Recycling 520: Data Management



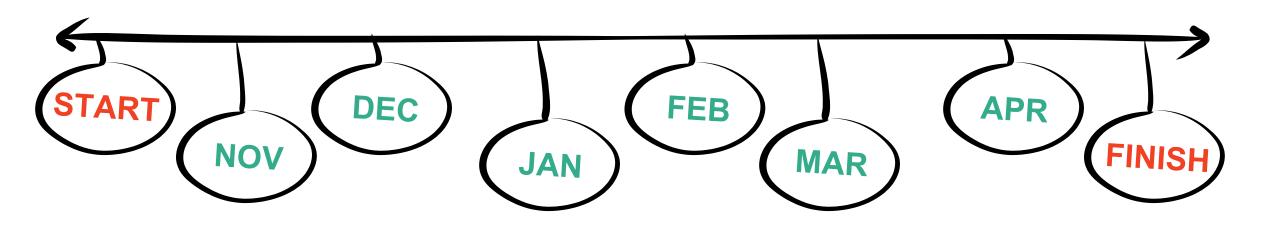






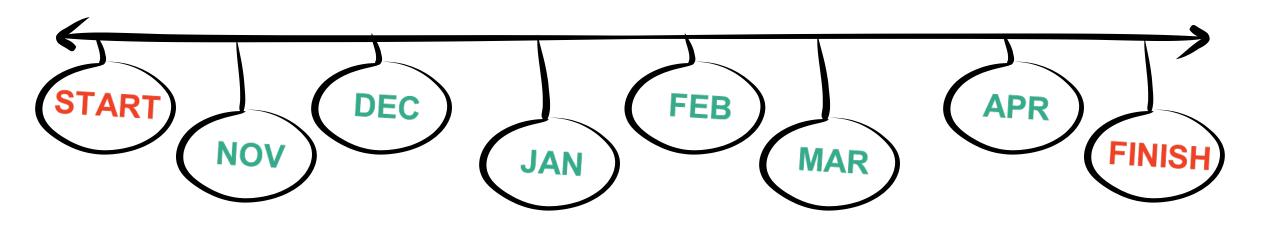






Annual Reporting: A Timeline to Attainment

Annual Reporting: A Timeline to Attainment



The goal for today is to provide you with the framework to set yourself up for a successful annual reporting season!



Annual Report Requirements

- Tonnage reported for the Annual Report <u>DOES NOT</u> need to be documented (by weigh tickets, manifests, signed reports, etc. <u>BUT</u> it does make it eligible for the 904 Grant)
- Verbally accounted tonnage may be reported
- Municipality must report to County on or before February 15th
- County must report to State (DEP) on or before April 1st

904 Data Requirements



- Who generated the material
- What type of material
- · When was material marketed
- Where was it generated
- How much did it weigh

Tonnage reported for 904 MUST be documented by weigh tickets, manifests, signed hauler/recycler reports, market receipts...

904 Data Requirements Cont.

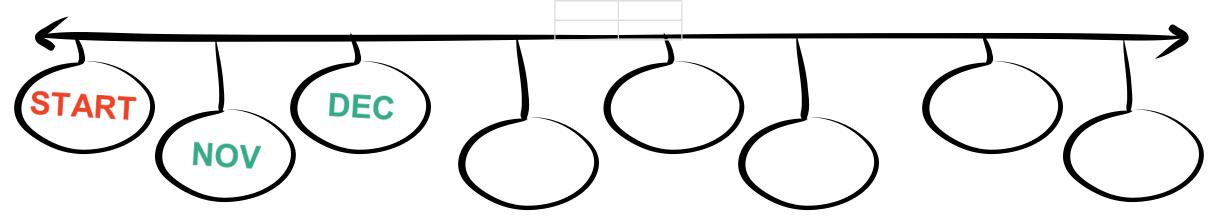


- Any recyclable material going for further processing is subject to the 20% Residue Rate.
- All market receipts from Processors are subject to the 20% Residue Rate.
- In order to claim the 0% Residue Rate, the material must go directly to the Market or End-User without any processing and market receipts from the End-User are required.
- All Corporate Recycling Reports disseminated through the Statewide Network are a 0% Residue Rate.

