Annual Recycling Report Instructions for Form 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 (retail establishment with multiple store locations; broker; processor; other company transporting recyclables generated in Pennsylvania):

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-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. 10/2026	**ANNUAL RECYCLING REPORT** **For Waste/Recycling Hauler, Document Destruction Company, or Other Company Transporting Recyclables Generated in PA**	For the period: Jan. 1, 2026 to Dec. 31, 2026 Due: February 1, 2027 To: Insert Municipal Contact Info Here

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

Please **complete <u>one form for each municipality</u>** 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)		***Residential (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 ☐ below for each material in the mix.						
GLASS BOTTLES & JARS						
☐ Glass: Clear	[GL1]					
☐ Glass: Mixed	[GL2]					
☐ Glass: Green	[GL3]					
☐ Glass: Brown	[GL4]					
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	[PA3]					
☐ Paper: Office Paper	[PA4]					
☐ Paper: Phone Books	[PA6]					
☐ Paper: Drum Fiber	[DR3]					
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 drums)	[DR1]					
☐ Plastic: Mixed Bulky Rigid (buckets)	[DR4]					
METAL CANS & BOTTLES						
☐ Aluminum Cans	[AA1]					
☐ Steel & Bimetallic (Tin) Cans	[F02]					
☐ 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, 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 (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