

Maryland Recycling Act (MRA)

Newsprint Tonnage Report Guidelines

The Annotated Code of Maryland, Environment Article § 9-1707 requires that a publisher of a newspaper distributed in the State shall complete and file with the Secretary a quarterly report, on or before the last day of the month that follows each calendar quarter and an annual report, on or before January 31 following each calendar year. A report required 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 newsprint used by the publisher; and
 - The weight of recycled material contained in that newsprint.

The Secretary may not require the disclosure of the price per ton of newsprint paid by any publisher in any report required under this subsection. A newsprint recycling incentive fee is required to be paid if the Statewide rate is not met.

The Newsprint 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 newspaper distributed in Maryland and be received by:
 - January thru March Report – April 30;
 - April thru June Report – July 31;
 - July thru September Report – October 31; and
 - October thru December and Annual Report – January 31.
- ✖ 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 under "Newsprint Recycling" 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 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 a reporting period. Since printers will be getting forms from all publishers they are contracted with, the publisher should fill out the “Name of Client/Publishing Company” 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 newspapers for a specific client. Since mills will be getting forms from all printers they are contracted with, the printer should fill out the “Name of Client/Printing Company” on Form C prior to sending the form to the mill.
 - Once completed and returned to the publisher via the printer, the publisher should keep 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:
- David Mrgich
Maryland Department of the Environment
Waste Management Administration/Recycling & Operations Program
1800 Washington Boulevard
Suite 610
Baltimore, MD 21230-1719
- Questions should be directed to David Mrgich at dmrgich@mde.state.md.us or 800-633-6101 x3314.
- ✕ AN EXAMPLE OF A COMPLETED REPORT IS INCLUDED WITH THESE GUIDELINES.

Form A – Publisher’s Report

This Form is completed by the Publisher of a newspaper distributed in Maryland and submitted to MDE as detailed above. Publishers should keep a copy for their records.

General Information: Provide information about the publishing company.

Reporting Period: Circle the time frame covered in the report. Add calendar year the data covers.

Publication Data: **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).**

Table A1 is used to track the amount of recycled newsprint used to print each newspaper published by a specific publisher. If the publisher does not have the information needed to complete the form, the publisher will need to send Forms B & C to the contracted printers to complete.

- Column A: List all newspapers published by your company and distributed in Maryland. Make sure to complete the data for each newspaper (Columns B thru G) before listing the next newspaper as the data for each newspaper may take up more than 1 line.

- ▶ Column B: List all of the printers used to print the newspapers listed in Column A. Use 1 line for each printer.
- ▶ Column C: For each printer listed in Column B, record the total tons of newsprint used to print the newspaper listed in Column A. This value is from the “Totals” line, Column P in Table B1 on Form B.
- ▶ Column D: For the corresponding newspaper/printer, record the tons of newsprint distributed in Maryland.
- ▶ Column E: For the corresponding newspaper/printer, record the overall recycled fiber content percentage of the newsprint. This value is from the “Totals” line, Column S in Table B1 on Form B.
- ▶ Column F: For the corresponding newspaper/printer, record the tons of recycled newsprint distributed in Maryland. This value is equal to Column D x Column E.
- ▶ Column G: Blank until “Totals” line. See Column G in the “Totals” line, below.

A “Totals” line will need to be added after each newspaper in Table A1. The “Totals” line will record the overall totals for each newspaper.

- ▶ Create a “Totals” line to generate final numbers for each newspaper. On the Totals line values are equal to:
 - Column C: Total tons of newsprint used to print a specific newspaper. Sum of all values in Column C for a specific newspaper.
 - Column D: Total tons newsprint distributed in Maryland for a specific newspaper. Sum of all values in Column D for a specific newspaper.
 - Column E: Leave blank on the “Totals” line.
 - Column F: Total tons of recycled newsprint distributed in Maryland for a specific newspaper. Sum of all values in Column F for a specific newspaper.
 - Column G: Overall recycled fiber content percentage for a specific newspaper. Equal to Totals Column F ÷ Totals Column D.

Attach additional sheets if necessary.

Statistical Data – The Statistical Data section brings together all of the information from Table A1. Follow the instructions on Form A.

Note: The *Recycling Incentive Fee* is required to be paid when the recycled content percentage requirements have not been met on a statewide basis (*e.g.*, If the overall statewide publisher recycled content percentage for 2005 is 38% (less than the required 40%), every newspaper would be required to reach a 40% recycled content percentage in 2006. The *Recycling Incentive Fee* is \$10/ton for each ton of recycled content deficiency for the year.

List any newspapers that were published by your company on the previous report but are no longer in existence or are now published by another company.

Form B – Printer’s Report

If needed, a publisher sends *Form B – Printer’s Report* to each printer to complete. The report contains the information needed for publishers to complete *Form A – Publisher’s Report*. A printer will have to fill out a 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 the information. Printers should keep a copy of the reports for their records.

