

Annual Recycling Report Instructions for Form 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 15 of each year, covering the period
January 1 to December 31 of the preceding year.**

FM-12

ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

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

This form is to be completed by a waste and/or recycling hauler, a document destruction company, a retail establishment with multiple store locations; a broker, a processor, or other company transporting recyclables generated in PA.

Information on this form will be used by the municipality to submit an annual recycling report to the county where they are located. This annual recycling report is required by state law.

Information on this form may also be used by the municipality to complete a municipal 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.

Please use the following checklist to complete form FM-12:

- Insert the current reporting year (upper right-hand corner of form).
- Provide your company name, mailing address, e-mail address, telephone and fax number.
- Enter the municipality where you provided the recycling services.
- Enter the county where this municipality is located.
- Enter the tonnage of each material you collected for recycling within the municipality. Separate the tonnages 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

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 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.**

- 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.

- Enter the name of the processing facility or market where the recyclable materials were delivered.
- Complete the tonnages for the materials on page 2.
- Use the conversion chart below as necessary.
- Enter the total tons of processing residue or processing residue rate used to calculate reported tonnages.
- Enter the total tons of solid waste collected within this municipality, if required by the municipality. This information is usually required of haulers who have a municipal waste collection services contract. If you do not have a municipal contract, this information may not be required.
- Sign and date the form.
- Submit to the municipality where you provided recycling collection services by February 1st.

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

ANNUAL RECYCLING REPORT

**For Waste/Recycling Hauler, Document Destruction Company, or
Other Company Transporting Recyclables Generated in PA**

Collector Name:		
Address:	City:	Zip Code:
Email:	Telephone:	Fax:

Please **complete one form for each municipality** where you collected recyclables.

Municipality: _____ County: _____

1. CHECK the box in front of each post-consumer* material that you collected for recycling from the municipality above.
2. ENTER the weight (in tons) of material recycled in the correct column. Subtract processing residue.**

ACT 101 Recyclable Material Type (see page 2 for Other Recyclables)	[Code]	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 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"/> Food Waste	[F01]					
<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.

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

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

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 weight (in tons) of material recycled in the correct column.

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 15th!

Total tons of processing residue or processing residue rate used to calculate reported tonnages: _____

Total tons of solid waste collected, if required by municipality: _____

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. Processing residue has been subtracted from the above tonnages.

Authorized Representative

Title

Signature

Date