

## China Transfer Station Radio Frequency Identification (RFID) Policy

### **Background**

In mid-2019 the China Transfer Station (CTS) received a grant from the State of Maine Department of Environmental Protection (DEP) for a RFID sensor system that will provide critical data useful for reporting the source of municipal solid waste (MSW) and recycling materials coming into the CTS. Initially, the RFID system coupled with the current ability to weigh vehicles should enable the CTS to provide additional detail to existing annual recycling reports to the DEP. Future expansion to the RFID system will enable tracking of each vehicle through the CTS's different locations to measure more accurately the number of users participating in recycling. This will allow the CTS to better analyze the flow with the goal of increasing recycling and providing a smoother process for the users. The RFID tag will replace window stickers and eliminate the annual sticker renewal process.

### **Policy**

Authorized users of the CTS will be required to use an RFID tag in their vehicles to gain access to the CTS. Non-authorized users will be required to report to the CTS operators and will be charged at the current out-of-town rate per pound to dispose of their MSW and recycling materials. One RFID tag will be issued to each residence of authorized users. Additional RFID tags may be obtained for a refundable fee of \$10.00 each. Additionally, a fee of \$10.00 will be charged to replace any lost or stolen tags. The tags will be issued by the authorized users respective town offices based on the towns tax records. RFID tags will be issued at the Town Clerk's discretion. Reasonable exceptions may be granted by the Clerks for such situations as renters when there is an absentee landlord, etc. Disputes over the issuance of RFID tags will be settled by the Town Manager (Selectman for Palermo) and can be appealed to the appropriate Town's Select Board whose decision will be final. The cost to replace tags will be remitted to the Town of China.

### **Authorized Users**

Resident, nonresident property owner and commercial establishments of the Town of China and contractually for the resident, nonresident property owner and commercial establishments of the Town of Palermo are allowed to dispose of MSW from their respective town properties at the CTS.

### **Residence**

For purposes of this policy a residence will include: permanent residence, rental units, camps, and apartments.

### **Sale of a Residence**

Upon the sale of a residence the former owner should return the RFID tag to their respective town office so that it may be cancelled and reissued to the new owner. No credit will be given for the returned (free) tag. However, if the tag is not returned upon the sale of a property, a \$10.00 fee will be billed to the former owner/tag holder.

### **Return of Refundable Tags**

In the event additional purchased tags are returned a credit of \$10.00 per tag will be given to the returning user.

**Privacy**

The Town Clerks will maintain a listing of all RFID tags issued including: tag number, free or purchased, physical address, person issued to, tag holder telephone number(s), tag holder email, date issued, date revalidated, and date returned. Information captured by the RFID system at the Transfer Station for subsequent analysis will consist of tag number, town, date and time.

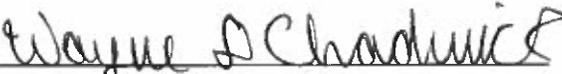
Given under our hands this 6<sup>th</sup> day of January, AD 2020



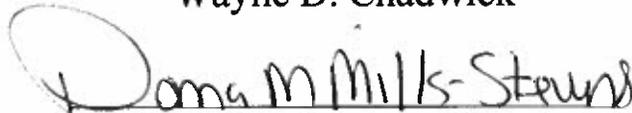
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