

Annual Business Recycling Reporting Survey

JANUARY 1st – DECEMBER 31st

Questions and comments **should be directed to the County Recycling Coordinator** (not the Maryland Department of the Environment) from which this survey was received.

Completed Business Recycling Reports **should be returned to the County Recycling Coordinator** (not the Maryland Department of the Environment) where the facility is located by _____. The County Contact Information is:

Thank you very much for your cooperation!

Date: _____

Company/Facility Name: _____

Address of Company/Facility: _____

(STREET)

(CITY, STATE, ZIP CODE)

(COUNTY)

Company/Facility Contact Information: _____

Contact Address: _____

(if different from facility address)

Job Title: _____ Phone #: _____

E-mail: _____ Fax #: _____

Office/Facility Name: _____

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A1. Solid Waste Contractors

These are the entities that remove the disposed waste materials from the company/facility – not who collects the material throughout the company/facility such as housekeeping or custodial staff.

Solid Waste (*i.e.*, trash) **Contractor/Hauler(s)**: _____

A1a. To which Maryland Permitted Solid Waste Acceptance Facility (MPSWAF) was the waste disposed (see “Maryland Permitted Solid Waste Acceptance Facilities” list available in the “County Coordinator Resources” section on MDE’s waste diversion web page at www.mde.maryland.gov/recycling) by each of the company/facility solid waste contractor(s)? If the waste was not captured by any MPSWAF, please report as such.

NOTE: There is no need to track the waste disposed to the end market. Only the 1st MPSWAF needs to be listed. For example if Acme Inc., sent their waste to MPSWAF 1 who sent it to MPSWAF 2 who sent it to Virginia Landfill 1, the waste only needs to be tracked to MPSWAF 1 (*e.g.*, Acme Inc. – MPSWAF 1). If, however, Acme Inc., sent their waste directly to Virginia Landfill 1, then they need to report that the waste for Acme was not captured by a MPSWAF (*e.g.*, Acme Inc. – no MPSWAF).

A2. Option 1 – Waste Disposed (Complete Section A2 **ONLY** if waste disposed by a solid waste contractor is NOT captured by a MPSWAF. See Section A1a, above.). Waste disposed totals reported in this section must also be reported in “Table A1 – Waste Disposed” of the “MRA Tonnage Reporting Survey”.

Waste Hauler	City/State Waste Disposed Sent	Type of Facility *	Waste Type **	Total Waste Disposed (tons)

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Waste Hauler	City/State Waste Disposed Sent	Type of Facility *	Waste Type **	Total Waste Disposed (tons)
TOTAL				

* Categories include landfill, incinerator, processing facility, transfer station.

** Categories include but not limited to: mixed trash, appliances, asbestos, asphalt, construction & demolition, food, incinerator ash, **landclearing** debris, **landscaping** debris, medical waste, metal, sewage sludge, soil, textiles (e.g., clothes, mattresses, etc.), tires, and other (please detail).

Option 2 – Waste Disposed (Use **ONLY** if A2, Option 1 is not available.)

Calculate approximate tons of waste disposed. The next chart and table will help you determine the amount of solid waste **disposed** by your facility. Number of solid waste dumpsters used by your facility:

_____ 2 yd ³ dumpster(s)	_____	30 yd ³ open top(s)
_____ 4 yd ³ dumpster(s)	_____	20 yd ³ compactor(s)
_____ 6 yd ³ dumpster(s)	_____	30 yd ³ compactor(s)
_____ 8 yd ³ dumpster(s)	_____	_____
_____ 20 yd ³ open top(s)	_____	_____

Use the information above to complete the following table. (Note: Compactor totals need to be calculated in the rows indicated with “Compactor” in the “Size of dumpster (yd³)” column at the end of the table.)

Size of dumpster (yd ³ s)	X	No. of this Type of dumpster	X	Frequency of pick-up/week	X	Yd ³ s to tons (0.1) ratio	=	Tons/week	X	No. of weeks /year operating between Jan-Dec	=	Total tons of waste disposed between Jan-Dec
Ex.: 8	x	2	x	2	x	0.1	=	3.2	x	52	=	166.4

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Size of dumpster (yd ³ s)	X	No. of this Type of dumpster	X	Frequency of pick-up/week	X	Yd ³ s to tons (0.1) ratio	=	Tons/week	X	No. of weeks /year operating between Jan-Dec	=	Total tons of waste disposed between Jan-Dec
Compactor	X		X		X	0.34	=		X		=	
Compactor	X		X		X	0.34	=		X		=	
Compactor	X		X		X	0.34	=		X		=	
Total Solid Waste <u>Disposed</u> from Your Agency Location												tons

B1. Recycling Materials

CATEGORY	MATERIALS	TONS RECYCLED *	CONTRACTOR/MARKET for MATERIAL	
COMMINGLED CONTAINERS	Commingled Containers			
COMPOSTED/ MULCHED ¹	Food Waste (composted/mulched only – also see “Food Waste” in “Other Materials”)			
	Landclearing Debris			
	Landscaping Debris	Brush and Branches		
		Grass		
		Leaves		
		Mixed Yard Waste		
	MSW Composted ²			
	Wood Materials ³			
Other ⁵ :				
GLASS	Brown Glass			
	Clear Glass			
	Green Glass			
	Mixed Glass			
	Fluorescent Lights			
	Other ⁵ :			
METALS	Aluminum Cans			

