MARYLAND DEPARTMENT OF THE ENVIRONMENT
Land Management Administration • Technical Services and Operations Program
1800 Washington Boulevard • Suite 610 • Baltimore, Maryland 21230-1719
410-537-3314 • 800-633-6101 x3314 • www.mde.state.md.us/recycling

Maryland Recycling Act (MRA)
Tonnage Report Form for Processors Guidelines

If you wish to assert a claim of confidentiality under the Public Information Act, you MUST mark CONFIDENTIAL on the front of the form. In this event, the State and Counties are required to keep the information confidential until it is reviewed under the procedures outlined in Annotated Code of Maryland, State Government Article – Access to Public Records § 10-611 et seq, to determine if it is exempt from disclosure under that law.

General Instructions

‣ The information must be provided by the date specified on the report form and **returned to the appropriate County (or Baltimore City)**. Reports **SHOULD NOT** be returned to the Maryland Department of the Environment (MDE). County contact information is included in the packet of information sent to processors by MDE or at www.mde.state.md.us/Programs/LandPrograms/Recycling/Local/countyservices.asp.

‣ A report should be filled out for each County (or Baltimore City) where recyclables were **GENERATED**. Do not combine totals from different jurisdictions on 1 form (*e.g.*, If recyclables generated from Anne Arundel and Howard Counties were received, each should be reported on a separate form). If the County (or Baltimore City) where the recyclables are generated is not known, zip codes and post office names on MDE's web page at www.mde.state.md.us/Programs/LandPrograms/Recycling/Coordinators/index.asp. Once completed, the forms containing the total tonnages generated in each County (or Baltimore City) should be sent to the County Recycling Coordinator or the Baltimore City Recycling Coordinator.

‣ Reporting Period. The reporting period is shown on the form. Please report data for materials **received during the calendar year only.**

‣ Business Name. Enter the name of the business submitting the report.

‣ Contact. Enter the name of the person responsible for completing the form or the name of the person who is most familiar with the data entered on this form.

‣ Contact Address. Enter the mailing address for the Contact Person.

‣ Phone Number. Enter the telephone number where the Contact Person can be reached.

‣ Fax Number. Enter the fax number for the Contact Person.

- County (or Baltimore City) where recyclables originated. Fill in which jurisdiction generated the recyclable materials.

- TONNAGE REPORT FORM for PROCESSORS TABLE. Provide as detailed information as possible on the various types of recyclables that you receive. Use the predefined categories and recyclables to report tonnages. If you require more lines than the number of "other" lines within a category, please use a separate piece of paper. Conversely, if your records are such that you cannot break down the information into the various types of recyclables within any category, most categories have a "mixed" line and it would be appropriate for you to list your data on that line.

  - Total (Tons). **DO NOT INCLUDE** the amount of recyclables received from other processors INCLUDED on the "Recycling Processor Mailing List 2009" (available on the Maryland Department of the Environment's web page at www.mde.state.md.us/Programs/LandPrograms/Recycling/Coordinators/index.asp) on your tonnage report form. All other recyclable tonnages generated in Maryland should be included on the form.

    REPORT IN TONS. To get tons divide the pounds by 2000 (*e.g.*, 4520 pounds ÷ 2000 = 2.26 tons).

- Authorized Signature. The form must be signed by a partner, principal, corporate officer or other authorized designee of the business for which this report is being filed.

- Name. Print the name of the authorized person signing this form.

- Title. Print the title of the authorized person signing this document.

- Date. Print the date that this report is being signed.

For additional information or assistance in completing this form, please contact the County Recycling Coordinator of the county where the recyclables were generated, or the Maryland Department of the Environment.

CATEGORY: COMMINGLED CONTAINERS	
Commingled Containers	Containers of different materials collected together (*i.e.*, plastic/glass/metal or plastic/metal or glass/metal or plastic/glass).
CATEGORY: COMPOST or MULCH	
Brush and Branches	Composting or mulching of woody materials such as branches, brush, and whole trees such as Christmas trees.
Grass	Composting or mulching of grass clippings from residential and/or commercial sources.
Leaves	Composting or mulching of leaves from residential and/or commercial sources.
Landclearing Debris	Recycled earthen materials (*i.e.*, clays, sands, gravels, and silts) topsoil, tree stumps, root mats, brush and branches, logs, vegetation, and rock from land clearing operations that if not recycled are discarded in landclearing debris, Rubble, or C&D landfills.

Mixed Yard Waste	Composting or mulching of organic plant waste derived from gardening, landscaping, and tree trimming activities. Includes leaves, garden waste, lawn cuttings, weeds, and pruning.
Food Waste	Composting or mulching of food scraps and vegetable waste from grocery stores, restaurants, cafeterias, lunchrooms, and private residences.
MSW Compost	Composting of non-source-separated municipal solid waste. **DOES NOT include landscaping materials**.
Wood Materials	Composting or mulching of wood products, canes, crutches, pallets, crates, barrels, and wood found in furniture that is not part of an industrial process.
Other	Describe. Composting or mulching of materials from industrial processes, stall waste, grain waste, and hatchery waste.

