



ANNUAL RECYCLING REPORT
For Commercial, Municipal, Institutional Facilities

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

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

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

