

PROP MENTORSHIP COMMITTEE WEBINAR

2024 Annual Report Form Updates

October 23, 2024

10:00 a.m. to 11:30 a.m.

- **Annual Report Forms provided by the PROP Data Management Committee are a tool and a template to use to set you up for success in your annual reporting process.**
- **These forms, if filled out correctly, make your annual recycling data ELIGIBLE data for the 904 Grant Application.**

- **Annual Report Forms have been reviewed and updated, categories have been added, and directions have been improved for each of the forms.**
- **Today we will review each of the forms and highlight the changes and discuss how changes have been applied to Re-TRAC.**

Annual Municipal Report Form 2024

ANNUAL RECYCLING REPORT for CALENDAR YEAR 2024

County: _____

Municipality: _____

Contact Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

Web site: _____

Curbside Program: Leaf Yes No

--	--

waste program Yes No

--	--

Mandated by Ordinance: Yes No

--	--

Collection Frequency: _____ x Month

Materials Collected: _____

Who collects materials?

Private Subscription	Municipality	Contract Hauler

Pay-As-You-Throw (PAYT)*

Yes No

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Drop-off Program Number

--	--

of Drop-off sites:

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*PAYT Programs charge for waste removal services based on the quantity dis-carded. PAYT have a set rate per bag, or use a combination of a fixed subscription fee + a variable fee based on service.

List site locations and materials:

street address city zip

1) Location: _____

Material: _____

2) Location: _____

Material: _____

3) Location: _____

Material: _____

Please attach any additional information you may have.

	Code	Residential (Curbside)	Residential (Drop-Off)	Commercial, Municipal, Institutional (Curbside)	Commercial, Municipal, Institutional (Drop-Off)
RECYCLABLES: (Convert all volumes to TONS)					
SINGLE STREAM (all recyclables, including fiber, collected together)	SS1				
COMMINGLED (two or more recyclables collected together, fiber separate)	XXX				

RECYCLABLES: (Convert all volumes to TONS)	Code	Residential (Curbside)	Residential (Drop-Off)	Commercial, Municipal, Institutional (Curbside)	Commercial, Municipal, Institutional (Drop-Off)
GLASS:					
GLASS: CLEAR	GL1				
GLASS: MIXED	GL2				
GLASS: GREEN	GL3				
GLASS: BROWN	GL4				
GLASS: PLATE (Post-Industrial, window panes from C&D demolition projects)	GL5				
GLASS: OTHER	GL6				
PAPER:					
PAPER: CARDBOARD	C01				
PAPER: BROWN BAGS & SACKS	C02				
PAPER: GABLED / ASEPTIC CARTONS	C03				
PAPER: MAGAZINES & CATALOGS	PA1				
PAPER: NEWSPRINT / NEWSPAPER	PA2				
PAPER: MIXED / OTHER PAPER GRADES (may include books and paper shredding)	PA3				
PAPER: OFFICE PAPER (all high grades and may include paper shredding)	PA4				
PAPER: PHONE BOOKS	PA6				
PAPER: DRUM FIBER (55-gallon drum fiber)	DR3				
PLASTICS:					
PLASTIC: PET (polyethylene terephthalate)	PL1				
PLASTIC: HDPE (high density polyethylene)	PL2				
PLASTIC: PVC (unplasticized & plasticized polyvinyl chloride)	PL3				
PLASTIC: LDPE (low density polyethylene)	PL4				
PLASTIC: PP (polypropylene)	PL5				
PLASTIC: PS (polystyrene)	PL6				
PLASTIC: MIXED / OTHER	PL7				
PLASTIC: FILM	PL8				
PLASTIC: DRUM (55-gallon HDPE plastic drums)	DR1				
PLASTIC: MIXED BULKY RIGID (buckets and pails)	DR4				

RECYCLABLES: (Convert all volumes to TONS)	Code	Residential (Curbside)	Residential (Drop-Off)	Commercial, Municipal, Institutional (Curbside)	Commercial, Municipal, Institutional (Drop-Off)
METALS:					
ALUMINUM CANS	AA1				
STEEL / BIMETALLIC / TIN CANS	F02				
MIXED CANS	MX2				
ALUMINUM SCRAP	AA2				
FERROUS METALS	F01				
NON-FERROUS METALS	N01				
COPPER	N02				
BRASS	N03				
LEAD	N04				
STAINLESS STEEL	N05				
NICKEL	N10				
WIRE / CABLE	W01				
MIXED METALS (includes drum steel)	MM1				
TANKS/CYLINDERS (EMPTY---propane, compressed gas, gas grill)	TC1				
WHITE GOODS (all appliances---washer, dryer, stove, refrigerant appliances, fridge, freezer, AC)	F03				

