

## **Maryland Recycling Act (MRA) Telephone Directory Tonnage Report Guidelines**

The Annotated Code of Maryland, Environment Article 9-1709 requires that a publisher of a telephone directory distributed in the State shall complete and file with the Secretary an annual report, on or before January 31 following each calendar year. A report under this subsection shall:

- Be in the form and manner and contain any information that the Secretary requires by regulation; and
- State, for the period covered by the report:
  - The total weight of directory stock used by the publisher; and
  - The weight of recycled material contained in that directory stock.

The Secretary may not require the disclosure of the price per ton of directory stock paid by any publisher in any report required in this subsection.

A recycling incentive fee is required to be paid by the Publisher if the recycling percentage requirement is not met.

The Telephone Directory Tonnage Report has been developed to ensure reporting of consistent, accurate, and complete information.

### **General Instructions**

- ❖ The report must be submitted **by the Publisher** of a telephone directory distributed in Maryland and be received on or before January 31 following each calendar year.
- ❖ Reporting forms and instructions are available on the Maryland Department of the Environment's (MDE) recycling web page at [www.mde.state.md.us/recycling](http://www.mde.state.md.us/recycling) under "Telephone Directory" in the "Special Projects" section.
- ❖ Type or print clearly with black ink to ensure legible photocopies.
- ❖ The report consists of: *Form A-Publisher's Report*, *Form B-Printer's Report*, and *Form C-Mill Report*.
  - **Only Form A-Publisher's Report needs to be submitted to MDE.**
  - *Form B* is to be used by a publisher's printer and *Form C* is to be used by the printer's paper mill (supplier) to gather the information necessary for the publisher to complete *Form A*.
  - The publisher should send *Forms B* and *C* and the report guidelines to each printer used during the reporting period. Since printers will be getting forms from all publishers with whom they are contracted, the publisher should fill out the "Name of Client/Publisher" on *Form B* prior to sending the form to the printer.
  - If needed, the printer should send *Form C* and the report guidelines to each mill from which they purchased paper used for the printing of telephone directories for a specific client. Since mills will be getting forms from all printers with whom they are contracted, the printer should fill out the "Name of Client/Publisher" on *Form C* prior to sending the form to the mill.

- ❖ The publisher should keep completed *Forms B and C* on file for record purposes and in the event of a MDE audit.
- ❖ Completed *Form A-Publisher's Report* should be submitted to:

Christy Bujnovszky  
Maryland Department of the Environment  
Land Management Administration/Waste Diversion and Utilization Program  
1800 Washington Boulevard  
Suite 610  
Baltimore, MD 21230-1719

Questions should be directed to Christy Bujnovszky at [cbujnovszky@mde.state.md.us](mailto:cbujnovszky@mde.state.md.us) or 1-800-633-6101 x3314.

### **Instructions for Publisher's Report (Form A)**

The purpose of this report is to collect statistical data for each printer used by the publisher during the specified reporting period (i.e., the prior calendar year).

The Publisher's Report form is to be completed by the Publisher of a telephone directory distributed in Maryland and then submitted to MDE as detailed above. The completed report should be returned to MDE. Publishers should keep a copy of *Form A* as well as *Forms B* and *C* for their records.

#### **Important:**

- All tonnage totals recorded on *Form A –Publisher's Report* must be in tons (i.e., tons = short tons = 2000 lbs). To convert metric tons to tons, multiply the amount of metric tons by 1.102 (e.g., 2 metric tons x 1.102 = 2.204 tons). To convert long tons to tons, multiply the amount of long tons by 1.12 (e.g., 2 long tons x 1.12 = 2.24 short tons).

The Publisher must sign and date the report at the bottom of page 4. Please contact MDE if you need further instructions on completing this form.

**Note:** A *Recycling Incentive Fee* is required to be paid by the Publisher when the 40% recycled content requirement is not met for the calendar year. The *Recycling Incentive Fee* is \$10/ton for each ton of a publisher's recycled content deficiency for the year. There is a space on page 4 of *Form A – Publisher's Report* to calculate this fee, if applicable. Payment in the form of a check made payable to Maryland Department of the Environment should be sent to: Maryland Department of the Environment, P.O. Box 1417, Baltimore, MD 21203-1417. Please write "PCA 13717" on the note line of your check and attach a copy of *Form A*.

### **Instructions for Printer's Report (Form B)**

This report contains the information needed for publishers to complete *Form A-Publisher's Report*. If needed, a publisher sends *Form B-Printer's Report* to each printer to complete. Printers

should complete one *Form B* for each publisher requesting information. The Printer's report along with *Form C* (if used by the printer to complete *Form B*) should be completed and returned to the publisher requesting information. Printers should keep a copy of the reports for their records.

The purpose of this report is to collect statistical data for each mill used by the printer during the specified reporting period (i.e., the prior calendar year). This information will be used to determine the Publisher's compliance with the Maryland Recycling Act.

**Important:**

- All tonnage totals recorded on *Form B – Printer's Report* must be in tons (i.e., tons = short tons = 2,000 lbs). To convert metric tons to tons, multiply the amount of metric tons by 1.102 (e.g., 2 metric tons x 1.102 = 2.204 tons). To convert long tons to tons, multiply the amount of long tons by 1.12 (e.g., 2 long tons x 1.12 = 2.24 short tons).
- If tonnage reported in columns O and P are short tons, carry totals directly to corresponding column without converting (i.e., column O to R; column P to S).

The printer must sign and date the report at the bottom of page 1. Please contact MDE if you need further instructions on completing this form.

**Instructions for Mill Report (Form C)**

This report contains the information needed for printers to complete *Form B-Printer's Report*. If needed, a printer sends *Form C* to each mill to complete. Mills should complete and return one mill report to each printer requesting information. Mills should keep a copy for their records.

The purpose of this report is to collect data related to the recycled content of telephone directory stock supplied by the mill to the printer during the specified reporting period (i.e., the prior calendar year). This information will be used to determine a publisher's compliance with the Maryland Recycling Act.

**Important:**

- All tonnage data must be reported in one unit (i.e., all short or all metric). To convert metric tons to short tons, multiply the amount of metric tons by 1.102 (e.g., 2 metric tons x 1.102 = 2.204 short tons). To convert short tons to metric tons, multiply the amount of short tons by 0.907 (2 short tons x 0.907 = 1.814 metric tons).

The mill must sign and date the report at the bottom of page 2. Please contact MDE if you need further instructions on completing this form.

## **Annotated Code of Maryland, Environment Article**

### **§ 9-1709. Telephone directory recycling by directory publishers.**

(a) Definitions.-

(1) In this section the following words have the meanings indicated.

(2) "Directory publisher" means a person engaged in publishing telephone directories of any kind as part of its business that:

(i) In the previous calendar year used at least 50 tons of directory stock in telephone directories that were distributed in the State; or

(ii) Anticipates using, in the current calendar year, at least 50 tons of directory stock in telephone directories that are distributed in the State.

(3) "Directory stock" means the type of paper that is used chiefly for printing a telephone directory.

(4) "Runable" means the ability of directory stock to run without breaking on a printing press using:

(i) Flexography;

(ii) Letterpress; and

(iii) Offset printing processes.

(5) "Telephone directory" means a listing of names, telephone numbers, and addresses produced for distribution in the State to households and businesses.

(b) Compliance with percentage requirements.-

(1) Except as provided in subsection (f) of this section, the recycled content percentage requirements for telephone directories distributed in the State shall be in accordance with the recycled content percentage requirements specified in subsection (c) of this section for the calendar year.

(2) Each directory publisher shall:

(i) For telephone directories distributed in the State, satisfy the recycled content percentage under subsection (b) of this section for the calendar year; or

(ii) Pay the directory recycling incentive fee required under subsection (d) of this section for that calendar year.

(c) Percentage requirements.-

(1) To satisfy the recycled content percentage requirement of this section for a calendar year, at least the percentage specified in paragraph (2) of this subsection, by weight, of the total directory stock used by the publisher during that calendar year for telephone directories distributed in the State shall be recycled materials.

(2) The recycled content percentage requirement is:

(i) 12% for 1994;

(ii) 15% for 1995;

(iii) 20% for 1996, 1997, 1998, and 1999;

(iv) 25% for 2000;

(v) 30% for 2001 and 2002;

(vi) 35% for 2003 and 2004; and

(vii) 40% for 2005 and all subsequent calendar years.

(d) Recycling incentive fee.-

(1) The directory recycling incentive fee for any calendar year is \$10 for each ton of a publisher's recycled content deficiency for the year, as determined under paragraph (2) of this subsection.

- (2) A publisher's recycled content deficiency for a calendar year is the difference between:
- (i) The product of multiplying the total tons of directory stock used by the publisher for the year times the required percentage for that year; and
  - (ii) The actual tonnage of recycled material contained in the directory stock used by the publisher for the year.
- (e) Reports by publishers.-
- (1) A publisher of a telephone directory distributed in the State shall complete and file with the Secretary an annual report, on or before January 31 following each calendar year.
  - (2) Except as provided in paragraph (3) of this subsection, a report required under this subsection shall:
    - (i) Be in the form and manner and contain any information that the Secretary requires by regulation; and
    - (ii) State, for the period covered by the report:
      - 1. The total weight of directory stock used by the publisher; and
      - 2. The weight of recycled material contained in that directory stock.
  - (3) The Secretary may not require the disclosure of the price per ton of directory stock paid by any publisher in any report required under this subsection.
  - (4) A publisher shall pay any directory recycling incentive fee required for a calendar year with the annual report that covers that year.
  - (5) Any publisher of telephone directories distributed in the State who fails to submit the report required under this subsection shall be deemed to have failed to meet the percentages established in subsection (c) of this section.
- (f) Exempt.- On written application of a directory publisher, the Secretary may exempt a directory publisher from compliance with the provisions of this section if the Secretary determines that the directory publisher was unable to obtain:
- (1) An adequate supply of directory stock containing recycled materials comparable in price and quality to virgin stock; or
  - (2) Directory stock that is runable.
- (g) Revenue deposited.- Any revenue collected under subsection (d) of this section shall be deposited in the Recycling Trust Fund established under § 9-1707 of this subtitle.
- [1991, ch. 630; 1993, ch. 5, § 1; 1997, ch. 606.]