General Information: Provide information about the printing company.

The publisher requesting information should have completed “Name of Client/Publishing Company”. If the “Name of Client/Publishing Company” is not filled out, list the name of the publisher whose information is contained in the report.

Reporting Period: Circle the time frame covered in the report. Add calendar year the data covers.

Table B1: All tonnage totals recorded on *Form B – Printer’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).

For each newspaper listed in Table B1, the amount of newsprint used by the printer to print the newspaper must be recorded. If the printer does not have the “Recycled Fiber Content” for the tons of newsprint used, the printer will need to send Form C to the Paper Mills to complete.

- Column N: List all newspapers printed for the publisher listed under “Name of Client/Publishing Company”. Make sure to complete the data for each newspaper (Columns O thru S) before listing the next newspaper as the data for each newspaper may take up more than 1 line.
- Column O: List all of the mills that supplied paper to print the newspapers listed in Column N. Use 1 line for each mill.
- Column P: For the corresponding newspaper/mill, record the tons of newsprint used to print the newspaper listed in Column N (paper with different recycled fiber content must be recorded separately). This value is from Column U in Table C1 on Form C.
- Column Q: For the corresponding newspaper/mill, record the recycled fiber content of the newsprint used to print the newspaper listed in Column N. This value is from Column V in Table C1 on Form C.
- Column R: For the corresponding newspaper/mill, record the tons of recycled newsprint contained in the newsprint used to print the newspaper in Column N. This value is equal to Column P x Column Q.
- Column S: Blank until “Totals” line. See Column S in the “Totals” line, below

A “Totals” line will need to be added after each newspaper in Table B1. The “Totals” line will record the overall totals for each newspaper.

- Create a “Totals” line to generate final numbers for each newspaper. On the Totals line values are equal to:

- Column P: Total tons of newsprint used to print a specific newspaper. Sum of all values in Column P for a specific newspaper.
- Column Q: Leave Blank on the “Totals” line.
- Column R: Total tons of recycled newsprint used to print a specific newspaper. Sum of all values in Column R for a specific newspaper.
- Column S: Overall recycled fiber content for each newspaper printed by the printer. Equal to Totals Column R ÷ Totals Column P.

These totals need to be completed for each newspaper listed in Table B1.

Attach additional sheets if necessary.

Form C – Mill Report

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 will need to complete and return one mill report to each printer requesting information. Mills should keep a copy of the forms for their records.

General Information – Provide information about the mill company.

The printer requesting information should have completed “Name of Client/Printing Company”. If the “Name of Client/Printing Company” is not filled out, list the name of the printer whose information is contained in the report.

Reporting Period – Circle the time frame covered in the report. Add calendar year the data covers.

Mill Data – List all of the newsprint delivered to the printer listed in the “Name of Client/Printing Company” during the reporting period.

Make sure to circle the correct units (*i.e.*, short or metric tons).

- Column T: Record a unique identification number that can be used to identify the newsprint delivered to a printer (*e.g.*, date sold, serial number, etc.).
- Column U: If the newsprint tonnage data is in pounds, divide the pounds by 2,000 to get short tons (*e.g.*, 10,000 pounds ÷ 2000 = 5 short tons). If the newsprint tonnage data is in long tons, multiply by 1.12 to get short tons (*e.g.*, 2 long tons x 1.12 = 2.24 short tons).
- Column V: Record the percentage of recycled fiber of the newsprint. Record the percent as a decimal number (*e.g.*, 30% recycled fiber newsprint ÷ 100 = 0.30)
- Column W: Circle the units.

Attach additional sheets if necessary.

Annotated Code of Maryland, Environment Article

The following was copied from Michie from LexisNexis – <http://www.michie.com/>.

§ 9-1707. Newsprint recycling by newspapers.

(a) *"Newsprint" defined.*- In this section:

(1) "Newsprint" means paper of the type generally used in the publication of newspapers or commercial advertising inserts printed by the publisher that are made primarily from mechanical woodpulp combined with some chemical woodpulp; and

(2) "Newsprint" includes paper made from old newspapers that have been deinked, using the recycled pulp in lieu of virgin pulp.

(b) *Compliance with percentage requirements.*- (1) Except as provided in subsection (h) of this section, the recycled content percentage requirements for newspapers distributed in the State shall, on a statewide basis, be in accordance with the recycled content percentage requirements specified in subsection (c) of this section for the calendar year.

(2) In the year following any year in which the Secretary determines, based on the reports submitted under subsection (e) of this section, that the recycled content percentage requirements specified in subsection (c) of this section have not been met on a statewide basis, each newspaper shall:

(i) For newspapers distributed in the State, satisfy the recycled content percentage requirement under subsection (c) of this section for the calendar year; or

(ii) Pay the newsprint 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 newsprint used by the publisher during that calendar year for newspapers distributed in the State shall be recycled materials.

(2) The recycled content percentage requirement is:

(i) 12% for 1992;

(ii) 12% for 1993;

(iii) 20% for 1994, 1995, 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 newsprint 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 newsprint 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 newsprint used by the publisher for the year.

(e) *Reports by publishers.*- (1) A publisher of a newspaper distributed in the State shall complete and file with the Secretary:

(i) A quarterly report, on or before the last day of the month that follows each calendar quarter; and

(ii) 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 newsprint used by the publisher; and

2. The weight of recycled material contained in that newsprint.

(3) The Secretary may not require the disclosure of the price per ton of newsprint paid by any publisher in any report required under this subsection.

(4) A publisher shall pay any newsprint recycling incentive fee required for a calendar year with the annual report that covers that year.

(f) *State Recycling Trust Fund.*- (1) There is a State Recycling Trust Fund.

(2) The Fund shall consist of net proceeds from the:

(i) Newsprint recycling incentive fee; and

(ii) Telephone directory recycling incentive fee collected under § 9-1709 of this subtitle.

(3) The Secretary shall administer the Fund.

(4) The Fund shall be used only:

(i) To provide grants to the counties to be used by the counties to develop and implement local recycling plans; and

(ii) To carry out the purposes of the Office of Recycling under this subtitle.

(g) *Election to be exempted.*- Repealed.

(h) *Newsprint Recycling Board; application for excuse from requirements.*- (1) (i) There is a Newsprint Recycling Board in the Department.

(ii) The Newsprint Recycling Board shall meet only at the request of the Secretary.

(2) The Newsprint Recycling Board is composed of 9 members appointed by the Governor as follows:

(i) 2 shall be representatives of newspaper publishers appointed from a list of at least 5 names submitted by the Maryland Delaware District of Columbia Press Association;

(ii) 1 shall be a representative of the Northeast Waste Disposal Authority;

(iii) 1 shall be a representative of the Maryland Environmental Service;

(iv) 1 shall be a representative of local governments;

(v) 1 shall be a representative of the newspaper recycling manufacturing industry;

(vi) 1 shall be a representative of an industry, other than an industry that uses old newspapers;

and

(vii) 2 shall be representatives of environmental groups with some expertise in recycling.

(3) The Governor shall appoint the Chairman of the Newsprint Recycling Board from among the members.

(4) (i) The term of a member of the Newsprint Recycling Board is 3 years.

(ii) The terms of the members of the Newsprint Recycling Board are staggered as required by the terms of the members of the Board serving on December 31, 1991.

(iii) At the end of a term, a member continues to serve until a successor is appointed and qualifies.

(iv) A member of the Newsprint Recycling Board may not serve more than two 3-year terms.

(v) The members of the Recycling Board shall serve without compensation, but shall be reimbursed for all reasonable expenses incurred in the performance of their duties.

(5) Upon the application of a newspaper publisher, the Newsprint Recycling Board shall, on the affirmative vote of a majority of the members eligible to vote, excuse the publisher of all or part of the recycled content percentage requirements of this section for the newspaper publisher under such terms and conditions and for such periods as the Board considers appropriate if the Board determines, after taking into consideration the publisher's supply contracts which existed as of March 15, 1990, that:

(i) The publisher could not obtain from manufacturers serving the mid-Atlantic region an adequate supply of recycled newsprint comparable in quality to virgin newsprint; and

(ii) The publisher has made a good faith effort to meet the recycled content percentage requirements.

(6) If the Newspaper Recycling Board fails to act on an application for an excuse of all or part of the recycled content percentage requirements made under paragraph (5) of this subsection within 45 days of the filing of the application with the Board, the application shall be deemed approved.

(7) The Newsprint Recycling Board shall:

(i) Review the reports filed under subsection (e) of this section;

(ii) Analyze the availability and utilization of newsprint containing recycled material;

(iii) Comment on the appropriateness of the recycled content percentage requirements, including whether the requirements encourage manufacturers of virgin newsprint to convert to recycling;

(iv) Comment on the need for continuation of the provisions of this section and the impact the provisions of this section have on users of old newspapers for purposes other than producing newsprint;

(v) Work with municipalities and other collectors of old newspapers to develop a reliable system to provide a stable and quality supply of old newspapers for recycling;

(vi) Work to encourage the location of production facilities in the region to ensure an increase in the supply of recycled newsprint; and

(vii) Work to encourage the reuse of old newspapers.

(i) *Limitations on counties and cities.*- A county, municipality, or any agency of a county or municipality may not:

(1) Impose on a publisher or distributor of newspapers by law, ordinance, or regulation any recycling content percentage requirements or taxes or charges based on the percent of recycled or virgin fiber contained in a newspaper; or

(2) Require the publisher or distributor of newspapers to collect or dispose of old newspapers in any way not imposed on the nonpublisher businesses in the county or municipality. [1990, ch. 301; 1991, ch. 630; 1992, 1st Sp. Sess., ch. 1, § 2; 1997, ch. 606.]