Annual Reporting: A Timeline to Attainment	Start Date December 1	End Date March 31
Receive updated recycling report forms and the preliminary "statewide corporate list" from PROP Data Management Committee	November 15	December 15
County sends/emails letter, forms and "list" to the municipalities	November 15	December 15
Ocunty/Municipality sends/emails letter/forms to haulers and recyclers	December 15	December 31
County/Municipality sends/emails letter/forms to commercial businesses/industries/institutions	December 15	December 31
Seceive Recycling Tonnage Reports	January 1	March15
6 County disseminates statewide corporate reports to Municipalities	January 1	March15
Make reminder calls/emails for late reports	February 10	March 10
Senter/Tabulate Reports	February 15	March 15
Municipality submits final report to County	February 15	March15
© County submits data electronically into Re-TRAC	March 1	March 31

Step 1

From Mid Nov to Mid Dec---PROP Data Management Committee emails initial correspondence, updated forms, and statewide corporate list to County Recycling Coordinator



ANNUAL RECYCLING REPORT for CALENDAR YEAR _____

County:		Municipality:							
Contact Information Name:		Address:							
Phone Number:		Email:							
		Web site:							
Yes No	_	Yes No							
Curbside Program:]	Pay as you Throw							
Leaf waste program]	Drop-off Program							
Mandated by Ordinance:]	Number of Drop-off sites:							
Collection Frequency:	x Month	List site locations and materials:							
Materials Collected:		street address city zip							
		1) Location:							
		Material:							
		2) Location:							
		Material:							
Who collects materials?		3) Location:							
Private Subscription Municipality Contr.	act Hauler	Material:							
		Please attach any additional information you may have.							

RECYCLABLES: (Convert all volumes to TONS)	Code	Residential (Curbside)	Residential (Drop-Off)	Commercial, Municipal, Institutional (Curbside)	Commercial, Municipal, Institutional (Drop-Off)
SINGLE STREAM (all recyclables, including fiber, collected together)	SS1				
COMMINGLED (two or more recyclables collected together, fiber separate)	XXX				
GLASS:					
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 CARTONS	C03				
PAPER: MAGAZINES & CATALOGS	PA1				
PAPER: NEWSPRINT / NEWSPAPER	PA2				
PAPER: MIXED / OTHER PAPER GRADES	PA3				
PAPER: OFFICE PAPER (all high grades)	PA4				
PAPER: PHONE BOOKS	PA6				
PAPER: 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				

RECYCLABLES: (Convert all volumes to TONS)	Code	Residential (Curbside)	Residential (Drop-Off)	Commercial, Municipal, Institutional (Curbside)	Commercial, Municipal, Institutional (Drop-Off)
PLASTIC: PP (polypropylene)	PL5				
PLASTIC: PS (polystyrene)	PL6				
PLASTIC: MIXED / OTHER	PL7				
PLASTIC: FILM	PL8				
PLASTIC: DRUM (high molecular weight HDPE)	DR1				
PLASTIC: DRUM (mixed bulky rigid)	DR4				
METALS:					
ALUMINUM CANS	AA1				
STEEL / BIMETALLIC / TIN CANS	F02				
MIXED CANS	MX2				
ALUMINUM SCRAP	AA2				
	F01				
FERROUS METALS	ND1				
NON-FERROUS METALS	ND2				
COPPER	ND3				
BRASS LEAD	ND4				
	NO5				
STAINLESS STEEL	_				
NCKEL	N10				
NIRE / CABLE	W01				
MIXED METALS (Includes drum steel)	MM1				
NHITE GOODS	F03				
HOUSEHOLD/COMMERCIAL HAZARDOUS WASTE					
NTIFREEZE	002				
BATTERIES (lead acid)	B01				
SATTERIES (other household)	B02				
E-WASTE (Includes televisions)	CR1				
FLUORESCENT TUBES / CFLs	FL1				
JSED OIL	OL2				
DIL FILTERS	OL3				
OTHER COMMERCIAL HW (hazardous waste - paints, vamishes, pesticides, etc.)	CHW				
OTHER HOUSEHOLD HW (hazardous waste - paints, varnishes, pesticides, etc.)	HHW				
OTHER RECYCLABLES:					
SPHALT	ASP				
RUBBER TIRES	M01				
CONSTRUCTION & DEMOLITION	M02				
CLOTHING / TEXTILES	M03				
FURNITURE / FURNISHINGS	M04				
MATTRESSES	MT1				
MISCELLANEOUS / OTHER CONSUMER ITEMS	MIS				
ORGANICS:					
SOURCE SEPARATED FOOD	SSF				
WOOD WASTE	WW1				
YARD & LEAF WASTE: (Leaves: 1 ton = 4 cu. yd; Grass Clippings: 1 ton = 2 cu. yd)	Y01				
TOTALS					