RECYCLABLES: (Convert all volumes to TONS)	Code	Residential (Curbside)	Residential (Drop-Off)	Commercial, Municipal, Institutional (Curbside)	Commercial, Municipal, Institutional (Drop-Off)
HOUSEHOLD/COMMERCIAL HAZARDOUS WASTE					
ANTIFREEZE	O02				
BATTERIES (includes lead acid, wet cell, gel cell, and AMG)	B01				
MIXED BATTERIES (other household batteries—single use and rechargeable)	B02				
Single-Use Batteries: Alkaline (AA, AAA, 6V, 9V, C, D, Button Cells)	B03				
Single-Use Batteries: Lithium - Lithium Primary	B04				
Rechargeable Batteries: Lithium Ion (Li-Ion) Incl. Lithium Iron Phosphate & Lithium Sulfur Dioxide	B05				
Rechargeable Batteries: Nickel Metal Hydride (Ni-MH)	B06				
Rechargeable Batteries: Nickel Cadmium (Ni-Cd)	B07				
Rechargeable Batteries: Small Sealed Lead Acid (SSLA/Pb)	B08				
Rechargeable Batteries: Nickel Zinc (Ni-Zn)	B09				
E-WASTE (includes computers, televisions, computer peripherals, gaming devices)	CR1				
PRINTER CARTRIDGES (inkjet, laser, toner)	PC1				
FLUORESCENT TUBES / COMPACT FLUORESCENT BULBS (CFLs)	FL1				
USED OIL (auto, motor, engine)	OL2				
OIL FILTERS	OL3				
OTHER COMMERCIAL HW (hazardous waste - paints, varnishes, pesticides, etc.)	CHW				
OTHER HOUSEHOLD HW (hazardous waste - paints, varnishes, pesticides, etc.)	HHW				
OTHER RECYCLABLES:					
ASPHALT	ASP				
RUBBER TIRES	M01				
CONSTRUCTION & DEMOLITION	M02				
CLOTHING / TEXTILES	M03				
FURNITURE / FURNISHINGS	M04				
CARPET	RU1				
CARPET PADDING	RU2				
MATTRESSES	MT1				
MISCELLANEOUS / OTHER CONSUMER ITEMS	MIS				

RECYCLABLES: (Convert all volumes to TONS)	Code	Residential (Curbside)	Residential (Drop-Off)	Commercial, Municipal, Institutional (Curbside)	Commercial, Municipal, Institutional (Drop-Off)
ORGANICS:					
SOURCE SEPARATED FOOD (composted, digestion, animal feed)	SSF				
DONATED FOOD	DF				
MEAT RENDERINGS, GREASE TRAP WASTE, OR OTHER	MGO				
FOOD GRADE OIL (cooking oil)	FGO				
WOOD WASTE	WW1				
YARD & LEAF WASTE: (Leaves: 1 ton = 4 cu. yd; Grass Clippings: 1 ton = 2 cu. yd)	Y01				
TOTALS					

FM-11, FM-12, FM-13

Instructions for the Forms

Precede Each Form

Annual Recycling Report Instructions for Forms

FM-11, FM-12 or FM-13

COMPLETE ONLY ONE OF THE RECYCLING REPORT FORMS!

HOW TO DECIDE WHICH REPORT TO SUBMIT:

Act 101 Compliance Report for Commercial, Municipal or Institutional Establishment:

A. Complete Form **FM-11** 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 **FM-13** 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 **FM-12** and submit to the municipality where you collected recyclables.

OR

B. Complete Form **FM-13** 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 **FM-12** and submit to the municipality where you collected recyclables.

OR

B. Complete Form **FM-13** 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 (broker, processor, or commercial establishment who self-hauls):

A. Complete Form **FM-12** and submit to the municipality where you collected recyclables.

OR

B. Complete Form **FM-13** 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.

This report is due on or before February 1 of each year, covering the period January 1 to December 31 of the preceding year.

FM-11

Act 101 Recycling

Compliance Report Form

FM-11

ACT 101 RECYCLING COMPLIANCE REPORT INSTRUCTIONS CHECKLIST

For Commercial, Municipal, Institutional Facilities

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

Commercial Establishment: An establishment engaged in business, including, but not limited to, retail establishments, markets, office buildings, medical offices, and restaurants.

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, churches, residential group homes, 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. Most of the materials listed on the first page of the report form may be required by local ordinance to be recycled with the exception of many of the metals, can be used for the municipal recycling performance grant. The materials listed on the second page of the report form 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. You are encouraged to report any and all materials collected for recycling and waste reduction.

Please use the following checklist to complete form FM-11:

- Insert the current reporting year (upper right-hand corner of form).
- Insert the county and municipality where your establishment is located.
- Complete the information about your business. Please choose a primary business function which best describes your establishment. For instance:
 - Manufacturing
 - Office/Administrative Services (i.e. realtor, bank, insurance agent, etc.)
 - Wholesale/Retail
 - Institution (i.e. school, hospital, nursing home, etc.)
 - Government
 - Medical office (i.e. dentist, doctor, chiropractor, etc.)
 - Community Events (i.e. fairs, bazars, socials, picnics, concerts, and organized sporting events, 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. Check which best describes how your recyclable materials are collected.

•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 either of the above two 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 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: 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 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.

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! BUT REMEMBER TO provide the name and address of the company providing the recycling services to you so a report form can be sent to them for the weights of the materials that they collected/recycled.

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 must be entered if you transport the materials yourself to a recycling facility where the materials are weighed. **It is very important you name the company providing recycling services. You must attach a legible weight ticket from your recycler for any materials recycled on page 1 of the report form.**

ENTER the **GROSS WEIGHT of all material. **DO NOT** 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. PA DEP has a formula it will use to subtract **processing residue**.

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 of the report form as necessary.

Sign and date the form.

Submit to the municipality where you are located by February 1st.

Form FM-11 Rev. 05/2024	ACT 101 RECYCLING COMPLIANCE REPORT For Commercial, Municipal, Institutional Facilities	For the period: Jan. 1, 2024 to Dec. 31, 2024 Due: February 1, 2025 To: Insert Municipal Contact Info Here
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 or curbside program (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 processing 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**. Enter the ****GROSS WEIGHT**. **DO NOT** subtract any **processing residue**.
- 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	[SS1] _____	Plastics	
(all recyclables, including fiber, collected together)		<input type="checkbox"/> Plastic: PET	[PL1] _____
<input type="checkbox"/> Commingled	[XXX] _____	<input type="checkbox"/> Plastic: HDPE	[PL2] _____
(two or more materials collected together, fiber separate)		<input type="checkbox"/> Plastic: PVC	[PL3] _____
Glass Bottles and Jars		<input type="checkbox"/> Plastic: LDPE	[PL4] _____
<input type="checkbox"/> Glass: Clear	[GL1] _____	<input type="checkbox"/> Plastic: PP	[PL5] _____
<input type="checkbox"/> Glass: Mixed	[GL2] _____	<input type="checkbox"/> Plastic: PS	[PL6] _____
<input type="checkbox"/> Glass: Green	[GL3] _____	<input type="checkbox"/> Plastic: MIXED / OTHER	[PL7] _____
<input type="checkbox"/> Glass: Brown	[GL4] _____	<input type="checkbox"/> Plastic: FILM	[PL8] _____
<input type="checkbox"/> Glass: Plate	[GL5] _____	<input type="checkbox"/> Plastic: DRUM	[DR1] _____
<input type="checkbox"/> Glass: Other	[GL6] _____	<small>(55-gal HDPE plastic drums)</small>	
Paper		<input type="checkbox"/> Plastic: MIXED BULKY RIGID	[DR4] _____
<input type="checkbox"/> Paper: Cardboard	[C01] _____	<small>(buckets and pails)</small>	
<input type="checkbox"/> Paper: Brown Bags & Sacks	[C02] _____	Metals	
<input type="checkbox"/> Paper: Gabled/Aseptic Carton	[C03] _____	<input type="checkbox"/> Aluminum Cans	[AA1] _____
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1] _____	<input type="checkbox"/> Steel / Bimetallic / Tin Cans	[F02] _____
<input type="checkbox"/> Paper: Newsprint/Newspaper	[PA2] _____	<input type="checkbox"/> Mixed Cans	[MX2] _____
<input type="checkbox"/> Paper: Mixed/Other Grades		<input type="checkbox"/> Aluminum Scrap	[AA2] _____
<small>(junk mail, paperboard, books, includes shredding)</small>	[PA3] _____	<input type="checkbox"/> Ferrous Metals	[F01] _____
<input type="checkbox"/> Paper: Office Paper		<input type="checkbox"/> Non-Ferrous Metals	[N01] _____
<small>(all high grades, includes shredding)</small>	[PA4] _____	<input type="checkbox"/> Copper	[N02] _____
<input type="checkbox"/> Paper: Phone Books	[PA6] _____	<input type="checkbox"/> Brass	[N03] _____
<input type="checkbox"/> Drum: Fiber	[DR3] _____	<input type="checkbox"/> Lead	[N04] _____
		<input type="checkbox"/> Stainless Steel	[N05] _____
		<input type="checkbox"/> Nickel	[N10] _____

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.

Enter ****GROSS WEIGHT** of all material. **DO NOT** subtract any processing residue as PA DEP has a formula it will apply.

<u>Material Type</u>	<u>Weight</u>
Metals	
<input type="checkbox"/> Wire / Cable	[W01] _____
<input type="checkbox"/> Mixed Metals (includes drum steel)	[MM1] _____
<input type="checkbox"/> Tanks/Cylinders (compressed gas)	[TC1] _____
<input type="checkbox"/> White Goods	[F03] _____
Household/Commercial Hazardous Waste	
<input type="checkbox"/> Antifreeze	[O02] _____
<input type="checkbox"/> Batteries: Lead Acid, Wet/Gel Cell, AMG	[B01] _____
<input type="checkbox"/> Mixed Batteries: Single-Use/Recharge	[B02] _____
<input type="checkbox"/> Single-Use Batteries - Alkaline	[B03] _____
<input type="checkbox"/> Single-Use Batteries - Lithium	[B04] _____
<input type="checkbox"/> Rechargeable Batteries - Lithium	[B05] _____
<input type="checkbox"/> Rechargeable Batteries - Ni-MH	[B06] _____
<input type="checkbox"/> Rechargeable Batteries - Ni-Cd	[B07] _____
<input type="checkbox"/> Rechargeable Batteries - SSLA/Pb	[B08] _____
<input type="checkbox"/> Rechargeable Batteries - Ni-Zn	[B09] _____
<input type="checkbox"/> E-Waste (includes TV)	[CR1] _____
<input type="checkbox"/> Printer Cartridges (inkjet, laser, toner)	[PC1] _____
<input type="checkbox"/> Fluorescent Tubes/CFLs	[FL1] _____
<input type="checkbox"/> Used Oil (auto, motor, engine)	[OL2] _____
<input type="checkbox"/> Oil Filters	[OL3] _____
<input type="checkbox"/> Other Commercial HW (paints, varnish, pesticides, etc.)	[CHW] _____
<input type="checkbox"/> Other Household HW (paints, varnish, pesticides, etc.)	[HHW] _____
Other Recyclables	
<input type="checkbox"/> Asphalt	[ASP] _____
<input type="checkbox"/> Rubber Tires	[M01] _____
<input type="checkbox"/> Construction & Demolition	[M02] _____
<input type="checkbox"/> Clothing / Textiles	[M03] _____
<input type="checkbox"/> Furniture & Furnishings	[M04] _____
<input type="checkbox"/> Carpet	[RU1] _____
<input type="checkbox"/> Carpet Padding	[RU2] _____
<input type="checkbox"/> Mattresses	[MT1] _____
<input type="checkbox"/> Misc. / Other Consumer Items	[MIS] _____
Organics	
<input type="checkbox"/> Source Separated Food (composted, digestion, animal feed)	[SSF] _____
<input type="checkbox"/> Donated Food	[DF] _____
<input type="checkbox"/> Meat Renderings, Grease-Traps	[MGO] _____
<input type="checkbox"/> Food Grade Oil (cooking oil)	[FGO] _____
<input type="checkbox"/> Wood Waste	[WW1] _____
<input type="checkbox"/> Yard & Leaf Waste	[Y01] _____

