



## 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 a Waste and/or Recycling Hauler, a Document Destruction Company or Other Company Transporting Recyclables Generated in PA

This form is to be completed by a waste and/or recycling hauler, a document destruction company or other company transporting recyclables generated in PA.

Information on this form will be used by the municipality to submit an annual recycling report to the county where they are located. This annual recycling report is required by state law.

Information on this form may also be used by the municipality to complete a municipal 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-SW0012:

- Insert the current reporting year (upper right-hand corner of form).
- Provide your company name, mailing address, e-mail address, telephone and fax number.
- Enter the municipality where you provided the recycling services.
- Enter the county where this municipality is located.
- Enter the tonnage of each material you collected for recycling within the municipality. Separate the tonnages as best you can, by the following three categories:
  - Residential - includes recyclables from households, condominiums, apartment complexes and townhouses
  - Commercial/Municipal/Institutional Establishments
    - 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.
  - Drop-off Locations

**Do not report processing residues on this form.** 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.

**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 collect 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.**

- Source separated - all recyclables are kept separated from each other.
- Commingled - two or more recyclables are collected together but fiber (paper & cardboard) is kept separate.
- Single stream - all recyclables, including fiber, are collected together.

- Enter the name of the processing facility or market where the recyclable materials were delivered.
- Complete the tonnages for the materials on page 2.
- Use the conversion chart on page 2 as necessary.
- Enter the total tons of processing residue or processing residue rate used to calculate reported tonnages.
- Enter the total tons of solid waste collected within this municipality, if required by the municipality. This information is usually required of haulers who have a municipal waste collection services contract. If you do not have a municipal contract, this information may not be required.
- Sign and date the form.
- Submit to the municipality where you provided recycling collection services by Feb. 1.



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF WASTE MANAGEMENT

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

**ANNUAL RECYCLING REPORT**  
For Transporters and Other Collection Companies

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

<b>Collector Name:</b>		
<b>Address:</b>	<b>City:</b>	<b>Zip Code:</b>
<b>Email:</b>	<b>Telephone:</b>	<b>Fax:</b>

Please **complete one form for each municipality** where you collected recyclables.

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

- CHECK the box in front of each post-consumer\* material that you collected for recycling from the municipality above.
- ENTER the weight (in tons) of material recycled in the correct column. Subtract processing residue.\*\*

Recyclable Material Type		Residential Tons***	Commercial/ Institutional Tons	Drop-off Tons	Name of Processing Facility or Market
<b>Single Stream:</b>	[SS1]				
<b>Commingled:</b>	[XXX]				
<b>Note: If you use a commingled or single stream collection system, check the boxes below for each material in the mix.</b>					
<b>Paper:</b>					
<input type="checkbox"/> Paper: Cardboard	[C01]				
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1]				
<input type="checkbox"/> Paper: Mixed/other (junk mail, paper bags, paperboard, etc.)	[PA3]				
<input type="checkbox"/> Paper: Newspaper	[PA2]				
<input type="checkbox"/> Paper: Office Paper (all grades)	[PA4]				
<input type="checkbox"/> Paper: Phone Books	[PA6]				
<b>Glass Bottles and Jars:</b>					
<input type="checkbox"/> Glass: Brown	[GL4]				
<input type="checkbox"/> Glass: Clear	[GL1]				
<input type="checkbox"/> Glass: Green	[GL3]				
<input type="checkbox"/> Glass: Mixed	[GL2]				
<input type="checkbox"/> Glass: Other	[GL6]				
<b>Metal Cans and Bottles:</b>					
<input type="checkbox"/> Aluminum Cans	[AA1]				
<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02]				
<input type="checkbox"/> Mixed Cans	[MX2]				
<b>Plastics:</b>					
<input type="checkbox"/> Plastic: PET	[PL1]				
<input type="checkbox"/> Plastic: HDPE	[PL2]				
<input type="checkbox"/> Plastic: PVC	[PL3]				
<input type="checkbox"/> Plastic: LDPE	[PL4]				
<input type="checkbox"/> Plastic: PP	[PL5]				
<input type="checkbox"/> Plastic: PS	[PL6]				
<input type="checkbox"/> Plastic: Film	[PL8]				
<input type="checkbox"/> Plastic: Mixed	[PL7]				
<input type="checkbox"/> Plastic: Other	[PL9]				
<b>Organics:</b>					
<input type="checkbox"/> Food Waste	[F01]				
<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.

\*\*\***Residential tons:** Residential tons includes recyclables from condominiums, apartment complexes and townhouses.

Form

3. CHECK the box in front of each post-consumer material that you collected for recycling from the municipality on page 1.
4. ENTER the weight (in tons) of material recycled in the correct column.

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

Conversion Chart	
<b>Antifreeze:</b>	7.2 lbs per gallon
<b>Battery – Lead Acid:</b>	Car = 17.8 lbs Truck = 48.7 lbs Motorcycle = 8.7 lbs
<b>Rubber Tires:</b>	Car = 21 lbs Truck = 70 lbs
<b>Used Oil:</b>	7.2 lbs per gallon
<b>Oil Filters:</b>	1.2 lbs each
<b>Glass – Whole Bottle:</b>	1 ton = 2 yds <sup>3</sup>
<b>Newsprint – Loose:</b>	1 ton = 3 yds <sup>3</sup>
<b>Corrugated Cardboard:</b>	2.5' x 4' x 5' bale = 1100 lbs
<b>Plastic Soda Bottles</b>	
<b>Whole, Loose:</b>	30 lbs = 1 yd <sup>3</sup>
<b>Plastic Film:</b>	2.5' x 4' x 5' bale = 1500 lbs
<b>Solid &amp; Liquid Fats:</b>	55 gallon drum = 412 lbs
<b>White Goods</b>	
<b>Freezers:</b>	1 = 250 lbs
<b>Refrigerators:</b>	1 = 250 lbs
<b>Other Appliances:</b>	1 = 150 lbs
<b>Yard Waste</b>	
<b>Leaves:</b>	4 yd <sup>3</sup> = 1 ton
<b>Grass Clippings:</b>	2 yd <sup>3</sup> = 1 ton
<b>Wood Chips:</b>	1 yd <sup>3</sup> = 500 lbs

**COMPLETE ONE REPORT FOR EACH MUNICIPALITY WHERE YOU COLLECTED RECYCLABLES IN THE PRIOR YEAR. SUBMIT REPORT TO MUNICIPALITY BY FEB 1st!**

*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.*

Total tons of processing residue or processing residue rate used to calculate reported tonnages: \_\_\_\_\_

Total tons of solid waste collected, if required by municipality: \_\_\_\_\_

<i>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 and grant purposes. Processing residue has been subtracted from the above tonnages.</i>			
_____	_____	_____	_____
Authorized Representative	Title	Signature	Date