

## **CIF Project #803 – Private MRF Material Composition Study Guide**

### **Project Background**

This reference document outlines and provides a general guide for planning and conducting compositions studies (audits) on inbound (feedstock), residue and outbound material specific sorted commodities. Good quality audits will assist municipalities in determining the relative performance of the recycling program and provide a source of relevant data from which to plan and implement continuous improvement.

This guide was prepared to assist municipalities that contract recyclables processing to privately operated MRFs as part of the ongoing CIF commitment to provide toolkits and technical support under the Center of Excellence.

### **Summary of Results**

The procedures outlined in this document cover sampling and sorting for inbound (feedstock) audits, residue audits and end-product commodity audits of Blue Box recyclables received at their Material Recycling Facility (MRF) or at a contracted (third party/private sector) MRF.

The procedures can be applied to all recycling program types (e.g. single, dual or multi-stream) and from all generating sectors including: single and multi-family, depots and Industrial, Commercial & Institutional (ICI).

### **Learnings**

1. Reserve rights to conduct audits in procurement documents

Rights to conduct audits should be clearly stated in the municipality's Request for Proposal (RFP) or tender documents when procuring services for Blue Box recyclables so as to clearly articulate the municipality's performance expectations and ability to monitor results.

2. Communication and safety are top priorities

MRFs are inherently dangerous operations and can be particularly so for audit staff who are unfamiliar with the specific operation of the facility. To ensure that an audit is performed

safely, effectively and efficiently, a communication plan between the MRF staff and the auditing team should be established in advance, complete with defined roles and responsibilities.

### 3. Monitoring results should improve performance

The ability of a municipality to randomly monitor and measure results at a privately operated MRF will act as an incentive to achieve performance, especially if liquidated damages can be imposed for failure to achieve minimum standards. Therefore, a robust liquidated damages provision should also be considered a better practice in all procurement documents and contracts entered with private operators.