## Who should fill out the annual report form?

If you operate a permitted or exempt recycling facility (processor or intermediate/MRF), chapter 173-350 WAC requires you to complete an **Annual Report for Recycling Facilities**. If you **didn’t** handle material intended for recycling or diversion from disposal during the last calendar year, write a note on the annual report form saying that you didn’t handle these materials and return it to us. If you have questions about whether this applies to your facility, please contact Dan Weston at 360-407-6409 or daniel.weston@ecy.wa.gov.

## Instructions for completing the forms

| 1) | Fill in the **Facility Identification Information**.  |
| --- | --- |
| 2) | Review the **Material Type Definitions (page 6)** for materials you will be reporting. |
| 3) | Use either the **Materials Form** (listing 32 material types) **OR** the **County/City Form** (listing all Washington counties and the City of Seattle). You don’t need to use both the Materials Form and the County/City Form. Choose the form that best fits your information. |
|  | * When using the **Materials Form** to report materials for more than one county*, make copies of the form* so you can list tonnages for different counties *on separate sheets*. For the **Materials Form**, list materials coming from the City of Seattle on a separate sheet.
* When using the **County/City Form**, *make copies of the form* so you can report different materials. Include information for the City of Seattle separately.
 |
| 4) | Fill in all applicable sections for all materials collected for recycling **AND** for Amount of Material Disposed (this is required)**.**  |
| 5) | For Commingled Recyclables, specify which materials were included in the mix and, if possible, include the tonnages for each material.  |
| 6) | Complete the **Destination and Final Use of Materials Form**, listing what the material was used for and the name of the company that bought or received the materials collected. |
| 7) | Report all quantities in short tons. **General Measurement Standards and Reporting Guidelines (**<https://fortress.wa.gov/ecy/publications/SummaryPages/1507004.html>**)** can help you convert volume to weight. |
| 8) | Return the completed forms to Ecology by **April 1**. Call or e-mail Dan Weston at 360-407-6409 daniel.weston@ecy.wa.gov if you need any help in filling out your annual report. |
| 9) | Mail separate copies of the forms to your local health department (addresses can be found at the Department of Health website at: <https://www.doh.wa.gov/Portals/1/Documents/1200/LHJDirectoryMaster.pdf>) and Ecology: |

**Dan Weston**

**Department of Ecology**

**Solid Waste Management Program**

**PO Box 47600**

**Olympia, WA 98504-7600**

**You may also fax the forms to Ecology at 360-407-6102.**

## Facility Identification Information

| **Company Name**  |  | **Facility Name**  |  | **Facility ID**  |  |
| --- | --- | --- | --- | --- | --- |
| **Contact Person**  |  | **Title** |  |  |
| **Telephone**  |  | **Fax**  |  | **E-mail**  |  |
| **Mailing Address**  |  | **Location Address**  |  |
| **City, State, Zip**  |  | **City, State, Zip**  |  |

|  | Did you operate in \_\_\_\_?  | [ ] **Yes *If yes***, proceed with completing entire survey. [ ]  **No** ***If no***, answer the following questions, sign, date, and return this sheet only. |
| --- | --- | --- |
|  |  | When did you stop operations? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you plan to restart? [ ] No [ ] YesWhen? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | During the reporting year, were there any changes in your management practices that impacted your operations? |
|  |   | [ ]  No | [ ]  Yes (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Are there any new solid waste activities planned at your site in the next year? |
|  |  | [ ]  No | [ ]  Yes (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Materials Form

| **Material Source (county): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Reporting Year:**  | **Facility ID:**  |
| --- | --- | --- |
| **Photocopy this form for multiple counties (and Seattle) OR use the County Form on next page.** |
| **Material (see definitions)** | **Material Description**(if needed) | **Tons or percent Commercial** | **Tons or percent Residential** | **Total Tons from County** |
| **1. Newspaper** |  |  |  |  |
| **2. Cardboard** |  |  |  |  |
| **3. High-Grade Paper** |  |  |  |  |
| **4. Mixed Waste Paper** |  |  |  |  |
| **5. Cartons** |  |  |  |  |
| **6. Container Glass**  |  |  |  |  |
| **7. PET Plastics** |  |  |  |  |
| **8. HDPE Plastics** |  |  |  |  |
| **9. LDPE Plastics** |  |  |  |  |
| **10. Other Recyclable Plastics** |  |  |  |  |
| **11. Aluminum Cans** |  |  |  |  |
| **12. Steel Cans** |  |  |  |  |
| **13. Ferrous Metals** (iron, steel) |  |  |  |  |
| **14. Nonferrous Metals**(excluding aluminum cans) |  |  |  |  |
| **15. Appliances** (white goods) |  |  |  |  |
| **16. Electronics**  |  |  |  |  |
| **17. Fluorescents** (CFL, 4ft, 8ft) |  |  |  |  |
| **18. Antifreeze** |  |  |  |  |
| **19. Used Oil** |  |  |  |  |
| **20. Tires** |  |  |  |  |
| **21. Vehicle Batteries** |  |  |  |  |
| **22. Household Batteries** |  |  |  |  |
| **23. Asphalt**  |  |  |  |  |
| **24. Concrete** |  |  |  |  |
| **25. Construction/Demolition** |  |  |  |  |
| **26. Wood Waste** |  |  |  |  |
| **27. Landclearing Debris** |  |  |  |  |
| **28. Yard Debris**  |  |  |  |  |
| **29. Food and/or Food Scraps** |  |  |  |  |
| **30. Textiles** (rags, clothing) |  |  |  |  |
| ***Continues on next page.*** |

## Materials Form cont.

| **31. Commingled Recyclables** (specify materials in mix) |  |  |  |  |
| --- | --- | --- | --- | --- |
| **32. Other Recyclables** (specify) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **\*\*Required\*\*** | **Amount of Material Disposed (not recycled):** | **tons** |
| **If you do not know the amount disposed or there was no disposal, estimate the percentage of non-recyclable materials in incoming loads:**  |  | **%** |
|  |  |  |  |  |
| **Total Tons Collected for Recycling:****(include all incoming materials)** |  |  | **tons** |

**County/City Form**

| **Type of Material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Photocopy this form for each different material type OR use the Materials Form on the previous page.** | **Reporting Year:**  | **Facility ID:**  |
| --- | --- | --- |
| **County** | **Material Description** (if needed) | **Tons or Percent Commercial** | **Tons or Percent Residential** | **Total Tons or Percent****from County** |
| **Adams** |  |  |  |  |
| **Asotin** |  |  |  |  |
| **Benton** |  |  |  |  |
| **Chelan** |  |  |  |  |
| **Clallam** |  |  |  |  |
| **Clark** |  |  |  |  |
| **Columbia** |  |  |  |  |
| **Cowlitz** |  |  |  |  |
| **Douglas** |  |  |  |  |
| **Ferry** |  |  |  |  |
| **Franklin** |  |  |  |  |
| **Garfield** |  |  |  |  |
| **Grant** |  |  |  |  |
| **Grays Harbor** |  |  |  |  |
| **Island** |  |  |  |  |
| **Jefferson** |  |  |  |  |
| **King\*** |  |  |  |  |
| **City of Seattle** |  |  |  |  |
| **Kitsap** |  |  |  |  |
| **Kittitas** |  |  |  |  |
| **Klickitat** |  |  |  |  |
| **Lewis** |  |  |  |  |
| **Lincoln** |  |  |  |  |
| **Mason** |  |  |  |  |
| **Okanogan** |  |  |  |  |
| **Pacific** |  |  |  |  |
| **Pend Oreille** |  |  |  |  |
| **Pierce** |  |  |  |  |
| **San Juan** |  |  |  |  |
| **Skagit** |  |  |  |  |
| **Skamania** |  |  |  |  |
| **Snohomish** |  |  |  |  |
| **Spokane** |  |  |  |  |
| **Stevens** |  |  |  |  |
| **Thurston** |  |  |  |  |
| **Wahkiakum** |  |  |  |  |
| **Walla Walla** |  |  |  |  |
| **Whatcom** |  |  |  |  |
| **Whitman** |  |  |  |  |
| **Yakima** |  |  |  |  |
| **Out of State** |  |  |  |  |
| **\*\*Required\*\*** | **Tons Disposed (or estimate a percent disposed):** |  |
| **Total Tons Collected/Recycled:****(include all incoming materials)** |  |  | **tons** |
| **\*Do not include the City of Seattle tons in the King County total.** |  |  |

