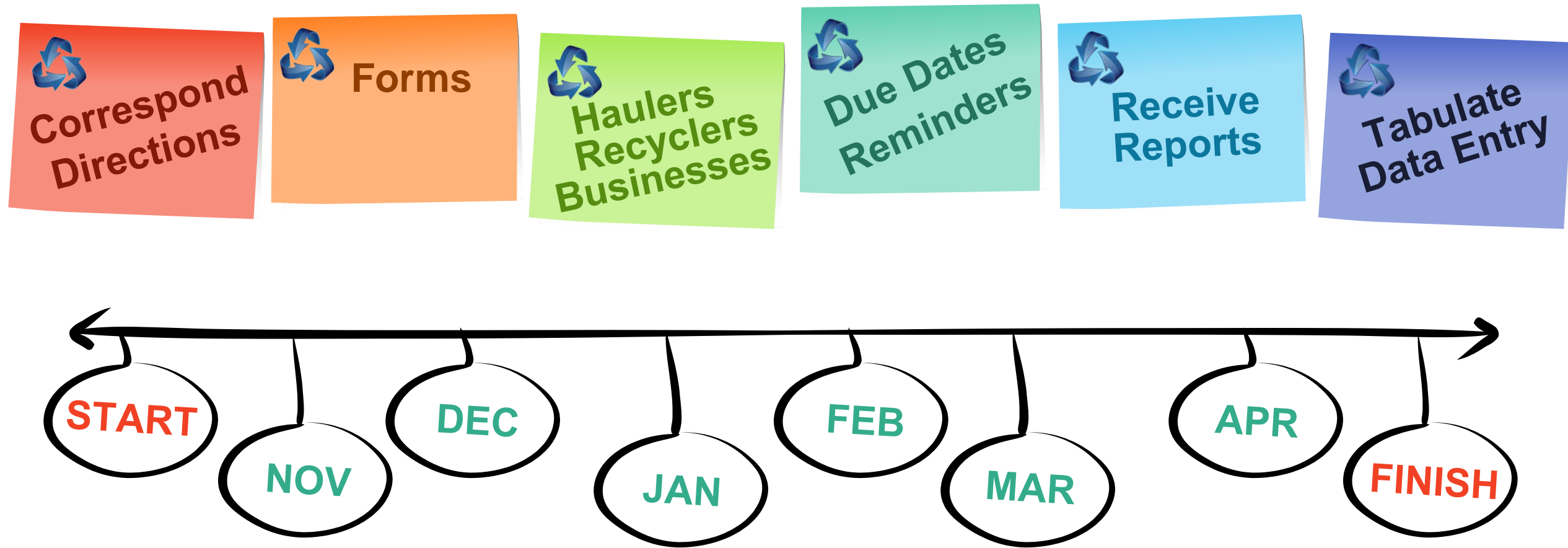
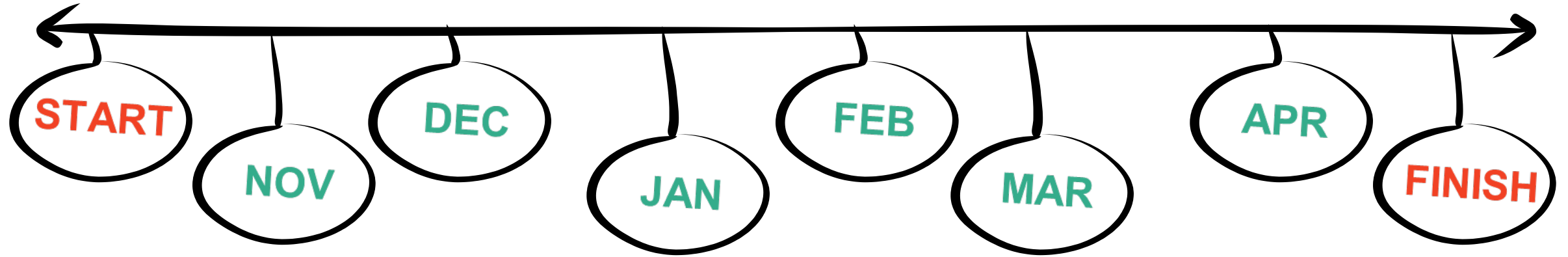


Recycling 520: Data Management



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 DOES NOT need to be documented (by weigh tickets, manifests, signed reports, etc. BUT 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

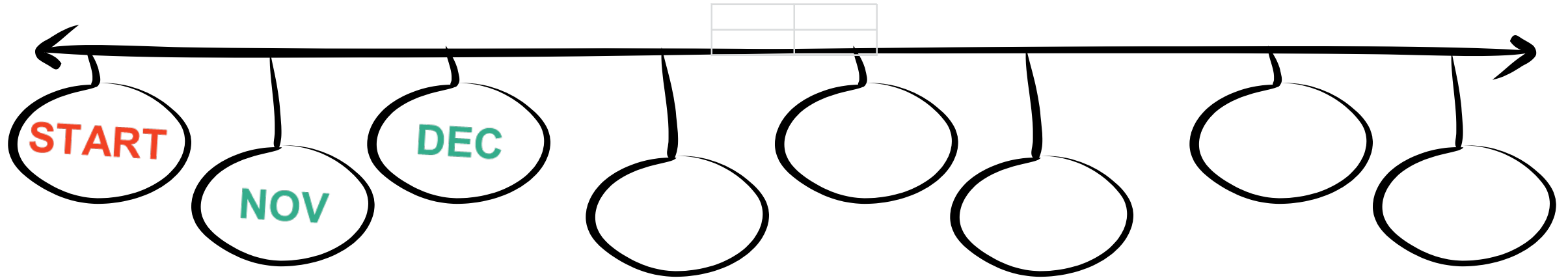
Start Date
December 1

End Date
March 31

① Receive updated recycling report forms and the preliminary “statewide corporate list” from PROP Data Management Committee	November 15	December 15
② County sends/emails letter, forms and “list” to the municipalities	November 15	December 15
③ County/Municipality sends/emails letter/forms to haulers and recyclers	December 15	December 31
④ County/Municipality sends/emails letter/forms to commercial businesses/industries/institutions	December 15	December 31
⑤ Receive Recycling Tonnage Reports	January 1	March15
⑥ County disseminates statewide corporate reports to Municipalities	January 1	March15
⑦ Make reminder calls/emails for late reports	February 10	March 10
⑧ Enter/Tabulate Reports	February 15	March 15
⑨ Municipality submits final report to County	February 15	March15
⑩ County submits data electronically into Re-TRAC	March 1	March 31

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

**Step
1**



Form FM-11 Rev. 10/10/18	ACT 101 RECYCLING COMPLIANCE REPORT For Commercial, Municipal, Institutional Facilities	For the period: Jan. 1, 2018 to Dec. 31, 2018 Due: February 1, 2019 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 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.
- CHECK the box in front of each post-consumer material recycled at your establishment.
- If you market the recyclables yourself, enter the weight (in tons) of material recycled.
- 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>(high molecular weight HDPE)</small>	
Paper:		<input type="checkbox"/> Plastic: DRUM [DR4] _____	
<input type="checkbox"/> Paper: Cardboard [C01] _____		<small>(mixed bulky rigid)</small>	
<input type="checkbox"/> Paper: Brown Bags & Sacks [C02] _____		Metals:	
<input type="checkbox"/> Paper: Gabled/Aseptic Cartons [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 Paper [PA3] _____		<input type="checkbox"/> Aluminum Scrap [AA2] _____	
<small>Grades (junk mail, paperboard, etc.)</small>		<input type="checkbox"/> Ferrous Metals [F01] _____	
<input type="checkbox"/> Paper: Office Paper (all high grades) [PA4] _____		<input type="checkbox"/> Non-Ferrous Metals [N01] _____	
<input type="checkbox"/> Paper: Phone Books [PA6] _____		<input type="checkbox"/> Copper [N02] _____	
<input type="checkbox"/> Drum: Fiber [DR3] _____		<input type="checkbox"/> Brass [N03] _____	
		<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 Continued:	
<input type="checkbox"/> Aluminum Cans [AA1] _____	
<input type="checkbox"/> Steel / Bimetallic / Tin Cans [F02] _____	
<input type="checkbox"/> Mixed Cans [MX2] _____	
<input type="checkbox"/> Aluminum Scrap [AA2] _____	
<input type="checkbox"/> Ferrous Metals [F01] _____	
<input type="checkbox"/> Non-Ferrous Metals [N01] _____	
<input type="checkbox"/> Copper [N02] _____	
<input type="checkbox"/> Brass [N03] _____	
<input type="checkbox"/> Lead [N04] _____	
<input type="checkbox"/> Stainless Steel [N05] _____	
<input type="checkbox"/> Nickel [N10] _____	
<input type="checkbox"/> Wire / Cable [W01] _____	
<input type="checkbox"/> Mixed Metals (includes drum steel) [MM1] _____	
<input type="checkbox"/> White Goods [F03] _____	
Household/Commercial Hazardous Waste:	
<input type="checkbox"/> Antifreeze [O02] _____	
<input type="checkbox"/> Batteries: Lead Acid [B01] _____	
<input type="checkbox"/> Batteries: Other [B02] _____	
<input type="checkbox"/> E-Waste (includes TV) [CR1] _____	
<input type="checkbox"/> Fluorescent Tubes/CFLs [FL1] _____	
<input type="checkbox"/> Used Oil [OL2] _____	
<input type="checkbox"/> Oil Filters [OL3] _____	
<input type="checkbox"/> Other Commercial HW [CHW] _____	
<small>(paints, varnish, pesticides, etc.)</small>	
<input type="checkbox"/> Other Household HW [HHW] _____	
<small>(paints, varnish, pesticides, etc.)</small>	
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"/> Mattresses [MT1] _____	
<input type="checkbox"/> Misc. / Other Consumer Items [MIS] _____	
Organics:	
<input type="checkbox"/> Source Separated Food [SSF] _____	
<input type="checkbox"/> Wood Waste [WW1] _____	
<input type="checkbox"/> Yard & Leaf Waste [Y01] _____	

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 Oil:	7.2 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
Grass Clippings:	2 yd ³ = 1 ton
Wood Chips:	1 yd ³ = 500 lbs

SUBMIT REPORT TO MUNICIPALITY BY 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.

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

Form FM-12 Rev. 10/10/18	ANNUAL RECYCLING REPORT For Waste/Recycling Hauler, Document Destruction Company, or Other Company Transporting Recyclables Generated in PA	For the period: Jan. 1, 2018 to Dec. 31, 2018 Due: February 1, 2019 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: _____

- CHECK the box in front of each post-consumer* material that you collected for recycling from the municipality above.
- 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)	Resi- dential Tons***	Res. Drop-Off Tons ***	Commercial/ Institutional Tons	Com. Drop-Off Tons	Name of Processing Facility or Market
Single Stream:	[SS1]				
Commingled:	[XXX]				
Note: If commingled or single stream collection system, check the boxes 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 (junk mail, chipboard, etc.)	[PA3]				
<input type="checkbox"/> Paper: Office Paper (all high grades)	[PA4]				
<input type="checkbox"/> Paper: Phone Books	[PA6]				
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]				
METAL CANS & BOTTLES:					
<input type="checkbox"/> Aluminum Cans	[AA1]				
<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02]				
<input type="checkbox"/> Mixed Cans	[MX2]				
ORGANICS:					
<input type="checkbox"/> Source Separated Food	[SSF]				
<input type="checkbox"/> Wood Waste	[WW1]				
<input type="checkbox"/> Yard and Leaf Waste	[Y01]				

*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.

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

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

NON ACT 101 Other Materials Recycled	Resi- dential Tons***	Res. Drop-Off Tons ***	Commercial/ Institutional Tons	Com. Drop-Off Tons	Name of Processing Facility or Market
OTHER GLASS					
<input type="checkbox"/> Glass: Plate	[GL5]				
<input type="checkbox"/> Glass: Other	[GL6]				
OTHER PAPER:					
<input type="checkbox"/> Drum: Fiber	[DR3]				
OTHER PLASTICS:					
<input type="checkbox"/> Plastic: Drum (high molecular weight HDPE)	[DR1]				
<input type="checkbox"/> Plastic: Drum (mixed bulky rigid)	[DR4]				
OTHER METALS:					
<input type="checkbox"/> Aluminum Scrap	[AA2]				
<input type="checkbox"/> Mixed Metals	[MM1]				
<input type="checkbox"/> Non-Ferrous Metals	[N01]				
<input type="checkbox"/> Copper	[N02]				
<input type="checkbox"/> Brass	[N03]				
<input type="checkbox"/> Lead	[N04]				
<input type="checkbox"/> Stainless Steel	[N05]				
<input type="checkbox"/> Nickel	[N10]				
<input type="checkbox"/> Wire / Cable	[W01]				
<input type="checkbox"/> Ferrous Metals	[F01]				
<input type="checkbox"/> White Goods	[F03]				
HOUSEHOLD/HAZARDOUS WASTE:					
<input type="checkbox"/> Antifreeze	[O02]				
<input type="checkbox"/> Batteries: Lead Acid	[B01]				
<input type="checkbox"/> Batteries: Other	[B02]				
<input type="checkbox"/> E-Waste (includes TV)	[CR1]				
<input type="checkbox"/> Fluorescent Tubes/CFLs	[FL1]				
<input type="checkbox"/> Used Oil	[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"/> Mattresses	[MT1]				
<input type="checkbox"/> 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.

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

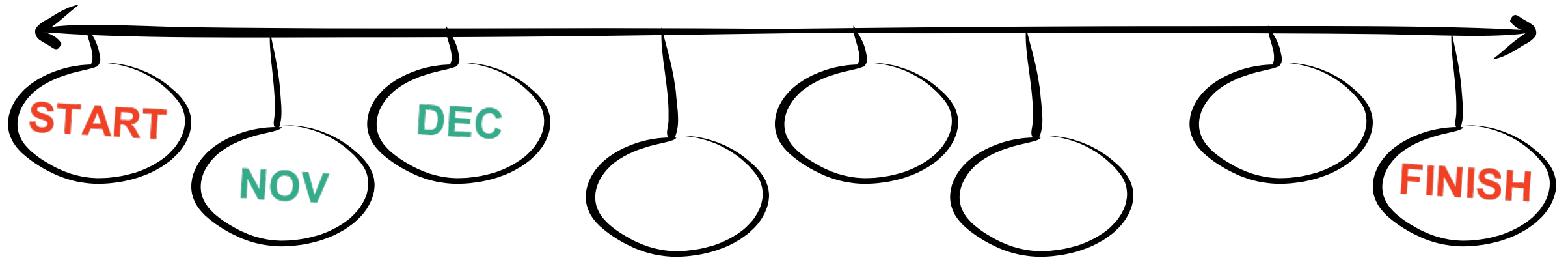
Date

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**

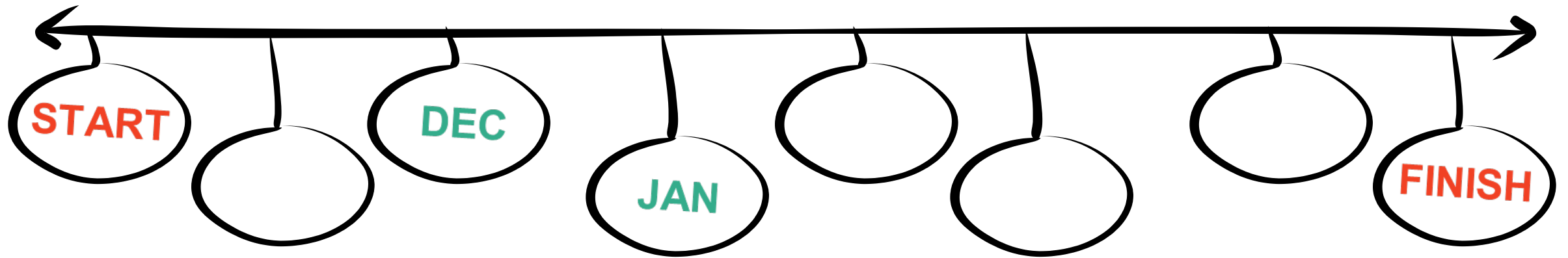
**Step
2**

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



**Step
3**

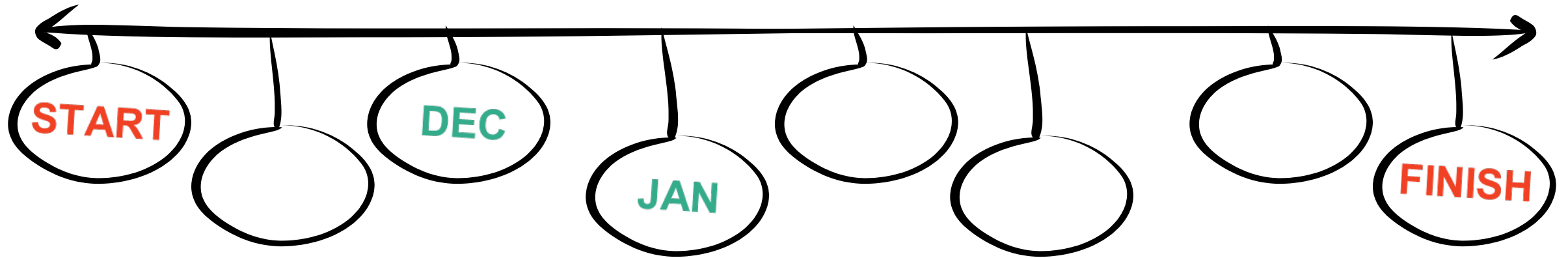
**From Mid Dec to Early Jan---
County/Municipality
sends/emails letter/forms to
haulers and recyclers**



Step

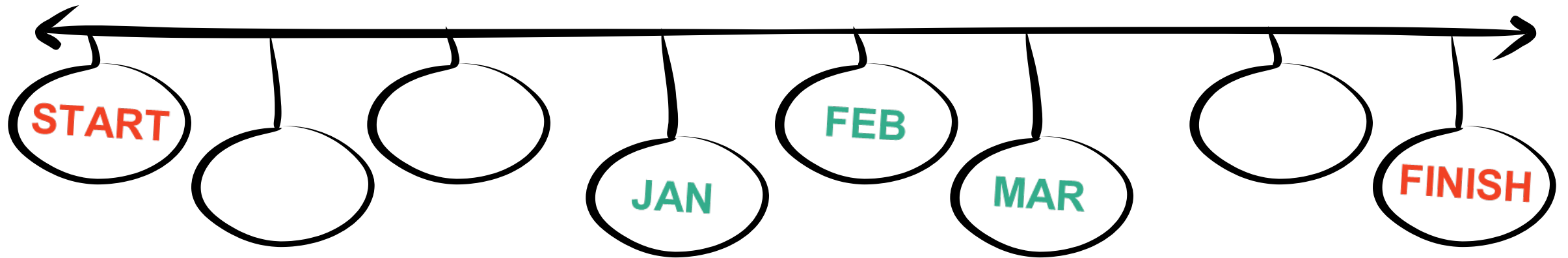
4

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



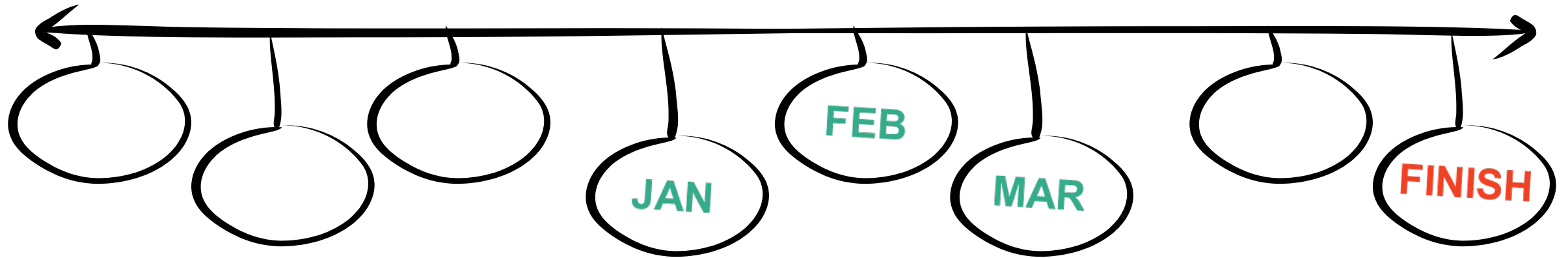
**Step
5**

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



**Step
6**

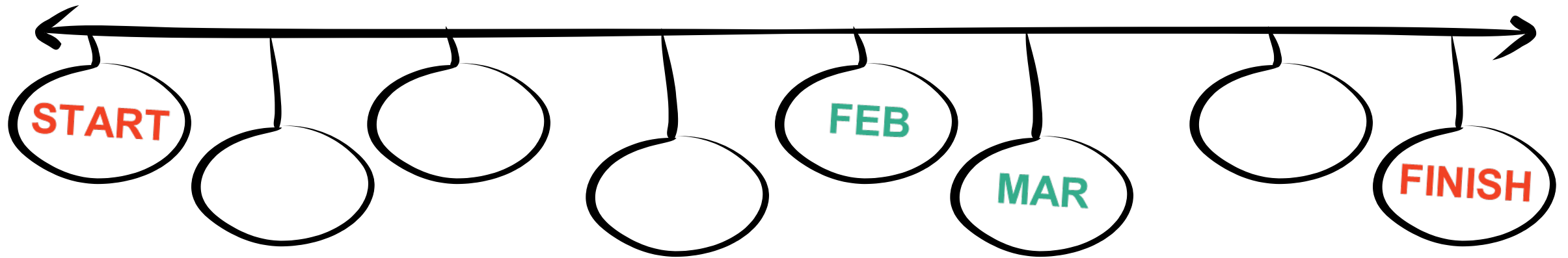
**Throughout Jan, Feb, and Mar---
County Disseminates
Statewide Corporate Reports
to Municipalities**



Step

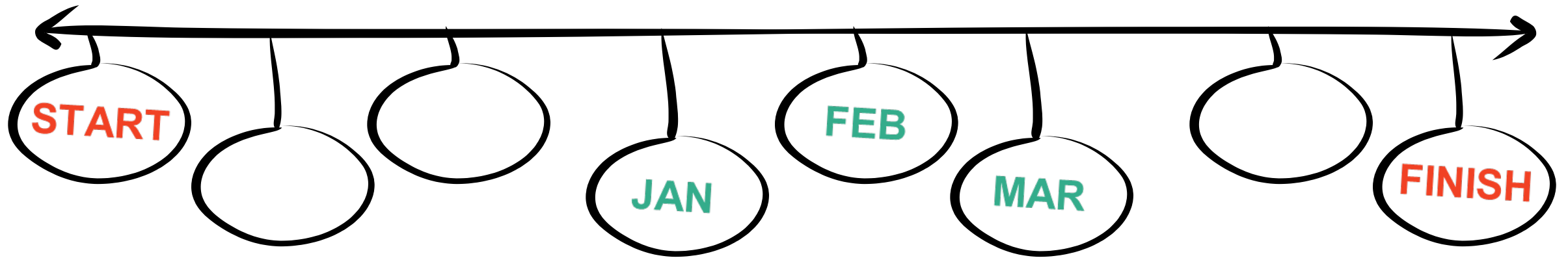
7

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



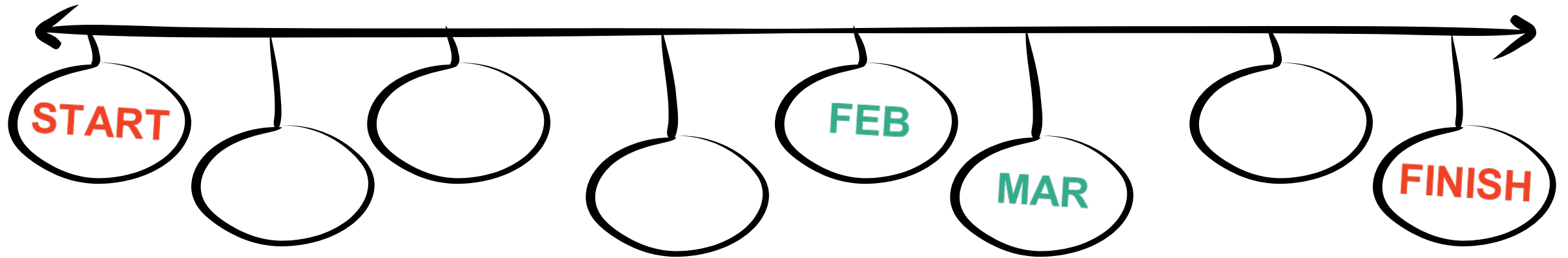
Step
8

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



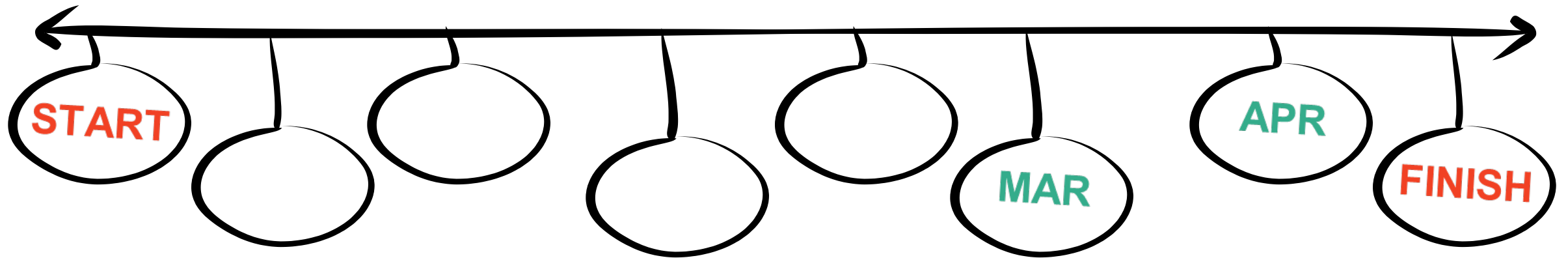
**Step
9**

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



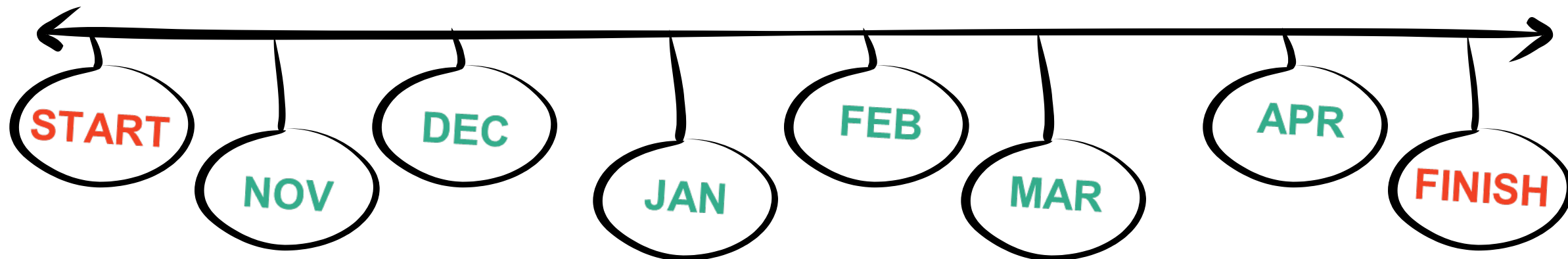
**Step
10**

**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!**



Amy Mazzella di Bosco
Professional Recyclers of Pennsylvania
Data Management Chair
Greater Lebanon Refuse Authority
1610 Russell Road
Lebanon, PA 17046
(717) 867-5790 Ext. 307
amdb@goglra.org

