



# EPR for Packaging Municipal Reporting Checklist

## How Towns Can Get Paid for Recycling from the EPR for Packaging Program

Maine’s Extended Producer Responsibility (EPR) for Packaging law shifts the cost of recycling away from local taxpayers and onto the producers of packaging materials. Under this new program, municipalities that choose to participate can receive **reimbursement for the cost of recycling or composting packaging material**.

Participation is **voluntary** for municipalities. Those who opt in will report annual recycling and composting tonnages and cost data as needed. In return, municipalities will be eligible for reimbursements. A third-party Stewardship Organization (SO), selected by the Maine Department of Environmental Protection (DEP), will administer the program and support municipalities in collecting and reporting data.

Beginning in **January 2026**, interested municipalities should begin recording the data outlined in this checklist to prepare for reimbursement beginning in **2027**. Annual reporting will be due each spring, and the SO will provide guidance and tools to help with the process.

*To ensure fair reimbursement rates, the program groups municipalities into categories based on population size and region. Municipalities will be compared with “similar municipalities” when determining the median cost per ton of managing eligible packaging.*

Defining “Similar Municipalities”	
<p><b>Populations over 6,500</b></p> <p>Lincoln, Penobscot, Knox, Kennebec, Cumberland, York, Androscoggin, Sagadahoc</p>	<p><b>Populations over 1,200</b></p> <p>Oxford, Franklin, Washington, Aroostook, Piscataquis, Waldo, Hancock, Somerset</p>
<p><b>Populations under 6,500</b></p> <p>Lincoln, Penobscot, Knox, Kennebec, Cumberland, York, Androscoggin, Sagadahoc</p>	<p><b>Populations under 1,200</b></p> <p>Oxford, Franklin, Washington, Aroostook, Piscataquis, Waldo, Hancock, Somerset</p>

## How Municipalities Can Participate

To participate, a municipality (defined as a city, town, county, township, village, plantation, refuse disposal district, or regional association) must:

- **Accept for recycling** one or more of the materials designated as *readily recyclable* under Maine’s EPR rules; and
- **Comply with annual data reporting requirements**, including reporting recycling tonnages and related costs.

The Natural Resources of Maine created this **checklist** (see reverse side) to make it easier for municipalities to track the costs and data they will need for reimbursement.

Beginning in **2026**, municipalities that record and submit their eligible recycling cost data will be **eligible for reimbursement as early as October 2027**.

**Note:** Municipalities will be reimbursed only for the portion of costs associated with **recycling or composting of covered packaging** under Maine’s EPR for Packaging program.

# Annual Municipal Recycling Report Requirements

To be eligible for reimbursements through Maine's EPR for packaging program, municipalities will be required to submit a municipal recycling report to the Department annually. To complete these reports, municipalities will need to provide the following information:

- Which type(s) of management pathway(s) does your municipality provide (i.e. recycling, composting)?
- Are any/all of these management pathways provided by contract?
  - If yes, who are the contracted vendors?
- Are any of these pathways managed jointly with other municipalities?
  - If yes, what percent should be allocated to the reporting municipality (tonnage data may be provided for each stream either by the contracted vendors or by the municipality)
- For municipalities that directly manage any/all of the management streams they provide, please use the transfer station, processing facility, and/or composting reports to provide accurate tonnage data for these streams.

## Municipal Cost Reporting Plan Checklist

Each year, the Stewardship Organization will conduct cost studies to determine reimbursement rates for similar municipalities. Selected municipalities (3 per group of similar municipalities, 12 total) will need to provide information regarding the following costs for recycling and composting of packaging:

### LABOR COSTS (by employee)

- Time managing packaging stream\*
- Total compensation and benefits

### EQUIPMENT COSTS (by piece of equipment)

- Time using equipment for each packaging stream\*
- Total miles traveled per vehicle
- Number of trips per vehicle route
- Maintenance cost <sup>◇</sup>

### STRUCTURE COSTS (by each structure)

- Percent use of structures for each packaging stream
- Maintenance cost <sup>◇</sup>
- Capital investment <sup>\*</sup>

### ENERGY COSTS (for each structure and piece of equipment)

- Total metered energy
- Average cost per unit of metered energy
- Percent energy use for each packaging stream

### OTHER COSTS AND REVENUES

- Amount paid to contractor (includes hauler, receiving facility, etc.)
- Revenue received from the sale of commodities

Keep in mind — the Stewardship Organization can provide support with gathering information for reporting requirements and calculating eligible costs. If your municipality is unsure about how or what costs to report, contact DEP or the SO for help!

\* Package management includes administrative tasks, collecting, sorting, baling, transporting, and other activities used in the management of a packaging stream, but does not include time spent maintaining equipment and structures.

◇ The maintenance cost is the money spent on parts, labor, and supplies to service or operate a piece of equipment. This includes supplies like bale wire and personal protective equipment.

• The capital investment cost is money spent to buy or lease a piece of equipment or to increase its expected lifespan.

+ Commodity means processed material that meets an industry specification. Compost streams and reuse streams are commodities.