<u>Conversion Chart</u>	
Antifreeze:	8.42 lbs per gallon
Battery – Lead Acid:	Car = 36 lbs Truck = 47 lbs Motorcycle = 8.7 lbs
Rubber Tires:	Car = 22.5 lbs Truck = 70 lbs Commercial/Farm = 110 lbs
Used Oil:	7.4 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
Leaf & Yard Waste:	3 yd ³ = 1 ton
Grass Clippings:	2 yd ³ = 1 ton
Christmas Tree:	1 tree = 30 lbs
Wood Chips:	1 yd ³ = 500 lbs
Wood Pallet:	1 pallet = 25 lbs
Source: Volume-to-Weight Conversion Factors U.S. Environmental Protection Agency Office of Resource Conservation and Recovery April 2016	

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

Conversion Chart

Antifreeze:	8.42 lbs per gallon
Battery – Lead Acid:	Car = 36 lbs Truck = 47 lbs Motorcycle = 8.7 lbs
Rubber Tires:	Car = 22.5 lbs Truck = 70 lbs Commercial/Farm = 110 lbs
Used Oil:	7.4 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
Leaf & Yard Waste:	3 yd ³ = 1 ton
Grass Clippings:	2 yd ³ = 1 ton
Christmas Tree:	1 tree = 30 lbs
Wood Chips:	1 yd ³ = 500 lbs
Wood Pallet:	1 pallet = 25 lbs

Source: [Volume-to-Weight Conversion Factors](#)
[U.S. Environmental Protection Agency](#)
[Office of Resource Conservation and Recovery](#)
[April 2016](#)

FM-12

Transporter Report Form

FM-12

ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

For a Waste and/or Recycling Hauler, a Document Destruction Company, a Retail Establishment with Multiple Store Locations within the Same Municipality Under the Same Collection Contract; a Broker, a Processor, etc. 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 of the report form 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 of the report form 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. You are encouraged to report any and all materials collected for recycling and waste reduction.

Please use the following checklist to complete form FM-12:

- 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 four categories:
 - ***Residential** (curbside) - includes recyclables from households, condominiums, apartment complexes and townhouses
 - ***Residential** Drop-Off Locations
 - Commercial/Municipal/Institutional Establishments (curbside)
Commercial Establishment: An establishment engaged in business, including, but not limited to, retail establishments, markets, office buildings, medical offices, and restaurants.
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, churches, residential group homes, schools and universities.
 - Commercial Drop-Off Locations

- Enter the tonnages for each of the materials on page 1 and page 2 of the report form.
- Enter the Name of the Processing Facility or Market where each of the recyclable materials were delivered.
- ENTER the ****GROSS WEIGHT** of material recycled in the correct column. **DO NOT report processing residues on this form.** Processing residue is material that is collected and weighed with recyclables, but is disposed rather than recycled. PA DEP has a formula it will use to subtract **processing residue**.

Report only *post-consumer materials on this report 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.

- If you collect materials commingled or single stream, please check the appropriate boxes next to the materials listed on page 1 of the report form 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.

- Use the conversion chart below as necessary.
- Sign and date the form.
- Submit to the municipality where you provided recycling collection services by February 1st.

Conversion Chart

Antifreeze:	8.42 lbs per gallon
Battery – Lead Acid:	Car = 36 lbs Truck = 47 lbs Motorcycle = 8.7 lbs
Rubber Tires:	Car = 22.5 lbs Truck = 70 lbs Commercial/Farm = 110 lbs
Used Oil:	7.4 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
Leaf & Yard Waste:	3 yd ³ = 1 ton
Grass Clippings:	2 yd ³ = 1 ton
Christmas Tree:	1 tree = 30 lbs
Wood Chips:	1 yd ³ = 500 lbs
Wood Pallet:	1 pallet = 25 lbs

Source: [Volume-to-Weight Conversion Factors](#)
[U.S. Environmental Protection Agency](#)
[Office of Resource Conservation and Recovery](#)
[April 2016](#)

Form FM-12 Rev. 05/2024	ANNUAL RECYCLING REPORT For Waste/Recycling Hauler, Document Destruction Company, or Other Company Transporting Recyclables Generated in PA	For the period: Jan. 1, 2024 to Dec. 31, 2024 Due: February 1, 2025 To: Insert Municipal Contact Info Here
Collector Name:		
Address:	City:	Zip Code:
Email:	Telephone:	Fax:

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

Municipality: _____ **County:** _____

1. **CHECK** the box in front of each *****post-consumer material** you collected for recycling from the municipality above.

2. **ENTER** the ****GROSS WEIGHT** of material recycled in the correct column. **DO NOT** subtract any processing residue.

ACT 101 Recyclable Material Type (See Page 2 for Other Recyclables)		*Residen- tial (curbside) Tons	*Res. Drop- Off Tons	Commercial/ Institutional (curbside) Tons	Com. Drop- Off Tons	Name of Processing Facility or Market
Single Stream	[SS1]					
Commingled	[XXX]					
Note: If reporting a Single Stream or Commingled collection system, check the boxes <input type="checkbox"/> below for each material in the mix.						
GLASS BOTTLES & JARS						
<input type="checkbox"/> Glass: Clear	[GL1]					
<input type="checkbox"/> Glass: Mixed	[GL2]					
<input type="checkbox"/> Glass: Green	[GL3]					
<input type="checkbox"/> Glass: Brown	[GL4]					
PAPER						
<input type="checkbox"/> Paper: Cardboard	[C01]					
<input type="checkbox"/> Paper: Brown Bags & Sacks	[C02]					
<input type="checkbox"/> Paper: Gabled/Aseptic Cartons	[C03]					
<input type="checkbox"/> Paper: Magazines/Catalogs	[PA1]					
<input type="checkbox"/> Paper: Newsprint / Newspaper	[PA2]					
<input type="checkbox"/> Paper: Mixed/Other Paper Grades	[PA3]					
<input type="checkbox"/> Paper: Office Paper	[PA4]					
<input type="checkbox"/> Paper: Phone Books	[PA6]					
<input type="checkbox"/> Paper: Drum Fiber	[DR3]					
PLASTICS						
<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: MIXED / OTHER	[PL7]					
<input type="checkbox"/> Plastic: FILM	[PL8]					
<input type="checkbox"/> Plastic: Drum (55-gal HDPE drums)	[DR1]					
<input type="checkbox"/> Plastic: Mixed Bulky Rigid (buckets)	[DR4]					
METAL CANS & BOTTLES						
<input type="checkbox"/> Aluminum Cans	[AA1]					
<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02]					
<input type="checkbox"/> Mixed Cans	[MX2]					
ORGANICS						
Source Separated Food	[SSF]					
Donated Food	[DF]					
Meat Renderings, Grease Traps	[MGO]					
Food Grade Oil (cooking oil)	[FGO]					
Wood Waste	[WW1]					
Yard and Leaf Waste	[Y01]					

Report only ****Post-consumer** materials on this form (see instructions checklist for definition).

***Residential tons:** ***Residential** tons include recyclables from households, condominiums, apartment complexes and townhouses.

NON ACT 101 Other Materials Recycled		Residen- tial* (curbside) Tons	Res.* Drop- Off Tons	Commercial/ Institutional (curbside) Tons	Com. Drop- Off Tons	Name of Processing Facility or Market
OTHER GLASS						
Glass: Plate	[GL5]					
Glass: Other	[GL6]					
OTHER METALS						
Aluminum Scrap	[AA2]					
Mixed Metals	[MM1]					
Non-Ferrous Metals	[N01]					
Copper	[N02]					
Brass	[N03]					
Lead	[N04]					
Stainless Steel	[N05]					
Nickel	[N10]					
Wire / Cable	[W01]					
Ferrous Metals	[F01]					
Tanks/Cylinders (compressed gas)	[TC1]					
White Goods (all appliances)	[F03]					
HOUSEHOLD/HAZARDOUS WASTE						
Antifreeze	[O02]					
Batteries: Lead Acid (wet/gel cell)	[B01]					
Mixed Batteries (single use/recharge)	[B02]					
Single-Use Batteries - Alkaline	[B03]					
Single-Use Batteries - Lithium	[B04]					
Rechargeable Batteries - Lithium	[B05]					
Rechargeable Batteries - Ni-MH	[B06]					
Rechargeable Batteries - Ni-Cd	[B07]					
Rechargeable Batteries - SSLA/Pb	[B08]					
Rechargeable Batteries - Ni-Zn	[B09]					
E-Waste (includes TV)	[CR1]					
Printer Cartridges (ink, laser, toner)	[CR1]					
Fluorescent Tubes/CFLs	[FL1]					
Used Oil (auto, motor, engine)	[OL2]					
Oil Filters	[OL3]					
Other Commercial HW (paints, varnish, pesticides, etc.)	[CHW]					
Other Household HW (paints, varnish, pesticides, etc.)	[HHW]					
OTHER RECYCLABLES						
Asphalt	[ASP]					
Rubber Tires	[M01]					
Construction & Demolition	[M02]					
Clothing / Textiles	[M03]					
Furniture & Furnishings	[M04]					
Carpet	[RU1]					
Carpet Padding	[RU2]					
Mattresses	[MT1]					
Misc. Other Consumer Items	[MIS]					

COMPLETE AND SUBMIT A REPORT TO EACH INDIVIDUAL MUNICIPALITY BY FEB 1st!

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.

Authorized Representative	Title	Signature	Date

FM-13

Countywide Report Form

FM-13

ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

A Countywide Report For a Waste and/or Recycling Hauler; Document Destruction Company; Retail Establishment with Multiple Store Locations; Broker; Processor; Other Company Transporting Recyclables Generated in PA;

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.

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, 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.

Enter the **GROSS WEIGHT of all material. Do not 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. PA DEP has a formula it will use to subtract processing residue.

Do not report processing residues on this form.

Please use the following checklist to complete form FM-13:

- 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 of the report form to enter the materials you collected for recycling within each municipality. Separate the materials as best you can, by the following four categories:

- *****Residential** (curbside) - includes recyclables from households, condominiums, apartment complexes and townhouses
- *****Residential** Drop-Off Locations
- Commercial/Municipal/Institutional Establishments (curbside)

Commercial Establishment: An establishment engaged in business, including, but not limited to, retail establishments, markets, office buildings, medical offices, and restaurants.

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, churches, residential group homes, schools and universities.

- Commercial 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 four categories listed above (Use the conversion chart on Page 2 of the report form as necessary)

If you collect materials commingled or single stream, please note which of the recyclable materials are in the mix by highlighting or circling the codes on Page 2 of the report form.

- 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.

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.

Enter the name of the processing facility or market where the recyclable materials were delivered.

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.

Form FM-13 Rev. 05/2024	<h2 style="margin:0;">ANNUAL RECYCLING REPORT</h2> <h3 style="margin:0;">Countywide</h3>	For the period: Jan. 1, 2024 to Dec. 31, 2024 Due: February 1, 2025 To: Insert County Contact Info Here
----------------------------------	--	--

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.

Enter the **GROSS WEIGHT. DO NOT subtract any processing residue. See the definitions box at the bottom of Page 2 of this form for more details.

Material Code	***Residential (curbside) Tonnage				***Residential Drop-Off Tonnage				Commercial (curbside) Tonnage				Commercial Drop-Off Tonnage			
Municipality Name																

Name of processing facility or market: _____

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.			
Authorized Representative	Title	Signature	Date

POST-CONSUMER RECYCLING MATERIAL CODES:

- [SS1] **SINGLE STREAM** (All recyclables + fiber collected together)
 [XXX] **COMMINGLED** (2 or more recyclables collected together and fiber collected separate)

GLASS

- [GL1] Clear
 [GL2] Mixed
 [GL3] Green
 [GL4] Brown
 [GL5] Glass: Plate
 [GL6] Glass: Other

PAPER

- [C01] Cardboard (corrugated)
 [C02] Brown Bags & Sacks
 [C03] Gabled / Aseptic Cartons
 [PA1] Magazines & Catalogs
 [PA2] Newsprint / Newspaper
 [PA3] Mixed / Other Paper Grades (junk mail, paperboard, shred)
 [PA4] Office Paper (all high grades, may include paper shredding)
 [PA6] Phone Books
 [DR3] Drum: Fiber

PLASTICS

- [PL1] PET (polyethylene terephthalate)
 [PL2] HDPE (high density polyethylene)
 [PL3] PVC (unplasticized & plasticized polyvinyl chloride)
 [PL4] LDPE (low density polyethylene)
 [PL5] PP (polypropylene)
 [PL6] PS (polystyrene & expanded polystyrene)
 [PL7] Mixed / Other
 [PL8] Film
 [DR1] Drum: Plastic (55-gallon HDPE plastic drums)
 [DR4] Mixed Bulky Rigid: Plastic (buckets and pails)

ORGANICS

- [SSF] Source Separated Food
 [DF] Donated Food
 [MGO] Meat Renderings, Grease Trap Waste, or Other
 [FGO] Food Grade Oil (cooking oil)
 [WW1] Wood Waste
 [Y01] Yard & Leaf Waste

METALS

- [AA1] Aluminum Cans

- [F02] Steel / Bimetallic / Tin Cans
 [MX2] Mixed Cans
 [AA2] Aluminum Scrap
 [F01] Ferrous Metal
 [N01] Non-Ferrous Metal
 [N02] Copper
 [N03] Brass
 [N04] Lead
 [N05] Stainless Steel
 [N10] Nickel
 [W01] Wire / Cable
 [MM1] Mixed Metals (includes drum steel)
 [TC1] Tanks/Cylinders (empty compressed gas)
 [F03] White Goods (all appliances, refrigerant included)

HOUSEHOLD/COMMERCIAL HAZARDOUS WASTE

- [O02] Antifreeze
 [B01] Batteries: Lead-Acid, Wet & Gel Cells, AMG
 [B02] Mixed Batteries: Household (Single-Use, Rechargeable)
 [B03] Single-Use Batteries: Alkaline (AA, AAA, 6V, C, D, etc.)
 [B04] Single-Use Batteries: Lithium - Lithium Primary
 [B05] Rechargeable Batteries: Lithium, Lithium Ion
 [B06] Rechargeable Batteries: Nickel Metal Hydride
 [B07] Rechargeable Batteries: Nickel Cadmium
 [B08] Rechargeable Batteries: Small Sealed Lead Acid
 [B09] Rechargeable Batteries: Nickel Zinc
 [CR1] E-Waste (includes televisions)
 [PC1] Printer Cartridges (inkjet, laser, toner)
 [FL1] Fluorescent Tubes & CFLs
 [OL2] Used Oil (auto, motor, engine)
 [OL3] Oil Filters
 [CHW] Other Commercial HW (paints, varnish, pesticides)
 [HHW] Other Household HW (paints, varnish, pesticides)

OTHER RECYCLABLES

- [ASP] Asphalt
 [M01] Rubber Tires
 [M02] Construction & Demolition
 [M03] Clothing / Textiles
 [M04] Furniture & Furnishings
 [RU1] Carpet
 [RU2] Carpet Padding
 [MT1] Mattresses
 [MIS] Miscellaneous / Other Consumer Items

***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.

****Gross Weight:** Enter the Gross Weight of all material. Do not 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. PA DEP has a formula it will use to subtract processing residue.

*****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 maintain accurate annual recycling data and show-case the importance and viability of the recycling industry in Pennsylvania.

Conversion Chart

Antifreeze:	8.42 lbs per gallon
Battery – Lead Acid:	Car = 36 lbs Truck = 47 lbs Motorcycle = 8.7 lbs
Rubber Tires:	Car = 22.5 lbs Truck = 70 lbs
Used Oil:	Commercial/Farm = 110 lbs 7.4 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
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Grass Clippings:	2 yd ³ = 1 ton
Christmas Tree:	1 tree = 30 lbs
Wood Chips:	1 yd ³ = 500 lbs
Wood Pallet:	1 pallet = 25 lbs

Source: [Volume-to-Weight Conversion Factors U.S. Environmental Protection Agency Office of Resource Conservation and Recovery April 2016](#)

Re-TRAC

Recycling Data Management Platform

At this time we will turn things over to John Nantz of DEP, who will share his screen and show us how Re-TRAC has applied the changes and what we can expect to see when running reports with these new categories.

What's Next ?

- **Forms have been posted to PROP's Website on the Coordinator's Toolkit Page**
www.proprecycles.org/coordinators-tool-kit
- **2024 Annual Report Notice, 2024 Statewide Corporate Recyclers List, and 2024 Annual Report Forms will be emailed out to County Coordinators in NOVEMBER.**
- **County Coordinators should reach out and distribute the same as above to their municipalities in DECEMBER.**
- **Statewide Corporate Recycling Reports will filter in and be disseminated from January through mid March.**

THANK YOU FOR ATTENDING!
IF YOU LIKE THE THINGS PROP IS DOING
AND YOU AREN'T ALREADY A MEMBER,
PLEASE JOIN OUR FAMILY!



Webinar Presenters:

Amy Mazzella di Bosco

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