

# About This Form

## Collectors of Recyclables

*Use this form to collect information on the amount of recyclables collected from residential and commercial sources in your state or locality during the previous year.*

### Who Should Fill Out This Form:

- Private Recycling Haulers.
- Government Agencies with Collection Crews or Collection Contracts.
- Large Generators (e.g., Grocery Stores, Retail Chains, Government Facilities) that Self-Haul Directly to a Processor or End User.

### Important Tips:

1. Send a cover letter with the survey form explaining the purpose of the form and how to fill it out. Remember to specify which sections of the form you want respondents to complete and which sections are optional. Use the sample cover letters provided as guides for developing your own.
2. Send the glossary and standard volume-to-weight conversion factors to all respondents.
3. Before mailing the form and cover letter to respondents, write in the name of your state or locality, reporting period, due date, and return address in the spaces provided at the top of the form.
4. Fill in the name of your state or locality throughout the form where indicated.

# Collectors of Recyclables

## To Be Completed by the Surveyor:

State or Locality: \_\_\_\_\_

Reporting Period: \_\_\_\_\_ to \_\_\_\_\_

Return This Form to: \_\_\_\_\_

Return This Form by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Direct All Questions to: Name \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

## Respondent Information (please type or print clearly):

Name of Company or Government Agency: \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Are You a: ☐ Private Hauler ☐ Large Generator

☐ Government Agency With a Collection Crew or a Collection Contract

## Certification

**I certify that, to the best of my knowledge, the information reported in this form is accurate and truthful.**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## I. Instructions

- ✓ Refer to the attached glossary for clarification of the terms used in this form.
- ✓ Report all quantities in tons (1 ton=2,000 pounds). Use the attached volume-to-weight conversion factors to convert your data from cubic yards (or other unit of measure) to tons. If you used these conversion factors to convert your data, indicate "yes" in the appropriate column. If you used other conversion factors, please identify the source in the comments section.
- ✓ Estimate the breakdown of residential and commercial materials to the best of your ability.
- ✓ Report any recyclables that were generated as a result of a natural disaster in Part 2B as construction and demolition (C&D) debris.
- ✓ Report only quantities collected during the reporting period stated above.

## 2. Recyclables Collection Data

**2A.** Municipal solid waste (MSW) recyclables collected from residential and commercial sources

in \_\_\_\_\_ during the stated reporting period. Refer to the Scope of  
state or locality  
 MSW Recycling table for specific examples of what to include as recycling.

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
<b>Commingled Materials</b> (describe in Comments section below)					
<b>Food Waste</b>					
<b>Glass Containers:</b>					
Clear					
Amber					
Green					
Mixed Glass					
Other Glass					
<i>Subtotal Glass</i>					
<b>Lead-Acid Batteries</b>					
<b>Metals:</b>					
Aluminum Cans					
Tin/Steel Cans					
Major Appliances					
Other Ferrous					
Other Nonferrous					
Mixed Metals					
<i>Subtotal Metals</i>					

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
<b>Paper:</b>					
Old Magazines					
Old Newspaper					
Old Corrugated Containers					
Office Papers					
Telephone Directories					
Mixed Paper					
Other Paper					
<i>Subtotal Paper</i>					
<b>Plastic:</b>					
PETE					
HDPE					
PVC					
LDPE					
PP					
PS					
Mixed Plastic					
Other Plastic					
<i>Subtotal Plastic</i>					
<b>Textiles</b>					
<b>Tires</b>					
<b>Wood:</b>					
Wood Packaging					
Other Wood					
<i>Subtotal Wood</i>					
<b>Yard Trimmings:</b>					
Brush and Branches					
Grass					
Leaves					
Tree Stumps					
Mixed Yard Trimmings					
<i>Subtotal Yard Trimmings</i>					

2A. RECYCLABLE MATERIAL	Source of Recyclable Material				TOTAL (tons)
	Residential (tons)	Were EPA Conversion Factors Used?	Commercial (tons)	Were EPA Conversion Factors Used?	
<b>Other Recyclables:</b>					
_____					
_____					
_____					
<i>Subtotal Other Recyclables</i>					
<b>TOTAL (tons)</b>					
<p>Are any of the reported quantities estimates, i.e., guesses? If they are estimates, explain how they were determined below.</p> <p>Explanation of estimates/Comments: _____</p> <p>_____</p> <p>_____</p>					

**2B.** Other types of recyclables collected from sources in \_\_\_\_\_ state or locality  
during the stated reporting period.

RECYCLABLE MATERIAL	Were EPA Conversion Factors Used?	AMOUNT RECEIVED (tons)
<b>Agricultural Waste</b>		
<b>Automobile Bodies</b>		
<b>Combustion Ash</b>		
<b>Construction and Demolition Debris:</b>		
Asphalt		
Concrete		
Metals		
Natural disaster debris		
Wood		
Other C&D		
<b>Industrial Process Waste</b>		
<b>Municipal Sewage Sludge</b>		
<b>Preconsumer Waste</b>		
<b>Used Oil</b>		
<b>Other</b> _____		
<b>TOTAL (tons)</b>		

Are any of the reported quantities estimates, i.e., guesses?  
If they are estimates, explain how they were determined below.

Explanation of estimates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_