CATEGORY: GLASS

Brown Glass	Recycling of any brown glass food or beverage container.
Clear Glass	Recycling of any colorless glass food or beverage container.
Green Glass	Recycling of any green glass food or beverage container.
Mixed Glass	Recycling of any glass food or beverage container.
Fluorescent Lights	Recycling of standard and compact fluorescent lightbulbs.
Other	Describe. Recycling of glass found in furniture, drinking glasses, appliances, and glass from industrial processes. *The recycling of glass from transportation equipment (e.g., cars), glass from C&D debris (e.g., windows), and the reuse of glass products* **DOES NOT** *count and should be included in the "Other" section of the "Other Materials" category.*

CATEGORY: METALS

Aluminum Cans	Recycling of any aluminum food or beverage container.
Lead Acid Batteries	Recycling of lead-acid batteries from automotive, truck, and marine products.
Litho Plates	Recycling of litho plates used in printing.
Mixed Cans (Aluminum, Tin, Steel)	Recycling of mixed aluminum, tin, and steel food or beverage containers.
Oil Filters	Recycling of oil filters
Scrap Automobiles	Recycled automobiles.
Scrap Metal	Scrap metal DOES NOT include: aluminum beverage and food containers; aluminum foil and food tray containers; bi-metal, tin, and steel food or beverage containers; white goods; lead acid batteries; front end scrap; back end scrap; and hospital appliances.
Tin/Steel Cans	Recycling of tin and steel food or beverage containers.
White Goods	Recycling of white goods (*e.g.*, refrigerators, stoves, washing machines, dryers, water heaters, air conditioners, etc.).
Other	Describe. Recycling of aluminum foil and food tray containers, back end scrap, litho-plates, canes, crutches, oxygen tank carts, walkers, wheelchairs, and motor oil filters.

CATEGORY: PAPER

Magazines	Recycling of any coated paper publication (*e.g.*, magazines,

	catalogues, etc.).
Mixed Paper	Recycling of any combination of types of acceptable paper.
Newspaper	Recycling of newspaper.
Office/Computer Paper	Recycling of office paper that is not contaminated by glue, plastic, or other foreign matter (*e.g.*, computer printout paper, white or colored paper, copier paper, etc.).
Old Corrugated Cardboard	Recycled corrugated cardboard material collected from residential and commercial sources.
Telephone Directories	Recycling of old phone books.
Other	Describe. Recycling of paper from industrial processes, unsold books, and print shops.

CATEGORY: PLASTIC

Mixed Plastic	Recycling of different types of plastic food or beverage containers.
Plastic Code #	Define. Recycling of a specific type of plastic (*e.g.*, PET, HDPE, etc.) food or beverage container.
Shrink Wrap	Recycling of shrink wrap used in packaging.
Other	Describe. Recycling of plastic from bags, wraps, industrial processes, storage containers, and furniture. *The recycling of plastic from transportation equipment (e.g., cars)* **DOES NOT** *count and should be included in the "Other" section of the "Other Materials" category.*

CATEGORY: OTHER MATERIALS

Antifreeze	Recycled antifreeze.
Animal Protein/Solid Fat	Recycled animal protein, animal carcasses and solid fat.
Asphalt	Recycled asphalt.
Coal Ash (Fly Ash, Pozzolan)	Recycled coal ash, fly ash, or pozzolan.
Concrete	Recycled concrete.
C&D Debris	Construction and Demolition Debris (C&D) includes concrete, asphalt, wood, gypsum, and asphalt shingles generated from construction, demolition, and renovation activities, that if not recycled would be disposed of at a permitted landfill.
Electronics	Include electronics that were recycled.
Food Waste	Recycling of food waste (not composted) as feed, etc.
Industrial Fluids	Recycling of cleaning, pesticides, fluids in manufacturing, etc.
MSW-to-Energy Ash	Recycled of energy ash from non-source-separated waste.
Pallets	Refurbished pallets.
Sewage Sludge	Recycling of any thickened liquid, suspension, settled solid, or dried residue that a sewage treatment plant extracts from sewage.
Soil	Composting of soil material.
Textiles	Textile material (*e.g.*, carpets, garments or fabrics) processed into other materials.
Toner Cartridges	Recycling of cartridges used in printers.
Tires (Recycled)	Tires recycled into new products.
Tires (Retread)	Retread of recapped tires.
Tires (Cement Kiln)	Tires burned in cement kilns.

Waste Oil	Recycling of waste oil.
Other	Describe. Grain waste and vegetable waste used as animal feed, hatchery waste as a protein supplement, Christmas trees as sediment control devises (approved by DNR), foundry waste, Freon, glass from transportation equipment and C&D debris, paint, roofing shingles from the manufacturing process, liquid animal fats, tires burned for fuel, toner cartridges, and other materials not included above.