




ANNUAL RECYCLING REPORTING FORM (*REGULAR* VERSION) FOR STATE AGENCIES

WHAT IS THIS FORM?




This is the recycling reporting form prescribed by the Commissioner of the Department of Energy & Environmental Protection to be completed by state agencies as required by CGS Section 4b-15(b); the form is composed of 3 parts:

-  Part #1 - Please record quantities recycled from each facility
-  Part # 2 - Please provide a brief description of the recycling program.
-  Part #3 – Please certify that the data reported is correct.

WHO MUST FILL OUT THIS FORM?

Pursuant to Section 4b-15(b) of the CGS, each state agency having care, control, and supervision of state property must complete this form. A separate form needs to be completed for each facility under the agency's care, control or supervision.

Completed forms can be submitted to the CT Department of Energy and Environmental Protection (DEEP) by any ONE of the following methods:

-  Fax (860) 424-4081 Attn: Paula Guerrero; **or**
-  Scanned & E-Mailed To Paula.Guerrera@ct.gov (Do not send hard copy if sending electronically); **or**
-  Land-Mailed – use Interagency Mail if possible - (CT DEEP; Bureau of MM&CA – Recycling Office; 79 Elm Street - 4th Floor; -Hartford, CT 06106-5127; Attn: Paula Guerrero)
If land mailed, and if more than one page, must be double-sided and preferably on paper with a minimum 30% post-consumer content. You can consolidate the report to eliminate empty space.

Contact [Paula Guerrero](mailto:Paula.Guerrera@ct.gov) (860 424-3334) to confirm receipt of report by DEEP

HOW OFTEN MUST THIS FORM BE COMPLETED?

The report must be completed and submitted annually to the DEEP. The annual report is to cover the period from July 1 through June 30 and must be received by DEEP no later than October 1.

HOW TO COMPLETE THIS FORM

STATE AGENCIES RECYCLING REPORTING FORM “REGULAR VERSION”

Part #1: This section shall be used to report the QUANTITIES RECYCLED FROM EACH FACILITY. (If the actual weight of the recyclables cannot be determined for a particular facility then you may complete STATE AGENCIES RECYCLING REPORTING FORM - ALTERNATIVE VERSION for that facility. **Only complete one form for each facility.**)

The first column of the table lists types of recyclable items. Exact definitions are provided at the end of these instructions. In the second column, list the name **and location** of the facility that received the item for processing or recycling (Please list **only the processing or recycling facility** which receives the item; **do not list the hauler**). In the third column, record the total amount by weight of each type of recyclable item sent to each recycling facility during the reporting period (July 1st through June 30th).

Clarifications should be written in the comments column. Do not forget to indicate: (1) types of containers included with the commingled containers and, (2) if mixed paper is recycled, the types of paper included in the mix.

Part #2: This section is to be used to provide a brief description of the recycling program implemented at the reporting facility. The description should not be longer than one page and should include (but not be limited to) a description of the collection and storage system; the date the recycling program was implemented; a description of efforts to educate employees and custodial staff about recycling requirements; estimated employee participation rate; a listing of problems encountered and a description of how those problems were solved; and a description (if applicable) of waste management practices for food waste, leaves, grass clippings, fluorescent lamps, electronics, printer cartridges, etc.

Part #3: This section of the form is to certify that the data provided on the forms are accurate.

Please feel free to amend the reporting form: to better address your recycling program or to more efficiently allow reporting

for more than one facility. Please get approval from [Paula Guerrero](mailto:Paula.guerrera@ct.gov) (Paula.guerrera@ct.gov 860 424-3334) or [Judy Belaval](mailto:judy.belaval@ct.gov) (judy.belaval@ct.gov 860 424-3237) before using any self-designed reporting forms.

