

# INSTRUCTIONS FOR FILING AN ANNUAL RECYCLING REPORT

When filling out the form, please complete as accurately as possible. Print all information with the exception of your signature in Section II - Agreement.

## I. REPORT

**REPORTING YEAR** - Enter the year for which this report is to represent.

**NAME** - The name of the business.

**DATE** - The date this report was completed.

**STREET/CITY/STATE/ZIP** - The address of the business.

**PHONE** - The phone number of the business.

**PRODUCT/SERVICE** - Either the type of service your business provides or the type of product it manufactures.

**CONTACT PERSON** - The name of the person that should be contacted if we have any questions about this form.

**MATERIAL RECYCLED** - Each material listed must be recycled by all businesses if they are generated on the premises. If a particular material is not generated on the premises, state so, directly across the next two columns from the specific material.

**LBS. OR TONS/YEAR** - Enter the specific weights for each material recycled, only if they were not recycled through the Sunbury curbside or drop-off program. Weights entered in this column need to be accompanied with supporting documentation.

### **How do you obtain weights for materials recycled?**

You can obtain both the weights and supporting documentation from your recycler. If your garbage hauler collects cardboard and or HG Paper; contact him for copies of weight slips or written documentation in the form of a letter. In most cases, weight slips cannot be obtained unless you take your materials directly to a processor such as Mensch's Recycling in Sunbury or Jeff's Recycling in Paxinos.

If your materials are collected by a garbage hauler or you take your High Grade Paper and Corrugated Cardboard to CSIU, ask them to provide you with written documentation. This can be in the form of a letter indicating what materials were recycled and weights, or a copy of a pick-up/drop-off receipt. Written estimates of weights are acceptable, provided they are documented in the form of a letter by the Hauler or Recycler.

If some of your materials were recycled through the Sunbury Curbside Program or through the Drop-off center, you need not provide weights. Enter "Sunbury Curbside Program or Sunbury Drop-off Center" across the two adjacent columns for the particular material.

**MARKETED TO** - Enter the name of the person or recycler that received or collected the recyclables. Again, if some of your materials were recycled through the Sunbury Curbside Program or through the Drop-off Center, you would have indicated this in the two adjacent columns across from the specific material.

## II. AGREEMENT

Providing your signature as part of this agreement will allow the Sunbury Municipal Authority to use your documented weights for obtaining available State recycling grants. The receipt of these grants has allowed Sunbury to continue a curbside collection program throughout the city at no cost to the public. This is uncommon when compared to surrounding communities that charge a “per household” recycling fee. Area fees have ranged from a few dollars to \$24.00/year. Grants make the absence of fees possible.

Remember, the signing of this agreement is of no use if you did not attach documentation of our weights.

**THIS COMPLETED FORM MUST BE SUBMITTED NO LATER THAN JANUARY 15<sup>TH</sup>**

### **REGULATION REQUIREMENTS**

Recycling in Pennsylvania is the **LAW** as stated in Act 101, passed in 1988, the PA Code Title 25 Chapter 272 Section 421 and in Article VIII © (3); of the Sunbury Municipal Solid Waste Regulations requires that Aluminum, Glass, Newsprint, High Grade office paper, Corrugated Cardboard and Leaf Waste generated at Commercial/Municipal/Institutional establishments must be recycled. The Authority shall provide collection for each of the foregoing except for Newsprint, High Grade paper and Corrugated Cardboard. All establishments must annually provide written documentation to the Authority of the total pounds or Tons which are recycled on or before December 31<sup>st</sup> of the following year.

### **PENALTIES FOR NON-COMPLIANCE**

City Ordinance No. 1143; provides for penalties and fines for **VIOLATION** of the Municipal Authority Recycling Regulations. Fines for persons who violate these Regulations, shall, upon summary conviction, pay a fine of not less than **\$100.00** and not more than **\$1,000.00** together with the cost of prosecution. **EVERY VIOLATOR SHALL BE DEEMED GUILTY OF A SEPARATE OFFENSE FOR EACH AND EVERY DAY THE VIOLATION CONTINUES!**