

## 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
- ENTER the **GROSS WEIGHT\*\*** of material recycled in the correct column. **DO NOT** subtract any **processing residue**. **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.**

**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 GROSS WEIGHT\*\* of material recycled in the correct column. DO NOT subtract any processing residue.
- 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 1<sup>st</sup>.

<b>Conversion Chart</b>	
<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>	
<b>Whole, Loose:</b>	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>	
<b>Freezers:</b>	1 = 250 lbs
<b>Refrigerators:</b>	1 = 250 lbs
<b>Other Appliances:</b>	1 = 150 lbs
<b>Yard Waste</b>	
<b>Leaves:</b>	4 yd <sup>3</sup> = 1 ton
<b>Grass Clippings:</b>	2 yd <sup>3</sup> = 1 ton
<b>Wood Chips:</b>	1 yd <sup>3</sup> = 500 lbs