## Destination and Final Use of Materials Form

| **For multiple destinations of same material, use blank lines at the end of the form.** | **Facility ID:**  |
| --- | --- |
| **Material**  | **Outgoing Tons** | **To Which Company** | **Destination Location (City, State, or County** **of Export)** | **Final Use** \*\***(See below)** |
| **1. Newspaper** |  |  |  |  |
| **2. Cardboard** |  |  |  |  |
| **3. High-Grade Paper** |  |  |  |  |
| **4. Mixed Waste Paper** |  |  |  |  |
| **5. Cartons** |  |  |  |  |
| **6. Container Glass**  |  |  |  |  |
| **7. PET Plastics** |  |  |  |  |
| **8. HDPE Plastics** |  |  |  |  |
| **9. LDPE Plastics** |  |  |  |  |
| **10. Other Recyclable Plastics** |  |  |  |  |
| **11. Aluminum Cans** |  |  |  |  |
| **12. Steel Cans** |  |  |  |  |
| **13. Ferrous Metals** (iron, steel) |  |  |  |  |
| **14. Nonferrous Metals**(excluding aluminum cans) |  |  |  |  |
| **15. Appliances** (white goods) |  |  |  |  |
| **16. Electronics** (specify type) |  |  |  |  |
| **17. Fluorescents** (CFL, 4ft, 8ft) |  |  |  |  |
| **18. Antifreeze** |  |  |  |  |
| **19. Used Oil** |  |  |  |  |
| **20. Tires** |  |  |  |  |
| **21. Vehicle Batteries** |  |  |  |  |
| **22. Household Batteries** |  |  |  |  |
| **23. Asphalt**  |  |  |  |  |
| **24. Concrete** |  |  |  |  |
| **25. Construction/Demolition** |  |  |  |  |
| **26. Wood Waste** |  |  |  |  |
| **27. Landclearing Debris** |  |  |  |  |
| **28. Yard Debris**  |  |  |  |  |
| **29. Food and/or Food Scraps** |  |  |  |  |
| **30. Textiles** (rags, clothing) |  |  |  |  |
| **31. Commingled Recyclables** (specify materials in mix) |  |  |  |  |
| **32. Other Recyclables** (specify) |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Outgoing Tons for Disposal:** |  |  |  | **Disposal** |
| **Outgoing Tons for Recycling:** |  |  |  |  |
| **Total Outgoing Tons:****(including disposal)** |  |  |  |  |

\*\*Please specify final use of material. Possible final uses include: recycling, composting, reuse, aggregate, burning for energy, retreading (tires), stockpiling, or disposal.

