

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.

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.

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.

Please use the following checklist to complete form FM-11:

- Insert the current reporting year (upper right-hand corner of form).
- Insert the county and municipality where your establishment is located.
- Complete the information about your business. Please choose a primary business function which best describes your establishment. 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 which best describes how recyclables are handled within your establishment. The definitions are as follows:
 - 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.
- 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.

Place a check beside the materials your establishment recycles.

***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 do not transport your own recyclables, do not enter tonnages on this form and skip over the boxed section of the instructions below! The weights will be retrieved from the company providing recycling services to you; therefore it is very important you name the company providing the recycling services.

<p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> <u>You must attach a legible weight ticket from your recycler for any materials recycled on page 1.</u></p> <p>**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.</p> <p><u>Do not report processing residues on this form.</u></p> <p>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.</p> <p><input type="checkbox"/> Use the conversion chart on page 2 as necessary.</p>

Sign and date the form.

Submit to the municipality where you are located by February 1st.