



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.

Form



pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

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

Collector Name:		
Address:	City:	Zip Code:
Email:	Telephone:	Fax:

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
Single Stream:	[SS1]				
Commingled:	[XXX]				
Note: If you use a commingled or single stream collection system, check the boxes below for each material in the mix.					
Paper:					
☐ Paper: Cardboard	[C01]				
☐ Paper: Magazines & Catalogs	[PA1]				
☐ Paper: Mixed/other (junk mail, paper bags, paperboard, etc.)	[PA3]				
☐ Paper: Newspaper	[PA2]				
☐ Paper: Office Paper (all grades)	[PA4]				
☐ Paper: Phone Books	[PA6]				
Glass Bottles and Jars:					
☐ Glass: Brown	[GL4]				
☐ Glass: Clear	[GL1]				
☐ Glass: Green	[GL3]				
☐ Glass: Mixed	[GL2]				
☐ Glass: Other	[GL6]				
Metal Cans and Bottles:					
☐ Aluminum Cans	[AA1]				
☐ Steel & Bimetallic (Tin) Cans	[F02]				
☐ Mixed Cans	[MX2]				
Plastics:					
☐ Plastic: PET	[PL1]				
☐ Plastic: HDPE	[PL2]				
☐ Plastic: PVC	[PL3]				
☐ Plastic: LDPE	[PL4]				
☐ Plastic: PP	[PL5]				
☐ Plastic: PS	[PL6]				
☐ Plastic: Film	[PL8]				
☐ Plastic: Mixed	[PL7]				
☐ Plastic: Other	[PL9]				
Organics:					
☐ Food Waste	[F01]				
☐ Wood Waste	[WW1]				
☐ 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
☐ Drum: Fiber	DR3			
☐ Aluminum Scrap	AA2			
☐ Brass	N03			
☐ Copper	N02			
☐ Ferrous	F01			
☐ Non-Ferrous Metals	N01			
☐ Lead	N04			
☐ Nickel	N10			
☐ Stainless Steel	N05			
☐ White Goods	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 Items	MIS			
Other, Please list 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:	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 = 1 ton
Grass Clippings:	2 yd ³ = 1 ton
Wood Chips:	1 yd ³ = 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 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.

Authorized Representative

Title

Signature

Date