

# Annual Recycling Report Instructions for Forms 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-13

# ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

### **For a Waste and/or Recycling Hauler; Document Destruction Company; Retail Establishment with Multiple Store Locations; Broker; Processor; Other Company Transporting Recyclables Generated in PA;**

If using this form, the receiving county must have agreed to collect the recycling data at the county level. This form is to be completed by a waste and/or recycling hauler, a document destruction company or other company transporting recyclables generated in PA. This form can also be used by a retail establishment with multiple store locations that coordinates recycling collection and markets materials through corporate headquarters.

Information on this form will be used by the county to submit an annual recycling report to the PA Department of Environmental Protection. This annual recycling report is required by state law.

Information on this form may also be used by the municipalities and/or counties to complete a municipal recycling performance grant.

Please use the following checklist to complete form FM-13:

- Insert the current reporting year (upper right-hand corner of form).
- Enter the county where recyclables were generated.
- Provide your company name, mailing address, e-mail address and telephone number.
- In the table provided, list the municipalities where you collected recyclables, and which are within the county you are reporting to.
- Use the codes on Page 2 to enter the materials you collected for recycling within each municipality. Separate the materials as best you can, by the following three categories:
  - Residential - includes recyclables from households, condominiums, apartment complexes and townhouses
  - Commercial/Municipal/Institutional Establishments
    - Commercial Establishment: An establishment engaged in non-manufacturing or non-processing business, including, but not limited to, stores, markets, office buildings, medical offices, restaurants, shopping centers and theaters.
    - 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, nursing homes, orphanages, schools and universities.
  - Drop-off Locations
- Enter the tonnage of each material you collected for recycling within each municipality. Separate the tonnages as best you can by the categories listed above

**Do not report processing residues on this form.** 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. The recycling facility can provide you with the % processing residue they produce at their facility. Processing residues vary greatly – from 1% to 30%. You need to ask your recycler to tell you the % of material discarded from their facility and subtract that % from your weight ticket amount.

**Report only post-consumer materials on this form.** Post-consumer material is 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, over-issue 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 note the recyclable materials in the mix in the space provided on Page 2. **Only enter the total tonnage for the commingled or single stream mix. 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 on page 2 as necessary.
- Enter the name of the processing facility or market where the recyclable materials were delivered.
- Enter the total tons of processing residue or processing residue rate used to calculate reported tonnages.
- Sign and date the form.
- Submit to the county where you provided recycling services by February 1<sup>st</sup>. **IMPORTANT NOTE:** Ensure the county has agreed to accept this recycling report in lieu of you submitting a recycling report to each municipality. It will be the county's responsibility to provide these tonnages to the municipalities for their records. Municipalities may also use the information on this form to complete their municipal recycling performance grant.

Form FM-13 Rev. 10/30/14	<b>ANNUAL RECYCLING REPORT</b> Countywide	For the period: Jan. 1, 20__ to Dec. 31, 20__ Due: February 1, 20__ To: Insert County Contact Info Here
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County Where Recyclables Were Generated: \_\_\_\_\_  
 Name of Company Collecting Recyclables: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

List the municipality name, material code (from back) and the tonnage of post-consumer recyclables collected in each of the three types of collection categories. Report only post-consumer materials on this form. If you need more spaces for material codes, please use another sheet. **Subtract processing residue before entering tonnage information and list the name of the processing facility below the chart.** See reverse for more details.

Material Code  Municipality Name	Residential Tonnage				Residential Drop-Off Tonnage				Commercial Tonnage				Commercial Drop-Off Tonnage			

Name of processing facility or market: \_\_\_\_\_  
 Total tons of processing residue or processing residue rate used to calculate reported tonnages: \_\_\_\_\_

I certify that the information on this form is complete and accurate. I authorize the county and/or municipality to use the information on this report for reporting and grant purposes. Processing residue has been subtracted from the above tonnages.			
Authorized Representative	Title	Signature	Date

## POST-CONSUMER RECYCLING MATERIAL CODES:

### [SS1] SINGLE STREAM

(All recyclables, including fiber, collected together)

### [XXX] COMMINGLED

(2 or more recyclables collected together, fiber separate)

### GLASS

- [GL1] Clear
- [GL2] Mixed
- [GL3] Green
- [GL4] Brown
- [GL5] Glass: Plate
- [GL6] Glass: Other

### PAPER:

- [C01] Cardboard (corrugated)
- [C02] Brown Bags & Sacks
- [C03] Gabled / Aseptic Cartons
- [PA1] Magazines & Catalogs
- [PA2] Newsprint / Newspaper
- [PA3] Mixed / Other Paper Grades (junk mail, paperboard, etc.)
- [PA4] Office Paper (all high grades)
- [PA6] Phone Books
- [DR3] Drum: Fiber

### PLASTICS:

- [PL1] PET (polyethylene terephthalate)
- [PL2] HDPE (high density polyethylene)
- [PL3] PVC (unplasticized & plasticized polyvinyl chloride)
- [PL4] LDPE (low density polyethylene)
- [PL5] PP (polypropylene)
- [PL6] PS (polystyrene & expanded polystyrene)
- [PL7] Mixed / Other
- [PL8] Film
- [DR1] Drum: Plastic (high molecular weight HDPE)
- [DR4] Drum: Plastic (mixed bulky rigid)

### METALS

- [AA1] Aluminum Cans
- [F02] Steel / Bimetallic / Tin Cans
- [MX2] Mixed Cans
- [AA2] Aluminum Scrap
- [F01] Ferrous Metal
- [N01] Non-Ferrous Metal
- [N02] Copper
- [N03] Brass
- [N04] Lead
- [N05] Stainless Steel
- [N10] Nickel
- [W01] Wire / Cable
- [MM1] Mixed Metals (includes drum steel)
- [F03] White Goods

### HOUSEHOLD/COMMERCIAL HAZARDOUS WASTE

- [O02] Antifreeze
- [B01] Batteries: Lead-Acid
- [B02] Batteries: Other
- [CR1] E-Waste (includes televisions)
- [FL1] Fluorescent Tubes & CFLs
- [OL2] Used Oil
- [OL3] Oil Filters
- [CHW] Other Commercial HW (paints, varnish, pesticides, etc.)
- [HHW] Other Household HW (paints, varnish, pesticides, etc.)

### OTHER RECYCLABLES:

- [ASP] Asphalt
- [M01] Rubber Tires
- [M02] Construction & Demolition
- [M03] Clothing / Textiles
- [M04] Furniture & Furnishings
- [MT1] Mattresses
- [MIS] Miscellaneous / Other Consumer Items

### ORGANICS:

- [SSF] Source Separated Food
- [WW1] Wood Waste
- [Y01] Yard & Leaf Waste

### Definitions:

**Post-consumer:** 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, over-issue 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.

**Processing residue:** Material that is collected and weighed with recyclables, but is disposed rather than recycled.

**Residential tonnage:** Residential tonnage includes recyclables from households, condominiums, apartment complexes and townhouses.

**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

<b>Antifreeze:</b>	7.2 lbs per gallon
<b>Battery - Lead Acid:</b>	Car = 17.8 lbs Truck = 48.7 lbs Motorcycle = 8.7 lbs
<b>Rubber Tires:</b>	Car = 21 lbs Truck = 70 lbs
<b>Used Oil:</b>	7.2 lbs per gallon
<b>Oil Filters:</b>	1.2 lbs each
<b>Glass - Whole Bottle:</b>	1 ton = 2 yds <sup>3</sup>
<b>Newsprint - Loose:</b>	1 ton = 3 yds <sup>3</sup>
<b>Corrugated Cardboard:</b>	2.5' x 4' x 5' bale = 1100 lbs
<b>Plastic Soda Bottles</b>	
- Whole, Loose:	30 lbs = 1 yd <sup>3</sup>
<b>Plastic Film:</b>	2.5' x 4' x 5' bale = 1500 lbs
<b>Solid &amp; Liquid Fats:</b>	55 gallon drum = 412 lbs
<b>White Goods</b>	
- Freezers:	1 ≈ 250 lbs
- Refrigerators:	1 ≈ 250 lbs
- Other Appliances:	1 ≈ 150 lbs
<b>Yard Waste</b>	
- Leaves:	4 yd <sup>3</sup> = 1ton
- Grass Clippings:	2 yd <sup>3</sup> = 1 ton
<b>Wood Chips:</b>	1 yd <sup>3</sup> = 500 lbs