

**CITY OF HARRISBURG**  
**ANNUAL COMMERCIAL/INSTITUTIONAL RECYCLING REPORT**  
**CALENDAR YEAR \_\_\_\_\_**

Please return this report no later than January 31

NAME OF BUSINESS/ESTABLISHMENT \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ TELEPHONE (\_\_\_\_) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_ COUNTY Dauphin

1. What type of business do you operate?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Manufacturing                 | <input type="checkbox"/> Wholesale/Retail                     | <input type="checkbox"/> Government               |
| <input type="checkbox"/> Office/Administrative/Service | <input type="checkbox"/> Institution (school, hospital, etc.) | <input type="checkbox"/> Recycling Hauler/Market* |
| <input type="checkbox"/> Other _____                   |   |   |

**\*If you are a hauler that collects recyclables or a market that accepts recyclables from businesses, institutions or government offices in the City of Harrisburg, please attach a list of your Harrisburg customers to ensure proper accounting of the materials recycled in the City of Harrisburg. These records will be kept strictly confidential. They will be used only to help avoid double counting of materials and for verification of compliance with Harrisburg's Recycling Ordinance by businesses and institutions.**

1. Where was the material you recycled generated?

- |   |                                       |  |                                    |
|---|---------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Offices            | <input type="checkbox"/> Lunchroom    | <input type="checkbox"/> Retail operations | <input type="checkbox"/> Warehouse |
| <input type="checkbox"/> Shipping/Receiving | <input type="checkbox"/> Food service | <input type="checkbox"/> Maintenance       |                                    |
| <input type="checkbox"/> Other _____        |                                       | <input type="checkbox"/> Other _____       |                                    |

2. Who collects/markets your recyclables?

Name of Business \_\_\_\_\_

Contact \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

On the reverse side of this report, please record by category the amount(s) of **Post-Consumer Materials** that your business separated for recycling. Please list the amount in **TONS**. These weights should be available to you from your recycling hauler or market. Attach to this form any weight receipts or collection report(s) you received as verification of the amount of material you recycled **OR** have your recycling hauler/market sign this form to verify its accuracy.

**Post-Consumer Materials** refer to recovered materials that have been used as a consumer item and are diverted from municipal solid waste for the purpose of collection and recycling. The term excludes materials from industrial processes that have not reached the consumer, such as overissues of newspapers or magazines and industrial process scrap.

**Pre-Consumer Materials** refer to materials generated in manufacturing and converting processes such as manufacturing process 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.

I hereby certify that the amount(s) of recyclable materials listed in this report are to the best of my knowledge complete and accurate.

\_\_\_\_\_  
Signature of Recyclable Hauler/Market

\_\_\_\_\_  
Date

Please list the amount(s) **IN TONS** of Post-Consumer recyclable materials generated from your business/ institution\* for the calendar year that has just passed.

\*Haulers that collect recyclables or markets that accept recyclables from businesses, institutions or government offices in the City of Harrisburg should provide total tonnage for all Harrisburg customers.

|  | Tons  |  | Tons  |
|--|-------|--|-------|
| 1. Old Newsprint   | _____ | 14. Food Wastes (including grease)     | _____ |
| 2. High Grade Office Paper                                   | _____ | 15. Lead Acid (Automotive) Batteries   | _____ |
| 3. Corrugated Cardboard                                      | _____ | 16. Major Appliances                   | _____ |
| 4. Other Marketable Grades of Paper                          |       | 17. Other Ferrous Metals               | _____ |
| Magazines  | _____ | 18. Other Non-Ferrous Metals           | _____ |
| Telephone Directories  | _____ | 19. Textiles                           | _____ |
| Other _____  | _____ | 20. Tires                              | _____ |
| Other _____  | _____ | 21. Wood                               |       |
| 5. Aluminum Cans   | _____ | Wood Packaging                         | _____ |
| 6. Steel/Bimetal Cans  | _____ | Other _____                            | _____ |
| 7. Amber (brown) Glass                                       | _____ | 22. Yard Trimmings                     |       |
| 8. Clear Glass   | _____ | Brush & Branches                       | _____ |
| 9. Green Glass   | _____ | Grass                                  | _____ |
| 10. PET (#1) Plastics  | _____ | Leaves                                 | _____ |
| 11. HDPE (#2) Plastics                                       | _____ | Tree stumps                            | _____ |
| 12. Other Plastics   |       | 23. Other Recyclables (please specify) |       |
| PVC (#3) Plastics  | _____ | _____                                  | _____ |
| LDPE (#4) Plastics   | _____ | _____                                  | _____ |
| PP (#5) Plastics   | _____ | _____                                  | _____ |
| PS (#6) Plastics   | _____ | _____                                  | _____ |
| Other _____  | _____ | _____                                  | _____ |
| Other _____  | _____ | _____                                  | _____ |
| 13. Commingled (any of the above)                            | _____ |  |       |
| Please list materials included in your commingled mix: _____ |       |  |       |
| _____  |       |  |       |
| _____  |       |  |       |

Please return this form no later than January 31 to:

City of Harrisburg  
 Department of Public Works  
 1690 S. 19<sup>th</sup> Street  
 Harrisburg, PA 17104  
 ATTN: Recycling Report

The City of Harrisburg's Department of Public Works thanks you for your cooperation in providing this data in a timely manner.