

Navigating the Statewide Reporting Network

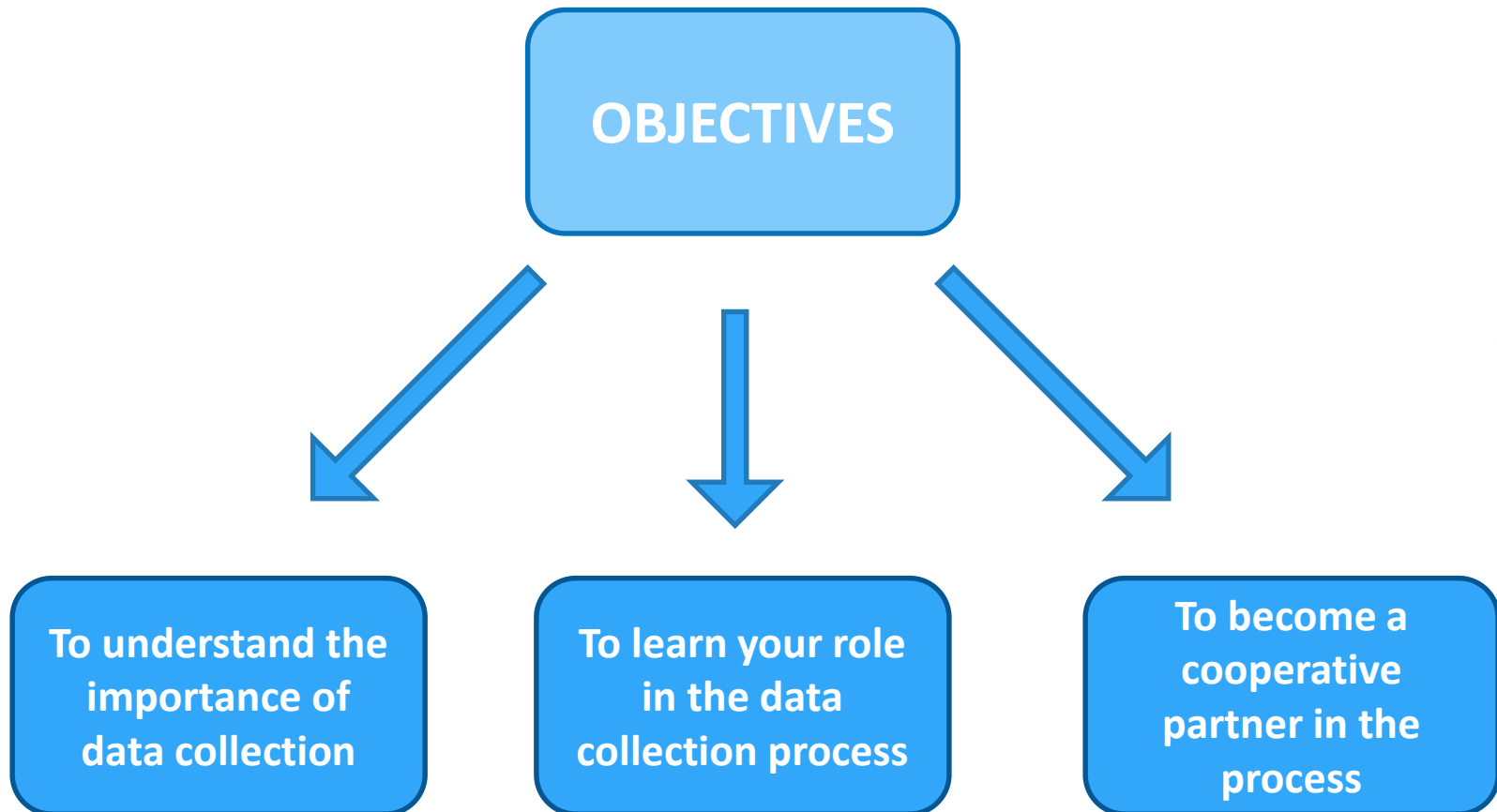
Data Management Workshop

July 25, 2018





Data Management





904 Data Requirements for Eligible Documentation



Who generated the material



What type of material



When was material marketed



Where was it generated



How much did it weigh



904 Grant Eligible Materials & Acceptable Documentation



Only ACT 101 materials are eligible




Tonnage for 904 must be documented by weigh tickets, manifests, signed reports...

Examples of Forms for Eligible 904 Grant Documentation

www.proprecycles.org



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- **PROP Updates and Maintains County Recycling Coordinator Annual Report Forms on its Website**
 - **Click on the Resources for Recyclers menu tab on the homepage of PROP's Website and choose Coordinator's Toolkit**

Home

About Us

Education and Events

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Resources for Recyclers

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Coordinator's Tool Kit

County Recycling Coordinator Annual Report Forms:

[How to decide which form to submit](#)

Annual Municipal Report Form: [PDF Version](#) / [Excel Version](#)

Commercial/Municipal/Institutional Compliance Form: [PDF Version](#) / [Word Version](#)

Transporter Report Form: [PDF Version](#) / [Word Version](#)

Countywide Report Form: [PDF Version](#) / [Word Version](#)



Quick Links

[Annual Conference](#)

[Career Opportunities](#)

[Certification](#)

[Contact Us](#)


Latest News

Upcoming Events

Wed Jul 25, 2018

[2018 Recycling & Organics
Conference](#)

Category: PROP Conference

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- PROP Forms are a **TOOL**
 - You can personalize, edit, and make it your OWN for your own County or Municipality
 - As long as the form has the **Who, What, When, Where, & How Much,** and it is signed by the proper individual, it will be eligible

24 Corporate Reports distributed by PROP Data Management Committee through a Statewide Network

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1. ALDI – WESTERN DIVISION
 2. ALDI – EASTERN DIVISION
 3. ALDI – CENTRAL DIVISION
 4. AUTO ZONE
 5. JASAR RECYCLING
 6. JC PENNEY
 7. HOME DEPOT
 8. TARGET
 9. WALMART
 10. RECYCLE INC. EAST
 11. DOLLAR GENERAL
 12. WEIS
 13. BIG LOTS
 14. LOWES
 15. GIANT FOODS (AHOLD)
 16. GIANT EAGLE
 17. BEST BUY
 18. KOHL'S
 19. GROCERY OUTLET (AMELIA'S)
 20. SAVE A LOT FOOD STORES
 21. USPS - PA LOCATIONS
 22. STAPLES
 23. ADVANCE AUTO
 24. WAWA

**DEP accepts a “0” residue rate
for the 24 Corporate Reports
distributed by
PROP’s Data Management Committee
through the Statewide Network
when applying for
that calendar year’s 904 Grant.**





STATEWIDE NETWORK FLOW OF DISSIMINATION





FLOW OF DISSIMINATION IS DEPENDENT ON THE COUNTY RECYCLING COORDINATOR

**Pennsylvania County Recycling Coordinator
Responsibilities approved at the June 2018**

**DEP Solid Waste/Recycling Fund Advisory Committee
Meeting, require County Recycling Coordinators to
“distribute to municipal coordinators the statewide
annual reports collected and disseminated by the PROP
Data Management Committee” (Section 3, Item d)**



COUNTY RECYCLING COORDINATORS:

- ✓ **We ask that you please confirm and update your municipal contacts annually.**
- ✓ **We ask that you disseminate the reports in a timely fashion**



MUNICIPAL RECYCLING COORDINATORS:

- ✓ **We ask that you please contact your County Recycling Coordinator annually before reporting season to confirm or provide any updates to your municipal contact information.**



MUNICIPAL RECYCLING COORDINATORS:

- ✓ **If during reporting season you do not receive one or more of the statewide reports, please contact your county recycling coordinator directly---it ensures the network is functioning as it should in the distribution of these reports. If you do not receive a report after contacting your county recycling coordinator, then notify me so I can fix the flow of information...**




Two Emails Sent out to County Coordinators in Late October:

Hello Fellow County Recycling Coordinators:

Please find the attached most up-to-date, revised annual report forms. You will also find a link below to access these Annual Report Forms in the Coordinator's Tool Kit on the PROP Website. PROP as you know is now responsible for the update and distribution of these annual reporting forms. I have also attached the forms to this email in their original MS Word or MS Excel formats.

Happy Reporting 2018!

www.proprecycles.org/coordinators-tool-kit



From: Amy
Sent: Tuesday, October 17, 2017 2:23 PM
Subject: Preliminary List - Statewide Reports for CY 2017

There will be 19 Statewide Reports for CY 2017.

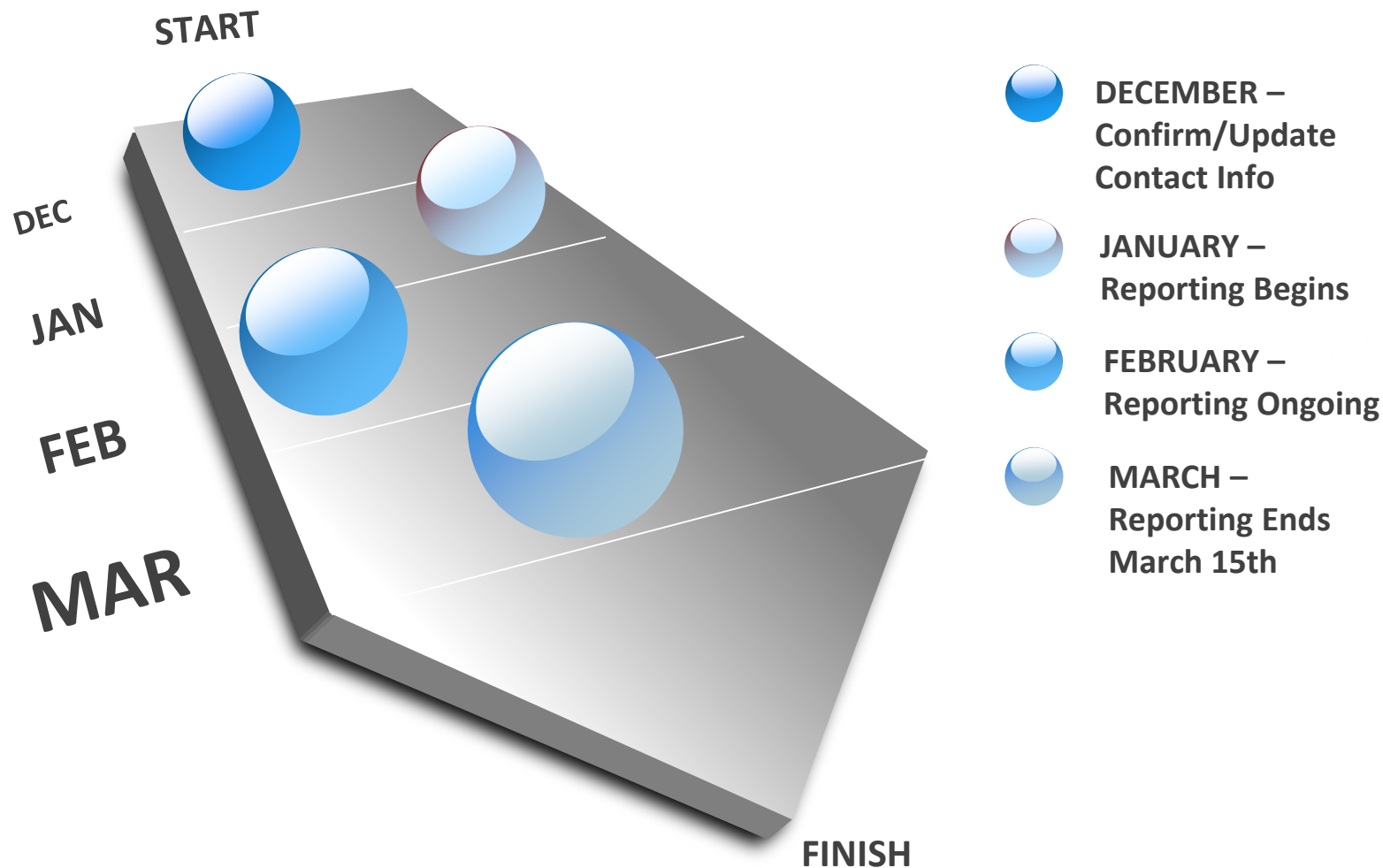
- | | |
|--|----------------------|
| 1. ALDI - Western PA | 2. ALDI - Eastern PA |
| 3. Auto Zone | 4. JaSar Recycling |
| 5. JC Penney | 6. Home Depot |
| 7. Target | 8. Walmart |
| 9. Recycle Inc. East | 10. Dollar General |
| 11. Weis | 12. Big Lots |
| 13. Lowes | 14. Walgreens |
| 15. Giant Foods (Ahold) | 16. Giant Eagle |
| 17. Best Buy | 18. Kohls |
| 19. Grocery Outlet (formerly Amelia's Grocer Outlet) | |

Sears/Kmart—There is no corporate contact since there were multiple store closings in 2016, so we advise you contact your local store...

Please kindly disseminate report forms to your municipalities in a timely fashion!



Statewide Network Corporate Reporting Timeline





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Do you have any questions?

