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 (broker, processor, or commercial establishment who self-hauls):

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-11

ACT 101 RECYCLING COMPLIANCE REPORT INSTRUCTIONS CHECKLIST

For Commercial, Municipal, Institutional Facilities

This form is to be completed by commercial, municipal or institutional establishments in PA.

<u>Commercial Establishment</u>: 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.

<u>Municipal Establishment</u>: 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.

<u>Institutional Establishment</u>: An establishment engaged in service including, but not limited to, hospitals, nursing homes, orphanages, schools and universities.

The information on this form will be used by the municipality where you are located to gauge your compliance with their recycling ordinance (if they have one) and to complete a recycling performance grant. The materials listed on the first page may be required by local ordinance to be recycled and, with the exception of the organics, can be used for the municipal recycling performance grant. The materials listed on the second page are common materials recycled, but they are not usually required to be recycled by local ordinance and cannot be used for the municipal recycling performance grant.

Plea	ase use	the following checklist to complete form FM-11:
	Insert th	ne current reporting year (upper right-hand corner of form).
	Insert th	ne county and municipality where your establishment is located.
		ete the information about your business. Please choose a primary business function which best describes tablishment. For instance:
	•	Manufacturing
	•	Office/Administrative Services (i.e. realtor, bank, insurance agent, etc.)
	•	Wholesale/Retail
	•	Institution (i.e. school, hospital, nursing home, etc.)
	•	Government
	•	Medical office (i.e. dentist, doctor, chiropractor, etc.)
	•	Other - explain in your own words
	Check follows:	which best describes how recyclables are handled within your establishment. The definitions are as
	•	Source separated - all recyclables are kept separated from each other,
	•	Commingled - two or more recyclables are collected together but fiber (i.e., paper & cardboard) is kept separate.
	•	Single stream - all recyclables, including fiber, are collected together.
П	Check	which best describes how your recyclable materials are collected.

- If another company transports the recyclables from your location, please include the name of the hauler, document destruction company or other transporter in the space provided.
- If you transport your recyclables to a drop-off facility or take the materials to be recycled with a curbside recycling program, please note the name and location of the drop-off or curbside program in the space provided.

If any of the above scenarios fits your situation no tonnages should be reported on this form. However, you must place a check mark beside the materials your establishment recycles in order for the municipality to know if you are in compliance with their recycling ordinance.

	• If you transport your recyclables to a recycling facility or other facility where the materials are weighed, please note the name of the recycling facility or other facility.						
☐ Pla	Place a check beside the materials your establishment recycles.						
consur exclud trimmir	rt only post-consumer materials on this form. Post-consumer material is material that has been used as a mer item and then diverted from municipal solid waste for the purpose of collection and recycling. The term es material generated in manufacturing and converting processes such as manufacturing scrap and ngs/cuttings. Also, print overruns, over-issue publications, and obsolete inventories that did not leave the ting facility would be classified as pre-consumer materials and should <u>not</u> be reported on this form.						
sectio	do not transport your own recyclables, do not enter tonnages on this form and skip over the boxed nof the instructions below! The weights will be retrieved from the company providing recycling services to erefore it is very important you name the company providing the recycling services.						
	If you deliver your recyclables yourself, enter the tonnage of each material recycled. Do not report tonnages if you have another company collecting your recyclables. Tonnages must be entered if you transport the materials yourself to a recycling facility where the materials are weighed. It is very important you name the company providing recycling services.						
	You must attach a legible weight ticket from your recycler for any materials recycled on page 1.						
	**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.						
	Do not report processing residues on this form.						
	If you deliver your materials commingled or single stream, please check the appropriate boxes to note the recyclable materials in the mix, but only enter the tonnage beside commingled or single stream. Do not estimate tonnages of each individual recyclable material in the commingled or single stream mix.						
	Use the conversion chart on page 2 as necessary.						
	Sign and date the form.						
	Submit to the municipality where you are located by February 1 st .						