Form FM-11 Rev. 10/10/18	ACT 101 RECYC			-		o Dec. 31, 2018 ebruary 1, 2019 tact Info Here		Material Type	Weight		Conve	rsion Chart
	For Commercial,	, municipai, ir	stitutional Facil	ities .	misert municipal con	and mile field	Me	tals Continued:				
County Name:			Municipality Na	ame:				Aluminum Cans	[AA1]		eeze:	7.2 lbs per gallon
Name of Establish	ment:		manopanty 14					Steel / Bimetallic / Tin Cans	[F02]	Batter	ry – Lead Acid:	Car = 17.8 lbs
	nent.		0.4		7in Code			Mixed Cans	[MX2]	_		Truck = 48.7 lbs Motorcycle = 8.7 lbs
Address:			City:		Zip Code:			Aluminum Scrap	[AA2]	- Dubb	T :	•
Email:			Telephone:		Fax:			Ferrous Metals	[F01]	Rubb	er Tires:	Car = 21 lbs Truck = 70 lbs
Primary Business F	Function:							Non-Ferrous Metals	[N01]	Used	Oil:	7.2 lbs per gallon
								Copper	[N02]	Oil Fi		1.2 lbs each
-			naterials? So	ource-separated Con	mmingled Sin	gle Stream		Brass	[N03]		- Whole Bottle:	1 ton = 2 vds ³
	yclable materials colle							Lead	[N04]			* .
_	ecycling facility or bro							Stainless Steel	[N05]		print – Loose:	1 ton = 3 yds ³
	rivate hauler (name):							Nickel	[N10]	Corru	gated Cardboard:	2.5' x 4' x 5' bale = 1100 lbs
_	onfidential document							Wire / Cable	[W01]	Plasti	ic Soda Bottles	
		-		cation):				Mixed Metals (includes drum steel)	[MM1]		hole, Loose:	30 lbs = 1 yd ³
				aterials, do not include	e weights in the l	ist below.		White Goods	[F03]	Plasti	ic Film:	2.5' x 4' x 5' bale = 1500 lbs
_	will be retrieved from	-		-off facility.				usehold/Commercial Hazardous		Solid	& Liquid Fats:	55 gallon drum = 412 lbs
	delivers materials to	recycling facilit	y (name):					Antifreeze	[002]	White	Goods	
Other (please	specify):						Ц	Batteries: Lead Acid	[B01]		eezers:	1 = 250 lbs
1. CHECK the b	oox in front of each po	ost-consumer	material that you	r establishment recycled.	L			Batteries: Other	[B02]		frigerators:	1 = 250 lbs
			•	eight in tons and attach a		icket from		E-Waste (includes TV)	[CR1]	Ot	her Appliances:	1 = 150 lbs
your recycle	r. Enter the GROSS	WEIGHT**. D	O NOT subtract a	ny processing residue.				Fluorescent Tubes/CFLs	[FL1]	Yard '	Waste	
3. CHECK the b	oox in front of each po	st-consumer m	aterial recycled a	t vour establishment				Used Oil	[OL2]	Le	aves:	4 yd ₂ = 1 ton
	the recyclables yours							Oil Filters	[OL3]	Gr	ass Clippings:	2 yd ³ = 1 ton
				the boxes beside each n	naterial in the mix.			Other Commercial HW	[CHW]	Wood	Chips:	1 yd3 = 500 lbs
-								(paints, varnish, pesticides, etc.)				•
Materi	al Type	Weight		Material Type	W	eight		Other Household HW (paints, vamish, pesticides, etc.)	[HHW]			
Single Strea		[SS1]	Plast				Ott	ner Recyclables:				
_	cluding fiber, collected			Plastic: PET	[PL1]			Asphalt	[ASP]			
		[XXX]	_	Plastic: HDPE	[PL2]		H	Rubber Tires	[M01]		SUBM	IT REPORT
Commingle			—	Plastic: PVC	[PL3]		H	Construction & Demolition	[M02]			
•	rials collected togethe	er, fiber separa	e) —	Plastic: LDPE	[PL4]		H	Clothing / Textiles	[M03]		TO MU	NICIPALITY
Glass Bottles and			_	Plastic: PP	[PL5]		_	Furniture & Furnishings	[M04]		pv	EED 48ti
Glass: Clear		[GL1]	_	Plastic: PS	[PL6]			Mattresses		_	BI	FEB 1 st !
Glass: Mixed		[GL2]	_	Plastic: MIXED / OTHER					[MT1]			ı
Glass: Gree		[GL3]	_	Plastic: FILM	[PL8]			Misc. / Other Consumer Items	[MIS]		Your acc	curate and timely
Glass: Brow		[GL4]	_	Plastic: DRUM	[DR1]		Org	ganics:			reporting ena	ables the County and
Glass: Plate	;	[GL5]		(high molecular weight HDPE)			L L	Source Separated Food	[SSF]		the State	to determine an
Glass: Other	r	[GL6]	🗆	Plastic: DRUM (mixed bulk	kyrigid) [DR4]			Wood Waste	[WW1]	_	accurate i	recycling rate and
Paper:			Meta	s:				Yard & Leaf Waste	[Y01]		showcase f	the importance and
Paper: Card	board	[C01]		Aluminum Cans	[AA1]						viability of th	ne recycling industry.
Paper: Brow	n Bags & Sacks	[C02]		Steel / Bimetallic / Tin Ca	ans [F02]							
Paper: Gable	ed/Aseptic	[C03] —		Mixed Cans	[MX2]							
Cartons				Aluminum Scrap	[AA2]							
		[PA1]		Ferrous Metals	[F01]							
_		[PA2]		Non-Ferrous Metals	[N01]			certify, to the best of my know				
		[PA3]		Copper	[N02]			authorize the Municipality to ag			ig purposes. If a	legible weight ticket is
_	mail, paperboard, etc.)			Brass	[N03]		1	attached, this report may also i	be used for DEF	grant purposes.		
Paper: Office grades)	ce Paper (all high	[PA4]	=	Lead	[N04]							
Paper: Phon	ne Books	[PA6]	=	Stainless Steel	[N05]		-	Authorized Representative		Title	Signature	Date
Drum: Fiber		[DR3]		Nickel	[N10]		L	, identificative representative	<u>'</u>	THE STATE OF THE S	Oignature	Duic
_			-consumer material	I: Material that has been us	sed as a consumer ite	em and then						

converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, overissue publications, and obsolete inventories **Enter GROSS WEIGHT of all material. DO NOT subtract any processing residue as PA DEP has a formula it will apply.

that did not leave the generating facility would be classified as pre-consumer materials and should not be reported on this form.

diverted from municipal solid waste for the purpose of collection and recycling. The term excludes material generated in manufacturing and

Form FM-12 Rev. 10/10/18	ANNUA For Waste/Recycling F	lauler, [Due:	riod: Jan. 1, 2018 to Dec. 31, 2018 February 1, 2019 nsert Municipal Contact Info Here						
Other Company Transporting Recyclables Generated in PA Collector Name:										
Address:	Address: City: Zip Code:									
Email:				Teleph	one:		Fax:			
Please compl	lete one form for each m	unicipal	lity where y	ou collecte	d recyclables.					
Municipality:				Co	ounty:					
		net_cons	umer* mat	_		recycling fr	om the municipality above.			
	•			-						
2. ENTER t	he GROSS WEIGHT** of	material	recycled in	the correct	column. DO NO		any processing residue.			
(see page 2	ACT 101 able Material Type for Other Recyclables)		Resi- dential Tons***	Res. Drop-Off Tons ***	Commercial/ Institutional Tons	Com. Drop-Off Tons	Name of Processing Facility or Market			
Single Stream		[SS1]								
Commingled	: mingled or single strean	[XXX]		11-41-	- haves halaw	f	Assisting the service			
	mingled or single stream	1 collect	ion systen	n, cneck th	e boxes below	for each ma	iterial in the mix.			
GLASS BOTT		[GL1]								
	: Mixed	[GL2]								
	Green	[GL3]								
Glass:		[GL4]					1			
PAPER:										
☐ Paper:	: Cardboard	[C01]								
Paper:	: Brown bags & sacks	[C02]								
	: Gabled/Aseptic Cartons	[C03]								
	: Magazines/Catalogs	[PA1]								
	: Newsprint/Newspaper	[PA2]								
	: Mixed/Other Paper	[PA3]					1			
	unk mail, chipboard, etc.) Office Paper (all high	[PA4]								
grades		[i A4]					1			
	Phone Books	[PA6]								
PLASTICS:										
Plastic	: PET	[PL1]								
Plastic	: HDPE	[PL2]								
☐ Plastic		[PL3]								
Plastic		[PL4]								
Plastic		[PL5]								
Plastic		[PL6]								
	: MIXED / OTHER	[PL7]								
Plastic		[PL8]								
	S & BOTTLES: num Cans	FA A 41								
	& Bimetallic (Tin) Cans	[AA1] [F02]								
Mixed	1 /	[MX2]								
ORGANICS:	Cuito	[IND.CZ]								
	e Separated Food	[SSF]								
	Waste	[WW1]								
	and Leaf Waste	[Y01]								
*Report only	post-consumer materia	s on thi	s form. P	ost-consun	ner material: M	laterial 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 preconsumer materials and should not be reported on this form.

- 3. CHECK the box in front of each post-consumer material collected for recycling from the municipality you indicated on page 1.
- 4. ENTER the GROSS WEIGHT** of material recycled in the correct column. DO NOT subtract any processing residue.

NON ACT 101		Resi- dential	Res. Drop-Off Tons ***	Commercial/ Institutional	Com. Drop-Off Tons	Name of Processing Facility or Market
Other Materials Recycled OTHER GLASS		Tons***	TORS	Tons	TORS	Facility of Market
Glass: Plate	101.51					
Glass: Plate	[GL5] [GL6]					
	[GL6]					
OTHER PAPER:	(DD0)					
OTHER PLASTICS:	[DR3]					
Plastic: Drum (high molecular weight HDPE)	[DR1]					
Plastic: Drum (mixed bulky rigid)	[DR4]					
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]					
White Goods	[F03]					
HOUSEHOLD/HAZARDOUS WASTE:						
Antifreeze	[002]					
☐ Batteries: Lead Acid	[B01]					
Batteries: Other	[B02]					
☐ E-Waste (includes TV)	[CR1]					
☐ Fluorescent Tubes/CFLs	[FL1]					
Used Oil	[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]					
Mattresses	[MT1]					
Misc. Other Consumer Items	[MIS]					

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

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

certify, to the best of my knowledge, that the information on this form is complete and accurate. I fur authorize the Municipality to aggregate this report for DEP reporting and grant purposes.								
Authorized Representative	Title	Signature	Date					

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

^{***}Residential tons: Residential tons include recyclables from condominiums, apartment complexes and townhouses.

County Where Recyclab															
Name of Company Collecting Recyclables:												Phone:			
Address:										E	-mail: _				
List the municipality name categories. Report only po WEIGHT**. DO NOT subtractions	st-consume	er materials	on this fo	orm. If	you nee	ed more	spaces								
Material Code		esidential Fonnage		Re		al Drop- nage	Off			nercial nage		Commercial Drop-Off Tonnage			
		oillage			1011	lage		_	1011	nage		\vdash	1011	lage	$\overline{}$
Municipality Name															
								<u> </u>							
	-+		\vdash					├				<u> </u>		├─	
		_						\vdash							
	-	+			-		_	\vdash		-		\vdash		\vdash	
								\vdash						\vdash	
														\vdash	
Name of processing facility	or market:				-		-								
I certify that the information and grant purposes.	on this form	n is complet	te and acc	curate.	I author	rize the o	ounty a	nd/or mu	nicipalit	y to use	the infor	mation o	on this re	eport for	reporting
Authorized Repr	esentative				Title					Signa	gnature Date				

ANNUAL RECYCLING REPORT

Countywide

For the period:

To:

Jan. 1, 2018 to Dec. 31, 2018

Insert County Contact Info Here

February 1, 2019

Form FM-13

Rev. 10/10/18

POST-CONSUMER RECYCLING MATERIAL CODES: METALS

(All recyclables, including fiber, collected together) [AA1] Aluminum Cans Steel / Bimetallic / Tin Cans [XXX] COMMINGLED Mixed Cans IMX21 (2 or more recyclables collected together, fiber separate) [AA2] Aluminum Scrap [F01] Ferrous Metal GLASS [ND1] Non-Ferrous Metal [GL1] Clear NO2j Copper įGL2j Mixed [N03] Brass įGL3į Green [N04] Lead [GL4] Brown [N05] Stainless Steel Glass: Plate [GL5] [N10] Nickel GL6 Glass: Other Wire / Cable [MM1] Mixed Metals (includes drum steel) [F03] White Goods

HOUSEHOLD/COMMERCIAL HAZARDOUS WASTE

[CHW] Other Commercial HW (paints, varnish, pesticides, etc.)

[HHW] Other Household HW (paints, varnish, pesticides, etc.)

Miscellaneous / Other Consumer Items

[O02] Antifreeze

Batteries: Lead-Acid

E-Waste (Includes televisions)

Fluorescent Tubes & CFLs

Construction & Demolition

Furniture & Furnishings

Batteries: Other

Used OII

Oil Filters

OTHER RECYCLABLES:

Rubber Tires

Mattresses

[Y01] Yard & Leaf Waste

Clothing / Textiles

[SSF] Source Separated Food [WW1] Wood Waste

[ASP] Asphalt

[B01]

[FL1]

[OL2]

[OL3]

[M03]

[M04]

[MT1]

MIST

ORGANICS:

PAPER: [C01] Cardboard (corrugated)

[SS1] SINGLE STREAM

Brown Bags & Sacks Gabled / Aseotic Cartons Magazines & Catalogs Newsprint / Newspaper

Mixed / Other Paper Grades (Junk mail, paperboard, etc.)

PA4 Office Paper (all high grades)

Phone Books DR3 Drum: Fiber

PLASTICS:

PET (polyethylene terephthalate) HDPE (high density polyethylene)

[PL3] PVC (unplasticized & plasticized polyvinyl chloride)

LDPE (low density polyethylene)

PP (polypropylene)

[PL6] PS (polystyrene & expanded polystyrene) Mixed / Other

[PL8] Film

Definitions:

[DR1] Drum: Plastic (high molecular weight HDPE)

[DR4] Drum: Plastic (mixed bulky rigid)

<u>Post-consumer</u>: 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 firmmings/outlings. Also, print overnums, over-issue publications, and obsolete inventories that did not leave the generating facility would be classified as pre-consumer materials and should <u>not</u> 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

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 determine an accurate recycling rate and showcase the importance and viability of the recycling industry.

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 OII: 7.2 lbs per gallon

Oil Filters: 1.2 lbs each

Glass - Whole Bottle: 1 ton = 2 yds³ Newsprint - Loose: 1 ton = 3 yds³

Corrugated Cardboard: 2.5' x 4' x 5' bale = 1100 lbs

Plastic Soda Bottles

- Whole, Loose: 30 lbs = 1 yd³

2.5' x 4' x 5' bale - 1500 lbs

55 gallon drum - 412 lbs

Solid & Liquid Fats:

Plastic Film: White Goods

- Freezers: 1 ≈ 250 lbs - Refrigerators: 1 ≈ 250 lbs

- Other Appliances: 1 ≈ 150 lbs

4 yd3 - 1ton - Leaves: - Grass Clippings: 2 yd3 = 1 ton

Wood Chips: 1 yd3 = 500 lbs

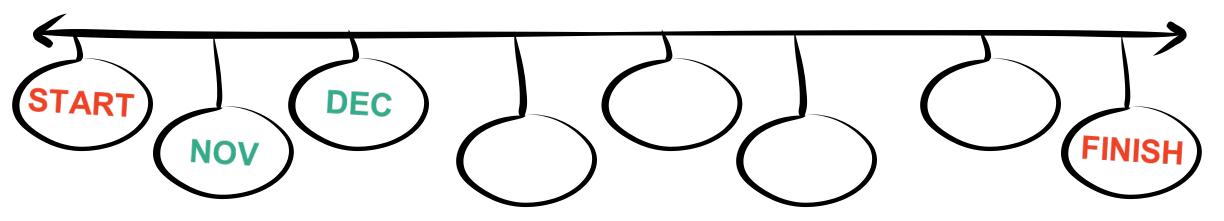
28 Corporate Reports Distributed by PROP Data Management Committee through the Statewide Network

- 1. ALDI Western Div.
- 2. ALDI Eastern Div.
- 3. ALDI Central Div.
- 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 Counties
- 22. Staples
- 23. Advance Auto
- **24. WAWA**
- 25. Walgreens
- 26. Verizon PA Counties
- **27. Tractor Supply**
- 28. Vital Records Control

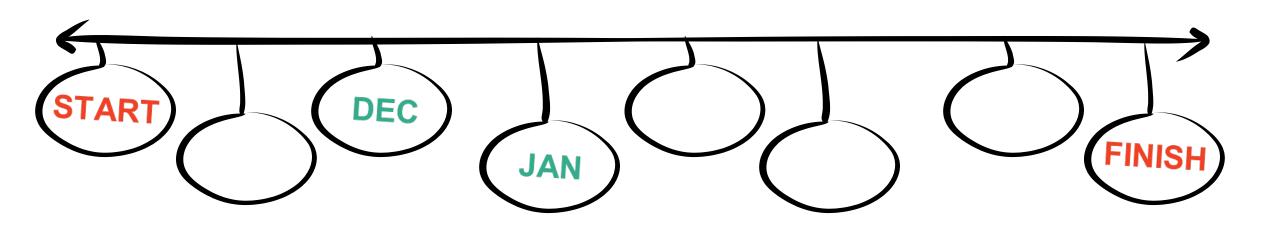
Step
2

From Mid Nov to Mid Dec--the County Recycling Coordinator
sends/emails initial correspondence,
updated forms, and statewide
corporate list to its municipalities.



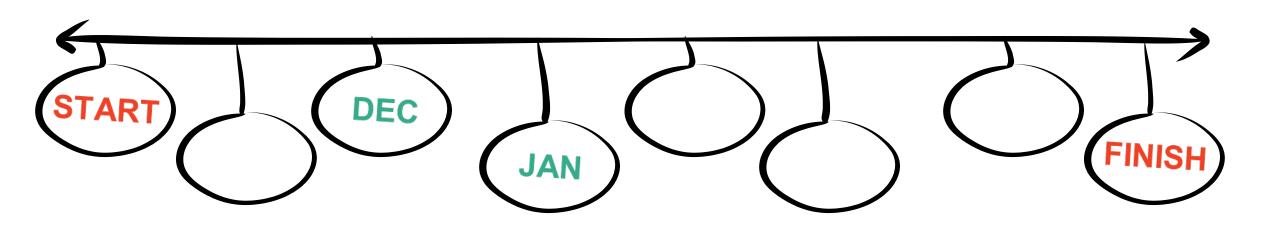


From Mid Dec to Early Jan--County/Municipality sends/emails letter/forms to haulers and recyclers



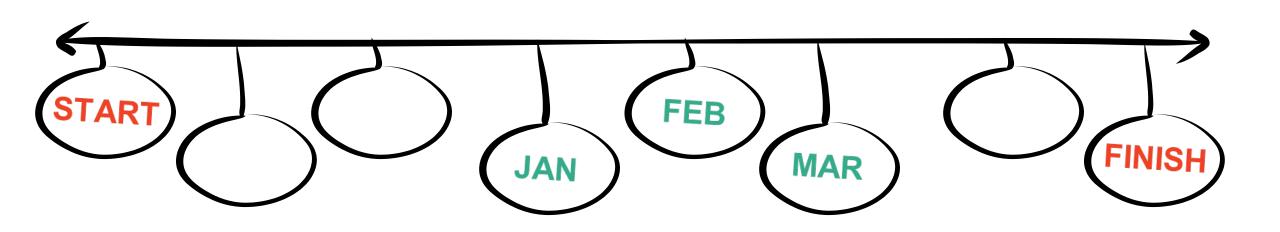


From Mid Dec to Early Jan--County/Municipality sends/emails letter/forms to commercial businesses, industries, and institutions



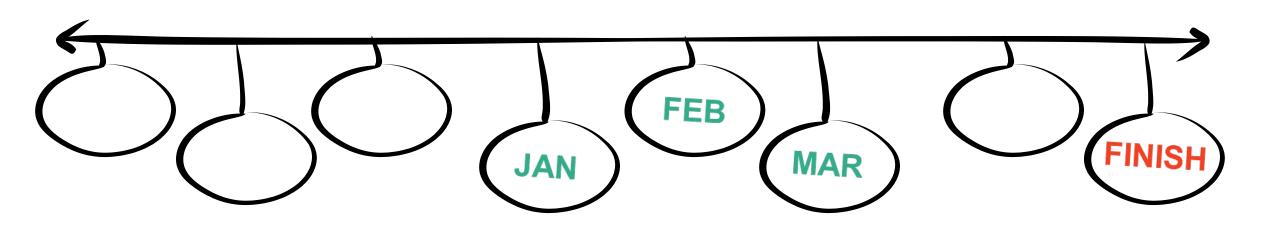
Step 6

Throughout Jan, Feb, and Mar--Receive Recycling Tonnage Reports from haulers, recyclers, businesses, industries and institutions



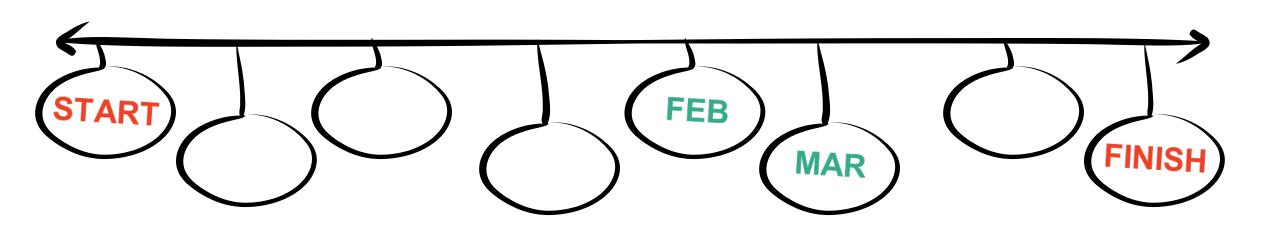


Throughout Jan, Feb, and Mar--County Disseminates Statewide Corporate Reports to Municipalities



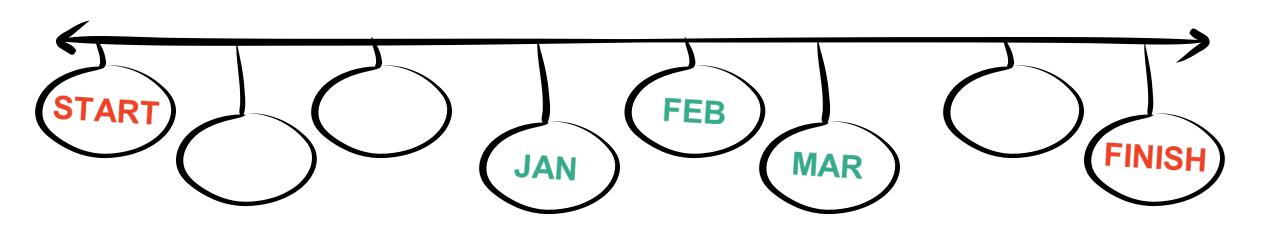


Mid February through Mid March--Reminder calls/emails for late reports



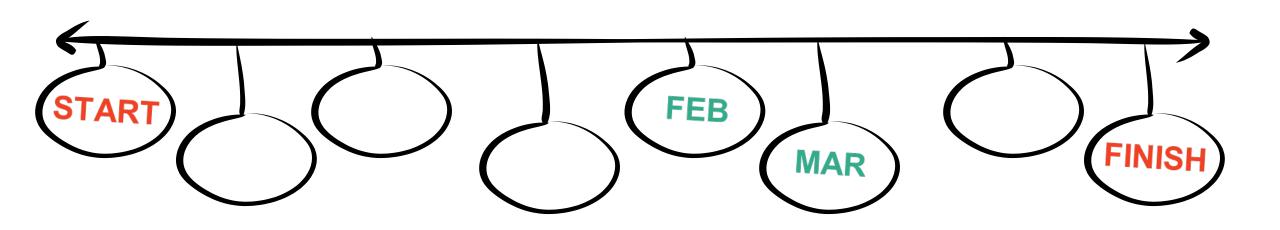


Throughout Jan, Feb and Mar—Compile, organize and enter recycling data from the recycling reports



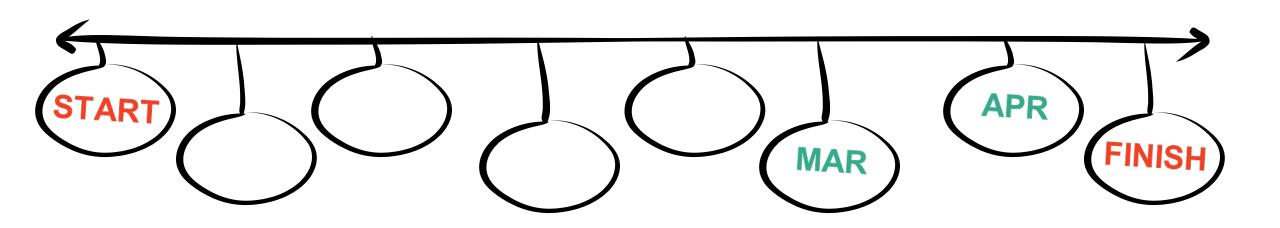


Mid February through Mid March--Municipality submits final report to County

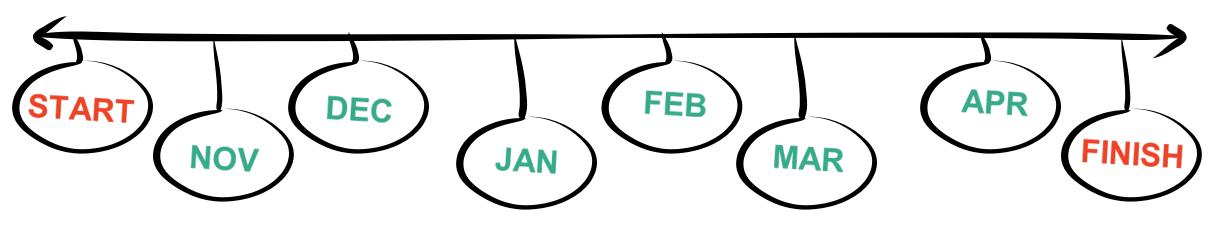




Throughout March--County submits all data electronically into Re-TRAC by April 1st



CONGRATULATIONS!!! Pat yourself on the back for a successful annual reporting season!



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