



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; Document Destruction Company; Other Company Transporting Recyclables Generated in PA; Retail establishment with multiple store locations

If using this form, the receiving county must have agreed to collect the recycling data at the county level. 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. This form can also be used by a retail establishment with multiple store locations that coordinates recycling collection and markets materials through corporate headquarters.

Information on this form will be used by the county to submit an annual recycling report to the PA Department of Environmental Protection. This annual recycling report is required by state law.

Information on this form may also be used by the municipalities and/or counties to complete a municipal recycling performance grant.

Please use the following checklist to complete form 4500-FM-SW0013:

- Insert the current reporting year (upper right-hand corner of form).
- Enter the county where recyclables were generated.
- Provide your company name, mailing address, e-mail address and telephone number.
- In the table provided, list the municipalities where you collected recyclables, and which are within the county you are reporting to.
- Use the codes on Page 2 to enter the materials you collected for recycling within each municipality. Separate the materials 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
- Enter the tonnage of each material you collected for recycling within each municipality. Separate the tonnages as best you can by the categories listed above

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 note the recyclable materials in the mix in the space provided on Page 2. **Only enter the total tonnage for the commingled or single stream mix. 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.

- Use the conversion chart on page 2 as necessary.
- Enter the name of the processing facility or market where the recyclable materials were delivered.
- Enter the total tons of processing residue or processing residue rate used to calculate reported tonnages.
- Sign and date the form.
- Submit to the county where you provided recycling services by February 1st. **IMPORTANT NOTE:** Ensure the county has agreed to accept this recycling report in lieu of you submitting a recycling report to each municipality. It will be the county's responsibility to provide these tonnages to the municipalities for their records. Municipalities may also use the information on this form to complete their municipal recycling performance grant.



COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTE MANAGEMENT

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

ANNUAL RECYCLING REPORT
Countywide

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

County Where Recyclables Were Generated: _____

Name of Company Collecting Recyclables: _____ Phone: _____

Address: _____ E-mail: _____

List the municipality name, material code (from back) and the tonnage of post-consumer* recyclables collected in each of the three types of collection categories. Report only post-consumer materials on this form. If you need more spaces for material codes, please use another sheet. **Subtract processing residue** before entering tonnage information and list the name of the processing facility below the chart.** See reverse for more details.

Material Code	Residential Tonnage***						Drop-off Tonnage						Commercial Tonnage					
Municipality Name																		

Name of processing facility or market: _____

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

I certify that the information on this form is complete and accurate. I authorize the county and/or municipality to use the information on this report for reporting and grant purposes. Processing residue has been subtracted from the above tonnages.

Authorized Representative _____ Title _____ Signature _____ Date _____

MATERIAL CODES:

[SS1] SINGLE STREAM

(All recyclables, including fiber, collected together)

List here:

[XXX] COMMINGLED

(2 or more recyclables collected together, fiber separate)

List here:

PAPER:

- [C01] Cardboard
- [PA1] Magazines & Catalogs
- [PA3] Mixed/Other
(junk mail, paper bags, paperboard, etc)
- [PA2] Newsprint
- [PA4] Office Paper (all grades)
- [PA6] Phone Books

OTHER RECYCLABLE MATERIALS:

- [AA2] Aluminum Scrap
- [N03] Brass
- [N02] Copper
- [F01] Ferrous metal
- [N01] Non-ferrous metal
- [N04] Lead
- [N10] Nickel
- [N05] Stainless Steel
- [F03] White Goods
- [W01] Wire/Cable
- [MM1] Mixed Metals
- [ASP] Asphalt
- [M03] Clothing/Textiles
- [M02] Construction & Demolition
- [DR3] Drum: Fiber
- [DR1] Drum: Plastic
- [DR2] Drum: Steel
- [M04] Furniture & Furnishings
- [GL5] Glass: Plate
- [MT1] Mattresses
- [M01] Rubber Tires
- [MIS] Miscellaneous/Other Items
- [O02] Anti-freeze
- [B01] Batteries: Lead-Acid
- [B02] Batteries: Other
- [V01] Catalytic Converters, Radiators
- [CB1] Computer Systems
- [CR1] Consumer Electronics
- [FL1] Fluorescent Tubes & CFL's
- [OL3] Oil Filters
- [HHW] Other (paints, varnish, pesticides, etc.)
- [OL2] Used Oil

PLASTICS:

- [PL1] PET
- [PL2] HDPE
- [PL3] PVC
- [PL4] LDPE
- [PL5] PP
- [PL6] PS
- [PL8] Film
- [PL7] Mixed
- [PL9] Other

ORGANICS:

- [FW1] Food Waste
- [WW1] Wood Waste
- [Y01] Yard & Leaf Waste

METAL CANS & BOTTLES:

- [AA1] Aluminum Cans
- [F02] Steel & Bimetallic (Tin) Cans
- [MX2] Mixed Cans

GLASS BOTTLES & JARS:

- [GL4] Brown
- [GL1] Clear
- [GL3] Green
- [GL2] Mixed
- [GL6] Other

* **Post-consumer:** 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 tonnage:** Residential tonnage includes recyclables from households, condominiums, apartment complexes and townhouses.

**COMPLETE ONE REPORT FOR
EACH COUNTY WHERE YOU
COLLECTED RECYCLABLES IN
THE PRIOR YEAR.
SUBMIT REPORT TO COUNTY NO
LATER THAN 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.

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:	30 lbs = 1 yd ³
Plastic Film:	2.5' x 4' x 5' bale = 1500 lbs
Solid & Liquid Fats:	55 gallon drum = 412 lbs
White Goods	
Freezers:	1 ≈ 250 lbs
Refrigerators:	1 ≈ 250 lbs
Other Appliances:	1 ≈ 150 lbs
Yard Waste	
Leaves:	4 yd ³ = 1ton
Grass Clippings:	2 yd ³ = 1 ton
Wood Chips:	1 yd ³ = 500 lbs