 30,000lbs unless shipping with another town.

#### **Used beverage containers (UBC)**

Returnable #1 market bottles of all colors may be mixed together. Not necessary to remove bottle rings. Remove 6-pack rings.

#### **Custom PET**

Bottles marked #1 including: Salad dressing, mouthwash, shampoo, food products and cleaning products. No peanut butter jars.

### **Plastics 1, 3-7**

1. Accepted material: Any plastic numbered 1-7, bottles etc including butter tubs, lids and caps, yogurt and cool whip dishes, 5 gallon pails and kitty litter containers.
2. Bottles should be drained and protected from Sun exposure.
3. Price is low, usually in the \$10/ton range to as low as negative \$30/ton delivered to Mass or NY.
4. Rigid plastics may be added to this grade. See list of items allowed below.
5. Unacceptable materials: Styrofoam, paper, metal, glass, trash, No Bags allowed in bales. Bags melt at a different temp than bottles and get caught in the feed rollers at the processing plants. Recommend taking bags back to Grocery store or department stores or using reusable bags when shopping.

## **Steel Cans – Tin Cans**

This specification for steel cans vary from mill to mill, however generally cans generated in Maine and sold to steel mills in Hamilton, Ontario and Contrecoeur, Quebec follow the guidelines below.

1. Baled steel cans with paper on and rinsed out are acceptable.
2. Small quantity of aluminum cans and lids are allowed.
3. Densified (biscuit) can scrap should be stacked and banded into bundles.

Revised 6/9/10

## **Sorted Office Paper**

### **Acceptable paper:**

Photocopy paper  
Computer paper  
Post it notes in small quantity  
Business envelopes in small quantity  
Adding machine paper  
Notebook paper  
Mailings from advertisers no sticky paper  
Calendars  
Manila folders in small quantity (no plastic labels or sticky labels)

### **Unacceptable paper**

Blueprint paper  
Ream rappers – on copier paper  
Pressure sensitive paper  
Bumper sticker paper and backing  
Peel off labels and backing  
Invoice paper re: yellows and pinks  
Groundwood including newspaper

Common caused of Downgrade: NCR paper (No Carbon Required, example three part invoices), Envelopes, manila folders, newsprint, wetstrength, brown paper, UV coating.

## **Single Sort**

This specification for this material is very general however just about everything listed above can be put together. Current markets are in Southern Maine and out of State  
MRRRA will arrange hauling and a revenue sharing program.

Revised 6/9/10

## **Rigid plastic materials**

### **Acceptable Plastic Components In Bales:**

- Plastic buckets *with* metal handles
- Plastic milk/soda crates
- Plastic laundry baskets
- Plastic lawn furniture
- Plastic landscape & microwave trays
- Plastic totes- any size (*with metal*)
- Plastic drums (*any size*)
- Plastic pesticide containers
- Plastic toys & playhouses
- Plastic children's electronics
- Plastic pet carriers
- Plastic pallets
- Plastic coolers
- Plastic shelving
- Plastic closet organizers
- Plastic dish drainers
- Plastic flower pots (*no soil*)
- Plastic traffic signs
- Empty garbage cans (*any size*)
- CD's & DVD's (and cases)
- VHS Tapes
- PVC & PET blister pack
- 5 gallon water bottles
- Computer housing (no circuits)
- Automotive plastics:
  - ◆ Bumpers,
  - ◆ Bed liners (pick up trucks)
  - ◆ Grills
  - ◆ Side-view mirrors
  - ◆ Head lights & Rear lights
  - ◆ Hub-caps, etc

### **Non Acceptable Components**

- PVC Pipe/Tubing, Vinyl Siding
- Plastic Film (Grocery bags & Stretch film)
- Glass; Metal; Wood; Paper; Clothes, Styrofoam
- Poly-Coated Paper (Orange juice & milk cartons)
- Flexible Water Hoses, Hazardous material, Medical waste
- Narrow-neck liquid containers- Used small-mouth container
  - ◆ Small plastic containers (Yogurt cups, PET/HDPE Bottles, etc.)
  - ◆ Oil/Chemical containers (HDPE-Fractional Melt)

Revised 6/9/10

## **Material Source**

Rigid plastics are prevalent in the waste stream and have been identified at all Material Recovery Facilities and some Transfer Stations. These plastics originate from both residential and commercial accounts.

## **Operations / Labor Impacts / Revenue / Press**

- All rigid plastics can be baled together eliminating the need to source separate.
- Often no additional labor is required, just a simple 1 hour training course for employees.
- MRPs are large in nature, making them easy to identify, sort and bale though any HRB ensuring heavy bale weights and full containers (40,000 lbs or more).
- Divert waste from landfills & increase recycling rate, accumulating diversion credits.
- Reduce transportation and landfill costs.

## **Handling/Loading**

Take 3 digital pictures at loading of each container in the following manner:

- 1 picture with container 1/3 full
- 1 picture with container 2/3 full
- 1 picture with container full and the right container door shut showing the numbers

Sweep out any loose dirt or small plastic pieces from the tail of each container after loading.

Load your best looking bales at the tail of each container.

Pricing as of 12/1/07 20 ton load St George, ME \$96/ton

Pricing as of 5/12/09 20 ton loads St George, ME \$60/ton

Est for Machias/Columbia Falls, ME 5/12/09 20 ton \$46/ton