Form F Rev. 10		ACT 101 RECY For Commercia				_	For the period Due: To:	•	to Dec. 31, 2020 February 1, 2021 trausser, LCRMS
Count	y Name:			Municipa	lity	Name:			
Name	of Establis	shment:							
Addre	ss:			City:				Zip Code:	
					Telephone:			Fax:	
		ss Function:		Тетериот				ı ux.	
	.,								
Hov	w does you	ur establishment hand	dle <u>recyclable</u>	materials?		ource-separ	ated 🔲 Con	nmingled 🗌 S	ingle Stream
Hov	v are your r	recyclable materials co	llected?						
	Collected b	y recycling facility or br	oker (name):						
	Collected b	y private hauler (name)):						
	Collected b	y confidential documer	nt destruction c	ompany (nam	ne):				
	Establishm	ent delivers materials to	o drop-off or cu	ırbside progra	am (l	ocation):			
		above methods are us						weights in the	e list below.
Act	ual weight	s will be retrieved fro	m your servic	e provider o	r dro	p-off facility	/ .		
	Establishm	ent delivers materials to	o recycling fac	ility (name):					
	Other (plea	se specify):							
1.	CHECK th	e box in front of each p	ost-consume	r* material th	at vo	ur establishn	nent recycled.		
2.		ablishment marketed y			-		-		ticket from
		<u>cler</u> . Enter the GROS							
4. 5.	If you mar If you use	ne box in front of each peket the recyclables you a commingled or single	rself, enter the e stream collec	weight (in too	ns) o	f material red k the boxes b	cycled. Deside each m		
_		<u>erial Type</u>	<u>Weight</u>	<u> </u>			<u>rial Type</u>	7	<u> Weight</u>
Ш	Single St		—		Pla	stics:	· 	[D] 41	
(all r	•	, including fiber, collect	,		믬	Plastic: PE		[PL1]	-
	Comming	gled:	[XXX]		님	Plastic: HD		[PL2]	-
(two	or more ma	aterials collected togeth	ner, fiber sepai	rate)	H	Plastic: PV Plastic: LD		[PL3]	
Glas	s Bottles	and Jars:			H	Plastic: PF		[PL4]	
	Glass: Cl	ear	[GL1]		H	Plastic: PS		[PL5] [PL6]	
	Glass: Mi	ixed	[GL2]		H		, XED / OTHER		
	Glass: G		[GL3]		H	Plastic: FIL		(PL8]	
	Glass: Br		[GL4]		H	Plastic: DF		[DR1]	-
	Glass: Pl		[GL5]			(high molecular v	eight HDPE)		
	Glass: Of	ther	[GL6]			Plastic: DF	RUM (mixed bulky	rigid) [DR4]	
Pap	er:				Met	als:			
	Paper: Ca	ardboard	[C01]			Aluminum (Cans	[AA1]	
	Paper: Bı	rown Bags & Sacks	[C02]			Steel / Bim	etallic / Tin Ca	ins [F02]	
		abled/Aseptic	[C03] —			Mixed Can	6	[MX2]	
	Cartons	agazinas Q Ostalası				Aluminum	•	[AA2]	
		agazines & Catalogs	[PA1]			Ferrous Me		[F01]	
님	-	ewsprint / Newspaper	[PA2]			Non-Ferrou	s Metals	[N01]	
Ш	•	ixed / Other Paper ink mail, paperboard, etc.)	[PA3]			Copper		[N02]	
		Office Paper (all high	[PA4]			Brass		[N03]	
Ш	grades)					Lead		[N04]	
	Paper: Pl	hone Books	[PA6]			Stainless S	teel	[N05]	

*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 <u>not</u> be reported on this form.

Nickel

[N10]

[DR3]

Drum: Fiber

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

	Material Type	<u>\</u>	N eight	Comvers
Met	tals Continued:			Convers
	Aluminum Cans	[AA1]		Antifreeze:
	Steel / Bimetallic / Tin Cans	[F02]	·	Battery – Lead Acid:
	Mixed Cans	[MX2]	·	
	Aluminum Scrap	[AA2]		
	Ferrous Metals	[F01]		Rubber Tires:
	Non-Ferrous Metals	[N01]		Hand Oile
	Copper	[N02]		Used Oil:
	Brass	[N03]		Oil Filters:
	Lead	[N04]		Glass – Whole Bottle:
	Stainless Steel	[N05]		Newsprint - Loose:
	Nickel	[N10]		Corrugated Cardboard:
	Wire / Cable	[W01]		Plastic Soda Bottles
	Mixed Metals (includes drum steel)	[MM1]		Whole, Loose:
	White Goods	[F03]		Plastic Film:
Household/Commercial Hazardous Waste:				Solid & Liquid Fats:
	Antifreeze	[O02]		White Goods
	Batteries: Lead Acid	[B01]		Freezers:
	Batteries: Other	[B02]		Refrigerators:
	E-Waste (includes TV)	[CR1]		Other Appliances:
	Fluorescent Tubes/CFLs	[FL1]		Yard Waste
	Used Oil	[OL2]		Leaves:
	Oil Filters	[OL3]		Grass Clippings:
	Other Commercial HW	[CHW]		Wood Chips:
_	(paints, varnish, pesticides, etc.)			·
Ш	Other Household HW (paints, varnish, pesticides, etc.)	[HHW]		
Oth	er Recyclables:			
	Asphalt	[ASP]		
П	Rubber Tires	[M01]		SUBMIT
П	Construction & Demolition	[M02]		
Ē	Clothing / Textiles	[M03]		TO MUN
\Box	Furniture & Furnishings	[M04]		BY F
	Mattresses	[MT1]		∥ 5
	Misc. / Other Consumer Items	[MIS]		Vour coor
Org	janics:			Your accu
	Source Separated Food	[SSF]		reporting enab the State t
	Wood Waste	[WW1]		accurate re

[Y01]

Yard & Leaf Waste

sion Chart 7.2 lbs per gallon Car = 17.8 lbs Truck = 48.7 lbs Motorcycle = 8.7 lbs Car = 21 lbs Truck = 70 lbs 7.2 lbs per gallon 1.2 lbs each $1 \text{ ton} = 2 \text{ yds}^3$ 1 ton = 3 yds^3 2.5' x 4' x 5' bale = 1100 lbs $30 \text{ lbs} = 1 \text{ yd}^3$ 2.5' x 4' x 5' bale = 1500 lbs 55 gallon drum = 412 lbs 1 = 250 lbs1 = 250 lbs1 = 150 lbs $4 \text{ yd}^3 = 1 \text{ ton}$ $2 \text{ yd}^3 = 1 \text{ ton}$ $1 \text{ yd}^3 = 500 \text{ lbs}$

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 knowle authorize the Municipality to aggi attached, this report may also be	regate this report for DEP re	porting purposes. If a legible	
Authorized Representative	Title	Signature	Date