COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WASTE MANAGEMENT

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

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WASTE MANAGEMENT



ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

For Commercial, Municipal, Institutional Facilities

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

<u>Commercial Establishment</u>: 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.

<u>Municipal Establishment</u>: 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.

<u>Institutional Establishment</u>: 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.

<u>Ple</u>	ase use	the following checklist to complete form 4500-FM-SW0011:
	Insert t	he current reporting year (upper right-hand corner of form).
	Insert t	he county and municipality where your establishment is located.
Complete the information about your business. Please choose a primary business function which be your establishment. For instance:		
	•	Manufacturing
	•	Office/Administrative Services (i.e. realtor, bank, insurance agent, etc)

- Institution (i.e. school, hospital, nursing home, etc)
- Government

Wholesale/Retail

- 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.

4500-FM-SW0011 Rev. 12/2009
Instructions Checklist
 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 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 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 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.

Submit to the municipality where you are located by Feb. 1.

Sign and date the form.

4500-FM-SW0011 Rev. 12/2009 Form

COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION BUREAU OF WASTE MANAGEMENT

For the period:	
January 1, 20	to December 31, 20

Due: Feb. 1 of the following year

pennsylvania

DEPARTMENT OF ENVIRONMENTAL PROTECTION

ANNUAL RECYCLING REPORT

For Commercial, Municipal, Institutional Facilities

To: Municipality where recyclables were go

FULC	Johnner Clai, Munic	cipai, ilistitt	recyc	clables were generated
County Name:	Municipality Name:			
Name of Establishment:				
Address:	City:		Zip Code:	
Email:	Telephone:		Fax:	
Primary Business Function:		<u>-</u>		
How does your establishment hand How are your recyclable materials co		<u>erials</u> ? □ S	Source-separated	ngled Single Stream
☐ Collected by recycling facility or bi ☐ Collected by private hauler (name) ☐ Collected by confidential documer ☐ Establishment delivers materials t	roker (name): it destruction compa	any (name):	ocation):	
If any of the above methods are us Actual weights will be retrieved fro				eights in the list below.
 Establishment delivers materials t Other (please specify): CHECK the box in front of each p If your establishment marketed y your recycler. 	o recycling facility (n	erial that you	r establishment recycled. veight in tons and attach a leg	gible weight ticket from
Note: If you use a commingled or s	single stream colle	ction systen	n, check the boxes beside ea	ach material in the mix.
Material Type	Weight			
Single Stream:	[SS1]		Material Type	<u>Weight</u>
		Met	al Cans and Bottles:	
Commingled:	[XXX]		Aluminum Cans	[AA1]
2 or more recyclables collected toget	ner, fiber separate)		Steel & Bimetallic (Tin) Cans	s [F02]
Paper:	. ,		Mixed Cans	[MX2]
Paper: Cardboard	[C01]	Pla	stics:	
Paper: Magazines & Catalogs	[PA1]		Plastic: PET	[PL1]
Paper: Mixed/Other (junk mail,	[PA3]	- 📙	Plastic: HDPE	[PL2]
paper bags, paperboard,			Plastic: PVC	[PL3]
etc.)	[DA0]		Plastic: LDPE	[PL4]
☐ Paper: Newsprint☐ Paper: Office Paper (all grades)	[PA2] [PA4]	. :	Plastic: PP Plastic: PS	[PL5] [PL6]
Paper: Phone Books	[PA6]	. <u> </u>	Plastic: Film	[PL6] [PL8]
Glass Bottles and Jars:	[1 70]		Plastic: Mixed	[PL7]
Glass: Brown	[GL4]		Plastic: Other	[PL9]
Glass: Clear	[GL4]	Ord	anics:	[]
Glass: Green	[GL3]	_	Food Waste	[FW1]
Glass: Mixed	[GL2]		Wood Waste	[WW1]
Glass: Other	[GL6]		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 <u>not</u> be reported on this form.

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

- 3. CHECK the box in front of each post-consumer material recycled at your establishment.
- **4.** If you market the recyclables yourself, enter the weight (in tons) of material recycled. No verification is needed for weights reported on this page (page 2).

Other Materials Recycled	Code	Weight (tons)
☐ Drum: Fiber	DR3	
☐ Aluminum Scrap	AA2	
Brass	N03	
☐ Copper	N02	
☐ Ferrous Metals	F01	
□ Non-Ferrous Metals	N01	
Lead	N04	
□ Nickel	N10	
Stainless Steel	N05	
White Goods ■ Whi	F03	
☐ Drum: Steel	DR2	
☐ Wire/Cable	W01	
☐ Mixed Metals	MM1	
Glass: Plate	GL5	
Drum: Plastic	DR1	
Asphalt	ASP	
☐ Clothing & Textiles	M03	
Construction & Demolition	M02	
☐ Furniture & Furnishings	M04	
Mattresses	MT1	
Rubber Tires	M01	
Miscellaneous/Other	10101	
Items	MIS	
Other, Please list below:		
outer, i rease hist below.		
Household Haz. Waste		
Antifreeze	O02	
☐ Batteries: Lead Acid	B01	
☐ Batteries: Other	B02	
Catalytic Converters, Radiators	V01	
☐ Computer Systems	CB1	
Consumer Electronics	CR1	
☐ Fluorescent Tubes/CFL's	FL1	
☐ Oil Filters	OL3	
Other (paints, varnish, pesticides, etc.)	HHW	
Used Oil	OL2	

Conversion Chart				
Antifreeze:	7.2 lbs per gallon			
Battery – Lead Acid:	Car = 17.8 lbs Truck = 48.7 lbs Motorcycle = 8.7 lbs			
Rubber Tires:	Car = 21 lbs Truck = 70 lbs			
Used Oil:	7.2 lbs per gallon			
Oil Filters:	1.2 lbs each			
Glass - Whole Bottle:	$1 ton = 2 yds^3$			
Newsprint - Loose:	$1 ton = 3 yds^3$			
Corrugated Cardboard:	2.5' x 4' x 5' bale = 1100 lbs			
Plastic Soda Bottles Whole, Loose: Plastic Film:	30 lbs = 1 yd ³ 2.5' x 4' x 5' bale = 1500 lbs			
Solid & Liquid Fats:	55 gallon drum = 412 lbs			
White Goods Freezers: Refrigerators: Other Appliances:	1 = 250 lbs 1 = 250 lbs 1 = 150 lbs			
Yard Waste Leaves: Grass Clippings:	$4 \text{ yd}^3 = 1 \text{ ton}$ 2 yd ³ = 1 ton			

SUBMIT REPORT TO MUNICIPALITY BY FEB 1st!

 $1 \text{ yd}^3 = 500 \text{ lbs}$

Your accurate and timely reporting enables the County and the State to determine an accurate recycling rate and showcase the importance and viability of the recycling industry.

authorize the Municipality to aggre	I certify, to the best of my knowledge, that the information on this form is complete and accurate. I further authorize the Municipality to aggregate this report for DEP reporting purposes. If a legible weight ticket is attached, this report may also be used for DEP grant purposes.					
Authorized Representative	Title	Signature	Date			

Wood Chips: