



## **Annual Recycling Report Instructions for Form 4500-FM-SW0011, 4500-FM-SW0012 or 4500-FM-SW0013**

This report is due on or before February 1 of each year, covering the period January 1 to December 31 of the preceding year.

### **COMPLETE ONLY ONE OF THE RECYCLING REPORT FORMS!**

#### **HOW TO DECIDE WHICH REPORT TO SUBMIT:**

##### **Commercial, Municipal or Institutional Establishment:**

- A. Complete Form 4500-FM-SW0011 and submit to the municipality where you are located.

OR

- B. If you are a retail establishment with multiple store locations that coordinates recycling collection and markets materials through corporate headquarters, complete Form 4500-FM-SW0013 and submit to the county where your stores are located.

**IMPORTANT!** Ensure you have discussed this with the county and they have agreed to accept your recycling data at the county level. It will be the responsibility of the county to provide the tonnages to the municipalities.

##### **Waste and/or Recycling Hauler:**

- A. Complete Form 4500-FM-SW0012 and submit to the municipality where you collected recyclables.

OR

- B. Complete Form 4500-FM-SW0013 and submit to the county where you collected recyclables.

**IMPORTANT!** Ensure you have discussed this with the county and they have agreed to accept your recycling data at the county level. It will be the responsibility of the county to provide the tonnages to the municipalities.

##### **Document Destruction Company:**

- A. Complete Form 4500-FM-SW0012 and submit to the municipality where you collected recyclables.

OR

- B. Complete Form 4500-FM-SW0013 and submit to the county where you collected recyclables.

**IMPORTANT!** Ensure you have discussed this with the county and they have agreed to accept your recycling data at the county level. It will be the responsibility of the county to provide the tonnages to the municipalities.

##### **Other Company Transporting Recyclables:**

- A. Complete Form 4500-FM-SW0012 and submit to the municipality where you collected recyclables.

OR

- B. Complete Form 4500-FM-SW0013 and submit to the county where you collected recyclables.

**IMPORTANT!** Ensure you have discussed this with the county and they have agreed to accept your recycling data at the county level. It will be the responsibility of the county to provide the tonnages to the municipalities.

**If you would like to contact a county recycling coordinator, the list is located at this Web site:**

**<http://www.dep.state.pa.us/dep/deputate/airwaste/wm/RECYCLE/Recycle.htm>**



## ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

### For Commercial, Municipal, Institutional Facilities

This form is to be completed by commercial, municipal or institutional establishments in PA.

Commercial Establishment: An establishment engaged in non-manufacturing or non-processing business, including, but not limited to, stores, markets, office buildings, medical offices, restaurants, shopping centers and theaters.

Municipal Establishment: An establishment engaged in government work including, but not limited to, offices of the federal government, state government, cities, boroughs, incorporated towns, townships, counties and authorities.

Institutional Establishment: An establishment engaged in service including, but not limited to, hospitals, nursing homes, orphanages, schools and universities.

The information on this form will be used by the municipality where you are located to gauge your compliance with their recycling ordinance (if they have one) and to complete a recycling performance grant. The materials listed on the first page may be required by local ordinance to be recycled and, with the exception of the organics, can be used for the municipal recycling performance grant. The materials listed on the second page are common materials recycled, but they are not usually required to be recycled by local ordinance and cannot be used for the municipal recycling performance grant.

Please use the following checklist to complete form 4500-FM-SW0011:

- Insert the current reporting year (upper right-hand corner of form).
- Insert the county and municipality where your establishment is located.
- Complete the information about your business. Please choose a primary business function which best describes your establishment. For instance:
  - Manufacturing
  - Office/Administrative Services (i.e. realtor, bank, insurance agent, etc)
  - Wholesale/Retail
  - Institution (i.e. school, hospital, nursing home, etc)
  - Government
  - Medical office (i.e. dentist, doctor, chiropractor, etc)
  - Other - explain in your own words
- Check which best describes how recyclables are handled within your establishment. The definitions are as follows:
  - Source separated - all recyclables are kept separated from each other,
  - Commingled - two or more recyclables are collected together but fiber (i.e., paper & cardboard) is kept separate.
  - Single stream - all recyclables, including fiber, are collected together.

- Check which best describes how your recyclable materials are collected.
- If another company transports the recyclables from your location, please include the name of the hauler, document destruction company or other transporter in the space provided.
  - If you transport your recyclables to a drop-off facility or take the materials to be recycled with a curbside recycling program, please note the name and location of the drop-off or curbside program in the space provided.

**If any of the above scenarios fits your situation no tonnages should be reported on this form. However, you must place a check mark beside the materials your establishment recycles in order for the municipality to know if you are in compliance with their recycling ordinance.**

- If you transport your recyclables to a recycling facility or other facility where the materials are weighed, please note the name of the recycling facility or other facility.

- Place a check beside the materials your establishment recycles.

**Report only post-consumer materials on this form.** Post-consumer material is material that has been used as a consumer item and then diverted from municipal solid waste for the purpose of collection and recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, over-issue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials and should **not** be reported on this form.

**If you do not transport your own recyclables, do not enter tonnages on this form and skip over the boxed section of the instructions below!** The weights will be retrieved from the company providing recycling services to you; therefore it is very important you name the company providing recycling services.

- If you deliver your recyclables yourself, enter the tonnage of each material recycled. **Do not report tonnages if you have another company collecting your recyclables.** Tonnages are only entered if you transport the materials yourself to a recycling facility where the materials are weighed.
- You must attach a legible weight ticket from your recycler for any materials recycled on page 1. A weight ticket is not required for tonnages on Page 2.**
- Subtract processing residue before entering your tonnages on this form. Processing residue is material that is collected and weighed with recyclables, but is disposed rather than recycled. The recycling facility can provide you with the % processing residue they produce at their facility. Processing residues vary greatly – from 1% to 30%. You need to ask your recycler to tell you the % of material discarded from their facility and subtract that % from your weight ticket amount. **Do not report processing residues on this form.**
- If you deliver your materials commingled or single stream, please check the appropriate boxes to note the recyclable materials in the mix, but only enter the tonnage beside commingled or single stream. Do not estimate tonnages of each individual recyclable material in the commingled or single stream mix.
- Use the conversion chart on page 2 as necessary.

- Sign and date the form.
- Submit to the municipality where you are located by Feb. 1.



**ANNUAL RECYCLING REPORT**  
For Commercial, Municipal, Institutional Facilities

**Due: Feb. 1 of the following year**  
**To: Municipality where**  
**recyclables were generated**

<b>County Name:</b>		<b>Municipality Name:</b>	
<b>Name of Establishment:</b>			
<b>Address:</b>		<b>City:</b>	<b>Zip Code:</b>
<b>Email:</b>		<b>Telephone:</b>	<b>Fax:</b>
<b>Primary Business Function:</b>			

**How does your establishment handle recyclable materials?**  Source-separated  Commingled  Single Stream

How are your recyclable materials collected?

- Collected by recycling facility or broker (name): \_\_\_\_\_
- Collected by private hauler (name): \_\_\_\_\_
- Collected by confidential document destruction company (name): \_\_\_\_\_
- Establishment delivers materials to drop-off or curbside program (location): \_\_\_\_\_

**If any of the above methods are used to collect your recyclable materials, do not include weights in the list below. Actual weights will be retrieved from your service provider or drop-off facility.**

- Establishment delivers materials to recycling facility (name): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

- CHECK the box in front of each post-consumer\* material that your establishment recycled.
- If your establishment marketed your own recyclables, enter the weight in tons and **attach a legible weight ticket from your recycler**. Subtract processing residue\*\* before entering your weights below.

**Note: If you use a commingled or single stream collection system, check the boxes beside each material in the mix.**

<u>Material Type</u>	<u>Weight</u>	<u>Material Type</u>	<u>Weight</u>
<input type="checkbox"/> <b>Single Stream:</b>	[SS1] _____	<b>Metal Cans and Bottles:</b>	
(All recyclables, including fiber, collected together)		<input type="checkbox"/> Aluminum Cans	[AA1] _____
<input type="checkbox"/> <b>Commingled:</b>	[XXX] _____	<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02] _____
(2 or more recyclables collected together, fiber separate)		<input type="checkbox"/> Mixed Cans	[MX2] _____
<b>Paper:</b>		<b>Plastics:</b>	
<input type="checkbox"/> Paper: Cardboard	[C01] _____	<input type="checkbox"/> Plastic: PET	[PL1] _____
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1] _____	<input type="checkbox"/> Plastic: HDPE	[PL2] _____
<input type="checkbox"/> Paper: Mixed/Other (junk mail, paper bags, paperboard, etc.)	[PA3] _____	<input type="checkbox"/> Plastic: PVC	[PL3] _____
<input type="checkbox"/> Paper: Newsprint	[PA2] _____	<input type="checkbox"/> Plastic: LDPE	[PL4] _____
<input type="checkbox"/> Paper: Office Paper (all grades)	[PA4] _____	<input type="checkbox"/> Plastic: PP	[PL5] _____
<input type="checkbox"/> Paper: Phone Books	[PA6] _____	<input type="checkbox"/> Plastic: PS	[PL6] _____
<b>Glass Bottles and Jars:</b>		<input type="checkbox"/> Plastic: Film	[PL8] _____
<input type="checkbox"/> Glass: Brown	[GL4] _____	<input type="checkbox"/> Plastic: Mixed	[PL7] _____
<input type="checkbox"/> Glass: Clear	[GL1] _____	<input type="checkbox"/> Plastic: Other	[PL9] _____
<input type="checkbox"/> Glass: Green	[GL3] _____	<b>Organics:</b>	
<input type="checkbox"/> Glass: Mixed	[GL2] _____	<input type="checkbox"/> Food Waste	[FW1] _____
<input type="checkbox"/> Glass: Other	[GL6] _____	<input type="checkbox"/> Wood Waste	[WW1] _____
		<input type="checkbox"/> Yard and Leaf Waste	[Y01] _____

**\*Report only post-consumer materials on this form.** **Post-consumer material:** Material that has been used as a consumer item and then diverted from municipal solid waste for the purpose of collection and recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, overissue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials and should **not** be reported on this form.

**\*\*Processing residue:** Material that is collected and weighed with recyclables, but is disposed rather than recycled.

