

December 2017

Dear East Cocalico Township Business:

East Cocalico Township has enacted an ordinance effective June 2, 2004 mandating commercial, institutional, and municipal waste generators within the municipality to recycle. To read more on Ordinance 2004-07 please click this link: www.eastcocalicotownship.com (or simply type the address in your web browser, click Services, then Recycle & Trash, then Ord. 2004.07). Of course, many establishments find it to their financial advantage to recycle more materials than legally required. Documenting the success of your recycling program enables East Cocalico Township to determine the success in meeting annual waste reduction goals. *We request your help in this effort.*

There are generally two (2) ways that data is reported. The reporting method depends upon how the recyclables are marketed. The following summarizes these methods, and how you can ensure your recycling efforts are documented:

1. If you **DO NOT** rely on your waste hauler to transport *some or all* of your recyclables, please complete the attached **2017 Commercial, Municipal or Institutional Annual Recycling Report:**
 - For material types listed on page one of the report, provide verification of the weight reported. Verification can be provided either by (1) receipts, bills of lading, or weight tickets, or (2) your market, broker or end user signing the report.
 - For material types listed on page 2 of the report, estimated weights are acceptable and no verification is required.

Sign the Annual Recycling Report and submit with all verification to the East Cocalico Township Municipal office by **February 5, 2018.**

2. If you **DO** rely on your waste hauler to transport your recyclables, the data should already be on file with the Lancaster County Solid Waste Management Authority. Simply check the appropriate line on the report, identify your hauler(s), sign the report and submit it to the East Cocalico Township Municipal office by **February 5, 2018.**

You can submit your report by one of the following methods:

- 1) **Scan and e-mail to:** Recycling_Officer@eastcocalicotownship.com, or
- 2) **Fax to:** 717-336-1724, or
- 3) **Mail to:** East Cocalico Township, Attn.: Lisa A. Kashner, 100 Hill Road, Denver, PA 17517, or
- 4) **Drop box:** Located at the front doors of the Twp. Municipal Building, 100 Hill Rd., Denver, or
- 5) **Hand-deliver:** Front office at 100 Hill Rd., Denver, Mon.-Fri. from 8:00am to 4:15pm.

Please contact me if you should have any questions. Your cooperation is greatly appreciated.

Sincerely,

Lisa A. Kashner

Lisa A. Kashner
East Cocalico Township
Recycling Coordinator

Enclosure: 2017 Commercial, Municipal or Institutional Annual Recycling Report

cc: Township Files



2017 Commercial, Municipal or Institutional Annual Recycling Report
 Due: February 5, 2018 (For Materials Recycled January 1, 2017 - December 31, 2017)

Name of Business/Institution: _____

Address: _____

Contact Person: _____ Telephone: _____

Email: _____ Fax: _____

Municipality: East Cocalico Twp., Attn. Lisa A. Kashner 100 Hill Rd., Denver, PA 17517 P:717-336-1720 F:717-336-1724 E:Recycling_Officer@EastCocalicoTownship.com

Please note how your Business/Institution handles Recyclable Materials:

_____ *Private Hauler: Name of Hauler _____

_____ Recycling Facility collects materials from establishment.

_____ Establishment delivers materials to Recycling Facility.

**Note: If a private hauler collects Recyclables, verify with the hauler that the materials were manifested through the LCSWMA system. If the materials were manifested, simply provide the name of the hauler to the left and sign the bottom of this form. You do not need to provide any additional information or documentation.*

Materials Recycled:

Place an "X" on the line for each **post-consumer material your establishment recycled. Enter the weight in tons for each material and attach legible receipt(s), bill(s) of lading, or weight ticket(s) from your recycling facility or get the signature of the recycling facility representative.

