

POLICY AND/OR PROCEDURE STATEMENT

**SOLID WASTE DEPARTMENT
ATHENS-CLARKE COUNTY**

Effective January 1, 2020

- I. **POLICY SUBJECT:** Glass Bottle Reduction Program Reporting Requirement
- II. **FUNCTIONAL AREA:** Solid Waste Department
- POLICY/PRECEDURE NUMBER:** SW-023 (Revision #1, 9/3/2019)
- III. **POLICY STATEMENT:**

The purpose of this statement is to provide the procedure for meeting eligibility requirements for a glass bottle reduction program in Athens-Clarke County.

1. The following information shall be required to be provided to the Solid Waste Department by all bars and restaurants having alcoholic beverages licenses interested in participating in the Glass Bottle Reduction Program. (See Attached Reporting Form)
 - a. Licensee name, address and owner;
 - b. Participation level;
 - c. Documentation that the licensee's five top-selling beer brands are sold in aluminum cans or draft, rather than glass bottles. Documentation shall consist of invoices provided by distributors detailing sales of licensee's top five beer brands or sales receipt summary reports; and
 - d. Signature of authorized representative of licensee;
2. Upon receipt and verification of the above information, Solid Waste Staff shall instruct the ACC Finance Department to authorize the following reduction in participating businesses' annual beer license renewal fee for the following year:
 - a. Fifty percent reduction upon documentation that 100% of the licensee's five top-selling beer brands are sold in aluminum cans or draft; and
 - b. Twenty-five percent reduction upon documentation that 50%-99% of the licensee's five top-selling beer brands are sold in aluminum cans or draft.
3. Participating bars and restaurants are subject to informal spot-checks by ACC staff to verify compliance. Upon verification that any one or more of the licensee's top-five beer brands are being sold in glass bottles in excess of the selected participation level, that business will lose eligibility in the program, and its program discount will be added to the following year's beer license renewal fee, and the licensee shall not be eligible for a reduction in that license year.

4. Program start date is January 1, 2020.

IV. EXCEPTIONS:

Any and all exceptions of this policy must be approved by the Athens-Clarke County Commission.

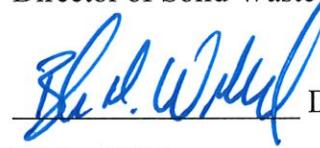
V. RECOMMENDED BY:



DATE: 7/31/19

Suki Janssen
Director of Solid Waste

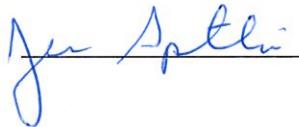
APPROVED BY:



DATE: 8/3/19

Blaine Williams
Manager

APPROVED BY
THE COMMISSION:



DATE: 9.3.2019

VI. EFFECTIVE DATE:

01-01-2020



**Athens-Clarke County Solid Waste Department
Recycling Division
Glass Bottle Reduction Program Reporting Form**

To participate in the ACC Glass Bottle Reduction Program (SW-023), bars and restaurants must complete the following form. This program is available to bars and restaurants throughout Athens-Clarke County. Targeted beer brands are the licensee's top five selling brands. Participating businesses must be compliant with SW-022, Commercial Recycling Ordinance. Return completed form and all attachments to recycle@accgov.com or ACC Recycling Division, PO Box 1868, Athens GA 30603.

PROPERTY INFORMATION

Name of Restaurant or Bar:	
Name of Owner:	
Address of Property:	
Program Contact Person:	
Phone number:	
E-mail Address:	

PARTICIPATION LEVEL

A. Restaurants and bars demonstrating a 100% use of aluminum containers or draft for the targeted beer brands will receive a 50% reduction in the following year's Class E Retail by the Drink license.	<input type="checkbox"/> 100% use of aluminum or draft
B. Restaurants and bars demonstrating a 50%-99% use of aluminum containers or draft for the targeted beer brands will receive a 25% reduction in the following year's Class E Retail by the Drink license.	<input type="checkbox"/> 50% - 99% use of aluminum or draft

NOTE: Targeted beer brands are the top five beer brands sold by licensee.

REQUIRED ATTACHMENTS: *Copies of dated invoices or sales receipt summary reports for a recent 12-month period. Invoices must show whether targeted brands are packaged in glass, aluminum or draft.*

SIGNATURES

I attest under penalty of perjury that attached documentation of beer shipments ordered for resale, or sales receipts summary reports for those shipments, at the above-indicated establishment are a true and accurate reflection of actual sales.

Restaurant or Bar Owner Signature:	
Title:	
Date:	

To be completed by Solid Waste Department Staff

Date of initial site visit:	
Signature of Solid Waste Staff:	
Comments:	