

FM-12

ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

**For a Waste and/or Recycling Hauler, a Document Destruction Company,
a Retail Establishment with Multiple Store Locations; a Broker, a Processor,
or Other Company Transporting Recyclables Generated in PA**

This form is to be completed by a waste and/or recycling hauler, a document destruction company, a retail establishment with multiple store locations; a broker, a processor, or other company transporting recyclables generated in PA. Information on this form will be used by the municipality (Philadelphia) to submit an annual recycling report as required by state law. Information on this form may also be used by the municipality to complete a municipal recycling performance grant.

The materials listed may be required by local ordinance to be recycled and some may be used for the municipal recycling performance grant.

Please use the following instructions to complete form FM-12:

1. All weights must be reported in tons.
2. Enter the tonnage of each material you collected for recycling within the municipality. Separate the tonnages as best you can, by the following three categories:
 - Residential - includes recyclables from households, condominiums, apartment complexes and townhouses
 - Commercial/Municipal/Institutional Establishments:
 - Commercial Establishment: An establishment engaged in non-manufacturing or non-processing business, including, but not limited to, stores, markets, office buildings, medical offices, restaurants, shopping centers and theaters.
 - Municipal Establishment: An establishment engaged in government work including, but not limited to, offices of the federal government, state government, cities, boroughs, incorporated towns, townships, counties and authorities.
 - Institutional Establishment: An establishment engaged in service including, but not limited to, hospitals, nursing homes, orphanages, schools and universities.
 - Drop-off Locations
3. **ENTER the GROSS WEIGHT** of material recycled in the correct column. **DO NOT subtract any processing residue.** Processing residue is material that is collected and weighed with recyclables, but is disposed rather than recycled. PA DEP has a formula it will use to subtract processing residue.
4. Do not report processing residues on this form.
5. **Report only post-consumer materials on this form.** Post-consumer material is material that has been used as a consumer item and then diverted from municipal solid waste for the purpose of collection and 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 would be classified as pre-consumer materials and should not be reported on this form.

6. If you collect materials commingled or single stream, please enter zero (0) tons to note the recyclable materials in the mix, but **only enter the tonnage beside commingled or single stream. Do not estimate tonnages of each individual recyclable material in the commingled or single stream mix.**
 - Source separated - all recyclables are kept separated from each other.
 - Commingled - two or more recyclables are collected together but fiber (paper & cardboard) is kept separate.
 - Single stream - all recyclables, including fiber, are collected together.
7. Enter the name of the processing facility or market where the recyclable materials were delivered.
8. Use the conversion chart provided as necessary.
9. ENTER the GROSS WEIGHT of material recycled and DO NOT subtract any processing residue.
10. Materials are organized on the electronic form in the following order:

Material Categories:

- Mix
- Glass Bottles & Jars
- Paper
- Plastics
- Metal Cans & Bottle
- Organics
- Household/Hazardous Waste
- Other Recyclables

Material Type:

- Mix
 - Single Stream [SS1]
 - Comingled [XXX]
- Glass Bottles & Jars
 - Clear [GL1]
 - Mixed [GL2]
 - Green [GL3]
 - Brown [GL4]
 - Plate [GL5]
 - Other [GL6]
- Paper
 - Cardboard [C01]
 - Brown bags & Sacks [C02]
 - Gabled/Aseptic Cartons [C03]
 - Magazines/Catalogs [PA1]
 - Newsprint/Newspaper [PA2]
 - Mixed/Other Paper Grades (junk mail, chip board, etc.) [PA3]
 - Office Paper (all high grades) [PA4]
 - Phone Books [PA6]
 - Fiber [DR3]
- Plastics
 - PET [PL1]

- HDPE [PL2]
- PVC [PL3]
- LDPE [PL4]
- PP [PL5]
- PS [PL6]
- Mixed/Other [PL7]
- Film [PL8]
- Drum (high molecular weight HDPE) [DR1]
- Drum (mixed bulky rigid) [DR4]
- Metal Cans & Bottles
 - Aluminum Cans [AA1]
 - Steel & Bimetallic (Tin) Cans [F02]
 - Mixed Cans [MX2]
 - Aluminum Scraps [AA2]
 - Mixed Metals [MM1]
 - Non-Ferrous Metals [N01]
 - Copper [N02]
 - Brass [N03]
 - Lead [N04]
 - Stainless Steel [N05]
 - Nickel [N10]
 - Wire/Cable [W01]
 - Ferrous Metals [F01]
 - White Goods [F03]
- Organics
 - Source Separated Food [SSF]
 - Wood Waste [WW1]
 - Yard and Leaf Waste [Y01]
- Household/Hazardous Waste
 - Antifreeze [O02]
 - Batteries: Lead Acid [B01]
 - Batteries: Other [B02]
 - E-Waste (includes TVs) [CR1]
 - Fluorescent Tubes/CFLs [FL1]
 - Used Oil [OL2]
 - Oil Filters [OL3]
 - Other Commercial HW (paints, varnishes, pesticides, etc.) [CHW]
 - Other Household HW (paints, varnishes, pesticides, etc.) [HHW]
- Other Recyclables
 - Asphalt [ASP]
 - Rubber Tires [M01]
 - Construction & Demolition [M02]
 - Clothing/Textiles [M03]
 - Furniture & Furnishings [M04]
 - Mattresses [MT1]
 - Misc. Other Consumer Items [MIS]