<u>Material Type</u>	<u>Weight</u>
Single Stream (All recyclables, including fiber, collected together)	
Commingled (2 or more recyclables collected together, fiber separate)	
Paper:	
Corrugated Cardboard	
Brown Bags & sacks	
Gabled/Aseptic cartons	
Magazines & catalogs	
Newsprint/Newspaper	
Mixed/Other Paper Grades	
Office Paper	
Glass Bottles & Jars:	
Brown Glass	
Clear	
Green	
Mixed	

<u>Material Type</u>	<u>Weight</u>
Metal Cans:	
Aluminum Cans	
Steel & Bimetallic (Tin) Cans	
Mixed Cans	
Plastics:	
PET	
HDPE	
PVC	
LDPE	
PP	
PS	
Mixed	
Film	
Other	

****Report only post-consumer materials on this form.** Post-consumer materials have been used as a consumer item and then diverted from municipal solid waste for the purpose of recycling. The term excludes material generated in manufacturing and converting processes such as manufacturing scrap and trimmings/cuttings. Also, print overruns, over-issue publications, and obsolete inventories that did not leave the generating facility are classified as pre-consumer materials and should not be reported on this form.

I certify, to the best of my knowledge, the above accurately represents recycling activity from above named Business/Institution. I further authorize the Municipality to use this report in their administration of all reporting and grant applications established under Act 101 of 1988.

 Signature of Contact Person (Listed Above) Title Date

 Name of Recycling Facility Telephone Number

 Signature of Recycling Facility Representative Title Date

2017 Commercial, Municipal or Institutional Annual Recycling Report
 Due: February 5, 2018 (For Materials Recycled January 1, 2017 - December 31, 2017)

Place an "X" on the line for each post-consumer material recycled at your establishment. Enter the weight in tons for each material you recycled. No verification is needed for weights reported on this page (page 2).

<u>Other Materials Recycled</u>	<u>Weight</u>
Paper:	
Fiber Drums	
Metals:	
Aluminum Scrap	
Ferrous metal	
Non-ferrous metal	
Copper	
Brass	
Lead	
Stainless Steel	
Nickel	
Wire/Cable	
Mixed Metals/Drums	
White Goods	
Glass:	
Plate	
Other Glass	
Plastics:	
Plastic Drums	
Automotive/Hazardous Materials:	
Antifreeze	
Lead Acid Batteries	
Other Batteries	
E-Waste (includes TVs)	
Fluorescent Tubes/CFLs	
Used Oil	
Oil Filters	
Other (paint, varnishes, pesticides, etc.)	
Other:	
Asphalt	
Rubber Tires	
Construction & Demolition	
Clothing/Textiles	
Furniture & Furnishings	
Mattresses	
Miscellaneous/Other Consumer Items	
Organics:	
Food Waste	
Wood Waste	
Yard & Leaf Waste	

Conversion Chart	
Antifreeze:	7.2 lbs per gallon
Lead Acid Batteries:	Car = 17.8 lbs. Truck = 48.7 lbs. Motorcycle = 8.7 lbs.
Rubber Tires:	Car = 21 lbs. Truck = 70 lbs.
Used Oil:	7.2 lbs. per gallon
Oil Filters:	1.2 lbs. each
Glass – Whole Bottle:	2 yds ³ = 1 ton
Newsprint – Loose:	3 yds ³ = 1 ton
Corrugated Cardboard:	2.5' x 4' x 5' bales = 1100 lbs.
Plastic Bottles (water/soda)	
Whole, Loose:	1 yd ³ = 30 lbs.
Plastic Film	2.5' x 4' x 5' bale = 1500 lbs.
Solid & Liquid Fats:	55 gallon drum = 412 lbs.
White Goods	
Freezers:	1 = 250 lbs.
Refrigerators:	1 = 250 lbs.
Other Appliances:	1 = 150 lbs.
Yard Waste	
Leaves	4 yd ³ = 1 ton
Grass Clippings:	2 yd ³ = 1 ton
Wood Chips:	1 yd ³ = 500 lbs.

**Submit this Report to Municipality by
February 5th!**

***Your accurate and timely reporting enables the
County and the State to determine an accurate
recycling rate and showcase the importance and
viability of the recycling industry.***

Thank you for your efforts!!