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 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.

- 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. 10/2026	**ACT 101 RECYCLING COMPLIANCE REPORT** **For Commercial, Municipal, Institutional Facilities**	**For the period:** Jan. 1, 2026 to Dec. 31, 2026 **Due:** February 1, 2027 **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): _____

1. CHECK the box in front of each ***post-consumer** material that your establishment recycled.
2. 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**.
3. If you use a commingled or single stream collection system, check the boxes beside each material in the mix.

Material Type		Weight
☐ **Single Stream** (all recyclables, including fiber, collected together)	[SS1]	
☐ **Commingled** (two or more materials collected together, fiber separate)	[XXX]	
Glass Bottles and Jars		
☐ Glass: Clear	[GL1]	
☐ Glass: Mixed	[GL2]	
☐ Glass: Green	[GL3]	
☐ Glass: Brown	[GL4]	
☐ Glass: Plate	[GL5]	
☐ Glass: Other	[GL6]	
Paper		
☐ Paper: Cardboard	[C01]	
☐ Paper: Brown Bags & Sacks	[C02]	
☐ Paper: Gabled/Aseptic Carton	[C03]	
☐ Paper: Magazines & Catalogs	[PA1]	
☐ Paper: Newsprint/Newspaper	[PA2]	
☐ Paper: Mixed/Other Grades (junk mail, paperboard, books, includes shredding)	[PA3]	
☐ Paper: Office Paper (all high grades, includes shredding)	[PA4]	
☐ Paper: Phone Books	[PA6]	
☐ Drum: Fiber	[DR3]	

Material Type		Weight
Plastics		
☐ Plastic: PET	[PL1]	
☐ Plastic: HDPE	[PL2]	
☐ Plastic: PVC	[PL3]	
☐ Plastic: LDPE	[PL4]	
☐ Plastic: PP	[PL5]	
☐ Plastic: PS	[PL6]	
☐ Plastic: MIXED / OTHER	[PL7]	
☐ Plastic: FILM	[PL8]	
☐ Plastic: DRUM (55-gal HDPE plastic drums)	[DR1]	
☐ Plastic: MIXED BULKY RIGID (buckets and pails)	[DR4]	
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]	

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

Material Type		Weight
Metals		
☐ Wire / Cable	[W01]	_____
☐ Mixed Metals (includes drum steel)	[MM1]	_____
☐ Tanks/Cylinders (compressed gas)	[TC1]	_____
☐ White Goods	[F03]	_____
Household/Commercial Hazardous Waste		
☐ Antifreeze	[O02]	_____
☐ Batteries: Lead Acid, Wet/Gel Cell, AGM	[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 (inkjet, laser, toner)	[PC1]	_____
☐ 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]	_____
Organics		
☐ Source Separated Food (composted, digestion, animal feed)	[SSF]	_____
☐ Donated Food	[DF]	_____
☐ Meat Renderings, Grease-Traps	[MGO]	_____
☐ Food Grade Oil (cooking oil)	[FGO]	_____
☐ Wood Waste	[WW1]	_____
☐ Yard & Leaf Waste	[Y01]	_____

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

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