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CATEGORY	MATERIALS	TONS RECYCLED *	CONTRACTOR/MARKET for MATERIAL
	Lead-Acid (Auto) Batteries		
	Litho Plates		
	Mixed Cans (Aluminum & Tin/Steel)		
	Oil Filters		
	Scrap Automobiles		
	Scrap Metal		
	Tin/Steel Cans		
	White Goods		
	Other ⁵ :		
PAPER	Corrugated Cardboard		
	Magazines		
	Mixed Paper		
	Newspaper		
	Office/Computer/White Paper		
	Telephone Directories		
	Other ⁵ :		
PLASTIC	Film Plastic		
	Mixed Plastic bottles		
	Shrink Wrap		
	Other ⁵ :		
OTHER MATERIALS	Antifreeze		
	Animal Protein/Solid Fat		
	Asphalt		
	Coal Ash (Fly Ash, Pozzolan)		
	Concrete		
	Construction & Demolition Debris		

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CATEGORY	MATERIALS	TONS RECYCLED *	CONTRACTOR/MARKET for MATERIAL
	Electronics/Computer Equipment		
	Food Waste (non-composted/mulched)		
	Industrial Fluids (e.g., cleaning pesticides, etc.)		
	MSW-to-Energy Ash		
	Pallets (Refurbished)		
	Sewage Sludge		
	Soil		
	Textiles		
	Toner Cartridges		
	Tires (Recycled) ⁴		
	Tires (Retread)		
	Tires (Cement Kiln – 12% of total)		
	Waste Oil		
	Other ⁵ :		
	Other ⁵ :		
	Other ⁵ :		
Total from Table B1b			
TOTAL TONS MRA MATERIALS		tons	

* One ton = 2,000 pounds. See volume to weight conversion table on page 8 to help determine tonnages.

- 1 The material must be composted or mulched and marketed! **Simply spreading a material on a field DOES NOT constitute a composted/mulched material and does not count as a recyclable material.** Composted/mulched material that ends up being disposed in a landfill does not count as a recyclable material.
- 2 Consists of non-source-separated MSW materials (*i.e.*, trash).
- 3 Includes recycling of wood products (*e.g.*, pallets, crates, barrels, wood furniture, canes, crutches, etc.). **Materials must be mulched or composted ONLY.** Otherwise, include in “Other Materials” category.
- 4 Tires that are recycled into new products containing rubber (*e.g.*, trashcans, storage containers, rubberized asphalt, etc.), and use of whole tires for playground and reef construction. **Tires sent to an incinerator DO NOT count as recycling.**
- 5 List the material. If space is needed for additional materials, please use Table B1b.

B1b. Other Recycling Materials

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Volume to Weight Conversion Table

Material	Volume	. Weight	Material	Volume	. Weight
Aluminum cans-whole	1yd ³	63 lbs.	Metal license tags*	1 tag	0.31 lbs.
Antifreeze*	1 gallon	9.8 lbs.	Mixed wood	1yd ³	372 lbs.
Asphalt*	1yd ³	1,380 lbs.	Motor oil*	1 gallon	7 lbs.
Cardboard-compacted	1yd ³	400 lbs.	Motor oil filters	1 filter	1 lb.
Cardboard-uncompacted	1yd ³	50-150 lbs.^	Newspaper-uncompacted	1yd ³	433 lbs.
Commingled containers	1yd ³	248 lbs.	Office paper-computer	1yd ³	655 lbs.
Computer CPU	1 CPU	35 lbs.	Office paper-mixed	1yd ³	435 lbs.
Computer keyboard	1 keyboard	2.5 lbs.	Paint	1 gallon	10 lbs.
Computer monitor	1 monitor	41 lbs.	Pallets	1 pallet	40 lbs.
Concrete	1yd ³	4,000 lbs.	Plastic bottles-whole	1yd ³	32 lbs.
Fluorescent light tubes	1 tube	0.83 lbs.	Scrap tires-car/truck	1 tire	21/70 lbs.
Frying grease	55 gal. drum	405 lbs.	Telephone directories	1 book	4.5 lbs.
Glass	1yd ³	600-1,400 lbs.+	Tin/steel cans-whole/flattened	1yd ³	150/850 lbs.
Industrial Fluids*	1 gallon	8.5 lbs.	White goods (large)	1 item	143 lbs.
Laser toner cartridges	1 cartridge	3 lbs.	Yard waste-compacted	1yd ³	700 lbs.
Lead acid batteries	1 battery	39-53 lbs.**	Yard waste-uncompacted	1yd ³	470 lbs.

^ Loose, unflattened cardboard weighs 50 lbs./yd³, crushed cardboard weighs closer to 150 lbs./yd³.

* Should be included as a **Non-MRA Material** on page 3.

+ 600 lbs. for whole glass, 1,400 lbs. for manually broken glass.

** 39 lbs. for a car battery, 53 lbs. for a truck battery.

Other helpful hints to determine recycling weights:

Aluminum cans: flattened 1yd³ weighs 340 lbs., uncompacted 1 full grocery bag weighs 1.5 lbs., uncompacted 1 case of 24 cans weighs 0.75 lbs., 32 cans weigh 1 lb.

Glass: 1 case of 24-8 oz. glass containers weigh 12 lbs., 24-12 oz. glass containers weigh 14 lbs., manually broken bottles in a 55-gallon drum weigh 300 lbs.

Gaylord box: approx. 1 yd³ (3'x3'x3')