

**ANNUAL COMMERCIAL RECYCLING REPORT**  
**CALENDAR YEAR \_\_\_\_\_**

This form is provided for businesses, schools, colleges, universities and other commercial and institutional establishments to report annual recycling activity to municipalities. It can be used to calculate local, county and state recycling rates, and as documentation for Recycling Performance Grants. It is not required to be submitted with the grant application, but should be retained by the municipal applicant.

**NAME OF BUSINESS/ESTABLISHMENT** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE #** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**MUNICIPALITY** \_\_\_\_\_ **COUNTY** \_\_\_\_\_

1. What type of business do you operate?

Manufacturing

Wholesale/Retail

Other: \_\_\_\_\_

2. Where was the material you recycled generated? (Check all that apply)

Food service

Maintenance

Retail Operations

Lunchroom

Offices

Shipping/Receiving

Mail Room

Print Shop

Warehouse

Other: \_\_\_\_\_

3. Who collects/markets your recyclables?

Name of Business \_\_\_\_\_

Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

On the reverse side of this report, please record by category the amount(s) of **Post Consumer Materials** that your business separated for recycling. Please list the amount in **TONS**. These weights should be available to you from your recyclable collector or market. Attach to this form any weight receipts or collection report(s) you received as verification of the amount of material you recycled **OR** have your recycling collector/market sign this form to verify its accuracy. Submit this form to your local municipality's recycling office.

I hereby certify that the amount(s) of recyclable materials listed in this report are to the best of my knowledge complete and accurate.

\_\_\_\_\_  
 Signature of Recycling Collector

\_\_\_\_\_  
 Date

Please list the amount of Post-Consumer recyclable materials generated from your business for the calendar year which has just passed:

	Tons		Tons
1. Old Newsprint	_____	14. Food Wastes	_____
2. High Grade Office Paper	_____	15. Other Glass	_____
3. Corrugated	_____	16. Major Appliances	_____
4. Other Marketable Grades of Paper:		17. Other Ferrous	_____
Magazines	_____	18. Other Non-Ferrous	_____
Telephone Directories	_____	19. Textiles	_____
Other: _____	_____	20. Mattresses	_____
Other: _____	_____	21. Wood	_____
5. Aluminum Cans	_____	Wood Packaging	_____
6. Steel/Bimetal Cans	_____	Other: _____	_____
7. Amber Glass	_____	22. Yard Trimmings	_____
8. Clear Glass	_____	Brush & Branches	_____
9. Green Glass	_____	Grass	_____
10. PET Plastics	_____	Leaves	_____
11. HDPE Plastics	_____	Tree Stumps	_____
12. Other Plastics:		23. Automotive	_____
LDPE	_____	Antifreeze	_____
PVC	_____	Lead Acid Batteries	_____
PP	_____	Oil Filters	_____
PS	_____	Tires	_____
Other: _____	_____	Used Motor Oil	_____
13. Commingled (Any of the above)	_____	24. Electronics	_____
		Circuit Boards	_____
		Computer Monitors & TVs	_____
		Consumer Electronics	_____
		Fluorescent Tubes	_____
		25. Household Hazardous Waste	_____
		26. Other Recyclables:	_____
		_____	_____
		_____	_____

**Post-Consumer Materials** refer to recovered materials that have been used as a consumer item and are diverted from municipal solid waste for the purpose of collection and recycling. The term excludes materials from industrial processes that have not reached the consumer, such as overissues of newspapers or magazines and industrial process scrap.

**Pre-Consumer Materials** refer to materials generated in manufacturing and converting processes such as manufacturing process 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. **These materials should not be included in the above totals.**

Comments: