

Dear Business Owner:

Pennsylvania's Municipal Waste Planning, Recycling and Waste Reduction Act 101 requires all businesses to recycle. Township of Hampton Ordinance No. 418 requires all municipal, commercial and institutional establishments within the Township to recycle:

**Office Paper • Corrugated Cardboard • Aluminum Cans •
Leaf and Yard Waste** (*includes leaves, shrubbery & tree trimmings. Does not include grass clippings.*)

Commercial businesses are strongly encouraged, but not required, to recycle other materials such as glass, plastic, or any items listed in the attached Annual Recycling Report.

At this time, I would ask you to review the Recycling Guidelines for Hampton Township Businesses as well as Annual Recycling Report that are attached. Your cooperation and effort into making our recycling program a success is greatly appreciated. By reporting the amount of material recycled, your business helps the Township of Hampton obtain its share of recycling performance grants. These grant awards given by the Department of Environmental Protection are based on total tons of materials Hampton recycles. The money received goes towards improving the Township of Hampton.

Businesses are required to submit their annual recycling information to the Township by January 31st of each year. Please read the attached guidelines for more information.

Should you have any questions, please do not hesitate to contact Susan Bernet, Assistant Township Manager/Recycling Coordinator, at 412-486-0400 ext. 303.



Recycling Guidelines for Hampton Township Businesses

3101 McCully Road, Allison Park, PA 15101
412-486-0400 www.hampton-pa.org

Recycling is Mandatory in Hampton

Pennsylvania Act 101 (The Municipal Waste Planning, Recycling and Waste Reduction Act of 1988) requires commercial, municipal and institutional establishments in mandated communities to recycle a number of materials. The Township of Hampton is a mandated community.

Township of Hampton Ordinance No. 418 requires all commercial, municipal and institutional establishments to recycle the following materials and submit an Annual Recycling Report:

- Office Paper • Corrugated Cardboard • Aluminum Cans • Leaf and Yard Waste (includes leaves, shrubbery & tree trimmings. Does not include grass clippings.)

Why Recycle?

Conserve Resources:

Every ton of paper recycled conserves 17 trees, 7000 gallons of water, and enough electricity to heat the average home for 6 months.

Junk mail creates four million tons of preventable waste each year and fills three percent of America’s landfills, costing taxpayers \$320 million in disposal fees annually.

Recycling one ton of cardboard saves over 9 cubic yards of landfill space.

By using recycled aluminum instead of virgin ore, aluminum manufacturers save enough energy needed to supply electricity to a city the size of Pittsburgh for about six years.

Businesses MUST mail the enclosed form to the Township of Hampton Manager’s Office by January 31st (you need to complete only the bottom portion of this form if you have a hauler providing the service)

Business Recycling Information

Name of Business _____

Contact Person _____ Phone # _____

Waste Hauler _____ Recycling Hauler _____

Document Destruction Provider _____

Materials Currently Recycled:

- Cardboard Aluminum Glass Do Not Generate Recyclables
Office Paper Plastics Newspaper/Magazines Not Currently Recycling
Other _____

Need to get your recycling program started?

Contact one of these recycling haulers that service Hampton Township.
Call for information on the types of materials collected and associated fees. The types of materials collected may vary.

Waste Management 800-458-4090

Collects: Cardboard, paper, newspaper, plastics, glass and metal cans

Allied Waste/BFI 412-429-2600

Collects: Cardboard, paper, plastics, glass, and metal cans

Joseph J. Brunner 724-775-6665

Collects: Cardboard, paper, plastics, and metal cans

Vogel Disposal 724-625-1511

Collects: Cardboard and office paper

Pittsburgh Recycling Services 412-420-6000

Collects: Cardboard, paper, newspaper, plastics glass and metal cans

Additional Recycling Resources:

Iron Mountain 724-742-1360

Confidential document destruction

Cintas 412-798-7220

Confidential document destruction

Listing of the above businesses does not indicate endorsement. This may not be a complete list of service providers.

Township Drop Off Locations for small businesses that do not have recycling service provided by a hauler:

- Municipal Complex (adjacent to the salt storage building)
- Hampton Community Pool Parking Lot (available between April 1st and October 31st)
(Items accepted: cardboard, office paper, plastic bottles, glass bottles & jars, aluminum cans, magazines & newspapers)
- Gray box at the corner of School and Topnick Drives – **aluminum cans only** (benefits Hampton Community Association)

Please complete your businesses' appropriate recycling information, and mail to the following:

Township of Hampton
Attn: Recycling Coordinator
3101 McCully Road
Allison Park, PA 15101

If you have any questions, please contact Susan Bernet, Hampton Recycling Coordinator, at 412-486-0400



Recycles!



ANNUAL RECYCLING REPORT INSTRUCTIONS CHECKLIST

For Commercial, Municipal, Institutional Facilities

This form is to be completed by commercial, municipal or institutional establishments in PA.

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.

The information on this form will be used by the municipality where you are located to gauge your compliance with their recycling ordinance (if they have one) and to complete a recycling performance grant. The materials listed on the first page may be required by local ordinance to be recycled and, with the exception of the organics, can be used for the municipal recycling performance grant. The materials listed on the second page are common materials recycled, but they are not usually required to be recycled by local ordinance and cannot be used for the municipal recycling performance grant.

Please use the following checklist to complete form 4500-FM-SW0011:

- Insert the current reporting year (upper right-hand corner of form).
- Insert the county and municipality where your establishment is located.
- Complete the information about your business. Please choose a primary business function which best describes your establishment. For instance:
 - Manufacturing
 - Office/Administrative Services (i.e. realtor, bank, insurance agent, etc)
 - Wholesale/Retail
 - Institution (i.e. school, hospital, nursing home, etc)
 - Government
 - Medical office (i.e. dentist, doctor, chiropractor, etc)
 - Other - explain in your own words
- Check which best describes how recyclables are handled within your establishment. The definitions are as follows:
 - Source separated - all recyclables are kept separated from each other,
 - Commingled - two or more recyclables are collected together but fiber (i.e., paper & cardboard) is kept separate.
 - Single stream - all recyclables, including fiber, are collected together.

- Check which best describes how your recyclable materials are collected.
- If another company transports the recyclables from your location, please include the name of the hauler, document destruction company or other transporter in the space provided.
 - If you transport your recyclables to a drop-off facility or take the materials to be recycled with a curbside recycling program, please note the name and location of the drop-off or curbside program in the space provided.

If any of the above scenarios fits your situation no tonnages should be reported on this form. However, you must place a check mark beside the materials your establishment recycles in order for the municipality to know if you are in compliance with their recycling ordinance.

- If you transport your recyclables to a recycling facility or other facility where the materials are weighed, please note the name of the recycling facility or other facility.

- Place a check beside the materials your establishment recycles.

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.

If you do not transport your own recyclables, do not enter tonnages on this form and skip over the boxed section of the instructions below! The weights will be retrieved from the company providing recycling services to you; therefore it is very important you name the company providing recycling services.

- If you deliver your recyclables yourself, enter the tonnage of each material recycled. **Do not report tonnages if you have another company collecting your recyclables.** Tonnages are only entered if you transport the materials yourself to a recycling facility where the materials are weighed.
- You must attach a legible weight ticket from your recycler for any materials recycled on page 1. A weight ticket is not required for tonnages on Page 2.**
- Subtract processing residue before entering your tonnages on this form. Processing residue is material that is collected and weighed with recyclables, but is disposed rather than recycled. The recycling facility can provide you with the % processing residue they produce at their facility. Processing residues vary greatly – from 1% to 30%. You need to ask your recycler to tell you the % of material discarded from their facility and subtract that % from your weight ticket amount. **Do not report processing residues on this form.**
- If you deliver your materials commingled or single stream, please check the appropriate boxes 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.
- Use the conversion chart on page 2 as necessary.

- Sign and date the form.
- Submit to the municipality where you are located by Feb. 1.



ANNUAL RECYCLING REPORT
For Commercial, Municipal, Institutional Facilities

Due: Feb. 1 of the following year
To: Municipality where
recyclables were generated

County Name:		Municipality Name:	
Name of Establishment:			
Address:		City:	Zip Code:
Email:		Telephone:	Fax:
Primary Business Function:			

How does your establishment handle recyclable materials? Source-separated Commingled Single Stream

How are your recyclable materials collected?

- Collected by recycling facility or broker (name): _____
- Collected by private hauler (name): _____
- Collected by confidential document destruction company (name): _____
- Establishment delivers materials to drop-off or curbside program (location): _____

If any of the above methods are used to collect your recyclable materials, do not include weights in the list below. Actual weights will be retrieved from your service provider or drop-off facility.

- Establishment delivers materials to recycling facility (name): _____
- Other (please specify): _____

- CHECK the box in front of each post-consumer* material that your establishment recycled.
- If your establishment marketed your own recyclables, enter the weight in tons and **attach a legible weight ticket from your recycler**. Subtract processing residue** before entering your weights below.

Note: If you use a commingled or single stream collection system, check the boxes beside each material in the mix.

<u>Material Type</u>	<u>Weight</u>	<u>Material Type</u>	<u>Weight</u>
<input type="checkbox"/> Single Stream:	[SS1] _____	Metal Cans and Bottles:	
(All recyclables, including fiber, collected together)		<input type="checkbox"/> Aluminum Cans	[AA1] _____
<input type="checkbox"/> Commingled:	[XXX] _____	<input type="checkbox"/> Steel & Bimetallic (Tin) Cans	[F02] _____
(2 or more recyclables collected together, fiber separate)		<input type="checkbox"/> Mixed Cans	[MX2] _____
Paper:		Plastics:	
<input type="checkbox"/> Paper: Cardboard	[C01] _____	<input type="checkbox"/> Plastic: PET	[PL1] _____
<input type="checkbox"/> Paper: Magazines & Catalogs	[PA1] _____	<input type="checkbox"/> Plastic: HDPE	[PL2] _____
<input type="checkbox"/> Paper: Mixed/Other (junk mail, paper bags, paperboard, etc.)	[PA3] _____	<input type="checkbox"/> Plastic: PVC	[PL3] _____
<input type="checkbox"/> Paper: Newsprint	[PA2] _____	<input type="checkbox"/> Plastic: LDPE	[PL4] _____
<input type="checkbox"/> Paper: Office Paper (all grades)	[PA4] _____	<input type="checkbox"/> Plastic: PP	[PL5] _____
<input type="checkbox"/> Paper: Phone Books	[PA6] _____	<input type="checkbox"/> Plastic: PS	[PL6] _____
Glass Bottles and Jars:		<input type="checkbox"/> Plastic: Film	[PL8] _____
<input type="checkbox"/> Glass: Brown	[GL4] _____	<input type="checkbox"/> Plastic: Mixed	[PL7] _____
<input type="checkbox"/> Glass: Clear	[GL1] _____	<input type="checkbox"/> Plastic: Other	[PL9] _____
<input type="checkbox"/> Glass: Green	[GL3] _____	Organics:	
<input type="checkbox"/> Glass: Mixed	[GL2] _____	<input type="checkbox"/> Food Waste	[FW1] _____
<input type="checkbox"/> Glass: Other	[GL6] _____	<input type="checkbox"/> Wood Waste	[WW1] _____
		<input type="checkbox"/> Yard and Leaf Waste	[Y01] _____

***Report only post-consumer materials on this form.** **Post-consumer material:** 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, overissue 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.

****Processing residue:** Material that is collected and weighed with recyclables, but is disposed rather than recycled.