## Material Type Definitions

Please note some categories have two or more material definitions that apply.

| 1. Newspaper | Black and white newspaper, shredded newsprint, and including other paper normally distributed inside a newspaper such as colored advertisements, comics, and flyers. |
| --- | --- |
| 2. Cardboard | Brown uncoated paper with a wavy core and uncontaminated (no plastic lining or wax coating); and brown paper bags. |
| 3. High Grade Paper | Computer paper, white bond, copy paper, notebook paper, and some colored paper. |
| 4. Mixed Waste Paper | All other potentially recyclable paper, such as envelopes, telephone books, paperback books, cereal boxes, laundry soap boxes, and magazines. |
| 5. Cartons | Poly-coated beverage containers with plastic, foil, or wax lining, such as milk or juice cartons. This doesn’t include individual foil packets such as Capri Sun containers. |
| 6. Container Glass | Glass containers for food, beverage, and other material. Excludes refillable bottles. |
| 7. PET Plastics (#1) | Polyethylene terephthalate–clear and colored beverage containers made from PET; coded (#1). |
| 8. HDPE Plastics (#2) | High-density polyethylene–clear and colored containers made from HDPE; coded (#2). |
| 9. LDPE Plastics (#4) | Low-density polyethylene–includes mustard and some other squeezable containers; coded (#4). Includes plastic bags and plastic film. |
| 10. Other Recyclable Plastics | All other plastics; recyclable plastics not included above. |
| 11. Aluminum Cans | Aluminum beverage cans. |
| 12. Steel Cans | Tin-plated steel cans, usually food containers. |
| 13. Ferrous Metals | Magnetic metal items such as steel clothes hangers, sheet metal products, pipes, some automobile parts, auto bodies, and other miscellaneous, magnetic metal scraps. |
| 14. Non-Ferrous Metals | Copper tubing, brass fixtures, insulated wire, small auto parts such as generators, water pumps. Aluminum other than beverage cans. |
| 15. Appliances (white goods) | Appliances, water heaters, or microwave ovens. |
| 16. Electronics  | Hard drives from computer towers and laptops; display screens such as Monitors, CRTs, or TVs; cell or mobile phones, keyboards, mice, printers, etc. |
| 17. Fluorescent Lights | Mercury lamp. Specify if compact fluorescent light bulb (CFL), 4-foot tube, 8-foot tube, etc.  |
| 18. Antifreeze | Also called coolant, from vehicle engines. |
| 19. Used Oil | Automotive oil. Please indicate if oil is re-refined/recycled, or burned for energy recovery or heat. |
| 20. Tires | Automobile, truck, and bicycle tires. Please specify if the tires are re-treaded, reused, recycled, or burned for energy.  |
| 21. Vehicle Batteries | Automobile, truck, boat, motorcycle batteries. Excludes industrial batteries. |
| 22. Household Batteries | Includes: flashlight (Alkaline, Ni-Cad), and button batteries (lithium). |
| 23. Asphalt  | Asphalt paving material and similar wastes. |
| 24. Concrete | Cement, concrete blocks, and concrete pieces. |
| 25. Construction orDemolition Debris | Mixed material generated as a result of a construction or demolition operation, including toilets, sinks, rock, brick, insulation, roofing, and combination materials. Exclude the following materials if possible: asphalt, concrete, metals, wood, carpet, and gypsum. |
| ***Continues on next page.*** |

## Material Type Definitions cont.

| 26. Wood Waste | Pallets, scrap lumber, wood toys, fencing, and crates. Please specify if wood is recycled or burned for energy recovery. |
| --- | --- |
| 27. Landclearing Debris | Stumps, brush, and limbs from non-residential locations. Please specify use of the material (chipped for mulch, burned for energy, etc.). |
| 28. Yard Debris | Grass clippings, leaves, tree prunings, and weeds for composting. |
| 29. Food and/or Food Scraps | Specify: food preparation wastes, food scraps, spoiled food, or donated edible food. |
| 30. Textiles | Clothing and apparel, shop rags, and blankets. |
| 31. Comingled Recyclables | Specify material types collected. |
| 32. Other Recyclables: | Specify and describe material. Can include, but is not limited to: carpet and padding, gypsum drywall, mercury compounds, oil filters, rendering, other organics, photographic film, rubber materials, mattresses, and toner or ink cartridges. |

To request ADA accommodation for disabilities, call Ecology at 360-407-6900 or visit https://ecology.wa.gov/accessibility. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.