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 Pittsburgh, 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.
- ▢ Sign and date the form.
- ▢ Submit to the municipality where you provided recycling collection services by February 1st, 2016

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

Form FM-12 Rev. 3/23/16	**ANNUAL RECYCLING REPORT** **For Waste/Recycling Hauler, Document Destruction Company, or Other Company Transporting Recyclables Generated in PA**	**For the period: Jan. 1, 2016 to Dec. 31, 2016** **Due: February 1, 2017** **To: City of Pittsburgh** **3001 Railroad St** **Pittsburgh, PA 15203** **412-255-2631** **Fax:412-255-2452**

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

Municipality: City of Pittsburgh County: Allegheny

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)		**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:						
▢ Glass: Clear	[GL1]					
▢ Glass: Mixed	[GL2]					
▢ Glass: Green	[GL3]					
▢ Glass: Brown	[GL4]					
PAPER:						
▢ Paper: Cardboard	[C01]					
▢ Paper: Brown bags & sacks	[C02]					
▢ Paper: Gabled/Aseptic Cartons	[C03]					
▢ Paper: Magazines/Catalogs	[PA1]					
▢ Paper: Newsprint/Newspaper	[PA2]					
▢ Paper: Mixed/Other Paper Grades (junk mail, chipboard, etc.)	[PA3]					
▢ Paper: Office Paper (all high grades)	[PA4]					
▢ Paper: Phone Books	[PA6]					
PLASTICS:						
▢ Plastic: PET	[PL1]					
▢ Plastic: HDPE	[PL2]					
▢ Plastic: PVC	[PL3]					
▢ Plastic: LDPE	[PL4]					
▢ Plastic: PP	[PL5]					
▢ Plastic: PS	[PL6]					
▢ Plastic: MIXED / OTHER	[PL7]					
▢ Plastic: FILM	[PL8]					
METAL CANS & BOTTLES:						
▢ Aluminum Cans	[AA1]					
▢ Steel & Bimetallic (Tin) Cans	[F02]					
▢ Mixed Cans	[MX2]					
ORGANICS:						
▢ Source Separated Food	[SSF]					
▢ Wood Waste	[WW1]					
▢ 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						
▢ Glass: Plate	[GL5]					
▢ Glass: Other	[GL6]					
OTHER PAPER:						
▢ Drum: Fiber	[DR3]					
OTHER PLASTICS:						
▢ Plastic: Drum (high molecular weight HDPE)	[DR1]					
▢ Plastic: Drum (mixed bulky rigid)	[DR4]					
OTHER METALS:						
▢ Aluminum Scrap	[AA2]					
▢ Mixed Metals	[MM1]					
▢ Non-Ferrous Metals	[N01]					
▢ Copper	[N02]					
▢ Brass	[N03]					
▢ Lead	[N04]					
▢ Stainless Steel	[N05]					
▢ Nickel	[N10]					
▢ Wire / Cable	[W01]					
▢ Ferrous Metals	[F01]					
▢ White Goods	[F03]					
HOUSEHOLD/HAZARDOUS WASTE:						
▢ Antifreeze	[O02]					
▢ Batteries: Lead Acid	[B01]					
▢ Batteries: Other	[B02]					
▢ E-Waste (includes TV)	[CR1]					
▢ Fluorescent Tubes/CFLs	[FL1]					
▢ Used Oil	[OL2]					
▢ Oil Filters	[OL3]					
▢ Other Commercial HW (paints, varnish, pesticides, etc.)	[CHW]					
▢ Other Household HW (paints, varnish, pesticides, etc.)	[HHW]					
OTHER RECYCLABLES:						
▢ Asphalt	[ASP]					
▢ Rubber Tires	[M01]					
▢ Construction & Demolition	[M02]					
▢ Clothing / Textiles	[M03]					
▢ Furniture & Furnishings	[M04]					
▢ Mattresses	[MT1]					
▢ Misc. Other Consumer Items	[MIS]					

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

Total tons of solid waste collected: _____

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