DEFINITIONS

BOXBOARD	A lightweight paperboard made from a variety of recovered fibers used in folding or set-up boxes such as cereal boxes and shoe boxes.
COMMINGLED CONTAINERS	Glass and/or metal and/or plastic bottles and cans that are collected mixed together. [Specify which types of containers are included in the mix as you report the quantities.]
CORRUGATED	Corrugated boxes and similar corrugated and kraft paper materials which have a minimum of contamination by food or other material.
GRASS CLIPPINGS	Grass clippings are banned from disposal in CT. <i>Leaving grass clippings on the lawn is the preferred waste management practice for grass clippings.</i>
HIGH GRADE COLOR OFFICE PAPER	Used or discarded high-grade color paper, including, but not limited to paper utilized for writing, typing, printing, computer printing, and photocopying , which is suitable for recycling and which has a minimum of contamination.
HIGH GRADE WHITE OFFICE PAPER	Used or discarded high-grade white paper, including, but not limited to paper utilized for writing, typing, printing, computer printing, and photocopying , which is suitable for recycling and which has a minimum of contamination.
LEAVES	The foliage of trees. Quantity (tons) of "incoming leaves" means the amount of leaves <i>before</i> composting. If you only have measurements in cubic yards, use the following conversion formula: 1 cubic yard = 500 pounds [1/4 ton] for averagely wet and averagely compacted leaves. Under the "Receiving facility" column, write the name and location of the facility that composts your leaves. If they are composted on-site, write "on-site composting".
MIXED PAPER	A mixture of various types and qualities of paper. (Specify which types of paper are included in the mix as you report the quantities. For example: discarded mail, magazines, and catalogues might one type of paper mix; old newspaper and old corrugated cardboard might be another; etc.)
MOTOR VEHICLE BATTERIES	Lead acid storage or other batteries used in motor vehicles such as automobiles, airplanes, boats, recreational vehicles, tractors and like applications. Most of these lead acid storage batteries will be collected through the retailer deposit/redemption system. DEEP encourages the use of this system for storage battery recycling. If you rely <u>solely</u> on this system, write "Collected by retailers" in the comments column and leave the tonnage boxes blank.
NEWSPAPERS	Used or discarded newsprint which has a minimum of contamination by food or other material.
Ni-Cd BATTERIES	Nickel cadmium rechargeable batteries
SCRAP METAL	Used or discarded items which consist predominantly of ferrous metals, aluminum, brass, copper, lead, chromium, tin, nickel or alloys thereof, including, but not limited to, white goods (such old refrigerators, stoves, etc.)
SINGLE STREAM RECYCLABLES	Paper, bottles, and cans collected mixed together (in the same collection containers and in the same compartment of the collection truck).
WASTE OIL	Crankcase oil that has been utilized in internal combustion engines

Please feel free to amend the reporting form: to better address your recycling program or to more efficiently allow reporting for more than one facility. Please get approval from [Paula Guerrero](mailto:Paula.guerrera@ct.gov) (Paula.guerrera@ct.gov 860 424-3334) or [Judy Belaval](mailto:judy.belaval@ct.gov) (judy.belaval@ct.gov 860 424-3237) before using any self-designed reporting forms.



PART #1: QUANTITIES RECYCLED (If you cannot track the actual weight of materials recycled you may complete the "STATE AGENCIES RECYCLING FORM ALTERNATIVE VERSION".)

Name & Location of Facility:

Type of Facility: : # of Employees: ; # Resident Clients/Students:

State Agency Charged with Care, Control, and Supervision

QUANTITIES RECYCLED - JULY 1, _____ THROUGH JUNE 30, _____				
ITEMS RECYCLED	FACILITIES TO WHICH RECYCLABLES WERE DELIVERED (Recycling Facilities or Processors Only - Do Not List Your Hauler's Name)	TOTAL		COMMENTS
		Amount	Units (Lbs or Tons)	
Single Stream (Bottles, cans, & paper- Mixed)				Types of Containers & Paper:
Commingled Containers* i.e. bottles & cans (tons)				Types of Containers included:
Corrugated* (tons)				
Newspaper* (tons)				
High Grade White Office Paper* (tons)				
High Grade Color Office Paper (tons)				
Boxboard (tons)				
Mixed Paper (tons)				Types of Paper Included:
Motor Vehicle Batteries* (tons)				
Scrap Metal* (tons)				
Leaves* (tons)				
Grass Clippings*	Preferred method is to leave grass clippings on the lawn			
Waste Oil* (gallons)				
Ni-Cd Batteries*				
Other (tons), specify:				
Other (tons), specify:				
Other (tons), specify:				

*Items Required to be Recycled



STATE AGENCIES - PART #2: PROGRAM DESCRIPTION Please *attach a brief (one page or less) description* of the recycling program implemented in this facility – Also include information on recycling of other materials i.e. fluorescent bulbs, electronics, printer cartridges, etc.



STATE AGENCIES - PART #3: CERTIFICATION OF DATA REPORTED

Please certify that the data and information contained in this form are correct.

I certify that all of the information reported on all parts of this state agency recycling reporting form is correct to the best of my knowledge.

Signature of Report Preparer: _____ Title: Date:

Phone #: E-mail Address: Printed Name:

Address: