

Annual Reporting Requirements

Objectives:

- **Understand the importance of data collection**
- **Learn your role in the data collection process**
- **Become a cooperative partner in the process**
- **Complete/Submit an annual recycling report within the deadline**

Definition of Data Management

Collecting and analyzing data to present information in reports and grants in order to evaluate recycling programs and promote recycling

Who plays a role in data collection and data management?

- Residents
- Businesses/Generators
- Haulers
- Processors
- End-Users
- Brokers
- Municipal Coordinators
- County Coordinators
- Department of Environmental Protection (DEP)
- Environmental Protection Agency (EPA)

Annual Report Requirements

- Tonnage reported for the Annual Report does not need to be documented (by weigh tickets, manifests, signed reports, etc.)
- Verbally accounted tonnage may be reported
- Municipality must report to County by February 15 annually
- County must report to State (DEP) by March 31 annually

Annual Report Requirements

ALL RECYCLABLE MATERIALS

COLLECTED AND REPORTED

CAN BE ACCOUNTED FOR AND

INCLUDED IN YOUR ANNUAL REPORT!

ANNUAL RECYCLING REPORT for CALENDAR YEAR 2023

County: _____ Municipality: _____

Contact Information
Name: _____ Address: _____

Phone Number: _____ Email: _____
Web site: _____

Curbside Program:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

 Pay as you Throw

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Leaf waste program

<input type="checkbox"/>	<input type="checkbox"/>
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 Drop-off Program

<input type="checkbox"/>	<input type="checkbox"/>
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Mandated by Ordinance:

<input type="checkbox"/>	<input type="checkbox"/>
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 Number of Drop-off sites:

<input type="text"/>

Collection Frequency: _____ x Month _____ List site locations and materials:
Materials Collected: _____ street address city zip

1) Location: _____
Material: _____

2) Location: _____
Material: _____

3) Location: _____
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				
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				
FERROUS METALS	F01				
NON-FERROUS METALS	N01				
COPPER	N02				
BRASS	N03				
LEAD	N04				
STAINLESS STEEL	N05				
NICKEL	N10				
WIRE / CABLE	W01				
MIXED METALS (includes drum steel)	MM1				
WHITE GOODS	F03				
HOUSEHOLD/COMMERCIAL HAZARDOUS WASTE					
ANTIFREEZE	O02				
BATTERIES (lead acid)	B01				
BATTERIES (other household)	B02				
E-WASTE (includes televisions)	CR1				
FLUORESCENT TUBES / CFLs	FL1				
USED OIL	OL2				
OIL FILTERS	OL3				
OTHER COMMERCIAL HW (hazardous waste - paints, varnishes, pesticides, etc.)	CHW				
OTHER HOUSEHOLD HW (hazardous waste - paints, varnishes, pesticides, etc.)	HHW				
OTHER RECYCLABLES:					
ASPHALT	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					

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 reports...

Only ACT 101 materials are eligible

Act 101 Materials

- old newsprint
- high-grade office paper
- corrugated paper
- other marketable grades of paper
- aluminum cans
- steel or bimetallic cans
- amber glass containers
- green glass containers
- clear glass containers
- PET plastics
- HDPE plastics
- all other plastics

Questions

- Is the documentation acceptable for reporting to the local governing body?
- Is this an acceptable recycling practice?
- Is the documentation acceptable for the municipality to report to the county for use in the DEP Annual Report?
- Is the documentation acceptable for use in a 904 performance grant?

******It is easier to ask for and receive the data in the format that is considered “eligible” during annual reporting season and then you have it for the 904 grant instead of having to go back later to ask for it in the proper format needed for the 904 grant.***


POST - Consumer


ACCEPTABLE – recovered materials that have been used as a consumer item meaning they have made it to a store shelf and have been purchased and used


PRE - Consumer

UNACCEPTABLE – materials generated in a manufacturing or industrial process such as trimmings/cuttings, defects, or overages that have never made it to a store shelf (residual waste or manufacturing scrap)


EXAMPLES of Eligible Documentation Forms



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Coordinator's Tool Kit

County Recycling Coordinator Annual Report Forms (CY2023):

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

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


FM11 - Commercial/Municipal/Institutional Compliance Form: [PDF Version](#) / [Word Version](#)

FM12 - Transporter Report Form: [PDF Version](#) / [Word Version](#)

FM13 - Countywide Report Form: [PDF Version](#) / [Word Version](#)

Statewide Reports for CY 2023: [PDF Version](#)

[Navigating the Statewide Network \(2023\)](#)



Quick Links

Annual Conference

PROP Certification

Career Opportunities

Contact Us

Pennsylvania Recycling Stewardship Award

School Recycling Study

Latest News

Upcoming Events

No events

www.proprecycles.org/coordinators-tool-kit

EXAMPLES of Eligible Documentation Forms

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

42 Corporate Reports Distributed by PROPDATA Management Committee through a Statewide Network

1. ALDI – Saxonburg Division (Western PA)

2. ALDI – Frederick Division (Eastern PA)

3. ALDI – Center Valley Division (Eastern PA)

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

20. Wegmans

21. USPS – PA Counties

22. Staples

23. Advance Auto

24. WAWA

25. Walgreens

26. Verizon – PA Counties

27. Tractor Supply

28. Vital Records Control

29. Burlington Stores

30. National Tire & Battery

31. BB's Grocery Outlet

32. COSTCO

33. Iron Mountain – PA Counties

34. First National Bank

35. Ollie's Bargain Outlet, Inc.

36. Boscov's

37. Redner's Markets & Quick Shop's

38. Price Chopper

39. Whole Foods

40. Acme Markets

41. Ocean State Job Lot

42. UPMC

<u>Annual Reporting: Timeline to Attainment</u>	<u>Start Date</u> <u>December 1</u>	<u>End Date</u> <u>March 31</u>
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 Municipality sends/emails letter/forms to haulers and recyclers	December 15	January 15
④ Municipality sends/emails letter/forms to commercial businesses/industries/institutions— <u>EXCEPT any businesses on the Statewide Corporate List</u>	December 15	January 15
⑤ Municipalities receive Recycling Tonnage Reports	January 1	February 15
⑥ County disseminates statewide corporate reports to Municipalities	January 1	March 15
⑦ Municipality makes reminder calls/emails for late reports	February 1	February 15
⑧ Municipality Enter/Tabulate Reports	February 1	February 15
⑨ Municipality submits final report to County	February 15	March 15
⑩ County submits data electronically into Re-TRAC	February 15	March 31

REMEMBER WE ARE HERE TO HELP!

YOU HAVE A WHOLE NETWORK OF PEOPLE

YOU'RE ABLE TO REACH OUT TO...

SO PLEASE DO NOT HESITATE TO ASK!