



Department of Environmental Protection

Instructions for the Recycling Annual Report [RECYCLING OPERATIONS ONLY]

1. Please report the amount of recyclable material received from Massachusetts sources only in the calendar year covered by this certification.
2. Please report all quantities in TONS.
3. **All Material Types Are Mutually Exclusive. Please do not report the same tonnage in more than one category.** For example, if you process 4,000 tons of wood, and 2,000 tons went to wood for fuel and 2,000 tons were C&D wood recycled, you would report these tonnages separately.

Correct

C&D Wood 2,000 tons

Wood for fuel 2,000 tons

Incorrect

C&D Wood 4,000 tons

Wood for fuel 2,000 tons

4. In order to avoid double counting, please do not report tonnage received from other processors. (For example, do not report any tonnage received from a Material Recycling Facility (MRF), since that material is already counted in that facility's report. However, any material received via direct haul from a generator should be counted.)
5. If specific tonnage by material is unavailable, please report the total waste processed and the estimated amount by each material. (For example, if you recycled 10,000 tons of material total, and estimate that 75% of that material was metal and 25% was asphalt, brick, and concrete (ABC), please report 7,500 tons metal and 2,500 tons ABC.)

Definitions

Asphalt Paving, Brick and Concrete (ABC): Rubble that contains only weathered (cured) asphalt pavement, clay bricks and attached mortar normally used in construction, or concrete that may contain rebar. The rubble shall not be painted, coated or impregnated with any substance. The rubble shall not be mixed with or contaminated by any other wastes or debris.

Asphalt Roofing Shingles: Roofing shingles sent for recycling.

Carpet: Used carpet from construction and demolition projects sent for recycling

Ceiling Tiles: Ceiling tiles from both residential and commercial construction.

Single Stream Recycling formerly Co-Mingled Materials: materials such as glass, plastic, metal and paper that are collected and received mixed together.

Disposal: The final dumping, landfilling or placement of solid waste into or on any land or water or the combustion of solid waste.

Diversion: means other uses for materials other than disposal, including recycling, wood used as fuel (not including material sent to municipal waste combustors), composting, aerobic/anaerobic digestion, conversion and grading and shaping or cover material for landfills.

Electronics: all consumer electronics.

Glass: includes all containers, packaging, and glass found in appliances, furniture and plate glass.

Gypsum Wallboard: Gypsum wallboard from C&D activities sent for recycling.

Metals – Non-C&D: ferrous and non-ferrous metals derived from used appliances, residential scrap metal, manufacturing processes, aluminum, and beverage and other steel/tin cans. Does not include automotive metals or C&D materials (such as aluminum siding, wiring and piping)- please report this tonnage under *Metal-C&D*), or industrial metals.

Metals – C&D: metal from construction and demolition debris, such as rebar, aluminum siding, and piping.

Organics - Food Material: Material produced from human or animal food production, preparation and consumption activities and which consists of, but is not limited to, fruits, vegetables, grains, and fish and animal products and byproducts.

Organics - Agricultural Material: Organic materials produced from the raising and processing of plants and animals as part of agronomic, horticultural, aquacultural or silvicultural operations, including, but not limited to, animal manures, animal products and by-products (including carcasses), bedding materials and plant materials.

Organics - Yard Waste: deciduous and coniferous seasonal deposition (e.g., leaves), grass clippings, weeds, hedge clippings, garden materials and brush.

Paper – Except Cardboard: includes magazines, newspapers, office paper, telephone directories, mixed paper, and other paper products including books, third-class mail, commercial printing, paper towels, paper plates and cups.

Paper - Cardboard: includes all old corrugated containers.

Plastic: includes all types of plastics from packaging, food containers, beverage containers, bags, wraps, and plastics found in appliances, furniture, and sporting and recreational equipment.

Processors: refers to intermediate operators that handle recyclable materials from collectors and generators for the purpose of preparing materials for recycling (MRFs, scrap metal yards, paper dealers and glass beneficiation plants). Processors act as an intermediary between collectors and end users of recyclable materials.

Recycle or Recycled: to recover materials or by-products which will be:

- a) reused;
- b) used as an ingredient or a feedstock in an industrial or manufacturing process to make a marketable product; or
- c) used in a particular function or application as an effective substitute for a commercial product or commodity.

Recycle does not mean to recover energy from the combustion of a material or to create a fuel nor does it include composting or conversion.

Textiles: includes fiber from apparel, furniture, linens (sheets and towels), rugs, and footwear.

Tires – Non-Fuel: Tires from automobiles and trucks, but does not include tires that are chipped for energy recovery.

Tires - Fuel: Tires that are sent to Waste to Energy Facilities to be used as fuel.

Wood – Non-fuel: new lumber, particle board, pallets or wood from construction and demolition waste recycled into mulch, particle board, or other uses. Does not include wood from land clearing or wood sent for fuel.

Wood For Fuel: new or used lumber, C&D Wood, or clean wood that is sent to power plants for energy recovery (not including wood sent to municipal waste combustors).

RECYCLING OPERATION ANNUAL REPORT

RECYCLED MATERIALS			
Material	Tonnage		
	Massachusetts Sources (A)	Out of State Sources (B)	Combined Tonnage (Total of A+B)
Asphalt, Brick & Concrete			
Asphalt shingles			
Carpet			
Ceiling Tiles			
Single Stream Recycling (formerly Commingled Materials)			
Electronics			
Glass			
Gypsum Wallboard			
Mattresses			
Metals - C&D			
Metals – Non C&D			
Paper – Except Cardboard			
Paper – Cardboard			
Plastic			
Textiles			
Tires – Non Fuel			
Tires – Fuel			
Organics - Agricultural Material			
Organics - Food Material			
Organics - Vegetative Material			
Organics - Yard Waste (Includes Grass)			
Wood – Non Fuel			
Wood – Fuel			
Totals			

List all other materials recycled that are not on the annual report form above:

Total tonnage of all other materials recycled that are not on the annual report form:

Total tonnage of all recyclable materials, regardless of source of generation, received at the recycling operation:

Total number of operating days during the year:

Tonnage of materials sent for disposal (landfill or incineration):

Instructions for the Composting Annual Report [COMPOSTING OPERATIONS ONLY]

1. Please report material collected in the applicable calendar year covered by this certification.
2. Please report all quantities in TONS. To calculate a quantity of organic material, estimate the dimensions of the windrow(s) at the time of **their construction** (the volume can reduce by 50% during the first four to eight weeks). For a “haystack” shaped windrow, the volume is approximately equal to the height times half the base width, times the length. **PLEASE BE SURE TO EITHER MEASURE IN YARDS OR CONVERT CUBIC FEET TO CUBIC YARDS BY DIVIDING BY 27.**
3. Please note that the in-state vs. out-of-state sources of the organic materials is denoted. You should input the amount collected in the appropriate column, depending on whether material collected is from within Massachusetts or from out of state locations.
4. Use the following factors to convert volume (cubic yards) to weight (tons):

Leaves 5 cy/ton	Brush 4 cy/ton	Grass 3 cy/ton	Food Waste 1.33 cy/ton
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5. If you are a municipal compost site serving only part of a municipality, please only account for the organic material composted at your particular site, not all of the organic material generated in the municipality.

COMPOSTING OPERATION/AEROBIC OR ANAEROBIC DIGESTION ANNUAL REPORT

	ORGANIC MATERIALS				
	Material	Tonnage			Type of Generator (i.e., restaurant, residential collection, commercial food processor, etc.) Max 250
		Massachusetts Sources (A)	Out of State Sources (B)	Combined Tonnage (Total of A+B)	
ORGANIC MATERIALS RECEIVED FROM THE GENERATOR OF THE MATERIAL	Food Material				
	Vegetative Material				
	Agricultural Material				
	Yard Waste (includes Grass)				
	Biodegradable Paper				
	Biodegradable Products				
	Clean Wood				
	Totals				

Total tonnage of all organic materials, regardless of source of generation, received at the composting/aerobic or anaerobic digestion operation:

Total number of operating days during the year:

Tonnage of materials sent for disposal (landfill or combustion):

Gallons of material (wastewaters) sent for disposal (sewer connection), if applicable:
